

County of Los Angeles

INTERPRETIVE MANUAL

12/1/2017

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CHAPTER I – LEAVE OF ABSENCE

OVERVIEW

The revisions to this Manual include the following changes:

- Implementation of Leave Processing in e-HR in April 15, 2012
- Implementation of the Healthy Workplaces, Healthy Families Act of 2014 (AB 1522), effective July 1, 2015, which resulted in changes in the method of accruing MegaFlex Non-Elective Leave. In addition, effective July 1, 2015, Temporary and Recurrent Employees (F and H Sub Titles) who earned Special Paid Leave, or who did not have any provisions for any form of sick leave, began to accrue Sick – 100% and Sick Personal. Special Paid Leave was phased out in 2015, and payoff provisions were adopted
- Revised 2015-2018 MOU language.

This Manual should be used in conjunction with the e-HR Countywide Desk Procedures for information on how to use e-HR to access Leave details.

E-HR ACRONYMS USED THROUGHOUT THE INTERPRETIVE MANUAL:

- ESMT (Employee Status Maintenance) – A document found in the Employee Profile Management (EPM) activity folder that is used to add or modify employee personnel data. The EPM folder contains the most current personnel information about the employee.
- LEAVM (Leave Management) activity folder - Displays employee's Leave Balances and contains leave accrual and usage history.
- LPOL (Leave Policy) – Controls the accrual and usage eligibility of leave benefit hours for classifications based on Title (TITL) and Sub Titles (STTL).
- LPRL (Leave Progression Rule) Assigns a Leave Progression code to eligible Leave benefits based on Eligibility months. The Leave Progression code is used to retrieve the accrual rate on LPRT.
- LPRT (Leave Policy Rate Table) – Reflects accrual rates and maximum accrual hours and minutes based on Leave Policy determined by classification Title (TITL) and Subtitle (STTL).
- LPSD – (Leave Progression Start Date) – the date used to determine Eligibility months for leave benefit accrual purposes, STTL (Sub Title Table) - Provides policy information, classification (item) attributes and pension system parameters.
- TIMEI – Employee Timecard, accessed through the ATLM Activity Folder
- TADJ - Timesheet Adjustment, accessed through the ATLM Activity Folder

LEAVE ACCRUAL PAYOUT

Employees automatically accrue a specific number of Leave Benefit hours every pay period based on Leave Policy and Eligibility months. Leave Policy is based on their classification, Title and Sub Title. In e-HR, the number of accrual hours is identified as the Standard Accrual Rate, which is found on the Leave Rate Table (LPRT) page. The number of hours and minutes that an employee accrues each pay period is determined by the Calculated Service Months using the employee's LPSD. The Time and Leave Management (ATLM) activity folder allows access to Time and Leave information for a selected employee. The ATLM tabs provide access to the employee's timesheet/adjustment history as well as allowing for the creation of timesheets (TIMEI) and adjustments (TADJ). The activity folder also provides access to the employee's leave balances and allows for the creation of leave accrual (LEAV) documents.

CHAPTER I – LEAVE OF ABSENCE

The Standard Accrual Rate is guaranteed when the employee works the Scheduled Required Hours as reported on the employee's timesheet (TIMEI). When less than the Scheduled Required Hours are reported then the Leave Benefit Hours are prorated.

Note: If an employee changes his/her leave policy in the middle of a pay period, then the employee's Leave Benefit accruals are based on the leave policy that is active at the end of that pay period. **(Refer to e-HR Desk Procedure #DP-LV-281-D for details on how to prorate the LPRT Standard Accrual Rate when hours worked in a given pay period are less than Scheduled Required Hours.)**

Leave Balances can be viewed in e-HR by logging in and navigating to LEAVM, the Leave Management activity folder. The Employee Leave Balance tab in LEAVM shows the Balance and Balance Type for each leave category. A Balance Type of Year to Date are hours that are only eligible for that calendar year. A Balance Type of Inception to Date is a balance that carries on to the following year. LEAVM also contains Employees Leave Accruals, Usages, and Adjustments history.

REPORTS

The reporting portal in e-HR allows access to two types of Cognos reports: 1.) On Demand – reports run as needed by the user; 2.) Scheduled – reports generated by the system per a pre-defined schedule. A number of Leave Reports are available through e-HR, including Sick Buyback Eligibility, Leave Balance Excess, etc.

E-HR HANDLING OF LEAVE PAYOUT UPON TERMINATION FROM COUNTY SERVICE

An employee's termination is processed via PACTW, the Personnel Action Wizard in e-HR Termination rules are set up in e-HR and govern whether a leave balance is eligible for payout, the payout rate, and the maximum number of hours to be paid out. The termination rules are established by Leave Policy and the type of termination, e.g., retirement, layoff, discharge, etc. The wizard allows for both current and retro terminations to be processed. A retro termination (after the pay period of the termination has already passed) causes retro processing to be invoked. Most benefits are automatically paid out based on Leave Policy. **(Refer to e-HR Desk Procedure #DP-LV-065-D, Leave Payout at Termination – Termination Wizard.)**

CHAPTER STRUCTURE

The chapter is divided into the following two sections:

SECTION I. MAJOR LEAVE TYPES

This section covers the eligibility requirements for and policies governing the following leaves, and describes how they are earned, used and paid off.

- A. Sick Leave, including full-pay and part-pay Sick Leave, Pre-71 Sick Leave, Pre-86 Sick Leave, and special sick leaves such as those for former MTA employees and lifeguards;

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- B. Vacation, including special vacation provisions for Student X-ray Technicians and Lifeguards, Vacation in Lieu of Pay, Appraiser and Interns/Residents Leave, and special leave and vacation provisions, applicable to Superior Court employees;
- C. MegaFlex Leave, including Non-elective and Elective;
- D. Holidays;
- E. Jury Duty;
- F. Witness Leave;
- G. Bereavement Leave;
- H. Leave for civil service exams;
- I. Military Leaves;
- J. Ordered Absences and restoration of salary and paid leaves;
- K. Special paid leave for temporary employees;
- L. Leaves for continuing education and training;
- M. Unpaid leaves of absences, including Family Leave and Pregnancy Leave;
- N. Leave for injuries or illnesses in the course of employment – “IA;”
- O. Disaster Emergency Leave;
- P. Short and Long Term Disability Leaves (STD, LTD).
- Q. Time Off to Vote
- R. Superstar Day Off

Note: Although time earned in lieu of pay for overtime worked, Compensatory Time Off (CTO), is used as a leave, it is not covered in this chapter. Instead, please refer to Chapter VI. of this manual.

SECTION II. LEAVE DONATION

This section describes the requirements of and policies governing the Leave Donation Program.

SECTION I. MAJOR LEAVE TYPES

A. SICK LEAVE

(Refer to County Code 6.20)

1. FULL PAY SICK LEAVE

a. Kinds of Full Pay Sick Leave

There are three major kinds of full pay Sick Leave established with unique Leave Category codes as follows: Sick – 100%, (Leave Category Code LV011) which is the kind of Sick Leave most non-MegaFlex employees earn each pay period; Sick Pre-71 (Leave Category LV113), which is Sick Leave that was earned by employees before January, 1971; and Pre-86 Special Sick – 100% (Leave Category LV009), which is a special Sick Leave that was granted to certain employees on January 1, 1994.

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All of these are used in the same fashion to cover 100% of pay for any absences due to illness or for personal reasons (“Sick Personal”) (see I.A. 5 below), and they differ only with respect to how they are paid off at termination.

Section I.A.1. Covers the eligibility for full pay Sick Leave, and Section I.A.2. Covers the accrual and usage of Sick – 100%. For information about Pre-71 Sick Leave, see Section I.A. 10. below, and for Pre-86 Sick Leave, see Section I.A. 11., below.

Note that there are some other unique kinds or parameters of full pay Sick Leave for a small number of employees in certain classes, including attorneys from MTA, lifeguards, and certain law enforcement classes. These are described below in Section I.A. 6. Special Sick Leave Provisions.

b. Eligibility for Full Pay Sick Leave

Primary Job Basis

The accrual and usage of full pay Sick Leave is based on an employee’s primary job.

Eligible Non-MegaFlex Employees

These employees are eligible to accrue and use full pay Sick Leave if their primary job is:

- Full time, Permanent (“A” and “N” Sub Titles)
- Monthly Recurrent (“B” Sub Title)
- Daily Temporary (“C” Sub Title)
- Daily Recurrent (“E” Sub Title)
- Monthly Temporary (“M” and “O” Sub Titles)
- Permanent part time, as long as the part time is at ½ time or more (“D”, “U”, “V”, “W”, “X” “Y” and “Z” Sub Titles).

In addition, effective July 1, 2015, the following employees are eligible to accrue and use full pay Sick Leave only as Sick Personal leave:

- Hourly employees (“F” and “H” Sub Titles)
- Per visit or per session (“G” or “J” Sub Titles)
- Less than ½ time permanent employees (“P”, “Q”, “R”, “S” and “T” Sub Titles).

Please refer to Section I.K, Sick Leave for Certain Temporary and Recurrent Employees, for further information. These employees do not accrue at the same rates as other employees and Section 1.A. does not apply to them.

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Note that Sub Titles govern both accrual and usage. Thus if an employee earns leave on a job with one Sub Title and then changes to a job with a different Sub Title, new rules may apply to any existing leave balances.

For additional information about the effect of status changes on leave, please refer to Chapter VIII of this manual.

Ineligible Employees

Those employees not eligible to accrue or use full pay Sick Leave have the following kinds of primary jobs:

- County Officers (Department Heads, Elected Officials, Judges and Commissioners on “L” Sub Titles, and department heads on any other Sub Titles)
- Employees hired on a without-compensation basis
- Rehired Retirees
- Reserve Deputy Sheriffs
- MegaFlex employees

Note: There is one exception to the usage of full pay Sick Leave; while MegaFlex employees do not accrue Sick Leave (Full-pay or Part-Pay), if they are sick, they can use 100% Sick Leave that was previously earned and which remained unused before they entered MegaFlex; and, if they are sick, MegaFlex employees must use this accrued Sick Leave before they can use any Elective Leave. Special Event Code 044, Megaflex Sick (004), would be used rather than Event Type 011. For additional information about MegaFlex leave usage, see the sub-section of this Chapter I, C. MegaFlex Annual Leave.

Note also that a MegaFlex employee with a serious illness may qualify to use the Short Term Disability plan provided by the MegaFlex cafeteria plan. For additional information about Short Term Disability, see Section I.P. Short Term and Long Term Leaves, of this Chapter I.

2. CURRENT ACCRUAL OF SICK – 100% LEAVE (FULL PAY SICK LEAVE) (Refer to County Code Section 6.20.020)

Introduction

Full pay Sick Leave, for non-MegaFlex employees who are entitled to earn this leave, is earned and accrued each pay period based on certain hours recorded in each pay period. Sick Leave that has been earned in one pay period can be used in the next pay period. After the end of each pay period, e-HR posts earned 100% Sick Leave hours to employees’ Leave Balance record. This accrual process begins for new employees upon appointment to an eligible job; there is no waiting period or minimum service requirement. Effective in 2010, earned Sick Leave time is posted for each pay period in hours and minutes, rather than hours and fractions of hours.

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a. Sick Leave Accrual Process

Overview

During each pay period, a specific accrual rate of hours and minutes of Sick Leave is earned for certain (active service) hours that are counted for leave accrual purposes. All of these hours are summed each pay period, adjusted to a work day equivalent, then multiplied by an “accrual rate” fraction to arrive at the number of hours and minutes of leave that should be posted to an employee’s account. The “accrual rate” is the number of leave hours and minutes that are earned for each Qualifying Hour counted. Each pay period, eligible employees accrue sick leave based on qualifying hours. If the employee has unpaid leave that reduces his qualifying hours, he will receive a proportionate reduction in the sick leave accrual for that pay period. (Refer to e-HR Desk Procedure #DP-LV-281-D, Manually Verify a Prorated Accrual of Leave Benefits.)

The active service hours that e-HR counts for 100% Sick Leave accrual purposes are intrinsically the same for both Covered and Exempt Salaried employees, although different terminology is used in the County Code:

Qualifying hours include:

- Regular hours worked or scheduled;
- Full and part-pay leave taken;
- Worker’s Compensation
- Short Term Disability

Qualifying hours do not include:

- Unpaid absence (AWOP);
- Overtime;
- Regular Day off (RDO) hours

Counting Hours (Calculating the Prorated Sick Leave Benefit Accrual)

E-HR automatically prorates the Sick Leave accrual if the employee has a reduction in Qualifying Hours due to an unpaid absence (AWOP). To manually verify the proration, refer to Desk Procedure #DP-LV-281 for calculations.

For Monthly Employees:

Percentage of Accrual Amount times Standard Accrual Rate (in decimals), times Full Time Percentage (FTE), converted to hours and minutes. The percentage of accrual

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amount is actual hours divided by scheduled work hours. Therefore, if the employee is scheduled to work 80 hours and 80 work hours are entered on the time sheet then the ratio is 1. This ratio is applied to the actual rate. If less than 80 paid hours are entered, the ratio is then a fraction of 1 and the accrual is reduced accordingly.

For Daily Employees:

Hours counted for leave accrual are those for which Daily employees are actually paid.

Process Applies to All Primary Jobs

Note that these processes are the same for all Sick Leave-eligible employees, regardless of their work schedule or FLSA Status. However, the accrual rates are reduced by the FTE percentage for part-time permanent positions.

Sick Leave Accrual Rates

Because employees have differing workweeks, may be eligible for 64, 80 or 96 hours of full pay Sick Leave per year, (depending on class and LPSD; see following section), different accrual rates are necessary.

Effective April 15, 2012, 100% Sick Leave is earned for Qualifying Hours (Input hours less unpaid hours (e.g., AWOP) divided by Scheduled Hours) and based on the Sick Leave Pay Period Rate (hours and minutes) as follows:

Pay Period Rates for 40-Hour Workweek, 64 or 80 Hours Maximum Accrual per Year:

Four hours and 21 minutes (4:21) per pay period.

Pay Period Rates for 56-Hour Workweek, 64 Hours Maximum:

Six hours and 32 minutes (6:32) per pay period.

Pay Period Rates for 40-Hour Workweek, 96 Hours Maximum:

The Sick Leave Pay Period Rates and Sick Leave Maximum Hours for employees authorized 96 hours of Sick Leave per calendar year and assigned to a 40-hour workweek are as follows:

Sick Leave Years of Service	Sick Leave Pay Period Rate	Sick Leave Maximum Hours
0 – 1	4:21 per pp	80
More than 1 to 4	4:21 per pp	88
More than 4	4:21 per pp	96

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Note: Employees will accrue the hours indicated above per pay period until the Sick Leave Maximum hours are reached based on years of service.

Pay Period Rates for 56-Hour Workweek, 144 Hours Maximum

The Sick Leave Pay Period Rate and Sick Leave Maximum Hours for employees authorized 144 hours of Sick Leave per calendar year and assigned to a 56-hour workweek are as follows:

Sick Leave Years of Service	Sick Leave Pay Period Rate	Sick Leave Maximum Hours
0 – 1	6:32 per pp	120
More than 1 to 4	6:32 per pp	132
More than 4	6:32 per pp	144

Note: Employees will accrue the hours indicated above each pay period until the maximum sick leave hours are reached based on years of service.

Sick Leave Maximum Accrual

The maximum amount of Sick Leave that an employee can accrue per calendar year is based on the LPOL for the employee's primary job. For example, all non-represented, non-MegaFlex employees accrue 64 hours per year, whereas for most represented employees, the original standard was and remains 96 hours. However, some bargaining units have negotiated accrued Sick Leave outside of the original standard of 96 to 64 hours, Each MOU should be referenced to ensure the correct amount of sick leave is being accrued. Superior Court classes receive the same Sick Leave as the County class to which they are linked.

Employees who are entitled to accrue 96 hours of Sick Leave do not actually accrue that amount until after they have reached five (5) years of service. During their first year of service, they accrue a maximum of 80 hours (120 hours for 56-hour employees) and during their second through fourth years they earn 88 hours (132 hours for 56-hour employees). These changes are automatically made e-HR, which checks each pay period to see if there is a change in the employee's years of service based on the employee's LPSD. If the employee's LPSD falls within the pay period, and if the employee has completed one or five years of service, then e-HR accrues Sick Leave until the higher level maximum is reached in the calendar year and renews at the beginning of the next calendar year.

Determining Which Maximum is Applicable to a Specific Item

(Refer to e-HR screen LEAVM or the County Code for non-represented employees and the applicable MOU for represented employees.)

To determine the maximum Sick Leave for any Title and Sub Title staff must obtain the Leave Policy from STTL, then go to LPRL for the LPOL to retrieve the Leave Progression Code based on

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Eligibility months, and then go to LPRT and enter the LPOL and the Leave Progression Code. The Maximum of the LPOL and Leave Progression Code will be displayed.

As indicated below, some items accrue less than the maximum 96 hours of sick leave per year. Refer to Bargaining Unit (BU) MOUs for special sick leave provisions. For example, the MOU for Lifeguards (BU 641) indicates that employees in that Unit accrue a maximum of 8 days of sick leave.

Sick Leave Maximum Accruals for Various Bargaining Units

64 Hours (Non-represented, plus Barg. Units 323, 641, 642, 701)	96 Hours (All Other Represented)	144 Hours (Firefighters or Probation Camp on 56-Hour Workweek)
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When the Sick Leave Maximum is Reached

When the maximum number of Sick Leave Hours allowed for the employee’s LPOL is reached, e-HR will discard any new Sick Leave accrual for the employee until January 1 of the following year.

Depending upon the maximum amount as well as the number of unpaid absences an employee has, the maximum accrual can be achieved at varying times throughout the year. For example, at an accrual rate of 4:21 per pay period and no absences, the maximum accrual of 64 hours is reached within the first accrual period in August. In the example of another employee who is entitled to earn 64 hours but who takes two months of unpaid Family Leave in February and March, the maximum accrual is not reached until October. For employees earning 96 hours, the maximum is typically reached by the December 15th Pay Period, if they have no unpaid absences.

For employees who are entitled to earn 96 hours but who have less than five years of service e-HR will discard accrual hours when employees have reached an accrual of 80 in the first year or 88 hours in the second through fourth year, but resumes accrual when the employees’ LPSD indicates that over one or five years of service have been completed.

The Effect of Changing Jobs with Different Sick Leave Maximums

If an employee changes jobs, and goes from a LPOL for which the maximum Sick Leave accrual is 64 hours to a new job where the LPOL item is authorized to accrue more hours, e.g., 80 or 96 hours, then the next Pay Period e-HR immediately commences accruing Sick Leave until the new maximum of 80 or 96 is reached, even though the employee may have already reached the maximum accrual on the former job. However, if the employee goes from LPOL with a higher

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maximum accrual to a LPOL with a lower one, the system will continue accruing only if the maximum for the new job has not been reached before the job change. If the higher maximum was reached before the job change, e-HR will discard any additional Sick Leave; and will reduce leave already accrued to the 'new' lower maximum.

b. 100% Sick Leave for Temporary or Permanent Monthly Part-Time Employees

There are no longer any separate systems for Sick Leave for these employees. If their jobs' Sub Titles are eligible, then these employees accrue Sick Leave in the same way, and with the same maximums and pay period rates, as permanent full-time monthly employees. They simply accrue less Sick Leave over the same span of time because they work fewer hours.

c. Work Schedule Changes that Affect Sick Leave

Changing Between 4/40, 5/40, and 9/80

Changing work schedules between 5/40, 9/80, or 4/40 does not affect the accrual of Sick Leave for an employee; these schedules all provide 40-hour workweeks.

Changing to and from 56-Hour Workweeks

Changing from a 40-hour to a 56-hour workweek, or changing from a 56-hour workweek to any of the 40-hour work schedules, does affect the accrual process. This is because one hour of Sick Leave for a 40-hour employee equates to one and one-half hours for a 56-hour employee. Thus a 56-hour employee must accrue half again as much Sick Leave as a 40-hour employee to have an equivalent benefit, and a different (higher) pay period rate must be used to achieve this for these employees.

Changing an Individual's Leave Policy Because of a Schedule Change

It is very important that any schedule changes be made prior to TIMEI submission or the employee may not be able to submit his time. (Refer to e-HR Desk Manual Procedure #DP-LV-182-D, Converting a 40 Hour Employee to 56 Hour Employee).

The accrual rate is governed by the Item's Leave Policy, and yet employees in some items may work either 56 or 40-hour weeks. The two salient examples are:

- Items in the Probation Department, such as DPO I, where incumbents usually work a 40-hour week but may be assigned to a 56-hour week in a Probation Camp;
- Items in the Fire Department, such as Fire Captain, where incumbents usually work 56-hour weeks but may be assigned to a 40-hour week.

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In the case of these and other similar items, the Leave Policy is set to that required of the majority of positions allocated to the items. But an individual employee may need to have a different Leave Policy than that specified for the employee's item.

Overriding the Sub Title's Leave Policy Code Using Employee Status Maintenance (ESMT) (Refer to Desk Procedure #DP-LV-282)

Just as an employee on a 56-hour workweek needs to accrue more Sick Leave (which is accomplished by accruing at a higher rate), Sick Leave that has already been accrued needs to correspond to the work schedule. For example, an employee assigned to a 40-hour workweek and who has accrued 20 hours of Sick Leave will need 30 hours of Sick Leave to provide an equivalent benefit if the employee is changed to a 56-hour week; or if a 56-hour employee has accrued 45 hours of Sick Leave and is then changed to a 40-hour workweek; the employee will need only 30 hours of Sick Leave to have an equivalent benefit.

E-HR automatically makes the required conversions of Sick Leave that have already been accrued and remains as an unused balance on employee's Leave Balance records. This automatic conversion is triggered by a change to the employee's Leave Policy.

d. Status Changes (from Temporary to Permanent) that Affect Sick Leave

EHR uses the employee's Leave Progression Start date (LPSD) and Leave Policy (LPOL) to determine the Pay Period Rate for accrual of Sick Leave and the annual maximum of 64, 80, 88, or 96. The LPSD is automatically populated at the time of hire, and will be the same as the Original Appointment Date, regardless of Sub-Title (A, C, F, etc.).

When a Daily or Hourly employee promotes to a full-time Monthly Sub-Title, the LPSD is automatically changed to the "From" date of the Monthly position. This 'new' LPSD can be considerably later than the previous LPSD that was established for the Daily position. Thus the employee, who was previously accruing Sick at a higher accrual rate due to an earlier LPSD, will start accruing Sick as if the employee is newly hired.

To ensure that the employee continues to earn Sick Leave at the correct accrual rate, an evaluation must be performed by the Payroll staff to determine if the 'new' LPSD should be adjusted. Department payroll staff must evaluate the employee's work hours for six (6) consecutive months prior to the Job Appointment Date of the full-time Monthly position. For each six (6) consecutive months the employee worked the equivalent of a full time work schedule, then the LPSD should be adjusted six (6) months earlier. A full time work schedule is an average of 20 days per month or 160 hours per month for six consecutive months.

The work hours' evaluation should be repeated for each six (6) consecutive months prior to the full time Monthly position. Continue the evaluation until the average of 20 days or 160

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hours per month is not met. Any remaining months less than six months do not need to be evaluated.

Upon completion of the evaluation, adjust the Leave Progression Start date six (6) months earlier for each consecutive six (6) months the employee worked the full time schedule. The Leave Progression Start date is overridden on the Employee Status Maintenance Document, ESMT, in the EPM activity screen in e-HR. Whenever making a change to the Leave Progression Start date, it is mandatory to insert a 'Document Comment' on the ESMT to explain why the change took place. In this case, the 'Document Comment' should contain the employee number of staff who conducted the work-hours evaluation and the From and To dates the employee worked the full-time schedule.

Notes:

- If the Leave Progression Start date field is not overridden, the employee will continue to earn Sick benefits based on the 'new' LPSD, as a newly hired employee.
- The Leave Progression Start Date is the day the employee was appointed to a full-time position, similar to the Layoff Security Date.
- Each Sub-Title is assigned a Leave Policy which is based on County Code, MOU, FLSA, and Fringe Benefit language.
- Recurrent clerks who hold Sub-Titles B or C have layoff rights to have their Leave Progression Start date adjusted.

Case Study: Two Daily employees are hired on December 01, 2014. Both employees are appointed to a full time permanent position effective May 20, 2016.

Department payroll staff must evaluate the employee's work hours for six (6) consecutive months prior to 05/20/2016, the Job Appointment Date of the full-time permanent position.

- First 6-month evaluation period: 05/20/2016 back through 11/20/2015
- Second 6-month evaluation period: 11/19/2015 back through 05/19/2015
- The remaining months from 05/18/2015 through 12/01/2014 does not need to be evaluated because it is less than six months.

Example 1: Employee with one 6-month evaluation period.

In the First 6-month evaluation, the employee did not work an average of 20 days or 160 hours per month. The evaluation is complete when the average of 20 days or 160 hours per month is not met.

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The LPSD for this employee will not be adjusted and will remain as 05/20/2016, the Job Appointment Date of the full time permanent position.

Example 2: Employee with two 6-month evaluation periods.

In the First 6-month evaluation, the employee did work an average of 20 days /160 hours per month. The employee's LPSD is eligible to be changed from 05/20/2016 to 11/20/2016, six (6) months earlier.

The evaluation is repeated for the Second consecutive 6-month evaluation period.

In the Second consecutive 6-months: The employee did work an average of 20 days /160 hours per month. The employee's LPSD is eligible to be changed to 05/20/2015, a year earlier because the full-time work schedule was met in two 6-month evaluation periods.

The evaluation is complete because the remaining months from 05/20/2015 back through 12/01/2014 are less than six (6) months and does not need to be evaluated.

Upon completion of the evaluation, the ESMT is modified with an Override Leave Progression Start date of 05/20/2015. A 'Document Comment' is inserted showing the employee number who performed the evaluation and the To and From dates the employee worked the full-time schedule.

Example of Document Comment: This employee worked full time from 05/20/2016 back through 05/19/2015. This evaluation was performed by E123456.

To ensure that the employee continues to earn Sick Leave at the previous level, department staff must manually change the LPSD in e-HR to match the original LPSD and ensure that the employee's Workforce Reduction Information (WRI) is the same as what the original LPSD was before it was changed to equal the From Date of the full-time position, i.e., the Layoff Seniority Date is the day the employee was appointed to a full-time position. (Refer to County Code Section 6.04.040, Continuous Service, and e-HR Desk Procedure #DP-PA-250-D, Key Dates – Entering/Maintaining Employee's Information for further information.)

e. The Effect of Appointment to a MegaFlex Job on Sick Leave

Although an employee ceases to earn Sick Leave upon appointment to a MegaFlex Title, the employee may use the Sick Leave previously earned. For additional information, please refer to Chapter 8 of this manual.

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3. ACCUMULATION OF UNUSED SICK LEAVE

In e-HR Sick Leave is an Inception to Date balance. At the end of each calendar year no special processing is performed against the Leave Category balance of Sick Leave (LV011).

Effective May 1, 2005, the Board eliminated the maximum limits on accrual of sick time and also authorized departments to credit, on a one-time-only basis employees with hours that might have been forfeited between October 1, 2003, and May 31, 2005; note that hours that were donated because they exceeded the maximum cannot be restored. However, limits on the number of hours that can be paid off at termination remained as provided for in Item 7 below.

4. USING FULL PAY SICK LEAVE

Sick Day Defined

(Refer to County Code Section 6.20.010)

Although Sick Leave is carried in e-HR as hours and minutes, and most references in the County Code are stated in hours, occasionally one encounters references to “sick day.” A sick day is defined as eight hours for persons employed on a 40-hour per week basis, and 12 hours for persons employed on a 56-hour per week basis in the Probation Department, the Forester and Fire Warden, or the Fire Protection Districts. Note that with the variety of 40-hour work schedules, all of the hours scheduled for the day must be accounted for, even if they exceed eight. For example, employees on a 4/10 schedule must code 10 hours of sick time for full day absences.

Using Full Pay Sick Leave for Illness (County Code Section 6.20.015 – Sick Leave Eligibility (A))

Sick Leave at full pay may be used only for:

- A disability resulting from injury, illness, or pregnancy;
- Non-emergency medical or dental care, such as periodic physical examinations, dental examination, and eye examinations for glasses or contact lenses; using Sick Leave for these purposes requires prior supervisory approval.

Note: Under California law, Labor Code Section 233 (Kin Care), an employee is also entitled to use that amount of Sick Leave typically earned during a 6-month period to attend to an illness of a child, parent, spouse, or domestic partner. Effective January 1, 2016, LC Section 233 was amended by SB 579, to expand the definition of “family member” to include parent-in-law, grandparent, grandchild and sibling. In addition, the employee can now use the “protected sick leave” for the following reasons:

- The diagnosis, care, or treatment of an existing health condition of, or preventive care for, an employee.

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- The diagnosis, care or treatment of an existing health condition of, or preventive care for, an employee’s family member.
- An employee who is a victim of domestic violence, sexual assault, or stalking.

Therefore, Protected Sick Leave (aka, Kin Care) can now be used for the reasons stated above for a child, parent, spouse, domestic partner, parent-in-law, grandparent, grandchild, and sibling and for the employee’s own illness, treatment or preventative care. (Note that Reason Code 170 should be used in conjunction with 011, when an employee is using Kin Care).

Any employee who claims Sick Leave at full pay may be required to furnish a doctor’s note or some other proof of illness, injury, or pregnancy before such leave is granted, except that the employee may not be required to provide medical certification when using “Protected Sick Leave.” **(Refer to DHR PPG# 530)**

Example: An employee accrues 12 days of sick leave per year. The employee may use six (6) of the 12 days as “Protected Sick Leave.” An employee requesting to use Protected Sick Leave cannot be asked to provide medical certification until the seventh (7th) day based on County or Departmental policy.

Departments are advised to consult with their Human Resources offices before requiring an employee to furnish medical certification.

A non-MegaFlex person who is granted Sick Leave may elect, at his or her option, to use Vacation, accumulated overtime, or Holiday time to cover the absence rather than using full pay Sick Leave. Note that if the Vacation or other leave is being used for non-emergency care, such as doctor appointments, prior supervisory approval is required, as in the case of using Full Pay Sick Leave.

However, a person may not use Sick Leave for a vacation or other general time off, unless the Sick Leave qualifies as “Personal Leave”, as discussed in the following paragraphs.

5. SICK PERSONAL LEAVE **(Refer to County Code Section 6.20.030A)**

Definition of Sick Personal Leave

A non-MegaFlex employee who earns Sick Leave may use the amount of the current year’s full pay accrual as Sick Personal Leave. Sick Personal Leave is defined as any leave, taken for personal reasons, which does not interfere with the public service mission of the department. In general, this means that prior supervisory approval must be given to take Sick Leave as Sick Personal Leave, before Sick Personal Leave may be used.

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Note that, effective in 2000, available Sick Personal Leave may also be used to care for a spouse (including, effective January, 2004, a domestic partner), child, or parent who is ill. In this case, prior supervisory approval may not be feasible, but it should be obtained when the need to give care is anticipated. Note also that an employee using Sick Personal Leave to care for a spouse, domestic partner, child, or parent may be required to furnish a doctor's note or some other proof of illness or injury of the relative before such leave is granted.

Amount of Sick Personal Leave Allowed

Effective January 1, 2007, the allowance for Sick Personal Leave is up to 96 hours.

For 56-hour employees, the Sick Personal Leave allowance is up to 144 hours.

In the case of an employee on Sub Title D (monthly permanent 9/10 time), Sick Personal Leave is limited to 96 hours in a calendar year.

For Sick Personal Leave Provisions for certain Temporary Employees, refer to Section I.K. of this manual.

Exception for MegaFlex Employees

MegaFlex employees are not eligible to use previously acquired Sick Leave for Personal Leave. However, effective January 1, 2009, if they are sick, MegaFlex employees must use any accrued full-pay sick leave before they can use Elective Leave. In these cases, payroll staff should enter a special event code, 004, MegaFlex Sick, on the employees' timesheets (TIMEI).

Although using Sick Personal Leave is the same as using Event Type 011, Sick – 100%, i.e., when Sick Personal Leave is taken there must be an available balance of LV011 (or LV009, Pre-86 Special Sick – 100% or LV113, Sick Pr-71), and the employee must not have exceeded the number of hours of Sick Personal Leave allowed for the employee. To automate this process, Sick Personal Leave has a separate Event Code in e-HR, 112, called Sick Personal, and the amount of Sick Leave used as Personal Leave and the balance of Sick Personal Leave remaining are maintained on employees' Leave Balances.

At the beginning of each calendar year, e-HR grants Sick Personal Leave for each eligible employee with the number of Sick Personal Leave hours for which the employee is eligible.

Then, as Sick Personal Leave is taken, the system checks to see whether sufficient full pay Sick Leave (LV011, LV009 or LV113) is available, and whether the employee has used the allowed amount of Sick Personal Leave. If the employee has both Sick Personal Leave (LV112) and full Sick Leave available, then both balances are reduced by the amount of Sick Personal Leave (Sick Leave) taken. When Sick Leave is no longer available, e-HR will default remaining usage to AWOP. This is noted on the timesheet warning messages when validating the timesheet.

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Employees and timekeepers are encouraged only to use the amount of Sick Personal Leave that is available as Sick Leave and use other leave types for any remaining hours, where applicable.

6. SELLING FULL PAY SICK LEAVE BACK TO THE COUNTY

Under certain circumstances, as set forth following, some employees may sell back to the County up to 24 hours of unused 100% Sick Leave (or, in the case of 56-hour employees, up to 36 hours) every six months, beginning in January each year. Eligible Hourly employees who have not used Sick Personal Leave, Event Type 112 in the previous year may sell back up to 24 hours of Sick Leave once a year in January.

Eligibility for Selling Sick Leave

(Refer to County Code Section 6.20.030 (F))

An employee seeking to sell Sick Leave must:

- Be a full time, non-MegaFlex, permanent employee, or an RN on a job with an Sub Title of D (Bargaining Units 311 and 312), or an employee represented by the Joint Council of Interns and Residents (Bargaining Unit 323);
- Not have used Sick Leave for any reason, including Sick Personal Leave, for the six-month period for which Sick Leave reimbursement is sought, i.e., for either the period from January 1 through June 30 of any calendar year, or from July 1 through December 31 of any calendar year.

Note: These six-month periods are specified in County Code Section 6.20.030 (F.) or in Fringe Benefit MOU's, and are therefore subject to change. Readers should check dates accordingly to ensure currency of authorization for this exchange of sick leave.

- Have completed at least 12 months of continuous service by the last day of the period for which Sick leave reimbursement is being requested.

Note: A donation of Sick Leave under the Leave Donation Program (see Section II.) does not count as usage, nor does a long-term unpaid leave of six or more months; employees in these cases are still eligible to sell back Sick Leave, provided that they are otherwise eligible.

Sick Leave Reimbursement

Employees electing to sell unused Sick Leave must file a request with their Departments' personnel/payroll office within one month following the qualifying six-month period.

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Employees who qualify may be reimbursed for either 8, 16, or 24 hours of Sick Leave (or 12, 24 or 36 hours for 56-hour employees), at their option. Payment is calculated at the workday hourly rate in effect on the last calendar day of the six-month qualifying period.

To process the request for Sick Buyback the Payroll staff will create a TADJ with Event Type LK011(Sick Buyback), the number of requested hours, and the last calendar day of the six-month qualifying period, either June 30 or December 31. (Refer to e-HR Desk Procedure #DP-TM-306-D for further information.)

Note: Pre-71 Sick could be sold back, using the Event Type LK013.

The Sick Buyback Eligibility Report is produced twice a year, listing employees eligible to buy back sick. Payroll staff should verify that the name of the employee requesting Sick Buyback appears on the report and the LV011 balance on LEAVM is sufficient before processing the Buyback request.

Additional Sick Leave Reimbursement for Certain Classes

With the exception of classes noted in the second paragraph immediately following, full time permanent employees in classes represented by Bargaining Units 611, 612, 621, 641, and 642, may be reimbursed for up to an additional two days of full pay Sick Leave in July of each year (pursuant to the respective Bargaining Unit MOUs) as long as a minimum of 160 full pay Sick Leave hours remain following the reimbursement.

This option is available to employees whether or not they have used Sick Leave during the preceding 12 months and whether or not they elected the regular semi-annual Sick Leave reimbursement.

Please note that employees in the following classes are not eligible for this two-day additional Sick Leave reimbursement, even though they are in the Bargaining Units listed above: Ocean Lifeguards and Lake Lifeguards.

Note: When e-HR pays the reimbursement for Sick Leave Buyback, the employee's Leave Management (LEAVM) record is automatically updated to show the number of hours bought and the available balance remaining.

7. SICK LEAVE PAYOUT ON TERMINATION (Refer to County Code Section 6.20.030 (B))

When an employee terminates County service, an eligible employee may receive payment for unused remaining full pay Sick Leave.

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Eligibility

To receive reimbursement for unused full pay Sick Leave upon termination, an employee must:

- Have at least five years' continuous service
- Be a full time, permanent employee as of the date of termination

Note that any employee who has five years' continuous service will be paid for unused Sick Leave as long as the employee is a full time, permanent employee on the date he or she leaves County service.

Maximum Sick Leave Hours Paid

An employee receives payment for all unused Sick Leave up to a maximum total of 720 hours (1,080 working hours for 56-hour per week employees). Payment is made at the workday rate in effect on the employee's last day of County service.

Note that the maximum of 720 (or 1,080) hours applies to a combination of full pay Sick Leave hours, i.e., both Sick-100% (LV011) and Pre-71 Sick (LV113); Pre-86 Special Sick Leave Hours (LV009) are not eligible for payment upon termination from County service. Hours subject to payout are combined as described in the following paragraph. For additional information, see the sections covering Pre-71 Sick and Pre-86 Special Sick below.

Calculation of Sick Leave Hours to be Paid

The method for determining the total Sick Leave hours for which an employee can be paid (not to exceed the Maximum Payout) is based first on the employee's LPSD. To be eligible for Sick Payout at Termination, the employee must have five (5) years of service. The Sick hours are summed as follows:

- Employees with a LPSD of 7/1/86 or later:

One-half of all accrued unused Sick – 100% (LV011) hours up to 1,440 hours for employees on a 40-hours workweek and 2,160 full pay hours for employees on a 56-hour workweek.

- Employees with a LPSD prior to 7/1/86:

All Pre-71 Sick Leave (LV113) hours

Plus

One-half of the sum of following Pre-86 calculation:

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Balance of Sick-100% (LV011) less Sick hours accrued in the year of Termination (LA011)

Less

Pre-86 hours Used in the Year of Termination (009) plus Sick-100% Maximum Hours.

The Pre-86 formula is as follows: LV011, less LA011, less 009 hours, plus Sick Maximum hours x 50%.

Limits of Sick Leave Hours to be Paid

The combination of sick balances paid cannot exceed the Maximum Payout of 720 hours for 40-hour workweek employees and 1,080 hours for those on a 56-hour work week. For example, a 40-hour work week employee can receive payment for a maximum hours of sick leave hours as follows:

Pre '71 Sick Leave Hours @ 100% → 500

Post '71 Sick Leave Hours @ 50% → 440*

*equal 220 hours of full pay sick leave

The Maximum Payout amount is applied first to the Balance of Pre-71 Sick, then Sick-100%, then Donated Sick. In the case where a Termination is processed with a Personal Action code of 32: Term Deceased, then the Donated Sick Hours are not paid out and are reset to zero.

For examples of how these formulas are applied to determine the amount of Sick Leave for which an employee can be paid, please see Section I.A.11., Pre-86 Special Sick below.

E-HR Handling of Terminations

Reimbursement for applicable unused Sick Leave is included in the employee's final payment.

8. SPECIAL PAYMENT OF SICK LEAVE FOR MATERNITY LEAVE OF ABSENCE

A full time, permanent employee who has at least five years' continuous service and who is granted a pregnancy disability leave of absence may elect to receive payment for unused Sick Leave as if she were terminating from County service.

To process this payment, Payroll staff use the online Time Adjustment document (TADJ) to enter the Sick Leave Buyback Event Type LK011 (used for Sick-100% [LV011]), one-half of the available unused Sick Leave hours, and the date of the employee's request. The remaining Sick hours (the

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other 50%) are lost. (Refer to e-HR Desk Procedure #DP-LV-280-D to create a negative manual adjustment using event type LR011 to reduce the remaining balance.)

It should be noted that an employee who elects to be reimbursed for unused Pre-71 Sick (LV113) will be reimbursed at 100% as provided for in Item #6 above by entering Sick Leave Buyback Event Type LK113 on the TADJ document.

9. RESTORATION OF UNPAID SICK LEAVE

Certain employees who have terminated County service and who are subsequently re-employed may have their previously earned and unused Sick-100% (Category code LV011) Leave hours that were not paid for when they terminated restored for their use.

This applies only to:

- An employee who was laid off and then is re-employed pursuant to the Civil Service Rules (i.e., re-employed from a layoff list within one year of layoff) following a layoff from permanent status;
- An employee rehired following a release from monthly recurrent status (Sub Title B).

This provision does not apply to daily or part-time employees.

To restore this time, Payroll staff must manually update the affected employee's Leave Management record (LEAVM) of Sick-100% (Category LV011). This can be accomplished by creating a Leave Accrual (LEAV) document for the number of hours associated with the reset event type (LR011). This will offset the number of hours that were not paid out at termination and restore the hours to the employee's record.

For example, if a re-employed person shows negative two hours as LR011 in the Leave Activity tab of LEAVM, this means that the employee was not paid for two hours when originally laid off and that is the amount of hours to be restored. The employee begins to accrue new Sick Leave again, based on aggregate continuous service (i.e., the employee's LPSD is adjusted by the length of time the employee was laid off) and according to the rules for the Title on which the employee has been re-employed.

Also, refer to CSR 2.15 regarding adjusted CSD related to Reemployment.

Note: This provision also does not apply to employees who terminate for reasons other than those specified above and who are later rehired. No Sick Leave is restored; they begin to accrue Sick Leave as new employees.

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10. PRE-71 SICK LEAVE

Definition

In e-HR, Sick Leave that was earned by employees prior to January 1, 1971 is identified with a separate Leave Category code; this Sick Leave is called “Pre-71 Sick” and its Leave Category code is LV113. It is used in exactly the same ways, and is subject to the same provisions as Sick-100% (LV011), the Sick Leave that is now accrued each pay period. Thus it can be used to cover absences due to illness as well as Sick Personal Leave. Of course, Pre-71 Sick is no longer being accrued.

Differences between Pre-71 Sick and Sick-100%

Pre-71 Sick Leave (LV013) differs from currently accrued Sick Leave (LV011) only in that there are no limits on the number of hours that are eligible for reimbursement upon termination, provided that the total number of hours of full pay Sick Leave (the combination of LV011 hours ÷ two, and all LV113 hours) is less than the 720 hours maximum. Because 100% of unused Pre-71 Sick leave is paid off upon termination, it has a higher value and is the last Sick Leave to be used while in service, and the first in the order to be paid out at termination.

11. PRE-86 SICK LEAVE

Definition

On January 1, 1994, employees who had a Continuous Service Date earlier than July 1, 1986, received a one-time only credit of 96, 80 or 64 hours, depending upon the maximum hours of Sick Leave authorized for their Title at that time, of a special usage-only 100% Sick Leave. This Special Sick Leave is called “Pre-86 Special Sick – 100%” and its Leave Category code is LV009.

Usage

Employees cannot use Pre-86 Special Sick Leave until all Sick-100% Sick Leave (LV 011), has been exhausted. But it can be used before Pre-71 Sick Leave is used.

As usage-only leave, Pre-86 Special Sick Leave can be used for absences due to illness or Personal Leave, but is not subject to buyback. Unused Pre-86 Special Sick Leave is an Inception to Date Leave Category and the hours remain on Leave Balances until they are exhausted; unused hours are not paid for when an employee terminates; instead, special rules apply for those employees who have a LPSD prior to 7/1/86 (and who were, therefore, granted the Pre-86 Special Sick Leave).

Special Termination Provisions for Pre-86 Sick Leave (County Code Section 6.20.030 (B))

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Although unused hours of Pre-86 Special Sick Leave (LV009) are not paid for at termination, there are unique processes that are applicable to employees who received this Special Sick Leave in 1994; and these rules apply to all such employees otherwise eligible for payment of unused Sick Leave upon termination, regardless of whether or not they have any unused Sick Leave. These unique processes deal with the way that Sick Leave hours earned during the employee's last year, the calendar year of termination, are treated for payoff purposes.

When a Pre-86 employee terminates, such employee is paid off for currently accrued Sick Leave on the basis of the annual maximum number of Sick Leave hours operative for the employee's class as of the date of termination. These employees are paid for 50% of their annual maximum (and not what they have actually accrued in their final calendar year) less any Pre-86 Sick Leave (of any 100% kind) taken in the calendar year of termination. This figure is added to 50% of the number of unused Sick-100% (LV011) hours that remain unused and which were earned in previous years; i.e., those that are displayed in her Category balance minus any accruals for the current year.

Thus the process for Pre-86 employees differs from post-86 employees, who simply are paid off for 50% of accrued unused Sick Leave (LV011).

Of course, also added are 100% of any unused Pre-71 Sick (LV113) hours.

As mentioned above, sick leave calculations are made automatically by e-HR when employees terminate from County service.

Examples of Termination Calculations

Example 1

A Pre-86 employee (one with a LPSD prior to 7/1/86) earns 96 hours of Sick Leave per year; the employee terminates in the current year on March 31, 2016.

On March 31, 2016 the employee has the following time:

1. 80 hours of Pre-71 Sick Leave
2. 186 hours of Sick-100
3. 76 hours remaining of the Pre-86 Special Sick Leave originally granted on January 1, 1994, with no Pre-86 usage in 2016.

The employee earned 26 hours of Sick Leave between January 1 and March 31, 2016.

Upon termination at the end of March, the employee receives payment for:

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1. 100% of the 80 hours of Pre-71 Sick Leave (LV113)
2. 50% of the 256 hours of Sick-100% (LV011) determined as follows:

186 – 26 – 160 hours remaining from previously (i.e., before 2016) accrued Sick - 100%;

96 hours for annual maximum number of Sick Leave hours earnable in 2016.

160 + 96 = 256

256 x .50 = 128 paid and 128 reset

Total combined Sick Leave payout 128 (LV011) + 80 (LV113) = 208

The 76 hours of Pre-86 Special Sick Leave the employee still had are not included in the termination pay-off compensation, nor are Sick Leave hours earned between January 1 and March 31.

Example 2

A Pre-86 employee earns 96 hours of Sick Leave per year;

The employee terminates on March 31, 2016, but the employee uses 40 hours of Sick Leave in 2016 prior to terminating.

On January 1, 2016, the employee has the following time:

1. 80 hours of Pre-71 Sick Leave
2. 160 hours of Sick –100%
3. 76 hours remaining of the Pre-86 Special Sick Leave (LV009) granted on January 1, 1994, and carried over.

In addition, the employee earns 26 hours of Sick Leave between January 1 and March 31.

Upon termination at the end of March, the employee receives payment for:

1. 100% of the 80 hours of Pre-71 Sick Leave (LV113)
2. 50% of the 216 hours of Sick Leave (LV011), determined as follows:

160 hours of previously accrued Sick Leave;

+ 96 hours for annual maximum number of Sick Leave hours earnable in 2016;

Less 40 hours of Sick Leave used in 2016 prior to termination.

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The 76 hours of Pre-86 Special Sick Leave remaining are not included in the termination pay off compensation, nor are Sick Leave hours earned in 2016.

Example 3

A Pre-86 employee earns 96 hours of Sick Leave per year.

On January 1, 2016, the employee has 0 hours of Sick Leave.

The employee terminates on March 31, 2016, but during the time between January 1, 2016 and March 31, 2016 the employee earns 26 hours of Sick Leave.

Upon termination at the end of March, the employee receives payment for:

1. 50% of the 96 hours of the annual maximum number of Sick Leave hours earnable in 2016
2. The employee is not paid for Sick Leave hours actually earned in 2016, but is paid for 50% of the maximum allowed accrued.

Example 4

A Pre-86 employee earns 96 hours of Sick Leave per year.

On January 1, 2016, the employee has 0 hours of Sick Leave.

The employee terminates on March 31, 2016, but during the time between January 1, 2016 and March 31, 2016 the employee earns 26 hours of Sick Leave and uses 16 hours.

Upon termination at the end of March, the employee receives payment for:

1. 50% of the 80 hours of LV011 Sick Leave determined as follows:

96 hours of the annual maximum number of Sick Leave hours earnable in 2016;
Less 16 hours used in 2016 prior to termination.
2. The employee is not paid for the ten net remaining Sick Leave hours earned in 2016, but is paid for 50% of the maximum allowed accrual less Sick Leave used in 2016.

Example 5

A Post-86 employee, i.e., one with a LPSD later than 7/1/86, earns 96 hours of Sick Leave per year. The employee terminates on March 31, 2016.

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On January 1, 2016 the employee has the following time:

1. 80 hours of Pre-71 Sick Leave;
2. 160 hours of Sick-100%

In addition, the employee earns 26 hours of Sick Leave between January 1 and March 31.

Upon termination at the end of March, the employee receives payment for:

1. 100% of the 80 hours of Pre-71 Sick Leave (LV113)
2. 50% of the 186 hours of Sick-100% (LV011) determined as follows:

160 hours from 2015 plus 26 hours earned in 2016.

Example 6

A Post-86 employee earns 96 hours of Sick Leave per year.

The employee terminates on March 31, 2016, but the employee uses 40 hours of Sick Leave in 2016 prior to terminating.

On January 1, 2016, the employee has the following time:

1. 80 hours of Pre-71 Sick Leave
2. 160 hours of 100% Sick Leave

In addition, the employee earns 26 hours of Sick Leave between January 1 and March 31.

Upon termination at the end of March, the employee receives payment for:

1. 80 hours of Pre-71 Sick Leave (LV113)
2. 50% of the 146 hours of Sick-100% (LV011) Leave determined as follows:
160 hours of previously accrued Sick Leave;
+ 26 hours earned in 2016.
Less 40 hours of 011 Sick Leave used in 2016 prior to termination.

Example 7

A Post-86 employee earns 96 hours of Sick Leave per year;

On January 1, 2016, the employee has 0 hours of Sick Leave.

The employee terminates on March 31, 2016, but during the time between January 1, 2016 and March 31, 2016 the employee earns 26 hours of Sick Leave and uses 16 hours.

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Upon termination at the end of March, the employee receives payment for:

1. 50% of the 10 hours of Sick Leave (LV011) determined as follows:
2. 26 hours of Sick Leave earned in 2016
Less 16 hours used in 2016 prior to termination.

12. PART-PAY SICK LEAVE (COUNTY CODE SECTION 6.20.040)

Eligibility for Part-Pay Sick Leave

Eligibility for Part-Pay Sick Leave is as follows:

- Non-MegaFlex employees are eligible to earn and use Part-Pay Sick Leave if their primary job is:

- Full time, permanent (“A” and “N” Sub Titles)
- Monthly Recurrent (“B” Sub Title)
- Daily temporary (“C” Sub Title)
- Monthly Permanent 9/10 time (“D” Sub Title)
- Daily Recurrent (“E” Sub Title)
- Monthly Temporary (“M” and “O” Sub Titles)
- Permanent part time, as long as the part time is at ½ time or more (“U”, “V”, “W”, “X” “Y” and “Z” Sub Titles)

- By default, those employees not eligible to earn or use Part-Pay Sick Leave have the following kinds of primary jobs:

Hourly employees (“F” and “H” Sub Titles)

- Per Visit or per session (“G” or “J” Sub Title employees)
- Less than ½ time permanent employees (“P”, “Q”, “R”, “S” and “T” Sub Titles)
- County Officers (Department Heads, Elected Officials, Judges and Commissioners on “L” Sub Titles, and department heads on any other Sub Title)
- Employees hired on a without-compensation basis
- MegaFlex employees

MegaFlex employees are ineligible for either full or Part-Pay sick Leave. In lieu of this Sick Leave, they are eligible for Short Term Disability (STD) benefits which provide a partial income replacement for 26 weeks following a waiting period. Please see Section I.P., Short and Long

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Term Disability Leaves. For additional information regarding the STD plan, contact your Department's Human Resources Office or look online at mylacountybenefits.com.

Amount of Sick Leave at Part-Pay (County Code Section 6.20.040 (E))

At the beginning of each calendar year, eligible employees who have completed six months or more of continuous service (or six months' service for daily employees) receive various amounts of Part-Pay Sick Leave (PPSL) hours, at either 65% pay or 50% pay, in accordance with the following table.

Effective April 1, 2010, the County's pay system changed from Monthly to Semi-Monthly, and all employees are paid now on a workday basis rather than a calendar day basis. Previously, monthly employees had to use eight hours of Part-Pay Sick Leave on all calendar days of a month. As of April 1, 2010, employees need to use PPSL hours only to cover the hours on their scheduled work days.

PPSL balances were converted from calendar hours to work day hours on April 1, 2010.

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Table of Part-Pay Sick Leave Hours

Eligible Service based on Leave Progression Start Date	All Employees, after March 31, 2010 (Semi-Monthly Pay)	
	65% Pay	50% Pay
6 months-1 year	0	40
1 –2 years	40	40
2 – 5 years	80	80
5 – 10 years	160	240
10 years	320	240
11 years	320	280
12 years	320	320
13 years	320	360
14 years	320	400
15 years	320	440
16 years	320	480
17 years	320	520
18 years	320	560
19 years	320	600
20 years	320	640
21 years	320	720
22 years	320	800
23 years	320	880
24 years	320	960
25 years	320	1040
26 years	320	1120
27 years	320	1200
28 years	320	1280
29 years	320	1360
30 or more years	320	1440

The Part-Pay Sick Leave that a new employee earns after six months’ service can be used during the remainder of the calendar year in which the six-month period ends.

Note that employees on daily temporary or daily recurrent Sub Titles (who work 50% of the time or more) earn Part-Pay Sick Leave based on the amount of eligible service, using the same Part-Pay table used for full time, permanent employees. Permanent part-time employees (who work 50% of the time or more) earn the number of hours as specified for their eligible service multiplied by their Full-time equivalent percentage. For example, an employee on a “U” Sub Title with 10 years of continuous service receives 160 hours at 65% and 120 hours at 50% of the employee’s normal pay.

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Posting of Part-Pay Sick Leave in e-HR

Part-Pay Sick Leave used prior to April 1, 2010 is identified on reports as Earnings Code 116 (for 65% pay) and 120 (for 50% pay). Part-Pay Sick Leave used after March 31, 2010 is identified in e-HR as Event Type 162 (for 65% pay) and 164 (for 50% pay).

An eligible employee automatically receives a new allotment of Part-Pay Sick Leave on January 1 of each year. This allotment is posted by e-HR on the LEAVM page at the beginning of the new calendar year during Year End Processing. Part-Pay Sick Leave is renewed each year; i.e., unused Part-Pay Sick Leave from prior years is not carried over from one year to the next.

Example: John Brown begins work on May 1, 2015. This employee earns 40 hours of 50% Sick Leave on November 1, 2015. On January 1, 2016 he loses whatever time he did not use in 2015, and is granted another 40 hours of 50% pay. On May 1, 2016, he is granted 40 hours of 65% pay so his total is 40 hours at 65% and 40 hours at 50%. On January 1, 2017, he again would lose whatever Part-Pay Sick Leave he did not use, and would be granted a new allotment of 40 hours at 65% and 40 hours at 50%.

Updating Part-pay Sick Leave Accounts in e-HR

As indicated by the table above, since the amount of Part-Pay Sick Leave is based on an employee's length of eligibility, at the beginning of the year e-HR checks the employee's Leave Progression Date (LPSD) and then grants the annual allotment. During the year, e-HR also checks daily to see whether there have been any changes that affect the employee's entitlement to part-Pay Sick Leave, and if so, LEAVM is automatically updated with the employee's new entitlement, which the employee can then use for the remainder of the calendar year.

Note also that if an employee who has not returned to work is using Part-Pay Sick Leave when an Eligibility threshold is reached, the employee can use the additional Part-Pay Sick Leave granted by the threshold right away, unless the employee is on a continuous absence, one that carries over to a new year.

For example, Ann Ellis is using her 50% Part-pay Sick Leave when she reaches her fifth anniversary. She can immediately, for the pay period within which her anniversary falls, use the extra 80 hours of 65% Part-Pay Sick Leave and 160 hours of 50% Part-Pay Sick Leave. However, if she had exhausted all of her Part-Pay Sick Leave before her anniversary, she would not be able to use the additional Part-Pay Sick Leave until after she had returned to work. EHR does not monitor this leave; therefore, Departments must manage it. **(Refer to County Code Section 6.20.060, Continuous Absence Due to Illness or Injury.)**

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Note that there are special circumstances regarding the use of a new year's grant of Part-Pay Sick Leave when employees are ill at the end of the year and still ill when the new year has begun. For full details, please see Section I.A.12., Continuous Absence Due to Illness, below.

Constraints on Using Part-Pay Sick Leave (County Code 6.20.050)

There are several constraints applicable to Part-Pay Sick Leave that results in its usage being different from the usage of full pay Sick Leave. These constraints are detailed in the following paragraphs.

Using Full Pay Sick Leave First

All Sick Leaves at full pay, including Pre-71 and Pre-86 Sick Leave, must be exhausted before Part-Pay Sick Leave can be used. Moreover, once an employee is receiving Part-Pay Sick Leave, the employee must continue to use it until it is exhausted, or until the employee returns to work; the employee cannot use any other 100% time unless specifically authorized to do so by the department head. Once the employee has returned to work on either a full-time or limited duty, intermittent basis, the employee must use any full pay Sick Leave which the employee earned while using Part-Pay Sick Leave and thereafter, before going back onto Part-Pay Sick Leave to cover any subsequent illness.

Note there are special processing requirements that are used if an employee is off using Part Pay Sick Leave for an absence that begins in one calendar year and continues into the next; please refer to sub-section "Part Pay Sick Leave and Continuous Absences", below.

Part-Pay Sick Leave Usage Limitation

Sick Leave at Part-Pay may not be used for non-emergency medical or dental care.

Effect of Part-Pay Sick Leave on Holiday Accrual

An employee on Part-Pay Sick Leave does not receive credit for a holiday, which falls while the employee is off work and receiving Part-Pay Sick Leave.

Processing Part-Pay Sick Leave in e-HR

To ensure that these requirements for using Part-Pay Sick Leave are observed and properly processed by e-HR, certain manual operations must be employed. E-HR's Leave Substitution messages indicate when employees are beginning to use Part-Pay Sick Leave, and thus alerts payroll staff to the need for manual intervention in the following areas:

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Event Type Codes for Part Pay Sick

Following are the new event codes to be used to document Part Pay Sick Leave with the implementation of e-HR:

(Note: Staff still needing to make adjustments to time prior to April, 2010 should refer to training materials prepared by the Auditor-Controller.)

162 – Percentage Sick 65% - Work Day

This code can be entered, but it is usually generated by e-HR when Sick 100% (011) is recorded, and there is not a sufficient amount of Sick 100% leave of any kind to cover the recorded hours.

164 – Percentage Sick – 50% - Work Day

This code can be entered, but it is usually generated by e-HR when either Sick 100% (LV011) or Percentage Sick – 65% are recorded, and there is not a sufficient number of 100% sick leave or 65 % PPSL left to cover the recorded hours.

The following are new Event Type Codes, which are operative after January 1, 2011; they must be used to report a Continuous Absence, i.e., where Part Pay Sick Leave being used at the end of a year continues to be used in the following year. For example, where Part Pay Sick Leave was being used in 2010 and continues to be used in 2011; they are used in the same fashion as and in lieu of the foregoing Event Type, 162 and 164:

163 – Continuous Percentage Sick – 65% Work Day

165 – Continuous Percentage Sick – 50% Work Day

Using Full Pay Sick Leave First

The automatic sick leave substitution process in e-HR will ensure that all 100% Sick Leave is used before Part-Pay. Whenever the Event Type for Sick-100% (011) is entered on the employee's Timesheet (TIMEI) or Timesheet Adjustment (TADJ), the system will exhaust all 011 (Sick 100%), then 009 (Pre-86 Sick), then 113 (Pre-71 Sick) before using Part-Pay Sick Leave. The system will then use 65% until it is exhausted, and then use 50% time. Because it is sometimes difficult to judge when the various Part-Pay Leave Categories are going to be used up, once an employee begins to use Part-Pay Sick Leave, payroll staff needs only to enter the Part Pay Sick –Event Type (162), and e-HR selects the highest paying time available for the hours entered.

Ensuring that Part-Pay Sick Leave Continues to be Used

Once an employee begins to use Part-Pay Sick Leave, the employee must continue to use it until it is exhausted, unless the employee's department head specifically authorizes the use of other leaves. However, while an employee is using Part-Pay Sick Leave, the employee is continuing to

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accrue full pay sick Leave, which e-HR will take first when it does the pay period processing. To prevent this, payroll staff must specifically enter the hours of Part-Pay Sick [162], or Part-Pay Sick 50% - Work Day [164], on each scheduled work day. If these specific Part-Pay Sick Event Types are not used, then payroll staff will have to make corrections later.

Using Part-Pay Sick Leave only on Work Days

With the advent of semi-monthly pay and workday rates, an employee needs to cover absences with Part Pay Sick Leave only on the days that the employee is actually scheduled to work. However, if the absence is a compensable one, i.e., it is an "IA" and covered by Workers' Compensation, then additional "tracking" entries will need to be made on the employee's timesheet. Also, the employee's work schedule will need to be changed to a 5/40 schedule. Please refer to Chapter I, Section N. (Workers' Compensation) for additional information, and to Chapter VII of this manual for additional information about implementing work schedule changes.

Part-Pay Sick Leave and Continuous Absences

An absence that begins in one calendar year and continues into the next is called a "continuous absence." If an employee becomes ill at the end of a year and is using a full pay Sick Leave, the employee continues to use such sick leave, including that which the employee earns each pay period, from one year to the next, until it is gone. However, there are special provisions applicable if the employee is using Part-Pay Sick Leave in one calendar year, and because of a continuing absence, is required to use it into the next year. In this case, the employee may not use any full pay Sick Leave (without specific department head approval), and may not use any new Part-Pay Sick Leave that would have otherwise been available on January 1 of the following calendar year.

Instead, the employee must continue to use the allotment of Part-Pay Sick Leave from the previous year until it is exhausted, and may not use any of the current calendar year's allotment of Part-Pay Sick Leave until after the employee returns to work. Such return may be on an intermittent or part-time basis.

Example:

Joan Smith becomes ill on November 1, 2015. She uses all of her full pay Sick Leave in November and begins using Part-Pay Sick Leave in December, and continues using it into 2016. Once she begins using Part-Pay Sick Leave, she cannot use any currently accrued full pay Sick Leave, and she cannot use the 2016 Part-Pay Sick Leave, even though she continues to accrue new full pay Sick Leave and would otherwise be eligible to receive new Part-Pay Sick Leave hours on January 1, 2016.

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Note that should she leave County service without returning to work in 2016, she still may be entitled to be paid off for ½ of her accrued full pay Sick Leave, even though she was unable to use it.

Excessive Use of Part-Pay Sick Leave in a Calendar Year

An employee may not use, in the aggregate, more Part-Pay Sick Leave in any calendar year than is authorized for one year based on the employee's length of service as indicated in the table above.

Accordingly, when an employee has been continuously absent from one year to the next and has used in one year Part-Pay Sick Leave from the previous year, the amount of the previous year's Part-Pay Sick Leave that is used in the new year is deducted from the new allotment of Part-Pay Sick Leave granted to the employee on January 1.

Example:

Jim Smith becomes ill on November 1, 2015. He exhausts all of his full-pay Sick Leave and begins to use Part-Pay Sick Leave on December 16, 2015. He has worked for the County for seven years, and thus has 160 hours of 65% Sick Leave and 240 hours of 50% Sick Leave. He returns to work on January 18, 2016. In calendar 2015 he uses 96 hours of 65% Sick, and in calendar 2016 he uses 64 hours of 65% Sick remaining from his 2015 allotment and 24 hours of his 50% Sick from his calendar 2015 allotment. After he returns to work, he has 8.42 hours of full pay Sick Leave (earned between December 15, 2015 and January 15, 2016), 96 hours of 65% Sick Leave (160 hours from the 2016 allotment minus 64 hours from the 2015 allotment used in 2016), and 216 hours of 50% Sick Leave (240 hours from the 2016 allotment less 24 hours of the 2015 allotment used in 2016), available for use should he become ill again.

Recording Part-Pay Sick Leave Continuous Absences in e-HR

When an employee is still using Part-Pay Sick Leave into a new calendar year, it is important that payroll staff use specially designed Event Type to enter the absences for all scheduled work hours for each work day in the new year on the Timesheet (TIMEI) and the Timesheet Adjustment (TADJ). Using these Event Type codes instructs e-HR to deduct Part-Pay Sick Leave usage from the prior year and to make adjustments in the new year's available balances. These Event Type codes are: 163 Continuous Part Pay Sick 65% - Workday, or Event Type code 165, Continuous Sick 50% - Workday.

Restoration of Part-Pay Sick Leave Following Re-employment

If an employee is re-employed following a layoff, such employee is entitled to receive for the remainder of the year of re-employment that amount of Part-Pay Sick Leave provided by the table (Amount of Part-Pay Sick Leave) above, based on the employee's aggregate service (i.e., the employee's LPSD adjusted by the length of time the employee was laid off). This amount

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would be available less any Part-Pay Sick Leave the employee previously used in that same year of re-employment. Such restoration must be entered manually and occurs only in the case of re-employment following lay off; it is not applicable to employees otherwise rehired or reinstated.

13. SPECIAL SICK LEAVE PROVISIONS (REFER TO COUNTY CODE SECTION 6.20.070)

This Section covers some special or unique sick leave provisions applicable to certain employees or classes.

Sick Leave Earned by Attorneys at MTA

Under an agreement to blanket-in attorneys from MTA as employees of County Counsel, these employees brought with them into the County any sick leave they had earned as MTA employees. In addition, the agreement provides that unused (MTA) sick leave (LV008) for these former MTA employees will be paid upon termination as it would have been by the MTA, which means that the payout varies depending on the reason for termination. If one of these employees leaves service through death, the remaining hours are paid at 100%; if the employee retires, the hours are paid at 75%, and if the employee just simply quits for any other reason, there is no payoff.

This sick leave that former MTA attorneys brought with them is identified in e-HR as Leave Category Code LV008, Sick Leave Earned at MTA/Attorney. It is a full-pay sick leave, which can only be used to cover absences due to illness or injury, including medical appointments, etc. This Leave Category code is reflected only on these employees' LEAVM records, and e-HR tracks only its usage and balance remaining. Of course, no new 008 leave is being accrued.

E-HR will automatically process any MTA earned sick leave for these employees who are leaving County service, providing correct termination processing procedures are followed.

Special Provisions for Sick Leave for Certain Law Enforcement Classes

Beginning in calendar year 1998, three classes in Bargaining Unit 611, Deputy Sheriff (Item #2708), Deputy Sheriff Trainee (Item # 2707), and Deputy Sheriff IV (Item #2712), are authorized to accrue a maximum of 96 hours of Sick-100% (LA011), subject to the same service requirements as other employees accruing 96 hours per year, i.e.:

Sick Leave Years of Service	Sick Leave Maximum Hours
0 – 1	80
More than 1 to 4	88
More than 4	96

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Note, however, that employees in these classes accruing 64 hours as of 12/3/97 began to accrue a maximum of 96 hours in calendar 1998. In addition, employees in these classes received a one-time only allotment of 16 hours of 100% Sick Leave (011), which were posted to their CWTAPPS Leave Balance/Adjustment Screens (LBAL) on June 30, 1998.

Also, beginning in calendar 1999, employees in the classes of Sergeant (Item #2717) and Lieutenant (Item #2719) were authorized to accrue a maximum of 96 hours of Sick Leave each calendar year.

Lastly, beginning in February, 2000, District Attorney Investigators (Item # 2889, 2890) receive two additional days (up to 10 days) in calendar year 2000 and two additional days (to 12) in 2001 and thereafter.

Effective January 1, 2001, Lieutenant, DA (2894) and Supervising Investigator, DA (2891) accrue a maximum of 12 days of Sick Leave in calendar 2001 and thereafter.

14. SICK LEAVE SUBSTITUTION PATH

E-HR searches through the employee's balances of available sick time in accordance with the order of search specified by e-HR screen LPET. To make input easier, e-HR has been designed so that only one Event Type, 011, needs to be entered most of the time with few exceptions. The system then searches through the employee's balances of available sick time in accordance with the order of search specified by the Leave Substitution Path.

The following tables illustrate the sequence e-HR uses for Sick Leave. There are separate substitution paths for MegaFlex and Non-MegaFlex employees because the types of Sick Leave that may be used are different for these two categories of employees. Listed below are Substitution Decision Tables for MegaFlex and Non-MegaFlex employees. The top part of each table shows the various leave types that an employee or payroll staff may record on a timesheet (TIMEI); the bottom part of the table shows the various leaves that e-HR will substitute to cover the absence time.

Note: "Exempt Leave" is a system construct designed to ensure that Exempt Salaried employees are not docked for less than full-day absences. Exempt Leave is also assigned by e-HR to 9/80 or 4/40 Exempt employees using eight hours of Holiday time, it may also be assigned to Exempt employees observing County holidays for more than an eight hour day.

Note also that Sick Leave never substitutes to any other kind of leave (and conversely, the system never substitutes any other kind of leave to Sick Leave). An exception to this is when MegaFlex employees use Event Type 004.

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MEGAFLEX EMPLOYEES SICK LEAVE (004) SUBSTITUTION DECISION TABLE

Leave recorded on the timesheet	
MegaFlex Sick (004)	X
Order of leave selection by e-HR	
Donated Sick	1
Sick-100%	2
Sick - MTA Atty	3
Pre-86 Sick	4
Pre-71 Sick	5
Non-Elective Leave	6
Non-FLSA CTO	7
Exempt Disaster CTO	8
FY 93 Non-FLSA CTO	9
FY 93 FLSA CTO (Straight)	10
FY 93 FLSA CTO (Prem)	11
Protective Comp Time	12
Vacation	13
Vacation in Lieu of Pay	14
Holiday	15
Elective Leave	16
Exempt Leave	17

NON-MEGAFLEX EMPLOYEES SICK LEAVE SUBSTITUTION DECISION TABLE

EVENT TYPE RECORDED ON TIMESHEET								
Sick (011)	X							
Sick – Personal (112)		X						
Pre-86 Sick (009)						X		
Pre-71 Sick (113)								X
Sick 65% (162)			X					
Sick 50% (164)				X				
Continuous Part Pay Sick 65% (163)					X			
Continuous Part Pay Sick 50% (165)						X		
ORDER OF LEAVE SUBSTITUTION SELECTION BY e-HR								
Donated Sick (006)	2						2	2
Sick-100% (011)	1	1					3	3
Pre-86 Sick (009)	3	2					1	4
Pre-71 Sick (113)	4	3					4	1
Sick-65% (162)	5		1				5	5
Sick-50% (164)	6		2	1			6	6
Continuous Part Pay 65% (163)					1			

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Continuous Part Pay 50% (165)					2	1		
Exempt Leave (019)	7	4	3	2	3	2	7	7
SWOP (124)	8		4	3	4	3	8	8
AWOP (027)		5						

Note: The Substitution path stops at Exempt Leave (019) for employees eligible for Exempt Leave. E-HR will bypass Exempt Leave (019) for employees not eligible for Exempt Leave and the Substitution would continue to SWOP or AWOP.

B. VACATION

(Refer to County Code 6.18)

1. INTRODUCTION

Eligible non-MegaFlex employees earn Vacation Leave on an accrual basis each pay period. This leave is depicted in e-HR as Leave Category LV021. The first part of I.B. describes how this Vacation time is accrued and used.

However, there are some employees in certain classes that are subject to unique provisions regarding the way they earn Vacation; they include: Ocean Lifeguards and certain Superior Court employees. Vacation for these employees is depicted in e-HR also as Category Code LV021, and the processes are described below in Section I.B.7., Special Vacation Provisions.

In addition, there are certain paid leave provisions that serve the same purposes as Vacation but are earned in lieu of or in addition to Vacation.

- Interns and Residents Leave, is earned by employees in these jobs in lieu of Holiday and Vacation leaves, and is depicted in e-HR as Category Code LV032. This leave is described in more detail below in Section I.B.9.
- Appraiser Leave, is earned by represented Appraisers in the Assessor’s Department when they are required to be absent from Los Angeles County. It is depicted in e-HR as Category Code LV031, and is described below in Section I.B.10.

Court Reporters’ and Court Clerks’ Leave, depicted in e-HR as Category Code LV041 and LV042, respectively, which are earned by some Superior Court employees. See Section I.B.7.c., Additional Special Leave for Certain Superior Court Employees.

- **Vacation in Lieu of Pay, (VILOP)**, depicted in e-HR as Category Code LV094, is special vacation that was accrued by some employees during a budget crisis in the early 1990’s. This vacation type is no longer being accrued, but employees who earned it may still have unused balances. This vacation is described in more detail below in Section I.B.8.

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2. ELIGIBILITY FOR VACATION

Primary Job Basis

The accrual and usage of Vacation is based on an employee's primary job.

Eligible Non-MegaFlex Employees are eligible to accrue and use Vacation if their primary job is:

- Full time, permanent ("A" and "N" Sub Title)
- Monthly Recurrent ("B" Sub Title)
- Daily Temporary ("C" Sub Title)
- Monthly Permanent ("D" and "Z" Sub Title)
- Monthly Temporary ("M" and "O" Sub Titles)
- Permanent part-time, as long as the part-time is at ½ time or more ("U", "V", "W", "X" and "Y" Sub Titles)

The Sub Title Table (STTL) in e-HR includes the Leave Policy (LPOL) for each Title and Sub Title combination. The Leave Policy is used on all leave reference pages in e-HR to govern the eligibility of leave categories and events, including the usage, accrual, accrual rate and other information. For example, the Leave Policy Category (LPCT) reference page for each respective Category code, including the Vacation Category code, would contain an entry for each Leave Policy that was eligible. Thus, for example, Leave Policy LAA01 on LPCT would list the Category code for Vacation as (LV021), indicating that the Category is valid in some way for that leave policy. There are further breakdowns at the event level on the Leave Policy Event Table (LPET) reference page that would control the usage and accrual within each category.

Note that Sub Titles govern both accrual and usage. Thus if an employee earns Vacation on a job with one Sub Title and then changes to a job with an ineligible Sub Title, Vacation time originally earned cannot be used; but it remains available for use should the employee change again to a job with an eligible Sub Title. For additional information about the effect of status changes on leave, please refer to Chapter VIII of this manual.

Ineligible Employees

Those employees not eligible to accrue or use Vacation have the following kinds of primary jobs:

- Hourly employees ("F" and "H" Sub Titles)
- Per visit or per session ("G" or "J" Sub Title employees)
- Less than ½ time permanent employees ("P", "Q", "R", "S" and "T" Sub Titles)
- County Officers (Department Heads, Elected Officials, Judges and Commissioners on "L" Sub Titles, and department heads on any other Sub Title)
- Employees hired on a without-compensation basis
- MegaFlex employees

Note: There is one exception to the usage of Vacation. While MegaFlex employees do not accrue Vacation Leave, they can use Vacation that they earned and which remained unused

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before they entered MegaFlex, and must use all of their previously accrued leave before they can use any of their purchased Elective Leave (refer to County Code Section 5.27.35(B)). There is no longer any prescribed usage sequence for leave usage, other than the foregoing. For additional information about MegaFlex employees using leave, see the sub-section of this Chapter I, C. MegaFlex Annual Leave.

3. CURRENT ACCRUAL OF VACATION (COUNTY CODE SECTION 6.18.040)

Introduction

Vacation Leave, for non-MegaFlex employees who are entitled to earn this leave, is earned and accrued each pay period based on qualifying hours recorded in each pay period. After the end of each pay period, e-HR posts earned Vacation Leave hours to employee's Leave Management (LEAVM) page. This accrual process begins for new employees upon appointment to an eligible job; there is no waiting period or minimum service requirement before accrual begins. However, County employees, except Lifeguards, must complete one year of eligibility before they can use Vacation Leave. Vacation Leave that has been earned in one pay period can be used in the next pay period, unless the employee has less than one year of eligibility.

The amount of Vacation an employee may earn each pay period or each calendar year increases as the employee reaches certain milestones of County service.

Reserve Leave Eligibility Period

Reserve Leave is leave that, although accrued, is not available for usage by the employee. Prior to 2016, new employees with less than one year of County service had Vacation hours posted to Reserve Vacation, LR021. Reserve Vacation hours were not eligible to be used. When the employee reached one year of service the hours were transferred from Reserve Vacation (LR021) to Vacation Leave (LV021) where the hours were then eligible for usage. Beginning with pay period ending January 15, 2016 and all pay periods after this date Vacation for all employees will be accrued and posted to Vacation Leave - LV021. Therefore, Reserve Vacation – LR021 will no longer appear in LEAVM for years 2016 on. As part of the 2015 year end process all existing Reserve hours were move to LV021.

There are no policy changes to the way Vacation is administered.

The e-HR Leave Progression Start Date (LPSD) will enforce the following:

- when an employee is eligible to use Vacation
 - usage will be controlled by edits on the TIMEI and TADJ documents
- when Vacation hours will appear on the Check Stub and in ESS

However, Payroll staff will be able to view the Vacation hours for employees who have not met their one year eligibility period in e-HR.

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Effective in 2010, earned Vacation leave time is posted for each pay period in hours and minutes, rather than hours and fractions of hours.

Note: While County employees have a 12-month Reserve Leave Period, Superior Court employees have only a 6 month Reserve Leave Period.

In addition, Lifeguards, BU 641, are not subject to “Reserve” vacation. Even though their LPSD is reset, they can use accrued vacation as soon as they accrue it.

Overview

During each pay period, a specific accrual rate of hours and minutes of Vacation Leave is earned for certain (active service) hours that are counted for leave accrual purposes. All of these hours are summed each pay period then divided by the scheduled hours, then multiplied by an “accrual rate” to arrive at the number of hours and minutes of leave that should be posted to an employee’s account. The “accrual rate” is the maximum number of leave hours and minutes that are possible to accrue in one pay period.

Each pay period, eligible employees accrue vacation leave based on qualifying hours. If the employee has unpaid leave that reduces his qualifying hours, he will receive a proportionate reduction in the vacation leave accrual for that pay period. (Refer to e-HR Desk Procedure #DP-LV-281-D, Manually Verify a Prorated Accrual of Leave Benefits.)

The active service hours that e-HR counts for Vacation accrual purposes are intrinsically the same for both Covered and Exempt Salaried employees, although different terminology is used in the County Code:

Qualifying hours include:

- Regular hours worked or scheduled;
- Full and Part-Pay leave taken;
- Short Term Disability;
- Worker’s Compensation.

The event types for hours indicating that certain benefits count toward qualifying hours are identified as ‘Include’ on LPET.

Qualifying hours do not include:

- Unpaid absence (AWOP);
- Overtime;
- Regular Days Off (RDO) hours

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Counting Hours (Calculating the Prorated Vacation Leave Accrual)

E-HR automatically prorates the Vacation accrual if the employee has a reduction in Qualifying Hours due to an unpaid absence (AWOP). To manually verify prorated accruals (percentage of accrual amount is actual hours/scheduled work hours. *accrual rate). **(Refer to the e-HR Desk Procedure #DP-LV-281 for calculations.)**

For Daily Employees Earning Vacation:

Hours counted for leave accrual are those for which Daily employees are actually paid. Since there is no work schedule for these employees, e-HR uses the least amount of full time hours possible in a pay period (72) as the scheduled hours. However, overall pay period and annual maximums are the same as full time employees.

Process Applicable to All Primary Jobs

Note that these processes are the same for all Vacation-eligible employees, regardless of their work schedule or FLSA Status. Also, these processes were designed to use the same accrual rate for daily, and monthly employees. However, the accrual amounts are reduced by the FTE percentage for part-time permanent positions (1/2 time or greater)

Vacation Accrual Rates

Vacation Leave is earned based on Qualifying Hours (Input hours less unpaid hours (e.g., AWOP) divided by Scheduled Hours) multiplied by the Vacation Pay Period Rate (hours and minutes).

Employees earn different amounts of Vacation each year based upon their eligibility years determined by Leave Progression Start Date (LPSD). In addition, employees who are on 56-hour work schedules must accrue more hours than 40-hour employees, in order to provide equivalent vacations. Because of these earning variations, different Pay Period Rates are necessary. These various Pay Period Rates, and the amount of Vacation earned annually are based LPSD, and shown in the following tables:

Effective with the pay period ending April 15, 2012, the new Vacation Pay Period Rate shall be indicated below in hours and minutes per pay period.

Effective January 15, 2016, 40-hour employees shall accrue additional vacation time for 20 or more years of active service. Vacation Pay Period Rates are as follows:

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Table 1: Vacation for All 40-Hour Employees

Vacation Years of Service	Vacation Pay Period Rate	Vacation Annual Maximum Hours Earned
Less than 4 years	3:35	80
4 to less than 9 years	5:14	120
9 to less than 10 years	5:35	128
10 to less than 11 years	5:55	136
11 to less than 12 years	6:16	144
12 to less than 13 years	6:37	152
13 to less than 20 years	6:58	160
20 to less than 21 years	7:19	168
21 to less than 22 years	7:40	176
22 to less than 23 years	8:00	184
23 to less than 24 years	8:21	192
24 years or more	8:42	200

Maximum Carryover = 480 Hours

Maximum In-Service Payout = 160 Hours

Maximum Carryover for 40-Hour Employees in Bargaining Units 601, 601, 641 and 642 = 320 Hours

Effective with the pay period ending April 15, 2012, the new Vacation Pay Period Rate for Probation 56-Hour Employees shall be indicated below in hours and minutes per pay period.

Effective January 15, 2016, Probation 56-hour employees shall accrue additional vacation time for 20 or more years of active service. Vacation Pay Period Rates are as follows:

Table 2: Vacation for Probation 56-Hour Employees

Vacation Years of Service	Vacation Pay Period Rate	Vacation Annual Maximum Hours Earned
Less than 4 years	4:58	112
4 to less than 9 years	7:19	168
9 to less than 11 years	8:22	192
11 to less than 13 years	9:24	216
13 to less than 20 years	9:45	224
20 to less than 21 years	10:14	235
21 to less than 22 years	10:42	246
22 to less than 23 years	11:14	258
23 to less than 24 years	11:42	269
24 years or more	12:11	280

Maximum Carryover = 672 Hours

Maximum In-Service Payout = 224 Hours

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Effective with the pay period ending April 15, 2012, the new Vacation Pay Period Rate for Fire Department 56-Hour Employees shall be indicated below in hours and minutes per pay period.

Effective January 15, 2016, Fire Department 56-hour employees shall accrue additional vacation time for 20 or more years of active service. Vacation Pay Period Rates are as follows:

Table 3: Vacation for Fire Department 56-Hour Employees

Vacation Years of Service	Vacation Pay Period Rate	Vacation Annual Maximum Hours Earned
Less than 4 years	6:32	144
4 to less than 10 years	8:27	192
10 to less than 12 years	9:40	216
12 to less than 20 years	10:46	240
20 to less than 21 years	10:58	252
21 to less than 22 years	11:30	264
22 to less than 23 years	12:00	276
23 to less than 24 years	12:32	288
24 years or more	13:03	300

Maximum Carryover = 480 Hours

Maximum In-Service Payout = 240 Hours

Maximum Accrual = 720 Hours (for BUs 601, 602)

Vacation Maximum Accrual

As indicated by the preceding tables, the maximum amount of Vacation Leave that an employee can earn per calendar year is based on the employee's LPSD Vacation Years of Service and whether the employee is on a 40-hour or a 56-hours work schedule.

To determine Years of Eligibility take the difference between the employee's LPSD and the current date and then round down to the nearest full year. Payroll clerks with appropriate security clearance can view both the LPSD and the calculated eligibility years, months, and days on the Employment Verification (QVER) page in e-HR.

For example, during their first four years of service, employees accrue a maximum of 80 hours (or 112, 144 hours for 56-hour employees), and after their fourth year, they earn increasingly greater numbers of hours, as reflected in e-HR. These changes in pay period rates are automatically made by e-HR, which checks each pay period to see if there is a change in the employee's years of service based on the employee's (LPSD). If the employee's LPSD falls within the pay period, and if the employee has completed one of the service milestones as included in the above tables, then e-HR accrues Vacation until the higher level maximum is reached in the calendar year renews at the beginning of the next calendar year.

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Note that for certain employees in Departments who worked for cities or agencies that were eventually absorbed by the County, the LPSD is based on the employee's leave benefit eligibility date with the former agency as approved by the Board of Supervisors.

Note also that, as indicated above, there are no longer any separate systems for determining Vacation for temporary or monthly permanent, part-time employees. If these employees are eligible for Vacation based on their Sub Title, then they accrue Vacation Leave in the same way, and with the same maximums and pay period rates as permanent full-time monthly employees. They simply accrue less Vacation Leave over the same span of time because they work fewer hours.

Work Schedule Changes that Affect Vacation

Changing Between 4/40, 5/40, and 9/80

Changing work schedules between 4/40, 5/40, or 9/80 does not affect the accrual of Vacation for an employee; these schedules all provide 40-hour workweeks, all of which use the same accrual table, as indicated above.

Changing to and from 56-Hour Workweeks

Changing from a 40-hours to a 56-hours workweek, or changing from a 56-hour workweek to any of the 40-hour work schedules does affect the Vacation accrual process. This is because one hour of Vacation for a 40-hour employee equates to more than one hour for a 56-hour employee to provide equivalent benefits. Thus different (higher) pay period rates must be used to achieve this for the 56-hour employees, as shown in the tables above.

Changing an Individual's Work Schedule from a 40-Hour to a 56-Hour Schedule or Vice-Versa

The Vacation pay period rate is governed by Sub Title and LPOL. Employees on the same titles may work either 56 or 40-hour work schedules. The two salient examples are:

1. Titles in the Probation Department, such as DPO I, where incumbents usually work a 40-hour week but may be assigned to a 56-hour week in a Probation Camp.
2. Titles in the Fire Department, such as Fire Captain, where incumbents usually work 56-hour weeks but may be assigned to a 40-hour week.

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For example, while some DPO I's are assigned to camps, the majority of incumbents in this class are assigned to a 40-hour work week, and thus the primary leave policy for this item is based on a 40-hour work week.

But an individual employee may need to have a different Work Schedule (e.g., 56-hour) and corresponding leave policy than that specified for the employee's Title and Sub Title. This is accomplished by using the override described below.

Overriding the Normal Work Schedule Using the Employee Status Maintenance (ESMT)

The ESMT or FESMT document can be used to override an employee's normal work schedule and leave policy. Department Payroll Clerks and Timekeepers will have limited access through the FESMT document to update the Work Cycle, Leave Policy and other fields. Once the FESMT is correctly modified, the system will automatically convert leave accrual hours in the same pay period for qualifying leave balances. **(Refer to e-HR Desk Manual Procedure #DP-LV-182-D, Converting a 40 Hour Employee to 56 Hour Employee).**

(Also see following Sections)

Changes to Vacation Balances on Leave Management (LEAVM)

Just as an employee on a 56-hour workweek needs to accrue more Vacation Leave (which is accomplished by accruing at a higher rate), Vacation Leave that has already been accrued needs to correspond to the work schedule.

For example, an employee assigned to a 40-hour workweek and who has accrued 40 hours of Vacation will need 56-hours of Vacation to provide an equivalent benefit if the employee is changed to a 56-hour week, or if a 56-hour employee has accrued 28 hours of Vacation Leave and is then changed to a 40-hour work week, the employee will need only 20 hours of Vacation to have an equivalent benefit.

E-HR automatically makes the required conversion of Vacation Leave that has already been accrued and remains as an unused balance on employees' Leave Balance record. This automatic conversion is triggered by a change to the employee's Leave Policy. **(Refer to e-HR Desk Procedure # DP-LV-182-D Converting a 40 Hour Employee to 56 Hour Employee - Updated 05212012.)**

Changes from Daily Temporary to Permanent Status

E-HR uses the employee's Leave Progression Start date (LPSD) and Leave Policy (LPOL) to determine the Pay Period Rate of accrual for Vacation Leave and the various annual maximum hours. The LPSD is automatically populated at the time of hire, and will be the same as the Original Appointment Date, regardless of Sub-Title (A, C, F, etc.).

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When a Daily or Hourly employee promotes to a full-time Monthly Sub-Title, the LPSD must be changed to the From date of the Monthly position. This 'new' LPSD can be considerably later than the previous LPSD that was established for the Daily position. Thus the employee, who was previously accruing Sick at a higher accrual rate due to an earlier LPSD, will start accruing Vacation as if the employee is newly hired.

To ensure that the employee continues to earn Vacation Leave at the correct accrual rate an evaluation must be performed by the Payroll staff to determine if the 'new' LPSD should be adjusted. Department payroll staff must evaluate the employee's work hours for 6 consecutive months prior to the Job Appointment Date of the full- time Monthly position. For each 6 consecutive months the employee worked the equivalent of a full time work schedule, then the LPSD should be adjusted 6 months earlier. A full time work schedule is an average of 20 days per month or 160 hours per month for six consecutive months.

The work hours' evaluation should be repeated for each 6 consecutive months prior to the full time Monthly position. Continue the evaluation until the average of 20 days or 160 hours per month is not met. Any remaining months less than six months does not need to be evaluated. Upon completion of the evaluation adjust the Leave Progression Start date (LPSD) 6 months earlier, for each consecutive six months the employee worked the full time schedule. The Leave Progression Start date is overridden on the Employee Status Maintenance Document, ESMT, in the EPM activity screen in e-HR. Whenever making a change to the Leave Progression Start date, it is mandatory to insert a 'Document Comment' on the ESMT to explain why the change took place. In this case the 'Document Comment' should contain the employee number who conducted the work-hours evaluation and the From and To dates the employee worked the full-time schedule. If document attachments are supported, the worksheet used to determine the leave progression should be attached to the ESMT.

Notes:

- All date-based leave eligibility rules are driven by the Leave Progression Start Date (LPSD). Failure to maintain the appropriate date on the ESMT may result in incorrect benefit accrual.
- Each Sub-Title is assigned a Leave Policy which is based on County Code, MOU, FLSA, and Fringe Benefit language.
- Recurrent clerks who hold Sub-Titles B or C have layoff rights to have their Leave Progression Start date adjusted.

Case Study: Two Daily employees are hired on December 01, 2014. Both employees are appointed to a full time permanent position effective May 20, 2016.

Department payroll staff must evaluate the employee's work hours for 6 consecutive months prior to 05/20/2016, the Job Appointment Date of the full- time permanent position.

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- First 6-month evaluation period: 05/20/2016 back through 11/20/2015.
- Second 6-month evaluation period: 11/19/2015 back through 05/19/2015.
- The remaining months from 05/18/2015 through 12/01/2014 does not need to be evaluated because it is less than six months.

Example 1: Employee with one 6-month evaluation period.

In the First 6-month evaluation, the employee did not work an average of 20 days or 160 hours per month. The evaluation is complete when the average of 20 days or 160 hour per month is not met.

The LPSD for this employee must be set as 05/20/2016, the Job Appointment Date of the full time permanent position

Example 2: Employee with two 6-month evaluation periods.

In the First 6-month evaluation, the employee did work an average of 20 days /160 hours per month. The employee's LPSD is eligible to be changed from 05/20/2016 to 11/20/2015, six months earlier.

The evaluation is repeated for the second consecutive 6-month evaluation period.

In the second consecutive 6-months: The employee did work an average of 20 days /160 hours per month. The employee's LPSD is eligible to be changed to 05/20/2015, a year earlier because the full-time work schedule was met in two 6-month evaluation periods.

The evaluation is complete because the remaining months from 05/20/2015 back through 12/01/2014 are less than six months and does not need to be evaluated.

Upon completion of the evaluation the ESMT is modified with a Leave Progression Start date of 05/20/2015. A 'Document Comment' is inserted showing the employee number who performed the evaluation and the To and From dates the employee worked the full-time schedule.

Example of Document Comment: This employee worked full-time from 05/20/2016 back through 05/19/2015. This evaluation was performed by E123456.

For more information, refer to County Code 6.04.040.

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Job Changes Affecting Vacation

Job changes generally do not affect the accrual of Vacation unless the employee moves from a non-MegaFlex title to a MegaFlex title or to another ineligible job, in which case the employee ceases to earn Vacation. All accrued leave is based on the leave policy in effect as of the pay period end date. If a job change is done mid pay period, the employee will accrue all hours for that pay period based on the new title and sub-title. For additional information about the effect of job changes, please refer to Chapter VIII of this manual.

4. RETENTION OF EARNED AND UNUSED VACATION

Overview

While employees continue to earn and use Vacation throughout the year, sometimes an employee may not use all Vacation earned during a year. This Vacation is not lost, but rather the balance is retained to the following year. In e-HR, the Vacation Category (LV021) is Inception to Date. This implies that the balance is continuous from one year to the next and balances are not reflected as deferred in e-HR.

Effective with the pay period ending April 15, 2012, an employee cannot carryover more than 480 hours of Vacation hours across calendar years. Vacation time in excess of 480 hours shall be paid at the employee's workday rate of pay in effect on the last day of the calendar year. Thus, if an employee who accrues vacation hours per year carries over 480 hours in January, continues to earn vacation and does not use any vacation by the end of the calendar year, he/she will be paid for 160 hours (640 hours minus the 480 hour carryover limit) in January of the following year. The employee will then begin with a vacation balance of 480 hours effective January 1 of the following year.

Effective with the pay period ending January 15, 2016, a 40-hour employee cannot carryover more than 480 hours of Vacation hours. Vacation time in excess of 480 hours to maximum of 160 hours shall be paid at the employee's workday rate of pay in effect on the last day of the calendar year. All departments must monitor their employees with 20+ years of service and schedule them to take vacation time off in order to stay under the carryover threshold after the in-service payout of 160 hours. Not all departments authorize such payouts and employees may be required to use their time.

End-of-the-Year Housekeeping

Refer to the following section.

Limits on Accumulation of Unused Vacation

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Maximum Vacation Hour Accruals

Maximum Vacation accruals for most non-Megaflex employees are limited to 480 hours pursuant to County Code Section 6.18.080.F. However, some exceptions to these maximum accruals for Fire and Lifeguard safety personnel are found in County Code Section 6.18.080.G and applicable bargaining unit MOUs. Refer to the Carryover Exceptions section below for further information.

In e-HR, any hours over the maximum identified for each classification are identified as “excess” and must be used by the end of the calendar year. As Vacation hours are used, the hours are displayed as “Used” (021) and the Vacation Category balance is reduced accordingly. Note also that the Vacation Category balance is also increasing as Vacation is earned during the year.

Excess Vacation hours that must be used before the end of the year are reported to departments via an e-HR report and identified (as “Excess”) on the affected employee’s paystubs each payday.

Payment for Unused Excess Vacation Hours

If an employee does not use the excess hours shown on the paystub by the end of the calendar year, e-HR automatically pays the employee for hours in excess of the maximums provided for in the County Code or applicable MOUs. Payment for excess vacation time will be at the employee’s Workday Hourly Rate effective on 12/31, and reduces the employee’s Vacation balances on Leave Management accordingly. The Vacation Buyback event type (LK021) is reflected in LEAVM/Employee Leave Activity tab. This determination and payment is usually executed by e-HR on the last payday for January to ensure that all time adjustments for the prior year have been reflected on the Timesheet (TIMEI) document.

Note: The maximum carry over for 40-hour employees is 480 hours; 672 hours for 56-hour Probation employees. The maximum in-service payout for excess vacation time is 160 hours for 40-hour employees and 224 for 56-hour probation employees. Fire Fighters and lifeguards have different carry over and payoff provisions. Refer to Carryover Exceptions below for further details.

Note that excess Vacation that will be paid on January 30 will still be reported as excess on the employee’s pay stubs on January 15; the pay stub for January 30 will reflect the Vacation Category balance after payment.

E-HR prepares the “Auto Year-End Leave Pre-Process Report” after year-end processing. The report provides leave balance adjustments to be processed. The report identifies hours that are paid out and hours that are rolled over to the current year based on the leave category balance as of 12/31/xxxx. This report is available in RMS as follows:

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Search – Drawer: Leave Reports – Report-ID: Auto Year-End Pre-Process; Select Department/Unit/Leave Policy.

Example 1: At the beginning of 2015, Joe, who is a 40-hour employee, has a Vacation Category balance of 460 hours. As a long-time employee, he earns 160 hours during 2015, but only takes off 40 hours of Vacation during the year. At the end of 2015, e-HR displays the Vacation Category balance hours of 580 (460 plus 160 accrued hours minus 40 hours used). At the beginning of 2016, e-HR reflects a Vacation Category balance of 580, which is 100 hours over the 480-hour maximum. Thus, he will be paid for 100 hours of excess vacation on January 30, 2016 and his vacation balance will reflect 480 hours of vacation plus any vacation time he has accrued in 2016.

Example 2: Christine is a regular 40 hour/week employee with 25 years of county service who earns vacation leave. On January 1, 2016, Christine has a vacation leave balance of 480 hours. During the 2016 calendar year, Christine will earn 200 hours of vacation leave. By the end of 2016, Christine will have a total of 680 hours if she does not take any time off. Christine’s maximum carryover limit of vacation time is 480 hours. Christine’s department elects to not pay their employees in-service for hours accrued above the carryover threshold. Christine’s department must order Christine to take off 200 hours (25 days) of vacation leave before the end of the 2016 calendar year, in order to stay under the 480-hour maximum vacation carryover threshold.

Carryover Exceptions

Beginning on December 31, 2005, and continuing on December 31 of each year thereafter, employees in the following groups are compensated in the end-of-the-year housekeeping process for all Vacation hours accrued over the maximum amounts shown at the workday rate in effect on 12/31:

<u>Class Group</u>	<u>Maximum Hours</u>
Safety Fire Fighting classes, 56 hour	480
Safety Fire Fighting classes, 40 hour	320
Permanent Ocean and Lake Lifeguards	320

Note: Employees in these classes who, on December 31, 2005, had balances in excess of certain numbers of Vacation hours, as shown on the chart below, were not compensated for the excess hours. Instead, the excess hours were added to the employees’ “Banked” Vacation time, which the employees could then use or receive payment for upon termination. To use this time in e-HR, there is a unique Event Type, Bank Vacation, 082, which is entered on TIMEI. The following chart indicates the number of Vacation hours in excess of which the hours were added to the employees’ records for Vacation time:

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<u>Class Group</u>	<u>12/31/2015</u> <u>Maximum Hours Over Which</u> <u>Time Was Banked</u>
Safety Fire Fighting classes, 56 hour	720
Safety Fire Fighting classes, 40 hour	480
Permanent Ocean and Lake Lifeguards	480

Management Direction to Use Excess Vacation Hours

E-HR prepares a semi-monthly “Leave Balance Excess Report” for each department indicating employees having excess time. This report is a COGNOS, Scheduled, Semi-Monthly report that can be accessed in mylacounty.gov in e-HR – Reports. Departments use this report to identify employees that they need to direct to take excess Vacation off before the end of the year rather than allow them to be paid because of budget restrictions, etc. (Refer to the May 23, 2016, memo from Sachi Hamai, CEO, to Department Heads, Administrative Deputies and Departmental Human Resources Managers.)

Departments notify affected employees as early in the year as possible so that both the employee and the department can schedule the time off so as not to impact the delivery of public service. Note that excess hours may increase as the year progresses, so departments and employees should forecast hours accordingly.

Maximum Hours Exception for MegaFlex Employees

Employees entering the MegaFlex cafeteria plan during the year may retain any Vacation they have earned, even if it exceeds 480 hours.

Maximum Hours Exception for Employees Absent Because of a Workers’ Compensation Case

The preceding 480 hour limitation does not apply to employees at the end of any calendar years during which they have been absent for a day or more because of an approved work-related illness or injury. Note: this does not apply to represented employees excluded by their MOU such as safety Lifeguard, Fire Fighting and Sheriff’s employees.

Maximum Hours for Superior Court Employees

For Superior Court employees, any deferred Vacation time that exceeds 504 hours (in contrast to 480 hours for County employees) must be used by the end of the year. If it is not used, it is paid for in the same way and at the same time as it is for County employees.

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5. USING VACATION

Following are various provisions which govern the earning or usage of Vacation hours:

Management Authority to Control Vacation

Unlike Sick Leave, which an employee takes when is ill or injured and unable to perform his/her job, department management retains the authority to schedule and approve the use of Vacation Leave in advance, based on the needs of the department. This authority allows department management both to require that the taking of Vacation hours be approved in advance as well as to direct that Vacation time be taken, as in the case of requiring employees to use excess Vacation before the end of the year.

Using Vacation to Cover Illness

(Refer to County Code Section 6.20.050.C.)

An employee who must be absent because of illness or injury or because of Non-emergency medical or dental care may elect to use Vacation (or Holiday or CTO) in lieu of 100% Sick Leave; this use of Vacation does not require prior management approval, except where the Vacation in lieu of Sick Leave is being used for non-emergency reasons, such as doctor appointments. In this case, just as in the case of using Full Pay Sick Leave, prior supervisory approval is required.

Recording Vacation Taken on Timesheet (TIMEI)

Employees must record vacation leave in half-hour increments (except for Exempt Salaried employees, who record full-day usage). It should be noted that e-HR substitutes time in one-minute increments.

Use of Vacation by MegaFlex Employees

Effective January 1, 2009, MegaFlex employees who retain Vacation hours earned before entering the MegaFlex cafeteria plan can use this leave at any time; they do not need first to exhaust all of their Non-elective. However, they must use all of their previously accrued leave before they can use their purchased Elective Leave.

Vacation for Persons Entering Armed Forces

Any person who enters the Armed Forces and who has been a County employee for at least one year may take any accrued Vacation prior to or at the time of entering the Armed Forces. However, no lump sum payoff for the accrued Vacation time can be made.

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Holidays Occurring During Vacation

Holidays that fall during a paid vacation period do not count as workdays. In other words, employees do not lose a holiday because it falls during a vacation period.

Work During Vacation

A County employee on vacation may not work for any County department,, Superior Court, or any other agency headed by the Board of Supervisors if the employee receives compensation for this work in addition to vacation pay.

Elimination of Vacation Pay Advance

Effective with the conversion to Semi-Monthly pay in 2010, the prior code provision that allowed employees to request a “Vacation Pay Advance” was eliminated. With employees now being paid on a semi-monthly basis, providing a “Vacation Advance” is deemed unnecessary.

6. VACATION PAYOUT ON TERMINATION

When an employee leaves County service, an eligible employee receives payment for unused Vacation hours.

Eligibility

The only requirement for receiving such payment is that the employee must have at least one year of service.

Amount of Payoff

The employee is paid for all unused Accrued hours at the employee’s workday rate in effect on the employee’s last day of County service. There are no restrictions on the total that can be paid.

In addition, the employee is eligible to be paid for Vacation hours that the employee accrues in the last pay period of employment.

E-HR Handling

When an employee terminates e-HR checks to ensure that the employee meets the eligibility requirements specified above, automatically calculates the reimbursement for unused Vacation, and includes the amount in the employee’s final payment.

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Note: This automatic payment is not made if the termination action is not processed through the Personnel Action Wizard as described in Desk Procedure DP-PA-060-D.

Note: 56-hour Probation employees must have their vacation balances restated in the 40-hour equivalent before the balance can be paid out. This conversion is handled by the leave conversion batch job in e-HR.

Note: Leave Payouts for employees with “L” Sub-Title will continue to be processed manually.

No Restoration of Unpaid Vacation

An employee who terminates for any reason before completing one year of service loses all earned Vacation hours; they are not restored if the employee should be rehired, re-employed, or reinstated. The employee begins accruing Vacation as if he/she were a new employee.

7. SPECIAL VACATION PROVISIONS

This sub-Section covers Vacation provisions that are unique for certain classes, including Ocean Lifeguards. It also covers the differences in Vacation treatment between County and Superior Court employees, and some special leaves applicable only to Superior Court employees.

Recurrent Ocean Lifeguards (Item 2923) and Ocean Lifeguard Specialist (Item 2924) (Reference Bargaining Unit 641 MOU)

Unlike other Daily Recurrent employees, employees in these classes do not accrue Vacation until they have accumulated a total of 1600 hours of active service and have established eligibility to advance to the second step of the ranges of the classes at the rate established in County Code Section 6.18.040. To accomplish this, when an employee is hired, they are placed in an Override Leave Policy that does not accrue Vacation. When an employee reaches eligibility, the employee receives 64 hours of Vacation, which is posted manually to the employee’s LEAVM page using the standard Vacation accrual event type, LA021. This point in time establishes a new Leave Progression Start Date (LPSD) for these employees, called Leave Progression Start Date (LPSD), which must be manually entered into e-HR on the Employee Status Maintenance (ESMT) page. On the same ESMT, the Override Leave Policy is removed. Thereafter, the employee accrues Vacation in the same way as other Daily employees. If this employee is subsequently appointed to a permanent Ocean Lifeguard Specialist position, the employee retains his/her former LPSD for Vacation accrual.

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8. VACATION IN LIEU OF PAY (Refer to County Code Section 6.24.070)

During the period from October, 1993, through June 30, 1994, each non-represented employee's salary was reduced by two percent in exchange for the accrual of special vacation hours. This leave time was termed Vacation In Lieu of Pay (VILOP); for employees participating in this program during the entire period described above, a total of 31.5 hours of VILOP time was accrued. This time is depicted in the Employees' Leave Management (LEAVM) page in e-HR with unique Category Code, LV094. There are no restrictions on its carryover or retention.

Usage of VILOP

VILOP is used in the same way as Vacation; that is, prior management approval is required. VILOP used is entered on the Timesheet (TIMEI), using Event Type 094.

Payoff of VILOP

After August 1, 1995, any portion of VILOP that an employee still retains may be converted to pay, at the employee's workday hourly rate in effect when the employee submits a request for payment. Such payment must be made within 45 days of the employee's request. In addition, the Board of Supervisors may direct that payment for unused VILOP be made. To pay an employee for VILOP, payroll staff uses the Event Type for VILOP Buyback, which is LK 094, and enters requested hour on the Timesheet Adjustment document (TADJ).

Upon termination, an employee is paid for any unused VILOP at the employee's workday hourly rate in effect on the last day of service. This payment is automatically calculated and paid by e-HR.

9. PHYSICIAN, POST GRADUATE TIME OFF (INTERN LEAVE) (Refer to the BU 323 MOU)

This special leave is earned by employees in the classes of Physician Post Graduate – 1st year (Item 5408) and Physician Post Graduate – 2nd through 7th year (Item 5411).

Amount

Instead of receiving Vacation and Holiday time (see Section I.D. for general holiday provisions), Physicians Post-Graduate who are assigned to a County hospital and under an annual contract with the County will receive 192 hours for post graduate time off each contract year. Accrual amounts are granted in a lump sum and processed manually by the department.

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Usage

When a requested Vacation period exceeds seven continuous days, the requester must submit the request for approval at least 30 calendar days in advance of the beginning date. All use of Intern/Resident Leave time by Interns and Residents is subject to the approval of the Chief of Service.

Carryover and Deferral of Intern Leave

Upon written request by the employee, up to 80 hours (10 working days) of unused Intern Leave may be compensated for or retained to the next year if the employee has contracted for another consecutive year of training. Any hours remaining at the end of each year, i.e., hours that have neither been used nor requested to be retained to the following year, are paid at the end of each year.

Whenever the sum of an employee's accrued Intern Leave exceeds 480 hours, that portion in excess of 480 hours (60 days) will be paid at the employee's rate of pay in effect on the last day of his/her contract year.

Pay-out for Unused Intern/Resident Leave

For first through seventh year post graduates, and upon completion of each term, the balance of unused Intern Leave may be paid to them at their workday hourly rate; such payment is limited to 480 hours.

Note: Payroll staff must carry out the abovementioned carryover and payout provisions manually. To pay off unused Intern Leave, payroll staff uses Intern Leave Buyback, Event Type LK032 on a Time Adjustment document (TADJ).

Examples:

- Bill Jones, an Intern, has a 12-month contract. He is credited with 192 hours (24 X 8) of Intern Leave. He takes only 80 hours of leave during the 12-month period. He is paid for 112 hours at the end of the contract year.
- Mary Green, a resident physician, has a 48-month contract (from her second year of post graduate work through her fifth year). She is credited with 192 Intern Leave hours at the beginning of each of the four contract years. If she uses only 64 hours of Intern Leave the first year, and she requests that 80 Intern Leave hours be retained, the other 48 hours are paid. So she begins her second year with 272 hours (192 second year Current Accrued, 80 retained). If during this year she uses 112 hours and requests that 80 hours be retained, the remaining 80 hours are paid.

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10. APPRAISER LEAVE (Refer to BU 131 & 132 MOUs)

This leave is earned by certain Appraiser classifications in the Assessor's Office who, as a result of an assignment, are away from home (outside of LA County) for a period of 25 consecutive calendar days.

Eligible Employees

Employees in the following classes may be eligible to earn this leave:

1958	Appraiser Assistant
1960	Appraiser Trainee
1962	Appraiser
1965	Appraiser Specialist I
1968	Supervising Appraiser
1969	Appraiser Specialist II
1970	Principal Appraiser
1978	Assistant Property Assessment Specialist
1979	Property Assessment Specialist
1980	Senior Property assessment Specialist
1981	Principal Property Assessment Specialist

Amount Earned

Employees who are assigned away from Los Angeles County for a period of 25 consecutive calendar days or more receive one-half (1/2) day of Appraiser Leave (Event Code LA031) for each weekend spent outside of Los Angeles County as a result of their assignment. An employee can earn no more than eight (8) days (64 hours) per fiscal year. Employees absent from Los Angeles County for a period of thirty-five (35) consecutive calendar days or more shall receive one (1) additional full day leave at regular pay. Appraiser Leave may be retained indefinitely, and is paid off at termination at the employee's last workday hourly rate.

Posting in e-HR

Payroll staff must create a LEAV document for the affected employees using Event Type LA031, and must monitor to ensure that no more than 64 hours are posted in a fiscal year.

Superior Court Employees (Reference Rules of Court)

Differences between Superior Court and County in Vacation Processing

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While Superior Court employees accrue Vacation Leave (LA021) in exactly the same ways and are subject to some of the provisions applicable to other County employees, there are some differences between County and Superior Court in the processing of Vacation:

- Vacation earned by new Superior Court employees can be used after six months of service.
- For Superior Court employees, any excess Vacation time that exceeds 504 hours (in contrast to 480 hours for County employees) must be used by the end of that year. If it is not used, it is paid for in the same way and at the same time as it is for County employees.
- The annual maximum Vacation accrual is 168 hours rather than 160 hours, and the service requirements for earning different amounts of Vacation are different as shown in the following tables:

Table of Vacation for All Superior Court Employees Hire After 07/01/1987, and for Employees with Status on Category B Items Prior to 07/01/1987

Vacation Years of Service	Vacation Pay Period Rate	Vacation Annual Maximum Hours Earned
0 – 4 Years	3:45	80
4 – 9 Years	5:29	120
9 Years or More	7:40	168

Additional Special Leave for Certain Superior Court Employees

Court Reporters’ Leave

On July 1, 1994, Municipal and Superior Court Reporters received a special one-time only allotment of 180 hours of a special usage-only leave. This leave is paid at 100% and employees can carry over any unused leave at the end of the year to the next year. However this unused leave is not reimbursed when these employees terminate. It can be used to cover any absence with the prior approval of management.

In e-HR, this leave’s Event Type is 041, (and it is called “Court Reporters’ Special Leave”), and employees’ available balances are maintained on LEAVM with Leave Category LV041. Event Type 041 is used to report the usage of this leave on TIMEI.

Court Clerk’s Special Leave

There is another special leave applicable only to Judicial Assistants (Title #9841) and Superior Court Clerks (Title #1422) and only in the Superior Court. Employees who had status on one of

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these titles as of 09/01/96 received a one-time only grant of 80 hours of usage only, 100% paid leave.

It can be used for any absence with the prior approval of management, and any leave remaining at the end of any year can be carried over to the following year. It is not paid off upon termination.

In e-HR this leave is called “Courts Special Leave”, and Leave Category is LV042. Employees’ available balances are maintained on LEAVM with LV042, Event Type 042 is used to report the usage of this leave on TIMEI.

C. MEGAFLEX ANNUAL LEAVE

(Refer to County Code 5.27, Subdiv. 2 [Pensionable])

(Refer to County Code 5.28 Subdiv. 2 [Non-Pensionable])

Two cafeteria plans were established for permanent, full-time employees in non-represented classes with the opportunity to select benefits: “Flex” and “MegaFlex.” Employees in the Flex plan receive Vacation and Sick Leave benefits similar to represented employees in Choices or Options cafeteria plans; MegaFlex employees do not. It should be noted that the Flex Plan is no longer available to new MegaFlex participants. Employees who elected to remain in the Flex plan were grandfathered into that plan. In addition, some non-represented job classes that were accreted into a represented class were allowed to continue MegaFlex/Flex participation.

In lieu of Vacation and Sick Leave, a MegaFlex employee (in either pensionable or non-pensionable plans) earns or purchases two kinds of annual leave, Non-elective and Elective. Non-elective Leave is earned each pay period based on the participant’s active service, whereas Elective Leave is purchased in advance during the annual enrollment in the MegaFlex cafeteria plan. This section describes how these leaves are earned and used, beginning with a review of how employees enter the MegaFlex plan and are identified as MegaFlex employees.

1. IDENTIFICATION OF MEGAFLEX EMPLOYEES

The Flex Cafeteria Plan

Flex was the original cafeteria plan designed solely for Non-represented classes. It includes those participants who chose to remain in Flex as of January 1, 1992, and those employees participating in MegaFlex as of December 31, 1994, who elected to change back to the Flex plan either on January 1, 1995, or January 1, 1996; as of this latter date, there can be no new participants in this plan. Employees currently enrolled in the Flex plan (i.e., those who elected to remain in Flex) cannot now elect to go into MegaFlex, even if they change jobs, i.e., into a new Flex/MegaFlex-eligible classification. An exception to this rule is that an employee

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appointed or elected to a position designated as an “L” item (County Officer) may elect to participate in MegaFlex.

The MegaFlex Cafeteria Plan

This is the newer plan for non-represented classes that succeeded the earlier Flex plan. It includes all new non-represented employees, plus those previous Flex participants who elected to enroll in MegaFlex, during the eligible enrollment window.

Thus, MegaFlex is now the only cafeteria plan available to employees appointed, on a permanent, full-time basis, for the first time to a non-represented class; such persons appointed to a non-represented class, whether they are new to County service, work on temporary jobs, or come from a represented class in Choices or Options cafeteria plans, are required to join the MegaFlex plan. Non-represented employees who elected to remain in Flex and who are appointed to a new MegaFlex-eligible job remain in Flex.

Identifying Flex/MegaFlex Policies in e-HR

Non-represented classes in which new, permanent, full-time incumbents must join MegaFlex are indicated on the Subtitle Reference Page as having a Leave Policy beginning with “LM”, or a Deduction Policy of PL14 (Judge), PL19 (Department Head), PL15M (Sub Titles A or N), or PL16 (Sub Title Z).

Any original appointment of Sub-Title A, N or Z to a non-represented class results in the appointee’s enrollment in the MegaFlex plan; in the case of an appointment from one non-represented class to another, if the appointee is already in the Flex plan, the employee remains in Flex, and if the appointee is already in MegaFlex, he/she remains in MegaFlex.

Since some incumbents in a non-represented class may have elected to stay in the Flex plan, there needs to be a way to distinguish them from those in MegaFlex. This is accomplished by overriding the Leave Policy and Deduction Policy on the Employee Status Maintenance (ESMT) document to a Flex Policy Override. Leave Policies for employees under the Flex plan begin with the letters “LF”. The Deduction Policy for Flex is PL15F.

Maintaining a Leave Policy and Deduction Policy Override in e-HR when a Job Change Occurs

The Employee Status Maintenance (ESMT) document must be ‘modified’ to guarantee that the previous Leave Policy override will still be active on the new job. When an ESMT record is ‘created’ then the Leave Policy and Deduction Policy must be entered to reflect the Leave Policy override of the preceding job. If a Flex employee changes to a represented classification covered by Choices or Options, the Override Leave and Deduction Policies should be removed in order for the employee to receive the leave benefits negotiated by the bargaining unit representing that classification. If an Override Leave Policy is not removed, the employee will continue to receive leave benefits as a Flex employee.

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2. NON-ELECTIVE ANNUAL LEAVE

Eligibility

All participants in the MegaFlex plan are eligible for Non-elective Annual Leave except for those who are appointed to jobs with an “L” Sub Title, e.g., a department head.

Amount Earned

An employee earns Non-elective Leave from the date the employee is appointed to a MegaFlex-eligible position to the end of the Plan (calendar) Year. Effective April 15, 2012, each 40-hour-week MegaFlex participant accrued Non-elective Annual Leave based on the employee’s active service at the rate of four (4) hours per pay period up to an annual maximum of 10 days (80 hours).

Effective January 15, 2016, Megaflex participants earn additional Non-elective Leave for 20 or more years of service.

Any unpaid hours of active service in the pay period will cause a proportionate reduction in the Non-elective Annual Leave for that pay period. (Refer to e-HR Countywide Desk Procedure #DP-LV-281-D for information on how to manually verify the prorated accrual rate for benefit leave).

Effective January 15, 2016, 40-Hour-Week Megaflex participants earn Non-elective Annual Leave based on active service as follows:

Years of Service	Nonelective Annual Leave Hours Earned	Pay Period Rate
Less than 20 years	80	4:00
20 to less than 21 years	84	4:12
21 to less than 22 years	88	4:24
22 to less than 23 years	92	4:36
23 to less than 24 years	96	4:48
24 years or more	100	5:00

Effective with the pay period ending July 15, 2015, each participant’s non-elective leave earned in one pay period is available for use each pay period. In addition, effective July 1, 2015, Non-elective leave hours earned from January 1, 2015 through June 30, 2015, were made available for use for each Participant on July 1, 2015. These changes were made to comply with the Healthy Workplaces, Healthy Families Act of 2014.

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Example: An employee who consistently worked from January 2015, through June 2015, was credited with 48 hours of non-elective leave on July 1, 2015. Beginning July 1 through the remainder of the year, the employee accrued hours of non-elective leave each pay period until 80 hours were reached for the calendar year. The following year, January 2016, the employee will again begin to accrue non-elective leave every pay period until the maximum (based on years of active service) hours are reached.

It should be noted that Participants stop earning non-elective leave once they reach the maximum hours based on years of service or maximum hours earnable based on active service. Employees who begin to accrue leave effective January 1 of each year and continue to accrue the maximum hours per pay period, will normally stop accruing Non-elective Leave on October 31st of each calendar year (when the maximum should be reached – 8 hours a month for 10 months).

Examples: An employee with less than 20 years of service and who takes unpaid leave for an extended period of time (more than 4 pay periods) may earn less than the maximum of 80 hours of leave in a calendar year.

A new County employee who became a MegaFlex participant on June 1, 2016 will earn 4 hours of non-elective leave on June 15, 2016, and every pay period thereafter, as long as the employee does not take unpaid leave. If the employee does not take unpaid leave, he/she will earn 56 hours of non-elective leave in calendar year 2016. In 2017, the employee will begin to earn leave to a maximum of 80 hours for that calendar year if no unpaid leave is taken during 2017.

Effective January 15, 2016, 56-Hour-Week Megaflex participants earn Non-elective Annual Leave based on active service, as follows:

Years of Service	Non-elective Annual Leave Hours Earned	Pay Period Rate
Less than 20 years	120	6:00
20 to less than 21 years	126	6:18
21 to less than 22 years	132	6:26
22 to less than 23 years	138	6:54
23 to less than 24 years	144	7:12
24 years or more	150	7:30

Note: "Z" item employees will accrue leave based on the proportionate number of hours worked.

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Using Non-elective Annual Leave

The event code used in e-HR to identify earned Non-elective Leave is LA003 and the event code used to identify the usage of Non-elective Annual Leave is 003. These event codes are reflected on an employee's Leave Management Activity folder (LEAVM), which maintains the employee's various leave balances.

Non-elective leave is entered on the TIMEI using event code 003 or 001 and on a TADJ using event code 003.

Prior Management Approval for Use

Like Vacation, an employee may not use Non-elective Annual Leave without prior management approval. With management approval, it can be used for any purpose, e.g., for an employee's illness, illness of a family member or domestic partner, or for personal reasons.

Note: Effective January 1, 2016, based on California Law (SB 579), an employee is entitled to use that amount of "Protected Sick Leave", typically equal to the amount of non-elective leave earned during a 6-month period, to attend to his illness and that of his child, parent, spouse, domestic partner, parent-in-law, grandparent, grandchild, and sibling; therefore, since Megaflex employees do not accrue sick time, they may use Non-elective Leave for this purpose. Since Non-elective Leave may be used for any reason, all of the Non-elective Leave or other accrued leaves (other than sick) may be used for this purpose. However, use of leave over the "protected" amount requires prior approval of the employee's supervisor.

Sequence of Usage of MegaFlex and Other Leaves

Effective January 1, 2009, there no longer are any code requirements governing the sequence in which any current or accrued time, including Non-elective Leave, Vacation, Holiday time, CTO, etc., must be used.

However, effective January 1, 2009, MegaFlex employees must use all of their previously accrued leave (of all kinds) before they can use their purchased Elective Leave. (See Elective Leave, below.)

Moreover, if a MegaFlex employee is sick, he/she must use any available Sick Leave and any other current or accrued time before Elective Leave can be used. To accomplish this, for a MegaFlex employee who is sick, departments should use special new Event Code, 004 (MegaFlex Sick) for such sick leave hours on the employee's timesheet (TIMEI) in e-HR.

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Recording MegaFlex Leave Types on Timesheets

Because of the above changes to usage sequences, the Event Code for whatever leave the employee wants to use is entered, unless the employee wants to use Elective Leave, in which case the old special event code called “MegaLeave,” 001 is used. This event code must be used for Elective Leave, and the old Code for Elective Leave, 002, cannot be used on a TIMEI. If the employee wants to use Non-elective Leave, then 003 (Non-elective Leave) is entered on a MegaFlex employee’s Timesheet (TIMEI). If 003 is used, e-HR will draw from the employee’s Non-elective Leave balances, and then other banked time. If 001 (MegaFlex Leave) is used, then e-HR deducts the appropriate hours from the employee’s other banked time before using Elective Leave.

And, if the employee is sick, absent hours are entered on TIMEI using 004 (MegaFlex Sick) and the system draws from (full pay) Sick Leave, and then any other accrued time before taking from the employee’s Elective Leave balance.

Payoff of Non-elective Leave on Termination

A MegaFlex employee who terminates County service is paid for all unused accrued Non-elective Leave at the employee’s workday hourly rate in effect on the last day of County service.

Disposition of Non-elective Annual Leave Upon Change to a Non-MegaFlex Position

When an employee changes from a MegaFlex to a non-MegaFlex position (i.e., one in Choices or Options), the employee’s Non-elective Leave, i.e., that time which was earned in calendar years prior to the year of the position change and which remains unused, is directly converted i.e., hour-for-hour, to Vacation time. (Refer to Desk Procedure DP-LV-296D, Convert Non-Elective Hours to Vacation, to determine how Non-elective leave hours are converted to Vacation.)

Limits on Accrual of Non-elective Annual Leave

At the end of the calendar-year, e-HR automatically calculates and pays off an employee’s excess Non-elective Leave hours on the January 30 payday. An employee’s Non-elective Leave in excess of 480 hours (720 for a 56 Hour Employee), to a maximum of 80 hours (120 for a 56 Hour Employee) will be paid at the employee’s workday hourly rate in effect on January 1 in the new year. All unpaid hours will remain “on the books” for the employee’s use.

Note: The CEO may authorize a limit greater than 480 hours for any department. In this case, the department will need to adjust the affected employee’s Time Adjustment (TADJ) document, which is populated by e-HR on January 1. For additional information, readers are advised to contact the Auditor-Controller’s Payroll Division.

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3. ELECTIVE LEAVE

Eligibility

All participants in the MegaFlex plan are eligible to purchase Elective Leave, except for those who are appointed to jobs with an “L” Sub Title, e.g., a department head.

Purchasing Elective Leave

A MegaFlex employee may purchase from 0 to 20 days (160 hours) of Elective Leave; it must be purchased in full-day (eight-hour) increments. Even though the County moved to the workday rate with the implementation of e-HR, the cost to purchase Elective Leave hours is still essentially based on the purchaser’s calendar day rate, and the cost of each day (eight hours) is .274% (1/365) of the employee’s monthly salary at the end of the month.

Ordinarily, an employee elects the number of days to purchase before the beginning of the Plan Year and pays for them by 12 monthly deductions taken automatically by e-HR.

However, for someone entering MegaFlex during the Plan Year, the monthly installment rate for each day of Elective Annual Leave purchased depends on the month in which the first deduction for Elective Annual Leave is made. The later in the year, the higher the monthly installment rate for each Elective Annual Leave day, since there are fewer months to pay for the leave days purchased.

The following formula is used to determine the employee’s monthly installment (deduction) payment for his or her Elective Annual Leave:

([Monthly Salary] X [Installment Rate Percentage {.274%}] X [Number of Elective Leave Days Purchased] X 12 ÷ (Number of Months Remaining in the Plan Year) = The Monthly Installment Payment

Example: Irene Bradley buys five days of Elective Annual Leave. Her monthly salary is \$3,000. She begins to pay for her five days of Elective Annual Leave on her September 15 paycheck. She will pay \$123.30 each month of the remaining Plan Year for the five days of Elective Annual Leave she purchased, as the formula provides:

\$3,000 [monthly salary] X .004 X 5 [days purchased] X 12 ÷ (4 months remaining) =
Monthly Installment Amount

(\$3,000 X .00274 X 5 X 12) ÷ 4 = \$123.30 per month

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Note: If the employee’s monthly salary is increased during the plan year, the Monthly Installment Amount is automatically increased accordingly.

The following chart can be used to determine quickly the installment rate per day of Elective Annual Leave based on the month in which the first deduction for Elective Annual Leave is made. However, be aware that due to rounding differences the monthly installment amount derived from this chart may vary from the actual deduction by a few cents.

Monthly Installment Rate for Each Elective Annual Leave Day

Month The Contribution Begins	Installment Rate Per Day (Percentage Of Monthly Salary)	Figure For Multiplication
January	0.274%	(.00274)
February	0.299%	(.00299)
March	0.329%	(.00329)
April	0.365%	(.00365)
May	0.411%	(.00411)
June	0.470%	(.00470)
July	0.548%	(.00548)
August	0.658%	(.00658)
September	0.822%	(.00822)
October	1.090%	(.01090)
November	1.644%	(.01644)
December	3.288%	(.03288)

Example: Using Irene Bradley’s figures from above:

Step 1 \$3,000 X .00822 (Sept.) = \$24.66 per day

Step 2 \$24.66 per day X 5 days = \$123.30 per month

Processing in e-HR

Codes for Elective Leave

The Category code used in e-HR to identify Elective Leave is LV002. This code is shown on an employee’s Leave Management page (LEAVM), which is used to report and maintain the employee’s various leave balances. Event code 002 may not be entered on TIMEI to reflect the usage of Elective Leave; instead event code 001 (MegaLeave) is used. The system then runs through all other leave balances before defaulting to Elective Leave, pursuant to the rules discussed above.

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Posting Elective Leave

The election to purchase Elective Leave is made through the annual enrollment process. This occurs when the employee is first appointed to a MegaFlex class, or in the annual enrollment process of selecting the cafeteria benefits the employee wishes to have and pay for in the ensuing plan year. A contractor, a third party administrator (TPA) hired by the County, administers the benefits enrollment process. The TPA transmits a file to the County, which is used by e-HR to determine the deductions to be charged to the employee and then used by e-HR to populate the employee's Leave Management page with the Elective Leave purchased. A file is also furnished monthly to report employees entering MegaFlex mid-year and opting to purchase Elective Leave. In addition, the employee's department is also sent a monthly report, "The Elective Leave Balance Excess Report," which conveys the Elective Leave purchases for all MegaFlex employees.

Note: If the employee fails to submit the required forms, the employee is deemed to have refused to purchase Elective Leave.

End-of-Year Housekeeping

Unused Elective Leave is not carried over to the next year in the e-HR year-end housekeeping process. Effective with the plan year 2000, employees may be automatically reimbursed for unused Elective Leave remaining at the end of the year. See "Pay for Unused Elective Leave," below.

Using Elective Leave

Prior Management Approval

Like Vacation Leave, an employee may not use Elective Leave without prior management approval. With management approval, it can be used for any purpose.

Sequence of Leave Usage

Elective Leave must be used during the plan year in which it is purchased. Also, once an employee has chosen to buy Elective Leave, the employee cannot change his/her mind and cancel the deduction. Before Plan Year 2009, the County Code required that Elective Leave could not be used until the MegaFlex employee had used all current Non-elective Leave (i.e., that Non-elective leave in the Accrued Event on the Leave Management Page (LEAVM) that had been posted on January 1). However, effective January 1, 2009, and thereafter, MegaFlex employees must use not only current Non-elective Leave, but also any previously accrued leave, including Non-elective Leave, Compensatory Time Off (CTO), Vacation, Holiday, etc., or, if Sick, Sick Leave, before they can use Elective Leave purchased for the year. This change stems from IRS

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regulations pertaining to cafeteria plans. As a result, employees with substantial accrued leave balances should consider carefully whether the purchase of Elective leave is advisable.

Pay for Unused Elective Leave

Elective Leave days cannot be carried over to the next Plan Year. Effective with the Plan Year 2000, unused Elective Leave remaining at the end of the year may be automatically paid back to the employee.

Because the IRS requires that this payment be made before the end of the year, employees who have balances remaining as the end of the year approaches have to estimate how much of the Elective leave that they have purchased will be used, and how much they will want to be paid for. To facilitate this decision, employees are notified, on the November 15 payday, of the days they have remaining (as of November 1), and are asked to report to their department's payroll staff, approximately by December 15, the number of days they will use in the remaining days of November and December, and the number of days for which they want to be paid.

Departments will receive Cognos report "Employee Elective Annual Leave Payout Detail", listing employees with their available balance and the buyback hours requested. The lesser of the two will be paid, subject to the annual taxable cash limit. (Refer to e-HR Desk Procedure #DP-PY-511-C, Annual Elective Leave Payouts) for procedures on the payout of unused annual elective leave.

NOTE: All of the hours that an employee requests to be paid will be paid in full if:

- The employee is in a non-pensionable MegaFlex Plan;
- or-
- The employee is in a pensionable MegaFlex Plan and has submitted a waiver of Pensionability form to the County's Benefits Plan Administrator in DHR.
- or-
- The employee in the pensionable MegaFlex Plan and the payment when added to employee's total YTD MegaFlex taxable cash payments, will not exceeded the annualized MegaFlex Pensionable Contribution amount (annualized Taxable cash limit).

An employee with an Elective Leave balance who is not in any of the above categories has a Taxable Cash Limit, and thus the amount of payment is limited to the annualized Taxable Cash limit less any taxable cash received during the year. Any amount in excess of the annualized limit is forfeited. For this reason, it is important that employees either execute the waiver or closely track the amount of Elective Leave they have remaining as the end of the year approaches.

If a department's payroll office doesn't receive the required information from affected employees by December 15, such employees will be paid for the unused balance as of

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December 16 (subject to the Taxable Cash limit, if applicable). If an employee elects to be paid for some Elective Leave but also plans to use Elective leave after December 15, any days not actually used by December 31 are lost; also, any hours taken off after December 15 that exceed the employee's plan for Elective Leave usage will be without pay.

Reconciling Elective Leave upon Exiting from a MegaFlex Job

When a MegaFlex employee terminates County Service or changes to a non-Flex/MegaFlex job Title and/or Sub Title, and the employee has purchased Elective Leave, a batch job in e-HR's wizard is performed to reconcile the amount of Elective Annual Leave the employee has paid for versus the amount the employee has used:

- If the employee has paid for more Elective Annual Leave than he/she has used, the employee is reimbursed (subject to the Taxable Cash Limits established for his/her old job as specified above);
- If the employee has used more than he/she has paid for, then a negative pay transaction is created so that the outstanding balance owed is collected from the employee's final paycheck.

The procedure for determining which of the above pertains to the employee, and for determining the specific amounts to be credited or collected is as follows:

Step 1: Determine the percentage of the current Plan Year's Elective Annual Leave that has been paid for as of the termination date.

Divide the number of Elective Annual Leave payroll deductions that have been made in the current Plan Year by the number of deductions that would have been made if the participant stayed in service the entire year. This will be 12 for an employee who begins the year as a MegaFlex participant. Express the result as a percentage. Round to the nearest 1/100th of one percent.

$(\text{Number of actual payroll deductions made}) \div 12 = \% \text{ Paid}$

Step 2: Determine the percent of Elective Annual Leave that has been used as of the termination date.

Divide the number of hours the employee actually used Event Code 002 plus any unposted time used in the current pay period (up to the date of the job change or termination) by the number of hours elected (the number of days elected x 8) for the current Plan Year. Round to the nearest 1/100th of one percent.

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$(\text{Number of hours used}) \div (\text{Total number of hours elected for current Plan Year}) = \% \text{ Used}$

Step 3: Determine whether the County owes the employee, or vice versa, by subtracting the results of Step 2 from the results of Step 1.

The resulting percentage represents the amount of time for which the County and the employee must settle-up:

- A positive percentage number means the employee has paid for more time than he/she has used; and he/she is due for reimbursement.
- A negative percentage means the employee has used more that he/she has paid for, and thus must reimburse the County.

The next two steps determine the specific dollar amount.

Step 4: Determine the total dollar value of the number of Elective Annual Leave days elected for the current Plan Year by multiplying the rate per day by the number of days elected.

Note: Days are used in this step since Elective Leave is purchased in day increments and the deducted payment is calculated on a per-day basis.

Formula: $0.274\% \times \text{Salary (at the point of termination or job change)} \times (\text{Total number of days elected}) \times (12 \text{ months}) = \text{Total paid dollar value of Elective Leave days.}$

Step 5: Multiply the result of Step 3 by the result of Step 4.

Formula: $(\text{Step 3}) \times (\text{Step 4}) = \text{Dollar amount to be either collected or paid.}$

A positive number is the amount owed to the employee.

A negative number is the amount the employee must reimburse the County.

Step 6: Complete the settlement process.

➤ **If the number is positive:**

This is the amount of money due to the employee. Note that this dollar amount may need to be adjusted (reduced) because of the Taxable Cash Limit. After checking to see whether any reduction is necessary, the final step is to reimburse the employee. The transaction is completed through the e-HR wizard, and the employee will be paid on his/her last paycheck if leaving County service or subsequent check if remaining in service.

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Formula: (Step 5 dollar amount) ÷ (The employee's work day hourly rate)
= Elective Leave Hours to be bought back by using LV904.

➤ **If the number is negative:**

The employee, in essence, has been overpaid and the amount will be collected in the course of reconciling the employee's final pay, or collected as an overpayment in the case of a job change.

EXAMPLE 1:

Mabel White elects 10 days of Elective Annual Leave in 2016. She terminates on May 31, 2016, after having used only two of her 10 Elective Annual Leave days. Her salary at the time of termination is \$3,210 per month. Her calendar day hourly rate is \$13.183 ($\$3210 \div 243.5$ [annualized]), and her workday rate is \$18.448 ($\$3,210 \div 174$).

Step 1: Mabel made six payroll deduction payments toward the purchase of her 10 days of Elective Annual Leave. The first payment occurred on the 1-15-2016 payday, and the last payment occurred with her final paycheck, which was issued on 6-15-2016 (after her termination). Therefore, the percentage of her elective Annual Leave that she has paid for is:

$$6/12 = 50.00\%$$

Step 2: The percentage of Elective Annual Leave that has been taken is:

$$16 \text{ hrs}/80 \text{ hrs} = 20.00\%$$

Step 3: The difference between Steps 1 and 2 is:

$$50.00 - 20.00 = 30.00\%$$

The 30.00% is a positive number. This means that Mabel is entitled to 30.00% of the value of the 10 days of Elective Annual Leave that she elected for 2016 as reimbursement.

Step 4: The aggregate value of the 10 days of purchased Elective Annual Leave is:

$$0.274\% \times 10 \text{ days} \times \$3,210 \times 12 \text{ months} = \$1055.45$$

Step 5: In this case Mabel is owed for unused but paid for Elective Leave:

$$30.00\% \times \$1055.45 = \$316.33$$

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Step 6: Mabel is credited with 17.15 hours of Elective Leave Buyback, entered as LK002 to draw down the leave balance to review the hours remaining, and OP 904 for the payout dollars. The transactions are effected on TADJ.

$$\$316.33/\$18.448 = 17.15 \text{ hours}$$

EXAMPLE 2:

Same data as example 1 except that Mabel used seven days of the Elective Annual Leave rather than two days.

Step 1: Same calculation as Example 1 – same result of 50.0%.

Step 2: $7/10 = 70.00\%$

Step 3: $50.00\% - 70.00\% = -20.0\%$

The 20.0% figure is a negative number. This means that Mabel owes the County an amount equal to 20.00% of the value of 10 days of Elective Annual Leave. This is the amount that she has used that exceeds the amount she has paid to date.

Step 4: Same calculation as Example 1 – same result of \$1,055.45

Step 5: The amount owed to the County is:

$$20.0\% \times \$1,055.45 = \$211.09$$

D. HOLIDAYS

(Refer to County Code Section 6.12.040)

1. HOLIDAYS DEFINED

Traditionally, the County observes as holidays the following days each year:

New Year's Day	January 1
Martin Luther King's Birthday	The third Monday in January
Presidents' Day	The third Monday in February
Cesar Chavez Day	The last Monday in March (eff. 2017)
Memorial Day	The last Monday in May
Independence Day	July 4
Labor Day	The first Monday in September
Columbus Day	The second Monday in October
Veterans' Day	November 11
Thanksgiving Day	The fourth Thursday in November
Friday after Thanksgiving	The fourth Friday in November
Christmas	December 25

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If, in any year, the dates of January 1, July 4, November 11, or December 25 fall on a Saturday, the preceding Friday is a holiday. If any of these dates fall on a Sunday, then the immediately following Monday is a holiday.

Court employees receive one additional holiday: Lincoln's birthday, February 12, and Cesar Chavez is observed on March 31.

2. ELIGIBILITY FOR HOLIDAYS

Only monthly employees, whether part time or full time, temporary or permanent, are eligible for paid leave for holidays. Employees on "L" Sub Titles are not eligible for holidays, nor are Daily or Hourly employees.

3. AMOUNT EARNED

40-Hour Employees

All full-time employees on a 40-hour-per-week schedule earn eight hours of paid leave for each holiday.

Note that employees working 4/40 or 9/80 schedules, which are 40-hour schedules, still receive eight hours of leave per holiday. If a Covered or Exempt Non-salaried employee normally works a nine or ten hour day, he or she must use one or two hours of other accrued leave time to cover a holiday taken, either on the day of the actual holiday or on a subsequent workday, when the workday on which the holiday is taken is longer than eight hours. Exempt Salaried employees on 9/80 or 4/40 schedules supplement the eight hours of Holiday time taken with Exempt Leave, a system feature, which ensures that Exempt Salaried employees are not docked on an hourly basis.

56-Hour Employees

Full-time employees on a 56-hour-per-week shift in Probation earn 12 hours of paid leave for each holiday (See Section I.D.7.a. below for information regarding holidays for 56-hour Fire Department employees).

Changes between 40 and 56-Hour Work Weeks

An employee who earns Holiday time on a 40-hour-per-week basis and who is then reassigned to a 56-hour-per-week schedule has the Holiday time adjusted to reflect the amount he or she would have earned had the total amount of Holiday time been earned on a 56-hour-per-week basis. Conversely, if an employee is reassigned from a 56-hour-per-week schedule to a 40-hour-

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per-week schedule, the amount of Holiday time is adjusted to reflect the amount of time the employee would have earned had all the Holiday time been earned on a 40-hour-per-week basis. This conversion (Schedule Code change) is carried out in e-HR by using FESMT to override the Normal Work Schedule. (Refer to e-HR Desk Manual Procedure #DP-LV-182-D, Converting a 40 Hour Employee to 56 Hour Employee).

E-HR automatically makes the required conversion of Holiday time that has already been accrued and remains as an unused balance on employees' LEAVM record once the new schedule is affected.

Note: For a work schedule change in the current pay period, the payroll clerk must verify if the timesheet (TIMEI) has been submitted before modifying the FESMT. If the TIMEI has not been submitted, e-HR will automatically convert the hours after the FESMT is finalized. However, if the TIMEI has been submitted the FESMT can be 1) modified and submitted in the current pay period and the leave hours will have to be converted and entered in the system manually; or 2) the FESMT can be modified and submitted in a future pay period and the system will automatically convert the leave hours.

Monthly Part-time Employees

Part-time employees earn that fraction of eight hours for each holiday based on the fraction of a day the part-time employee normally works.

Example: An employee is paid on a $\frac{3}{4}$ time monthly item (commonly called a "Y" item). Such employee earns six hours of paid leave for each holiday.

Note: There is an exception to the foregoing: Represented RN's on Item Sub D (9/10 Sub Title) earn eight hours of Holiday time, pursuant to Article 44, Work Schedules of the Bargaining Unit 311 and 312 MOUs.

Exceptions to Earning Holidays

Employees using Part-Pay Sick Leave, STD, LTD, Workers' Compensation benefits (specifically, 70% salary continuation under County Code Section 6.20.070), or who are Absent Without Pay (AWOP) or on a suspension do not earn or accrue holidays falling during the employee's absence. (Refer to the list of events that generate non-accrual actions at the bottom of e-HR Desk Procedure #DP-LV-295-D, Manual Holiday Accrual Override.)

Full time employees are not eligible for the holiday if they are not paid at least four (4) hours of eligible time on the day of the holiday or the work day before or after the holiday. Part time employees eligible for the holidays must be paid for a prorated number of hours based on their Sub Title, e.g., a $\frac{1}{2}$ -time permanent, Sub Title "U", employee must be paid two (2) hours on,

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before or after a holiday to be eligible for it. E-HR uses employees' work schedule from WDAY to determine if the employee worked the required hours to receive the holiday.

4. WHEN HOLIDAY TIME IS TAKEN

While eligible employees earn and accrue Holiday time, when Holiday time is taken is based on whether an employee is assigned to a POST position or not:

Post Position Defined

A POST position is characterized by duties that must be performed at regular intervals regardless of holidays or other regular days off. Such positions are normally found in areas that provide 24-hour coverage every day of the year. Examples of POST positions would be law enforcement and fire-fighting positions, Probation Camp, and many health services positions. An employee assigned to a POST position is a shift employee.

Shift Employees

A shift employee retains, on each holiday, the eight (or 12, for 56-hour employees in Probation, or the fractional amount based on the employee's sub for monthly permanent part-time employees) hours of Holiday time that has been accrued. These employees then request, at a later time, the Holiday time as leave time off. (See Section I.D.7.a. for holiday provisions application to 24-hour shift firefighters).

Non-Shift Employees

A non-shift employee simply receives the day off on which the holiday occurs. If a holiday falls on an employee's regular day off (RDO), he or she retains the eight hours of Holiday time to be used at a later time.

Management Approval

The use of any previously-accrued Holiday time requires prior approval by department management before it can be taken as leave time.

Working on a Holiday

Sometimes, in order to meet service needs, a non-shift employee may have to work on a holiday or on an RDO, which is also a holiday. If such an employee actually works on the employee's RDO on which a holiday falls, this employee receives overtime for hours worked in addition to accruing Holiday time. But if a non-shift employee actually works on a regularly scheduled workday on which a holiday falls, that is, the employee works rather than taking the holiday,

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such employee receives overtime for hours worked; Holiday time which has been accrued has also been taken.

As an alternative for those employees who are not paid for nor accrue overtime, a department may change the e-HR record to reflect that the Holiday time that has been accrued has been retained in lieu of being taken.

5. END-OF-YEAR CARRYOVER OF ACCRUED HOLIDAY TIME

Unused Holiday time may be carried over from the calendar year in which it is earned to subsequent calendar years. In the end-of-the-year housekeeping process, e-HR converts Holiday time, which has been earned during that calendar year and is displayed on employee’s Leave Management (LEAVM) page as “Accrued” time. There are no limits on the amount or duration of this time except as indicated under Carryover Exceptions below.

However, management has an option to pay the employee for unused Holiday time after two years have elapsed from the date that the Holiday time was accrued. To assist departments in identifying Holiday time that could potentially be paid, e-HR provides departments with a listing of employees’ Holiday hours accrued two years previously. Since Holiday time is used on a first-in, first-out basis, the report lists employees who have accrued more than 176 hours. Payment for unused holiday time while in service requires CEO approval.

Carryover Exceptions

Beginning on December 31, 2005, and continuing on December 31 of each year thereafter, employees in the following groups are compensated in the end-of-the-year housekeeping process for all Holiday hours accrued over the maximum amounts shown at the workday rate in effect on 12/31:

Class Group	Maximum Hours
Safety Fire Fighting classes, 56 hour	264
Safety Fire Fighting classes, 40 hour	176
Permanent Ocean and Lake Lifeguards	176

Note: Employees in these classes who, on December 31, 2005, had balances in excess of certain numbers of Holiday hours, as shown on the chart below, were not compensated for the excess hours. Instead, the excess hours were added to the employees’ LEAVM records as “Banked” Holiday time, which the employees could then use or receive payment for upon termination. To use this time, there is a unique Event Code, Bank Holiday, 081, which is entered on TIMEI. The following chart indicates the number of Holiday hours in excess of which the hours were added to the employees’ LEAVM for Holiday time:

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Class Group	12/31/2005 Maximum Hours Over Which Time Was Banked
Safety Fire Fighting classes, 56 hour	396
Safety Fire Fighting classes, 40 hour	264
Permanent Ocean and Lake Lifeguards	264

6. HOLIDAY PROCESSING IN E-HR

Event Code

The event code for Holiday time is 012; this code is used on LEAVM to display accrued Holiday time, and it is used on the timesheet (TIMEI) to reflect Holiday time taken.

Accrual

In e-HR, a TIMEI must be submitted to evaluate Holiday eligibility and automatically accrue Holiday Leave time for all employees otherwise eligible for Holiday Leave. (Use of a TADJ will not accrue the Holiday.) This Holiday Leave time is accrued in the pay period in which the date that has been approved by the Board of Supervisors as a holiday falls, and is posted to each employee's LEAVM. Eight hours are accrued for all 40-hour employees regardless of work schedule, FLSA Status, or whether the employee is a shift or non-shift employee; for 56-hour Probation employees, 12 hours are accrued; and for monthly part-time employees, the fraction of Holiday time accrued is based on, and appropriate to, the Sub Title. For 56-hour employees in the Fire Department, e-HR posts 132 hours of Holiday time at the beginning of the year.

Usage

Holiday use by Non-Shift Employees, Generally

All employees who normally take holidays on the days on which they fall (i.e., they are not shift employees) are designated as taking holidays in e-HR. The employee's LPOL will indicate that the employee is off on the holidays. If the holiday falls on an employee's RDO, and the holiday is not shown as taken, the employee simply accrues eight hours of Holiday time.

Holiday Use by Non-Shift, 5/40 Work Schedule Employees

When the employee's TIMEI is processed, the employee's balance of Holiday time on LEAVM is reduced by eight hours.

Holiday Use by Non-Shift Employees on 4/40 or 9/80 Work Schedules

Covered and Exempt Non-Salaried Employees

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When the TIMEI is processed, e-HR deducts whatever the number of hours is scheduled for that day from the employee's balance of Holiday time. If necessary, it also deducts additional hours from other leave balances pursuant to the substitution path in LPET to cover the number of work hours scheduled for the day on which the holiday falls.

If accrued Holiday time is taken, if the day on which it is taken is a scheduled workday that is longer than eight hours, additional Holiday Leave, if available, or another leave type must be used to cover all of the schedule hours.

Example: Gayle Green is a Covered employee in Public Works on a 4/40 work schedule, with Friday as her usual RDO. At the end of calendar year 2015, she has no Accrued or Deferred Holiday time. Since New Year's Day, January 1, 2016, falls on Friday, her RDO, she accrues eight hours of Holiday time. When the next holiday (Martin Luther King Jr.'s Birthday) falls on Monday, January 18, e-HR accrues another eight hours of Holiday time; and when the timesheet is processed later, it deducts 10 hours of Holiday time to reflect that she has taken the holiday, leaving her with a balance of six hours. She uses this on January 21 to take part of the day off, (with her supervisor's approval). When the next holiday occurs on February 15 (President's Day), e-HR accrues eight hours of Holiday time. Then, when the timesheet is processed, the system deducts this time as well as two hours of Non-FLSA CTO that Gayle had previously accrued, since she was scheduled to work 10 hours on the holiday, as is the case with a 4/40 schedule.

Note that if any Covered employee's premium overtime calculation includes Holiday time as hours worked, the additional one or two hours of other leave time which e-HR takes to make up the balance of hours scheduled are also counted as hours worked.

Holiday Use by Non-Shift Exempt Salaried Employees

When the timesheet is processed, e-HR deducts eight hours from the employee's balance of Holiday time, and posts as used one or two hours of Exempt Leave (019) as necessary to make up the difference between eight and the number of work hours scheduled. When an Exempt Salaried employee uses previously-accrued Holiday Leave on a scheduled work day that is longer than eight hours, e-HR automatically uses Exempt Leave to make up the difference between eight and the number of hours scheduled.

Example: Peter Willis is an Exempt 9/80 employee. A holiday falls on one of his nine-hour workdays, and he takes the holiday. His LEAVM reflects that he accrued eight hours of Holiday time, used eight hours of Holiday time and one hour of Exempt Leave. If he has a balance of 16 hours of Holiday time and decides to use Holiday time to cover a nine-hour day taken off, e-HR reflects eight hours of Holiday time taken, and one hour of Exempt Leave used.

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Recording a Holiday Worked by a Non-Shift Employee

If such an employee works on his/her regularly scheduled RDO, the time worked is recorded on TIMEI as overtime. If the employee works on a regularly scheduled workday on which a holiday falls, the TIMEI record will reflect that the holiday was taken. Thus, if the employee earns overtime for this work, the overtime hours are added to the day. If the employee is to accrue the holiday, LEAVM is updated to reflect that the holiday is not taken.

Holidays Used by Shift-Employees

Because shift employees are not designated as taking holidays, when their timesheet for a pay period containing a holiday is processed, e-HR does not indicate that the holiday has been taken. Thus, these employees simply retain, for each approved holiday, the eight (or 12, for employees in Probation Camps, or the monthly part-time sub fractional amount) hours of Holiday time, which are posted to employees' LEAVM page. This accrued Holiday time can be used at any subsequent time, subject to management approval. For all employees other than Exempt Salaried Employees, when this accrued holiday time is taken, the number of hours scheduled for the day must be covered; if the employee does not have more than eight hours of Holiday time, another leave is used pursuant to the substitution process. If a shift Exempt Salaried employee uses Holiday time, the system makes up the difference (between eight and the number of hours scheduled) with Exempt Leave.

Accrual and Usage as Separate Processes

It must be emphasized that e-HR treats the accrual of Holiday time and the taking of Holiday time as separate events. That is, e-HR first automatically accrues eight hours of Holiday time for all eligible employees, both shift and non-shift. Separately, for holiday-designated employees, e-HR automatically displays on the ESMT document that a holiday is being taken off, and the employee's balance of Holiday time (and other leave) is reduced by the number of hours scheduled for the day when the timesheet (TIMEI) is processed after the end of the pay period. In e-HR, the Holiday Category (LV12) is Inception to Date. This implies that the balance is continuous from one year to the next and balances are not reflected as deferred in e-HR.

Sequence of Use of Accrued Holiday Time

E-HR takes accrued Holiday time on a first-in, first-out basis. Thus, the oldest accrued holiday time is deducted first.

7. SPECIAL HOLIDAY PROVISIONS

There are some employees in certain classes that have some unique provisions governing their earning or usage of Holiday time. These provisions are discussed in this section.

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56-Hour Employees in the Fire Department

Employees on a 56-hour per week schedule who work in the Fire Department earn 5 ½ shifts (132 hours) of Holiday time each year instead of earning any other Holiday time. Such Holiday time is granted in one lump of 132 hours on January 1 of each year. This time is automatically posted to 56-hour Fire Employees by e-HR, which also automatically converts these hours to the 40-hour equivalent whenever a 56-hour employee moves to a 40-hour work schedule, and performs an analogous conversion for employees moving from 40 to 56-hour schedules. As indicated in Item 3 above, the payroll clerk must use the FESMT override in e-HR to effect the schedule code change.

Employees in Bargaining Unit 401

Pursuant to Article 8, Special Pay Practices of the BU 401 MOU, shift employees in this bargaining unit, (essentially Stationary Engineers and related represented classes) may elect to be paid for all holidays, rather than accruing them. This election must be made prior to January 1 of each year, and the employee must elect to be paid for all holidays worked. The employee receives eight hours of pay at the workday hourly rate effective on the date the payment is entered for each holiday. Payroll staff in affected departments must make this payment manually after each holiday is accrued by using the Holiday Buyback event code, LK012.

8. PAYOFF AT TERMINATION

When an employee leaves County service, he or she is paid for such leave at the workday rate in effect at his or her last day of employment.

E. JURY DUTY (Refer to County Code Section 6.20.080)

1. ELIGIBILITY

Any employee in a monthly position (whether full-time or part-time, permanent or temporary) is eligible for Jury Duty paid leave if the employee is ordered to serve on a jury. Also eligible for Jury Duty Leave are "C" status Interpreters in the Superior Court, who receive 4 hours per day.

All other daily or hourly employees do not receive any paid leave for jury duty, such employees, if called to jury duty, may keep any fees for jury service.

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2. AMOUNT OF JURY LEAVE

Permanent Monthly Employees (Either Full or Part Time)

These employees continue to receive their regular pay when ordered to serve on a jury. Jury Duty Leave continues as long as the employee is required to serve. Note that Jury Duty Leave provides only for time off from work for jury service. No extra leave time or overtime is provided for employees who report for jury service on an RDO.

Monthly Recurrent or Monthly Temporary

Employees in monthly recurrent or monthly temporary positions receive two days (16 hours) of paid Jury Duty Leave per year if they accumulated 200 days [1600 hours] or more of active service during the prior calendar year. If these employees do not meet this active service requirement, they receive one day (eight hours) of paid Jury Duty Leave per year. This leave may not be accumulated.

3. PROVISIONS FOR JURY SERVICE

Normally, prospective jurors serve a court-prescribed maximum number of days, some of which may be in an on-call capacity where employees are released but must telephone as instructed to find out whether they are needed. If, however, they are part of a jury on a case, which extends beyond this time limit, they serve until the case is concluded. The following provisions apply to employees when they are called for jury duty:

- To receive his/her regular pay, the employee must deposit any fees received for jury service with the County Treasurer. This deposit is usually automatically made by the Court. The employee may keep reimbursements for mileage, as determined by the Court.
- Service on any California State (Superior) or Federal Court is covered by Jury Duty Leave. Service on any County's criminal grand jury is covered, but service on a civil grand jury is not covered, because such service is entirely voluntary. An employee may serve on a County grand jury, if the employee's department approves an unpaid leave of absence, but the employee does not receive his or her regular pay or Jury Duty Leave.
- Regular pay means Calculated Salary, which includes schedule/level/percentage bonuses (including out-of-class bonus and superior/subordinate pay), and pay period bonuses, but excludes most hourly bonuses (such as night shift bonus).
- If an employee is excused from jury service for a day (or part of a day) the employee must report to work during this period, so long as the employee could work at least one hour on the job.

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Example: An employee's regular shift is 8:00-5:00, and the employee works at the Hall of Administration. The employee, who is on jury service at Santa Monica, is excused for the day at noon. This employee must return to work since he or she is able to work at least one hour that afternoon, even after allowing for reasonable travel time.

However, should that employee instead be excused at 3:45 p.m., he or she need not report to work, since the employee is not able to work at least one hour after allowing for travel time.

- If an employee becomes ill during jury service and is excused by the Court from jury duty for that period of time, the absence is charged to Sick Leave.
- If an employee is on Jury Duty and a holiday falls on what would otherwise be a regularly scheduled workday, the holiday is shown as accrued and taken. If the holiday falls on what would otherwise be an RDO, the holiday is shown as accrued and not taken. In either case, e-HR automatically processes the transactions based on the employee's leave policy (LPOL).
- Starting time for standard jury service is consistent with the normal 8:00 to 5:00 workday schedule.
- Employees placed on call by the jury supervisor are expected to report to work until they are actually instructed to report for jury service.

4. JURY DUTY IN E-HR

Event Codes and Timesheet Entries

The Category code for Jury Duty Leave in e-HR is LV018, except for Superior Court's Interpreters on a C Sub Titles, for whom LV045 is used. These codes are used on the timesheet (TIMEI) to record absences for all employees, both Covered and Exempt, for jury service only on scheduled workdays. All scheduled hours (8, 9, 10, or whatever) should be accounted for, using only 018 (or 045, for Superior Court Interpreters). Jury Duty is not limited to eight-hour increments: for example, even though in many instances the work schedule for employees on Jury Duty may be changed to a 5/40 (see sub-section 5., below), if the employee's work schedule is not changed, all scheduled hours for each day are coded as Jury Duty; this assumes that the employee is not obligated to return to work after the day's Jury service ends, i.e., the employee is not able to work at least one hour, after allowing for travel time, as discussed in sub-section 3.above.

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Leave (LEAVM) Page

Jury Duty Leave is one of those leaves in e-HR where the system merely documents the amount of Jury Duty Leave that an employee takes. No balances are maintained, but an employee's LEAVM page (for LV018) displays a separate record of the total amount of Jury Duty Leave an employee takes each year.

5. WORK SCHEDULES WHILE ON JURY SERVICE

Standard Jury Service

Historically, some MOU's and the County Code required that work schedules for an employee going on Jury Duty be changed to the employee's department's regular 5/40, Monday through Friday daytime work schedule. This language was intended to ensure that employees' work schedules coincide with jury service hours, so that employees would not suffer hardships from having to report to work before or after spending the day in a jury box.

Thus work schedule adjustments are required whenever evening and night shift, 56-hour employees, or day shift employees whose work schedules include working Saturdays or Sundays, are called for jury service. In all cases, the schedule change should result in employees' regular days off including Saturdays and Sundays.

However, the County Code has been amended to provide the possibility of employees' retaining their existing schedules; see "Exceptions to Jury Duty Schedule Changes," below.

On-Call Jury Service

Employees who are asked to call the Jury Supervisor to determine if they should appear for jury duty should report to work at their normal starting times. They do not have their schedules adjusted on these days. If they are asked to appear, they simply record the balance of hours scheduled for the day as Jury Duty. If they are directed to report for Jury Duty on an RDO, they do so on their own time, i.e., employees do not receive overtime for Jury service on an RDO.

Release from Jury Service on a Friday

As indicated above, when an employee is released or excused from Jury Service, the employee is required to return to work if at least one hour of work can be performed. However, sometimes an employee whose work schedule was changed to 5/40 because of Jury Service is released from Jury Service on a day when the employee's work location is closed. This usually occurs when an employee is released on a Friday and the employee's department is closed because of its 4/40 schedule. The department should attempt, if possible, to place the employee at one of

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its sites that is open. If this is not possible, then the employee is not obligated to be at work, and the employee's time is coded as an "Ordered Absence"; see Section I.J. below.

Exceptions to Jury Duty Schedule Changes

With the expanding use of 9/80 or 4/40 schedules, or of short-term or on-call jury service, the practice of changing to a 5/40 schedule needed to be re-examined to fit modern circumstances. To enable this, the County Code has been amended to provide that departments will, when appropriate, and in accordance with regulations issued by the CEO, convert the employee's schedule, if it isn't already a 5/40 schedule, to such schedule. Accordingly, the CEO has issued policy guidelines, which provide that non-represented employees assigned to other than a 5-day, 40-hour schedule may remain on their established work schedules while serving jury duty. Thus, for non-represented employees, department management may determine, on a case-by-case basis, when a work schedule change is necessary.

However, for Represented employees, departments must follow pertinent MOU provisions or their previous practice.

For additional information, see CAO Memo to Department Heads, dated July 25, 2003.

F. WITNESS LEAVE

(Refer to County Code Sections. 6.20.080 E., 6.20.090 D.)

1. ELIGIBILITY

Any employee in a full-time monthly position (whether permanent or temporary) is eligible for Witness Leave if the employee is subpoenaed to appear in court.

Part-time, daily or hourly employees do not receive any paid Witness Leave. Such employees may keep any witness fees.

2. AMOUNT OF WITNESS LEAVE

Full-Time Permanent Monthly Employees

(Refer to County Code Section 6.20.080.D)

These employees continue to receive their regular pay when subpoenaed; that is, they are allowed the time necessary to be absent from work.

Full-Time Monthly Recurrent or Monthly Temporary

(Refer to County Code Section 6.20.090.D)

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Employees in monthly recurrent or monthly temporary positions (Sub Titles B, O, M or K) receive one day (eight hours) of paid Witness Leave per year if they accumulated 200 days [1600 hours] or more of active service during the prior calendar year. If these employees do not meet this active service requirement, they receive four hours of paid Witness Leave per year. This leave may not be accumulated.

3. PROVISIONS FOR WITNESS LEAVE

Any employee who is under subpoena to appear in a court or hearing shall be allowed the time necessary to be absent from work to comply with the subpoena, provided that the court appearance is not as an expert witness or as a party to the case being heard. "A party to the case" is defined as being either the plaintiff or defendant in a civil matter, or the defendant in a criminal matter.

The following provisions apply to persons who are not a party to the case when they are called as a witness:

- To receive his or her regular pay, the employee must deposit any witness fees with the County Treasurer.
- The subpoena must come from a court or commission legally empowered to issue subpoenas (e.g., Civil Service Commission).
- Employees ordered to appear as witnesses on their regular days off do not receive any pay from the County. In such a case, the employees may keep their witness fees.
- Employees are also allowed the time necessary to be absent from work to appear at an administrative proceeding in which their employment or pay status is an issue.
- Note, however, that persons under subpoena to appear as a union witness in a grievance arbitration hearing do not receive time off with pay. Such persons may, with departmental approval, use accrued leave (such as Vacation, Personal Leave, or CTO overtime) to cover this time.
- Regular pay means Calculated Salary, which includes percentage bonuses (some of which were formerly expressed as schedule/level and include types such as out-of-class bonus and superior/subordinate pay) but excludes most hourly bonuses (such as night shift bonus).
- Witness Leave is not applicable when court appearance is required of employees as part of their duties. Under these circumstances, employees are considered to be at work.

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- If an employee is subpoenaed to be a witness on an RDO, he/she does so on his/her own time; i.e., employees do not receive overtime for witness service on an RDO.
- When an employee is excused from witness service for a day (or part of a day) the employee must report to work during this period, so long as the employee could work at least one hour on the job.

4. WITNESS LEAVE IN E-HR

Category Code

The Category Code for Witness Leave in e-HR is LV022. This code is used on the timesheet (TIMEI) to record absences to appear as a witness on scheduled workdays. All scheduled hours should be accounted for.

LEAVM Activity Folder

Witness Leave is a Usage Only Category in e-HR where the system only documents the amount of Witness Leave that an employee takes. Usage Only Categories do not display a balance (since these would be negative); however, an employee's usage of Witness Leave (in hours) may be viewed in the LEAVM Activity Folder under the Employee Leave Accrual and Usage by Month tab by searching for the year and category code (LV022) to be displayed. Note that the e-HR system does not track the number of working days the employee is eligible to take, nor the eligibility requirements for Temporary Monthly Employees; Payroll staff and the employee's supervisor must monitor eligibility (number of days the employee worked).

G. BEREAVEMENT LEAVE (Refer to 6.20.080 of County Code)

This paid leave is provided to eligible employees who suffer the death of certain family members.

1. ELIGIBILITY

Only full-time monthly employees, including permanent, temporary, or recurrent Sub Titles, are eligible for Bereavement Leave.

Daily, hourly, and permanent part time employees, other than those assigned to a job with a Sub Title of "D," do not qualify for Bereavement Leave.

Employees off of work on part pay sick leave or worker's compensation are not entitled to take Bereavement Leave because part pay leaves must be exhausted before full pay leave may be

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used. However, if an employee returns to full pay status within one year of the qualifying death, he/she may use Bereavement Leave as indicated in Item #4, Using Bereavement Leave.

2. FAMILY MEMBERS WHOSE DEATH QUALIFIES FOR BEREAVEMENT LEAVE

An eligible employee in a classification represented by Local 721 or in a non-represented classification are allowed Bereavement Leave for the death of his or her father, mother, stepfather, stepmother, father-in-law, mother-in-law, brother, sister, brother-in-law, sister-in-law, husband, wife, child, stepchild, grandfather, grandmother, great grandfather great grandmother, grandchild, domestic partner, spouse's or domestic partner's father, mother, stepfather, stepmother, child, stepchild, or grandchild or a stillbirth where a death certificate is issued.

An eligible employee in a classification represented by the Coalition of County Unions is allowed Bereavement Leave as provided above, except for the death of his or her brother-in-law, sister-in-law, great grandfather and great grandmother.

3. AMOUNT OF BEREAVEMENT LEAVE

An eligible employee is allowed to be absent from work for a prescribed number of working days, not hours, except in the case of employees on a job with Sub Title D.

Definitions of Working Days for Bereavement Leave Purposes:

- For employees on a 5/40 schedule, the working day equals eight hours.
- For employees on a 9/80 schedule, the working day equals eight or nine hours (i.e., whatever number of hours are scheduled for the day that is taken as Bereavement Leave).
- For employees on a 4/40 schedule, the working day equals 10 hours.
- For employees on a 56-hour shift in the Fire Department or Probation Department, the working day equals 12 hours. Probation employees on a 56-hour workweek may use up to 36 hours for qualifying family members. All other employees on a 56-hour workweek may use up to 33 working hours.

Full time, Permanent Employees

A full time, permanent employee is allowed up to three working days of Bereavement Leave, except that an employee who is required to travel a minimum of 500 miles one-way in connection with a Bereavement Leave may take an additional two working days as Bereavement Leave.

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In addition, represented employees are allowed to use other paid or unpaid leave if the employee has to travel over 500 miles.

Note: The minimum travel distance was reduced from 1500 to 500 miles, effective January 1, 1999.

Temporary Monthly Employees

A full time monthly recurrent or monthly temporary employee who qualifies for Bereavement Leave can use eight hours of Bereavement Leave per year if he/she has completed at least 200 days [1600 hours] of active service the prior calendar year, and four hours of Bereavement Leave if such employee has completed less than 200 days of active service.

Monthly Permanent 9/10 time employees (RN's on Item Sub Title D)

Such employees are allowed 24 hours for each qualifying family member's death. If the employee is required to travel 500 miles or more he/she is entitled to a total of 40 hours of leave.

4. USING BEREAVEMENT LEAVE

Bereavement Leave need not be taken in one lump of three consecutive working days. The allowed working days may be taken at another time following the death, as long as the absence is related to the death. Bereavement Leave for the qualifying family member's death should generally be taken within one year. For example, if an employee takes two working days of Bereavement Leave at the time of death, he or she may take a third day later on to attend to the business affairs of the deceased. Any additional time that may be needed beyond the three working-day limit must be charged to Vacation, Personal (Sick) Leave, CTO, or Holiday time, and prior management approval must be obtained.

Should two or more qualifying family members die at the same time, the employee receives three working days leave for each such qualifying family member.

If a qualifying family member dies while an employee is already off work and using Personal Leave, CTO, Holiday time, or Vacation Leave, the employee may substitute the allowed amount of Bereavement Leave in lieu of the foregoing leave types.

The foregoing provisions also apply to Sub Title D employees whose leave is defined in hours rather than working days. Management may require the employee to verify that he/she met the eligibility requirements for Bereavement Leave. Examples of proof that may be requested are a

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copy of the decedent's death certificate, a published obituary or memorial service brochure, etc. (Refer to County Code Section 6.20.120, Proof of Absence.)

Examples 1 and 2 below reflect appropriate uses of Bereavement Leave:

Example 1: An employee's stepfather passes away on September 15, 2015, and the employee has to travel 900 miles round trip to attend the services. The employee is entitled to take five (5) days of Bereavement Leave as a result of the death of his stepfather. The employee requests all five (5) days off to attend the memorial service, which is held two months later on November 20, 2015. The request is an appropriate use of Bereavement Leave.

Example 2: An employee's mother passes away on November 7, 2015, and the employee has to travel 1,050 miles round trip to attend her mother's funeral service. The employee is entitled to five (5) days of Bereavement Leave and requests time off the week of November 9, 2015, to attend her mother's funeral service. The employee returns to work on Monday, November 16, 2015. Because November 11 is a holiday (Veteran's Day), the employee's timesheet should be coded as four (4) Bereavement Days off and one (1) day of Holiday time off. The employee may use the fifth day of Bereavement Leave within one year of her mother's death. The employee requests Bereavement Leave on November 7, 2016 (the anniversary of her mother's death) to grieve. The request is an appropriate use of Bereavement Leave.

5. BEREAVEMENT LEAVE IN E-HR

Event Code

The Event Code for Bereavement Leave in e-HR is 025. This code is used on the timesheet (TIMEI) to record absences for Bereavement Leave taken on scheduled workdays. All scheduled hours for three (or five) working days on the employee's schedule should be accounted for.

LEAVM Page

Bereavement Leave is a Usage Only Category in e-HR where the system only documents the amount of Bereavement Leave that an employee takes. Usage Only Categories do not display a balance (since these would be negative); however, an employee's usage of Bereavement Leave (in hours) may be viewed in the LEAVM Activity Folder under the Employee Leave Accrual and Usage by Month tab by searching for the year and category code (LV025) to be displayed. Note that the e-HR system does not restrict the number of working days the employee is eligible to take, or edit against the eligibility requirements for Temporary Monthly Employees; Payroll staff and the employee's supervisor must monitor eligibility (the number of days the employee worked and number of days employee is entitled to take).

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H. LEAVE FOR CIVIL SERVICE EXAMS (Refer to County Code Section 6.20.080)

Any employee shall have the time necessary to be absent from work to participate in Civil Service exams for Los Angeles County positions, Superior Court positions, or positions in other districts and political subdivisions for which the Board of Supervisors is the governing body (e.g., Fire Protection Districts).

1. USING CIVIL SERVICE LEAVE

Employees may take any portion of a County Civil Service exam on County time. However, employees do not receive overtime or any other kind of special time off for participating in an exam outside their normal working hours.

Employees who are successful in an examination and are on an eligible list also receive the time necessary to be off if called for an interview by a department which is considering filling a position. Also, employees receive reasonable travel time (if necessary) to review exam results.

Civil Service Leave does not apply to the following:

- Employees who are interviewed to obtain a lateral transfer or demotion. The granting of time off to appear for such interviews is solely at management's discretion.
- Completion of exam applications.
- Writing/filing an appeal of any portion of an exam.

Example 1: An employee, whose work schedule is from, 8:00 a.m. to 5:00 p.m., Monday through Friday, is notified by DHR Exams that she may review the results of a promotional exam at the Wilshire Office. The employee works in Lancaster and must travel one and a half hours each way to and from the DHR Wilshire Office. The employee may be provided with reasonable travel time to participate in the review of the exam; however, the supervisor may require the employee to do so at the beginning or end of the workday to minimize impact of the employee's absence on the operation. As such, it may be reasonable for the employee to make an appointment with DHR to review the exam at 4:00 p.m., and leave the office at 2:30 p.m. Since the employee is not entitled to overtime, travel time after 5:00 p.m. is not compensable, and therefore, on the employee's own time.

Example 2: An employee, whose work schedule is from 7:00 a.m. to 6:00 p.m., Monday through Thursday, is notified by DHR Exams that he may review the results of a promotional exam. He is not entitled to use Civil Service Leave because he is off on Friday and has the ability to review the exam on his own time during business hours.

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2. CIVIL SERVICE LEAVE IN E-HR

Event Code

The Event Code for Civil Service Leave in e-HR, (called “Civil Service Exam”) is 020. This code is used on the Timesheet (TIMEI) to record absences for Civil Service Leave taken on scheduled workdays.

LEAVM PAGE

Civil Service Leave is a Usage Only Category in e-HR where the system only documents the amount of Civil Service Leave that an employee takes. Usage Only Categories do not display a balance (since these would be negative), however an employee’s usage of Civil Service Leave (in hours) may be viewed in the LEAVM Activity Folder under the Employee Leave Accrual and Usage by Month tab by searching for the year and category code (LV020) to be displayed.

I. MILITARY LEAVE

(References: USERRA, Title 38 United States Code, Sections 4301 – 4335; Sections 389 through 399.5 of the California Military and Veterans Code, and Section 18540 - 18543 of the California Government Code; Civil Service Rule 16.03 and County Code 6.20.080.C.)

E-HR References

* Auditor-Controller Memo 2012 Military Leave Changes

<http://ecapsweb.co.la.ca.us/Project/pdfDocuments/DeskProcedures/TimeAttendance/Military%20Leave%20Memo%20-%20New%2005022013.pdf>

* CEO Military Leave Overview

<http://ecapsweb.co.la.ca.us/Project/pdfDocuments/DeskProcedures/TimeAttendance/Military%20Leave%20Overview%20-%20New%2005022013.pdf>

* e-HR Military Leave Processing Desk Procedure

<http://ecapsweb.co.la.ca.us/Project/pdfDocuments/DeskProcedures/TimeAttendance/Military%20Leave%20Processing%20-%20Updated%2005022013.pdf>

1. INTRODUCTION

On October 12, 2012, the Board of Supervisors approved a number of policy changes affecting paid leave and other benefit coverage for County employees who are military reservists and who are called into active military service. (Refer to e-HR Desk Procedures DP-TM-162-D,

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Military Leave Processing – Active and Inactive Military Leave, and DP-PA-160, Military Leave Personnel.) The changes are as follows:

- Ensures 30 days of paid military leave each fiscal year for those reservists who are continuously activated for more than one year.
- Removes the previous limit of 720 days on the paid leave benefits applicable to each continuous period of active military duty. This type of paid leave is now limited only to the length of time a reservist is called into active military duty. County Code Section 6.20.080C.4 states that the Board of Supervisors may suspend the 720-day limit.
- Redefines “County pay” and “Military pay” for purposes of computing the military offset pay amounts due to reservists.
- Waives the five-year service eligibility requirement for Long Term Disability (LTD) and Disability Retirement (LACERA) for reservists who are disabled or killed as a consequence of active military duty.
- Gives the CEO the discretion to adjust LTD claims submission deadlines where injured or killed reservists are concerned.
- For reservists only, eliminate the “act of war” exclusion under the STD and LTD Benefit Plans. This also affects the LTD Health Insurance benefit that is embedded in the LTD Plans.
- Extend retiree health insurance to reservists who are disabled or killed before attaining ten years of retirement service credit, and extends to them and/or their dependents, the County subsidy (40%) normally attributable to ten years of retirement service credit.

All employees, temporary or permanent, classified, unclassified, or elected, are entitled to Military Leave or military leaves of absence as described below:

2. MILITARY ACTIVATION – DEFINITIONS

Military service for reservists may be considered “Active” or “Inactive” depending on the nature of the duty as outlined below. Paid military leave benefits under both California State law and the County Code are available only for Active Military Service.

“Active” Military Service is defined as full-time duty within a branch of the United States armed forces (Army, Navy, Marine Corps, Air Force, Coast Guard, or National Guard). Ideally, the employee should provide a copy of the military orders prior to activation and deployment to be communicated on such short-notice as to make it impracticable for a reservist to provide the requisite documentation in advance. In such instances, the employee’s verbal notice to the

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department is sufficient to initiate military leave on the understanding that the requisite documentation will be obtained as soon as possible on a post-activation basis. If there are any questions about the military paperwork, departments should contact the employee’s commanding officer or listed duty station officer for clarification.

“Inactive” Military Service means weekend drills, training or other required activities of the military unit. Where the employee receives orders which require the attendance at drills, training or other activities, the County is not required to provide paid military leave where it can reasonably alter or modify the employee’s schedule to accommodate the required military activity without conflicting/overlapping with the employee’s work (e.g., where an employee normally works weekends, the employer can temporarily change the employee’s shift to a mid-week shift so that the employee can attend weekend military training). However, where the employee’s schedule cannot be reasonably modified (e.g., the employee’s required military activity will last seven days or longer), the required military activity will be considered the same as Active Duty and the employee will be eligible for Military Leave Pay.

3. E-HR EVENT CODES USED FOR MILITARY LEAVE

An employee’s TIMEI or TADJ document should reflect one or more of the following event codes when on Military Leave (ML):

Event Type Code	Description	Document	Notes
024	Active ML – 1 to 30 calendar days paid – usage leave	TIMEI/TADJ	Used when an employee is on ML and eligible to receive all “County Pay”, and continue receiving all benefits.
043	Active ML – Special Paid – usage leave	TIME/TADJ	Used when an employee is on ML and eligible to receive all “County Pay”, offset by his/her military pay, and continues to receive all benefits.
ML043	Active ML	TADJ	Used in conjunction with ‘043’, to report the amount of military pay for “Offset” purposes.
014	Inactive ML AWOP 1-180 Day - Usage	TIMEI/TADJ	Used when an employee is on ML, up to 180 days, and is no longer eligible to receive “County Pay”, nor receive benefits, except continue to accrue sick and vacation.
013	Inactive ML/long term AA w/o pay – 180+days	TIMEI/TADJ	Used when an employee is on ML, longer than 180 days, and is no longer eligible to receive “County Pay”, nor is eligible for benefits. Used with work cycle “ALTLV.
048	ML tracking – RDO - Usage	TIMEI/TADJ	Used to track ML that would have been coded on non-scheduled workdays (e.g., weekends, RDO’s).

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4. PAID MILITARY LEAVES FOR ACTIVE SERVICE

General Military Leave Provisions

Any employee who has completed one year of County service (including any previous military service, which is defined as full-time service in the armed forces during a national emergency or a state military emergency declared by the governor) receives full County pay for each workday occurring during the first 30 calendar days of active military duty, or active duty training each fiscal year of military service. This compensation is in addition to the pay an employee otherwise receives from the military. In addition, if the work schedule of an employee participating in an inactive military activity (e.g., seven days or longer) cannot be reasonably modified, the required military activity will be considered as Active Duty and the employee will be eligible for Military Leave.

Such pay shall not be based on any work days beyond the 30 calendar day Military Leave period in each fiscal year of the leave, which begins on July 1. Employees are not typically entitled to receive pay for leave covering inactive duty training (such as weekend drills). If an eligible employee's active military service is continuous and lasts for more than one year, the employee will be entitled to 30 days for each year of that service. The employee is not required to return back to work to receive the additional 30 calendar days of full County pay.

After each 30 calendar day period of full paid military leave, employees continuing to serve in active service are entitled to "Offset Pay" (refer to County's Special Military Leave Program - "Offset Pay") below.

Example: An employee has military orders for deployment beginning June 18, 2015 through July 30, 2016. Prior to returning to work, the employee receives additional orders to serve continuous active military duty from July 31, 2016 to September 1, 2017. If the employee does not return to work and is serving on continuous active military duty for the third year, the employee would receive paid leave as follows:

No. of Days	Start Date
30	June 18, 2015
30	June 18, 2016
30	June 18, 2017

Paid Military Leave is considered active service; therefore, the employee's step placement (upon return to work) is as if he or she never left County service.

An employee's work schedule should not be modified unless he/she is on Inactive Long Term Leave (180 hours or more).

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"Offset Pay"

After the first 30 calendar days per year of full Military Leave pay, an employee may be entitled to receive regular County pay, offset by military pay ("Offset Pay"), for work days falling during an additional period of certain active military duty. In addition, a deployed employee not eligible for Military Leave Pay (e.g., less than one year of County service) may be entitled to "Offset Pay". "Offset Pay" is currently unlimited (as approved by the Board of Supervisors on October 12, 2012).

Note: An employee who is deployed to active military service prior to completing one year of County service is only eligible for "Offset Pay". However, once the employee reaches his/her one-year anniversary date, based on active military service, the employee becomes eligible for a 30 calendar day period of full County pay followed by another period of "Offset Pay".

Entering Paid Military Leave and "Offset Pay" in e-HR

Event Codes

The Event Code for up to 30 days of active military service leave is 024, "Military Leave, 1 to 30 Calendar Days Paid."

To process "Offset Pay", the employee's time is reported on a TADJ document using Event Type 043 for County Pay and ML043 for offsetting Military Pay.

Note: If the military pay is more than the County pay, the full County pay should be offset so that nothing is paid to the employee. Leave Event Type 043 should continue to be entered through the TADJ document to ensure that the employee continues to receive cafeteria plan benefits.

Military Leave – Full Pay for the First 30 Calendar Days

Using Event Type 024, payroll staff enters scheduled hours for monthly employees using this leave on the Timesheet (TIMEI) only on scheduled workdays falling during the 30-day period. Event Type 024 is also used for any additional 30-day paid leave for which active reservists and members of the California National Guard may be eligible. However, since the system does not enforce any 30 (calendar) day limits per year, payroll staff also need to count manually contiguous days to ensure that the employee is not being paid for any work days that exceed the specified 30-calendar-day period in each fiscal year of deployment.

For temporary employees (Sub Titles C-J) the employee is paid for the average number of hours the employee would have worked during the first 30 days; the CEO has determined that an

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acceptable method for determining this average number of hours is to use the average number of hours the employee has worked during the previous 3-6 months. These hours are entered using Event Type 024 on the days the temporary employee would have worked in the 30-day calendar period.

Military Leave Benefits – “Offset Pay” 31st Calendar Day to Unlimited

“Offset Pay” provides the difference between an employee’s regular County salary and his/her military pay for reservists called into active military duty. Offset pay will commence once an employee reaches the maximum of 30 calendar days of Military Leave pay per year. Once an employee is eligible for another 30 days of full Military Leave, the Offset Pay will be suspended until the employee again reaches the maximum of 30 calendar days in each subsequent year.

Effective October 16, 2012, “Offset Pay” is unlimited until the Board of Supervisors changes the policy.

The “Offset Pay” amount is calculated by subtracting the employee’s Military Pay from the County salary. For this purpose, Military Pay and County Pay are defined as follows:

County pay is “all pay” a reservist would have otherwise received during a period of active military duty based on:

- (a) the position, assignment, and regular work schedule applicable to the employee immediately prior to activation, and
- (b) the assumption the employee would have remained actively at work in the same position, assignment, and work schedule during the activation period.

Therefore, County pay includes all bonuses and/or special pay provisions, which the employee was entitled to receive prior to military activation. This includes post bonuses, shift differentials, longevity, bilingual, out-of-class, additional responsibilities, etc. It may also include overtime pay if the overtime is “built in” and part of an employee’s regular work schedule established at least 60 days prior to activation. Overtime that is unplanned or that otherwise does not meet this criteria will not be included. Departments must still record all appropriate payroll codes when posting bonuses and overtime on employee’s timesheet.

It should be noted that County pay does not include the taxable cash portion of an employee’s cafeteria plan benefits.

Note also that this “Offset Pay” Program counts as Active Service, and thus an employee on active Military Leave continues to accrue leave benefits, and is subject to any of the County Code provisions addressing how these leaves are used including, for example, Sick Leave Buyback.

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Military pay is the sum of Basic Military Pay and Basic Allowance for Housing. Nothing else will be included. Basic Military Pay is essentially a base salary and a function of an individual's military rank and length of military service. The Basic Allowance for Housing is additional compensation intended to pay for an employee's civilian "home" residence (not housing at the point of deployment). It is essentially an adjunct to Basic Military Pay and is a function of rank, zip code, and number of dependents. The employee's military pay can be confirmed or verified from the Defense Finance and Accounting Service (DFAS) website at <http://www.dfas/mil/>.

Note: Leave Earnings Statements (military pay stubs) are only required at the beginning of the employee's military leave after initial deployment to military service. That same amount should be used to calculate offset pay until the reservist returns to work. The reservist is no longer required to provide Leave Earnings Statements on a continuous basis, even if there is a promotion or increase in military pay, unless the military pay has been reduced which would result in a higher Offset Pay amount.

If the employee who receives this compensation does not return to County service within 60 days of being released from active duty, (unless he or she is unable to return due to disability), the compensation the employee received is deemed a loan, payable with interest at the rate not to exceed 50 basis points higher than that earned by the County Treasury Pool as of the quarter repayment begins. Payroll staff needs to contact Auditor-Controller to obtain the specific rates.

5. GENERAL INACTIVE MILITARY LEAVE PROVISIONS

Up to 180 Days of Inactive Leave

Any County employee, who, as a member of the reserve corps of the armed forces or National Guard, is ordered to inactive military service, such as weekend drills, training or other required activities of a military unit will generally not be paid for military leave. Department's should make every effort to modify an employee's work schedule so he/she may participate in such activities. However, where an employee's work schedule cannot be reasonably modified (e.g., the employee's required military activity will last seven (7) days or longer), the service will be considered as Active and the employee is entitled to receive full Military Leave pay from one to 30 days.

An employee on Inactive Military Leave without pay for up to 180 days will not receive the County's cafeteria plan contributions towards health, dental and other benefits, but will continue to accrue vacation and sick time.

Over 180 Days of Inactive Leave

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While on unpaid authorized long term Military Leave of 181 days or more, an employee does not accrue Vacation and Sick Leave but receives credit for seniority as if the employee was still employed and in active service. The employee does not accrue Holiday time, and the employee does not receive the County subsidy for health and dental insurance or other County benefits while on this unpaid leave of absence.

Work Schedule Changes

Once the employee remains on Military Leave past 180 days, payroll/personnel staff should modify the employee's work cycle to 'ALTLV. (Refer to Desk Procedure DP-080-D for instructions on changing work cycles in e-HR.)

Event Code Usage in e-HR

For an employee on Inactive Military Leave for up to 180 days, Payroll staff should code his/her TIMEI with event code '014', Inactive ML AWOP, 1-180 days on work days to ensure that such employee earns vacation and sick leave benefits. This event code is recognized by e-HR as counting for Active Service so that the employee can earn leave benefits even though the employee is on AWOP.

For Inactive Military Leave for over 180 days, timesheets will be pre-populated with event type '099' and '013'; however, Department payroll staff must remove the hours coded under '099' for those days that the employee is on inactive military leave. However, if the employee's work cycle (WKCY) is reflected as ALTLV on the ESMT Page, the system will automatically prepopulate the timesheet with 8:00 for every scheduled day of the pay period. (Refer to DP-TM-288-D, Processing Employees on Long Term Absences without pay.)

All non-scheduled workdays (RDO's and weekends) should be coded with event type "048", Military Leave Tracking – RDO – Usage.

6. SPECIAL MILITARY LEAVE

(Refer to County Code Section 6/20.080 H & I)

The Special Military Leave provisions apply to any employee who, as a member of the California National Guard or a United States Military reserve organization, is involuntarily called into active duty as a result of the crisis in specific areas, e.g., Iraq-Kuwait Crisis, Bosnia, and is allowed Military Leave. Under these provisions, an affected employee shall be entitled to receive his or her regular County pay offset by the military pay for a specific period of time as approved by the Board of Supervisors.

The start date for this Special Military Leave is determined as follows:

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1. If the employee has been in service for less than one year, the employee is not eligible for the 30 day regular military leave benefit as discussed above, and thus the Special Military Leave begins on the first day of the employee’s active duty.
2. If the employee has been in service for more than one year, the employee is eligible for the 30-day regular military leave as described above, and the Special Military Leave begins on the 31st calendar day of the employee’s active duty.

Special Military Leave counts toward Active Service if the employee is called to involuntary active service. In this case, an employee on Special Military Leave continues to accrue leave benefits, and is subject to any of the County Code Provisions addressing how these leaves are used including, for example, Sick Leave Buyback.

Entry into e-HR

Refer to Active Military Leave and Offset Pay Provisions above for information on how to enter Leave into e-HR.

7. RETURNING TO COUNTY SERVICE AT THE CONCLUSION OF MILITARY SERVICE

An employee on Military Leave cannot return to County service unless he/she is honorably discharged from the military with proper documentation. In addition, Departments need to determine if the employee is fit to return to his/her former position. If an employee cannot perform the essential job functions of the position, Departments need to work with their Return to Work Units to determine if another job is available to the employee.

USERRA reemployment rights provisions indicate that an employee receiving an honorable discharge from military service with proper documentation should return to County service as follows:

Military Leave Days	Return to County Service
30 Days to Less	Upon safe travel time plus 8 hours
31 to 180 Days	2 weeks
Over 180 Days	90 days

8. TRACKING MILITARY LEAVE

In e-HR, Military Leave is tracked on both the employee’s assignment record (via a Personnel Action/Work Cycle) as well as on Absence Management System.

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J. ORDERED ABSENCE FROM REGULAR WORK LOCATION AND RESTORATION OF SALARY AND PAID LEAVES (Refer to CSRs 15.01 & 18.01; County Code Sections 2.06.070 & 6.20.100)

INTRODUCTION

In the event an employee is ordered to absent him/herself from his/her usual work location pending an investigation, and the investigation subsequently determines that there were no bases for the ordered absence, the employee can have restored to him/her any leave that may have been charged against the absence, and the employee is granted a retroactive leave of absence with pay for the time during which he/she was prohibited from performing his/her usual job.

Employees may also have restored to them, pursuant to this 6.20.100 section, salary and/or leaves lost as a result of a disciplinary action, such as a Suspension or a Discharge, if that action is subsequently overturned by the Civil Service Commission or a court having jurisdiction.

In either case, if the employee receives any compensation during the employee's absence that he or she would not have received had the employee not been absent, then the amount of this outside compensation is deducted from restored compensation.

To ensure that employee pay history records accurately reflect either of these circumstances, two unique event codes have been established for use in e-HR:

- 033, Ordered Absence, which is used when an employee is reassigned to his/her home or other non-County work location;
- 044, Overturned/Rescinded Disciplinary Actions, which is used when an employee's Suspension or Discharge has been overturned or rescinded.

This section (J.) describes when and how these event codes are used.

1. DOCUMENTING ORDERED ABSENCES FROM REGULAR WORK LOCATION

When a potentially unsafe, critical, or emergency problem involving an employee arises in the work place and there is a job nexus, department management should reassign the employee from his/her regular work location to a different work location within the department pending an investigation of the problem. If reassignment to another work location would not resolve the problem, or if the situation is particularly serious, an employee may be taken off work by means of a suspension in accordance with Civil Service Rule 18.01, which provides that an employee may be suspended for up to 30 days pending investigation, filing of charges, and hearing on reduction or discharge.

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If neither reassignment nor suspension is deemed appropriate for the circumstances, department management may determine that it must reassign an employee to his/her home or to another non-County location. This action is called an Ordered Absence from Regular Work Location, and is usually taken to prevent the employee from interfering with an investigation of allegations of criminal conduct, to reduce the risk of danger to the public, the employee or to other employees, to reduce the risk of damage or loss, or to reduce the County's liability for potential actions of the employee. Under Title 2, County Code Section 2.06.070, and Civil Service Rule 15.01, department heads have the authority to assign employees in accordance with the needs of the service. Thus, in such cases, the employee may be reassigned to a different job or work location, or may be sent entirely off the job to home. (Also refer to DHR Policy #810, Ordered Absence From Regular Work Location.)

Note that ordering an employee to remain at home should be a last resort; department management should first consider reassigning an employee to a different work location within the department, or consider a suspension pursuant to Civil Service Rule 18.01. There are other considerations regarding the use of Ordered Absence; please see Subsection 2. RESTRICTIONS ON USE OF 033, ORDERED ABSENCE, below.

While the time that the employee is reassigned to home or to a non-County site could be continued to be reported as Regular Earnings time (099), if this were done, there would be no record that the employee was actually not performing his/her regular job. Thus, for maintaining an accurate record which shows that the employee was paid, but that his/her regular assignment was not performed, a unique event code, 033 Ordered Absence, has been established, and should be used where an employee has been reassigned to remain at home or at a non-County site pending further investigation.

If the subsequent investigation finds that disciplinary action is justified, the employee is suspended and/or discharged, effective usually on the day the employee is first reassigned from his/her regular job. Note: If the employee is actually suspended, Event Code 029 is used.

If, on the other hand, the subsequent investigation finds that disciplinary action is not warranted, the employee is returned to his/her regular work assignment.

E-HR Entry

Payroll staff should use Event Code 033, "Ordered Absence" to cover an ordered absence, i.e., time when an employee has been reassigned to remain at home or at a non-County site. This code is entered, in eight-hour increments, on the Timesheet (TIMEI), or on a Timesheet Adjustment (TADJ); eight hours must be entered for all work days only.

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Note: An employee on an alternate work schedule should be placed on a 5/40 work schedule if the Ordered Absence extends beyond the initial pay period. If a County holiday occurs while an employee is on Ordered Absence, the TIMEI should be coded with “Ordered Absence” and the holiday is not accrued.

Note that if the employee is suspended for a specified period, then the time that has already been entered under this ordered absence event code (033) is changed to 029, Suspension (the event code used for suspensions imposed as disciplinary measures), creating a timesheet adjustment (TADJ) via the Employee Time and Events History Wizard (TEHW). (Refer to e-HR Countywide Desk Procedures #DP-TM-304-D, Creating Timesheet Adjustments via the Employee Time and Events History Wizard (TEHW).) In this case, the TADJs would be adjusting hours for a prior pay period(s) from an “Ordered Absence” (paid leave) to “Suspension” (no Pay) resulting in a salary overpayment. Once the TADJs are submitted, the system would recover the salary overpayment by reducing the current earnings. If the employee was on a “no pay” status, a Salary Overpayment letter may be required to recover the overpayment.

If the Termination/Discharge date is the same date as the date the department approved the employee to use “Ordered Absence”, a paid leave event (033), would result in the employee being overpaid for the pay periods the employee coded his/her timesheet using “Ordered Absence” leave.

If a suspension is later overturned (or reduced), a Timesheet Adjustment (TADJ) is affected via the Events History Wizard (TEHW) located in the Time and Leave Management (ATLM) activity folder and LV029 hours with hours coded LV044, Overturned/Rescinded Disciplinary Actions; see Subsection 3, RESTORATION AFTER ADMINISTRATIVE PROCEEDING, below.

Note that if the employee earns some compensation while off the job, this compensation must be collected from the employee outside of the system, and thus, a Payment Method Code of RP must be used on the TADJ document.

Note also that since 033 is used in lieu of Regular hours (099), it is treated as if it were a (Usage-Only) leave, and thus e-HR maintains a cumulative total of 033 hours reported for an employee on the employee’s LEAVM Page.

2. RESTRICTIONS ON USE OF 033, ORDERED ABSENCE

This event code is to be used only for the circumstances described above. There is no general authority in the County Code (or elsewhere) to compensate employees in cases where the employee continues to be paid fully, but is not required actually to report to work.

An ordered absence should not exceed 30 days, and thus a department taking this action must immediately begin an investigation of the situation that led to the employee’s ordered absence.

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The department must also notify the employee of the effective date and any conditions of the ordered absence, must fully document all of the information, including cost, and ensure that the ordered absence is fully and properly monitored.

For additional information concerning the administrative requirements relating to ordered absences, departments are advised to refer to DHR's Policies, Procedures, and Guidelines Policy (PPG) 810, dated October 1, 2004.

3. RESTORATION AFTER ADMINISTRATIVE PROCEEDING

If an employee is actually suspended or discharged and the suspension or discharge is not sustained by the Civil Service Commission (or other appellate body having jurisdiction), the employee is entitled to have all pay and benefits restored; the Event Code, 044, is used for this purpose, effective January 1, 2005. In either case (suspension or discharge), if the employee earned other pay during the absence that he or she would not have earned but for the absence, (e.g., unemployment benefits), such pay is deducted from the money due the employee from the County.

Example: Mel Winter is discharged from a position paid at \$4,500 a month. Four months later, his discharge is not sustained by the Civil Service Commission, and he is ordered back to work. However, two months after discharge, Mel found another job paying \$3,500 per month. He would be entitled to \$11,000 in back pay, determined as follows: He was off for four months at \$4,500 per month for a total of \$18,000; however, he earned \$7,000 at his other job, which he would not have earned had he not been discharged. Thus, the \$7,000 is subtracted from the \$18,000, leaving the amount due from restoration as \$11,000.

Entry into e-HR

In the case of an overturned suspension, the Overturned Rescinded Actions event code, 044, should be used on the TADJ document to correct time which has been otherwise coded as Suspension (029). For current time, use TIMEI; the system will then recalculate all pay and benefits and pay them to the employee.

In the case of a discharged employee, the employee is rehired, effective on the date of termination, using Personnel Action Code (PAC) 06, Rehired Discharge, and the employee's pay history from the date of rehire to the current date (or the date the employee actually returns to work) is adjusted using 044 on the TADJ document, in eight-hour increments on all days, on the appropriate screens as described above.

Note that there may be other benefits to be restored to a rehired, previously-discharged employee, such as payments to deferred compensation programs, cafeteria contributions, etc. Additional information is currently being prepared to assist departments in this regard.

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However, no restoration of salary or leave benefits is due for the period of time waived by the employee as a condition of granting a hearing continuance. In this case, the date of rehire is adjusted by this period of time.

Note that in neither case, suspension nor discharge, will the system have information about earnings the employee may have obtained. Thus, department staff determines if the employee received any pay from any sources during his or her absence. Staff has to get this from the employee, or in the case of unemployment insurance, from the County's unemployment insurance contractor. As indicated in the example above, the make-whole payment has to be reduced by the amount of earnings the employee received while suspended or discharged. Also, for an employee rehired following an overturned discharge, departments are still required to recover from back pay any TC amounts as well as back retirement contributions. Thus, RP must be used on the TADJ, and payroll staff must contact the Auditor-Controller to adjust the payment.

Departments are to notify the Auditor-Controller of all Civil Service Commission cases, court cases and settlement agreements involving discharge/termination actions that are not sustained requiring back pay or benefits. (Refer to the April 26, 2016 memorandum from Gregg Iverson, Chief, Countywide Payroll Division for Revised Overturned Discharge Procedures.)

044 is also treated as if it were a (Usage-Only) leave, and thus e-HR maintains a cumulative total of 044 hours reported for an employee on the employee's LEAVM Page.

K. SICK LEAVE FOR TEMPORARY AND RECURRENT EMPLOYEES (Refer to County Code Section 6.12.070, CCU and Local 721 Fringe Benefit MOUs)

This Section replaces Special Paid Leave. Special Paid Leave did not meet the standards of the Healthy Workplaces, Healthy Families Act of 2014 (AB 1522); therefore, it was discontinued effective June 30, 2015.

Temporary and recurrent employees who previously earned Special Paid Leave were accredited with special paid leave on July 1, 2015, based on the number of days worked from January through June 2015. On July 1, 2015, both temporary and recurrent employees with "F" and "H" Sub Titles, as well as employees who did not previously accrue any form of sick time, began to accrue Sick Leave and were granted Sick Personal Leave at an accrual rate of 1 hour for every 30 hours worked up to a maximum of 48 hours. Sick Leave is accrued on a per pay period basis at an accrual rate of one hour for every 30 hours worked. Sick Personal Leave is granted annually at a rate of 24 hours.

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Sick Leave is accrued to a maximum of 48 hours and only up to 24 hours of Sick Leave maybe used per calendar year. To control the usage limit to 24 hours per year, the use of Sick Leave is only available by coding Sick Personal Leave, event 112.

Sick Leave has a cap of 48 hours. The Category balance of Sick-100% (LV011) will be controlled to not exceed the 48-hour cap. When the Category balance is at 48 hours, no additional accrual of Sick Leave will be posted to LEAVM for that employee. Therefore, additional accrual hours for Sick will only be posted when the Category balance is less than 48 hours. The employee must use or buyback hours to accrue additional Sick Leave.

Sick Leave is Payable or Non-Payable based on the Sub Title of the employee's primary job. Refer to Section 1. Eligibility, of this chapter.

Payable Leave Defined

Most temporary and recurrent employees may buy back 24 hours of Sick Leave annually if no Sick Leave hours are used in the calendar year. Sick Leave is payable upon termination of employment based on Sub-Title. Refer to Section I. Eligibility, of this chapter.

Non-Payable Leave Defined

Sick Leave that is not eligible to buy back or payable upon termination of employment. Refer to Section I. Eligibility of this chapter.

1. ELIGIBILITY

Most employees on the following Sub Titles are entitled to earn Payable Leave:

"F" – Hourly As Needed

"H" – Hourly Recurrent

Employees on the following Sub Titles are entitled to earn Non-Payable Leave:

"G" – Per clinic, consultation or visit

"J" – Per session

"P" – 1/5 part time permanent

"Q" – 1/4 part time permanent

"R" – 5/16 part time permanent

"S" – 1/3 part time permanent

"T" – 2/5 part time permanent

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There are exceptions to payable Sick leave for some classifications with an F & H Sub Title, which include Reserve Sheriff Deputies, Lifeguards, Relief Nurses and Relief Physicians; consult the appropriate MOU for more information. Employees holding an F or H sub title in those classifications may be eligible for Non-Payable Sick Leave. Additionally, workers employed under Union Hiring Hall do not receive any leave benefits from the County, they receive benefits from their Union.

Note that rehired retirees are not eligible for Sick Leave.

2. AMOUNT OF SICK LEAVE EARNED

Eligible employees accrue Payable or Non-Payable Sick Leave up to 48 hours based on hours worked. Note that these employees have usage limits less than the accrual maximum. Accrual provisions and maximums are the same for Payable and Non-Payable eligible employees; however, carryover and payout provisions differ.

It should be noted that employees who hold more than one job do not earn Sick Leave on the Secondary Job. In other words, employees who hold a primary job with an “A” Sub Title and have a secondary job with an “F” Sub Title do not earn Sick Personal Leave as an “F” Sub Title.

3. POSTING OF SICK LEAVE

Leave Policy (LPOL) for employees on eligible Titles and Sub Titles govern the accrual and use of this Leave. E-HR automatically posts a prorated ratio equivalent to one (1) hour of Sick Leave (Event Type LA011) in the pay period for every 30 hours worked. Additionally, Sick Leave equivalent to one (1) hour will be posted for each subsequent 30 hours worked until the maximum of 48 hours is reached. Sick Personal is posted annually on LEAVM under Event Type LA112 as a lump sum, either at the beginning of the year or upon first eligibility of the benefit. Eligible employees receive 24 hours per year. Sick Personal leave is used to restrict the usage of paid Sick Leave to 24 hours per year and will draw down the Sick Leave balance. An equivalent ratio of accrual units of Sick and Sick Personal Leave is provided to those employees in “G” or “J” items paid in per session and per visit units.

Pursuant to the Fringe Benefit MOUs, on January 1, 2016, employees who previously earned Special Paid Leave were credited with the amount of leave they would have earned based on the number of days worked until June 30, 2015. Employees may choose to utilize the accredited days or be paid out at the employee’s workday rate in effect at the time of payment.

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4. USAGE, AND PAYOFF OF SICK LEAVE (Refer to County Code Section 6.20.030 A (2))

Subject to prior approval from Management, an employee may use up to 24 hours of accrued Payable or Non-Payable Sick Personal Leave in the calendar year in which it was credited for personal reasons pursuant to the County Code for non-represented employees or applicable Fringe Benefit MOU for represented employees. Sick Leave is used as Sick Personal Leave, event code 112.

Sick Leave hours not used by the end of the calendar year in which it is earned will be available for use in the following year. Except that employees who earn Payable Sick Leave may at their option, be paid for up to 24 hours of accrued leave, if the employee uses no Sick Personal leave during the calendar year. The Leave will be paid at the employee's workday rate of pay in effect at the time of payment. Non-payable leave is not eligible for buyback.

Upon termination from County service, employees with accumulated Payable Sick Leave shall receive full pay for 50% of all unused Sick Leave to a maximum payout of 24 hours. Payment is made at the workday hourly rate of pay in effect on the employee's last day of County service. (Refer to County Code Section 6.24.040.)

If an employee who received Sick Leave under this section is rehired within 12-months, any Sick Leave that was lost (not paid) at termination should be restored.

L. LEAVES FOR CONTINUING EDUCATION AND/OR CERTIFICATION REQUIREMENTS (Refer to applicable MOUs)

Employees in certain classes or bargaining units as listed below receive the leave described for education or to meet certification requirements. Such leave may not be accumulated, carried over, or paid off if not used, except where specifically noted.

Management Physicians may also be allowed paid leave for travel and continuing medical education with CEO approval to participate in seminars, conferences, and other professional forums in accordance with the Department of Health Services' Salary Only Travel Plan (**Refer to County Code 6.08.465 and 6.08.280**).

NOTE: These leave provisions are subject to negotiations, and thus the parameters herein may not be current. To ensure accuracy, readers should check the current MOU for the class in question; these are available on the CEO's website.

This leave time is entered on employees' Timesheet (TIMEI) using Event Type 023, Educational Leave, and its usage is reflected on employees' LEAVM page.

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Note that this is usage-only leave. This means that the system does not exercise any control; it merely records what Educational Leave has been used. Department payroll staff must review employee records to ensure that the parameters specific to the individual employee are properly observed.

CLASS/BARG. UNIT	LEAVE DESCRIPTION	LEAVE HOURS ALLOWED
Appraisers , BU 131 Supervisory Appraisers, BU132	Special Pay Practices, Article 7, Section 8, Advanced State Certification	
Appraiser series	<p>The Assessor’s Department will grant paid time off for appraiser personnel to attend seminars sponsored by such association as the International Association of Assessing Officers and the Society of Auditor-Appraisers for gaining credit towards the training required to maintain their appraisal certificates. At the sole discretion of management, the department may also authorize attendance at State Board of Equalization seminars to gain this kind of training.</p> <p>Note: Appraiser personnel may use County time to take the exam for the Advanced State Appraisal Certificate if the exam is conducted in Los Angeles County.</p>	At management’s discretion; no specific number of hours.

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CLASS/BARG. UNIT	LEAVE DESCRIPTION	LEAVE HOURS ALLOWED
<p>Paramedical Technical, BU 221, and Supervising Paramedical Health, BU 222</p> <p>Employees in the Bargaining Unit required to complete CE as condition of licensure/ certification/ registration renewal</p>	<p>Continuing Education (CE), Article 44</p> <p>Time off (salary only – no overtime)</p> <p>Management has the discretion to provide in-house educational programs that qualify for CE units.</p> <p>Eligible employees have the discretion to complete CE units through an in-house program or an outside source.</p> <p>With the approval of management, eligible employees may be granted time off to complete self-study courses as long as they are accredited and for the stated conditions. Employees are required to provide documentation of completed CE hours.</p>	<p>At management’s discretion; no specific number of hours.</p> <p>Up to 8 hours per day, including reasonable travel.</p>
<p>Pharmacist, BU 301</p> <p>Pharmacists (Sub Title A)</p>	<p>Training, Article 14</p> <p>Full-time permanent Pharmacists may take time off during each year of the contract for purposes of meeting the requirements set forth in the Business and Professions Code, Sections 4098.5, 4098.6, 4098.7 and 4.099.</p>	<p>Up to 24 hours during each year of the contract.</p> <p>Based on the needs of the service, Management may allow the Pharmacist to carry over up to 24 hours to the second year. If the carryover hours are not used during the second year, the hours will be lost.</p>
<p>Registered Nurses, BU 311 and Supervisory Registered Nurses, BU 312</p> <p>Registered Nurses (Sub Title A)</p> <p>Registered Nurses (Sub Titles U, V, W, X, Y & Z)</p> <p>Nursing Education, Article 51, Section 3, Continuing Education (CE)</p>	<p>Paid leave for full-time permanent RNs for purposes of meeting mandatory CE and/or certification requirements.</p> <p>Paid leave for permanent part time RNs who work at least 20 hours per week.</p> <p>Programs approved by the Board of Registered Nurses (BRN), including home study, for CE units towards re-licensure study, for CE units towards re-licensure/recertification count towards meeting the 60 hour requirement (30 hours for permanent part time).</p>	<p>If the position requires mandated education/certification beyond 60 hours (30 hours for permanent part time), additional mandated education leave shall be granted.</p> <p>Up to 60 hours during the contract period.</p> <p>Up to 30 hours in two years from the effective date of the MOU.</p>

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CLASS/BARG. UNIT	LEAVE DESCRIPTION	LEAVE HOURS ALLOWED
Physician Assistants/ Senior Physician Assistants, BU #321	Full-time permanent PA employees are allowed continuing education at regular pay as well as part time PA's on a permanent status working at least 20 hours per week. Requires prior approval of management.	Maximum of 25 hours during each year of the contract for full time employees. Up to 8 hours may be used for home study. Leave may be carried over to the 2nd year with prior approval, then will be lost if not used.
Physicians, BU #324	Continuing Medical Education (CME), Article 21	Maximum of 12 hours per contract year for part time permanent at least ½ time. Up to 3 hours may be home study. No accumulation of leave allowed.
Physicians (Sub Title A)	Full time, permanent employees may take time off at regular pay for approved CME purposes (meeting licensure requirements and upgrading skills and knowledge for effective delivery of medical service.)	80 hours per calendar year with prior approval of management.
Physicians (Sub Titles U, V, W, X, Y & Z)	Part time permanent employees working at least 20 hours per week may take time off for approved CME purposes.	40 hours per calendar year.

M. UNPAID LEAVES OF ABSENCE INCLUDING FAMILY LEAVE (Refer to Civil Service Rule 16)

OVERVIEW, UNPAID LEAVES

Pursuant to Civil Service Rule 16, an appointing power may grant an employee an unpaid leave of absence for any appropriate reason as listed in Civil Service Rule 16. For some leave reasons, the granting of such unpaid leave is entirely discretionary with the appointing power, and the processing of these is covered in sub-section 1. below under “General Unpaid Leave Provisions.”

For other unpaid leave reasons such as Family Leave or Pregnancy Disability Leave (which is actually a specific application of Family Leave), employees are guaranteed the ability to obtain these unpaid leaves, as described below in sub-section 2. following the “General” provisions.

Note also that employees have certain rights to unpaid (as well as paid) Military Leave; all Military Leave is specifically covered in Chapter I, Section I.

Finally, there are two other specific and unique kinds of unpaid leave, School Activities Leave and Special Union Leave, which are addressed in sub-sections 3. and 4., respectively.

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1. GENERAL UNPAID LEAVE PROVISIONS

a. Unpaid Leave Approval and Termination

Employees may request unpaid leaves of absence for such circumstances as:

- Education
- Recovery from an illness or injury (after Family Leave rights have been exhausted; see Sub-Section 2. below)
- Assisting another public jurisdiction
- Employment by a labor union (see Sub-Section 4. below)
- Maternity (before or after the Pregnancy Disability Leave is taken, or when Family Leave rights have been exhausted; also see Sub-Section 2. below).

The granting of a general unpaid leave of absence is entirely discretionary with management; an appointing power may or may not approve the employee's request, or may terminate any previously approved leave of absence if the conditions under which the leave was granted change. The affected employee must return to work on the date stated by the appointing power, and is entitled to be returned to the same class he or she held when the leave was granted, or to another comparable class. Some departments have established policies governing requests for general unpaid leaves of absence.

b. Documenting Unpaid Leaves of Absence in e-HR

When an employee is granted or placed on an unpaid leave of absence (other than Family or Pregnancy Disability Leaves), the department's Payroll Clerk must ensure that the employee is on a standard 5/40 work cycle (WKCY) on the ESMT document. If not, the Payroll Clerk needs to revert the pattern to ALTLV work cycle. When reverting an employee to the ALTLV work cycle or the standard 5/40 work cycle, the FLSA Profile should also be blanked out. (Refer to e-HR Procedure #DP-TM-288-D, Processing Employees on Long Term Absences without Pay, for further information.)

Note: If the employees work cycle is ALTLV, the system will automatically prepopulate the timesheet with 8:00 hours of 013 for every scheduled workday of the pay period.

E-HR Event Codes:

When an employee is on a Long Term Unpaid Leave of Absence for an undetermined period of time, Event Code 013, Long Term Authorized Absence Without Pay, is used along with Personnel Action Code Table (PACT's) as follows:

PACT	Description
70	Long Term Absence – Military (Over 180 Hours)
71	Long Term Absence – Education
72	Long Term Absence – Maternity
73	Long Term Absence – Illness (After Family Leave Rights are Exhausted)
74	Long Term Absence – Sabbatical

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75	Long Term Absence – Unclassified Appointment
76	Long Term Absence – Industrial Accident
77	Long Term Absence – Labor Union
79	Long Term Absence – Other
80	Long Term Absence – Family Rights
81	Long Term Absence – LTD 40%
82	Long Term Absence – LTD 60%
83	Long Term Absence – Suspension
84	Long Term Absence – Without Pay
85	Long Term Absence – Authorized AWOP
86	Long Term Absence – Unauthorized AWOP
87	Long Term Absence – Exempt Leave

(Refer to e-HR Desk Procedure #DP-PA-001-D, Personnel Action Codes (PACT's) for further information.)

Event Code 124 is used on the TIMEI when an employee is on long term absence due to an injury/illness and has exhausted his/her leave benefits. Payroll Clerks/Timekeepers need to replace the prepopulated Event Code 099 with Event Code 124.

Event Code 157 is used on the TIMEI when an employee has not returned to work after his/her IA benefits have ended (compensability through date has been reached). EHR will automatically prepopulate the timesheet with 8 hours of 157 for every scheduled workday of the pay period.

2. FAMILY AND PREGNANCY LEAVES

(Ref: California Family Rights Act [Government Code 12945.2]; Federal Family and Medical Leave Act [Title 29, Labor, Chapter V, Wage and Hour Division, part 825]; National Defense Authorization Act (NDAA); California Pregnancy Disability Leave [California Code of Regulations, Division 4, Fair Employment and Housing, Chapter 2, Sub-Chapter 6A].)

There are four family and medical leave laws that affect Los Angeles County employees. These laws are:

- The Federal Family Medical Leave Act (FMLA)
- The National Defense Authorization Act (NDAA)
- The California [Moore-Brown-Roberti] Family Rights Act (CFRA)
- The California Pregnancy Disability Leave Law (PDL)

The California Workers' Compensation Regulations, Americans with Disabilities Act (ADA), Fair Employment and Housing Act (FEHA) and Domestic Partner Rights and Responsibilities Act (DPRRA) are the four laws that have the greatest interaction with family and medical leave. Departments must always be cognizant of other State laws or the County Code provisions that may provide employees with a greater benefit.

Note: Policies governing Family Leave are extensive and transcend what can be covered here in the Interpretive Manual. However, they are thoroughly covered in a manual issued by the

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Department of Human Resources and titled [Family Leave Policy Guidelines](#); accordingly, we urge department payroll and personnel staff to read and become very familiar with this publication.

INTRODUCTION

In 1993, both the State of California and the Federal Government adopted legislation to allow employees the right to take up to 12 weeks of unpaid leave per year for qualifying reasons such as the birth and care of a newborn, or to care for family members who have a serious health condition; these kinds of leave are now known generally as “Family Leave.” At about the same time, California recognized pregnancy as a disability, and afforded additional leave rights of up to four months to women disabled by pregnancy. All of these laws were significant in that for the first time they guaranteed an employee’s right to take an unpaid leave and return to the same job with no loss of seniority. They also required employers in some cases to maintain group health insurance benefits during an otherwise unpaid leave. The Federal provisions were enacted in the Federal Family and Medical Leave Act (FMLA), and California’s provisions were enacted in the California Family Rights Act (CFRA) for general family leave, and for Pregnancy Disability Leave (PDL) under the California Fair Employment and Housing Act.

Thus for women in California, there are three separate sets of regulations which specifically address leave due to pregnancy; together, these regulations provide a comprehensive set of rights for women to take leave for pregnancy, for prenatal care, and for postnatal care of their newborn.

Effective January 1, 2012, the County is required to maintain group health coverage for up to four months for employees on PDL, as required by the California Pregnancy Disability Act.

In recognition of the ongoing hardships to families with members in the military and their needs for workplace flexibility, the National Defense Authorization Act (NDAA) of 2008 amended the FMLA provisions to add new military-related qualifying reasons for taking FMLA leaves; regulations have been issued for these and other changes to FMLA that went into effect in January, 2009. Additionally, the National Defense Authorization Act of 2010 made more changes to military-related FMLA laws which went into effect in October, 2009.

Under the California Military and Veterans Code, employers are required to provide up to 10 days of unpaid leave to eligible employees who are spouses of deployed military servicemen and servicewomen. The leave may be taken when the military spouse is on leave from deployment during a time of military conflict. To be a “qualified employee” eligible for family military leave, an employee must work an average of 20 more hours per week and be the spouse of a “qualified member” of the United States Armed Forces, National Guard, or Reserves. Typically, this protected leave runs currently with Exigency Military leave for spouse under FMLA.

Because the Family Leaves authorized by these various statutes in some cases run concurrently and in some cases do not, and because they generally address the same needs, we are covering them collectively in this part of the Interpretive Manual, and using the initials of their legal authorities to refer to the specific kinds of leaves, i.e., FMLA, CFRA, and PDL.

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The first parts of this Section 2., sub-paragraphs a. through f., describe in general terms, the basic provisions, qualifications and entitlements provided by these various sets of Family Leave and Pregnancy Disability regulations.

The last part of this Section 2., sub-paragraph g., describes how to use AMS to document Family and Pregnancy Leaves.

FAMILY LEAVE SUB-TOPICS

Following are some links to sub-sections of this Family Leave article:

- a. [Eligibility For Family/Pregnancy Leaves](#)
- b. [Qualifying Reasons for Leaves](#)
- c. [Amount and Use of Leaves](#)
- d. [Employee Restoration Rights](#)
- e. [Effect of Family Leaves on Health Benefits](#)
- f. [Using Paid Leaves in Conjunction with Family/Pregnancy Leaves](#)
- g. [Documenting Family/Pregnancy Leaves in -AMS](#)

a. ELIGIBILITY FOR FAMILY/PREGNANCY LEAVES

1) For FMLA and CFRA Family Leaves

Either kind of Family Leave may be granted to any employee on any position, either permanent or temporary, part-time or full-time, who, on the first day of the leave:

- Has worked an aggregated total of 12 months for the County; the 12-month period is further defined as 52 weeks during each of which the employee has been compensated for any part of the week; the 52 weeks do not need to be 52 consecutive weeks; the County does not need to count as employment any time worked before a break in service of at least seven years, unless the break was due to the fulfillment of a National Guard or Reserve service obligation;
- AND -
- Has actually worked at least 1250 hours (i.e., not including paid or unpaid leave taken but including overtime hours worked) in the 12 months immediately preceding the first day of the requested/designated Family Leave;

Note: The Uniformed Services Employment and Reemployment Rights Act (USERRA) requires that if the employee would have met both of these requirements but for the fact that he/she was called to military service, then the military service time is included, based on the employee's pre-service work schedule, as both employment time and hours worked;

- AND -
- Has a "qualifying reason" for the leave, as described in sub-section b., following.

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2) For Pregnancy Disability Leave

There are no service requirements for PDL; an employee is eligible on the first day of employment on any basis and for the period the employee is disabled due to pregnancy (see sub-section b. 2). For PDL, below.)

b. QUALIFYING REASONS AND CONDITIONS

1) For FMLA & CFRA

The employee must be taking the family leave for at least one of the following reasons; in general, they apply to both types of Family Leaves, but there are some differences:

- The birth and care of a newborn (e.g., baby-bonding time);
- The placement of a child by adoption or foster care, and care of the newly-placed child (child-bonding time);
- The care of a spouse, child (under 18, or **over 18 and** incapable of self-care because of a physical or mental disability), or parent (biological, adopted, foster, step, or *in loco parentis*) with a serious health condition.

Note that under CFRA, but not FMLA, this reason category includes care of a Domestic Partner or child of a Domestic Partner; the Domestic Partner must be registered pursuant to County Code Chapter 2. The reason for the difference between FMLA and CFRA is that while the state and county recognize Domestic Partners, the federal government does not. **(Refer to County Code Section 6.20.080.L)**

- An employee's own serious health condition that prevents the employee from performing the duties of his or her position. Note that the employee's disability due to pregnancy is included under FMLA, but it is not included under CFRA, because in California the employee is covered by the PDL provision.

FMLA regulations operative in 2008 have more clearly defined what is meant by a "serious health condition." Please see DHR's *Family Leave Policy Guidelines* for definitive information; this publication also sets forth vital information about what medical certification may be needed to document such serious health conditions.

2) For PDL

An employee must be certified by a physician as being disabled due to pregnancy; PDL includes prenatal care or any pregnancy related medical condition, such as severe morning sickness.

3) Additional Qualifying Reasons Only for FMLA

These additional reasons stem from the National Defense Authorization Act (NDAA) amendments to FMLA in 2008 and 2010, which provide additional family leave benefits to aid employees who have family members in military service. These benefits fall

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generally into two categories: Qualifying Exigency Leaves; and Military Caregiver Leaves. Following are the explanations of the qualifying reasons for these leaves.

a) Qualifying Exigency Leaves

This kind of FMLA leave allows employees to take time off to attend to certain “qualifying exigencies” related to their family member’s call to military duty. This leave is granted to an employee whose spouse, son, daughter, or parent is on active duty, or has been informed of an impending call or order to active duty. The various “Qualifying Exigencies” are defined as follows:

- To address issues arising from the family’s military member’s short deployment notice (deployment within seven or less days of notice) during a period of seven days from the date of notification.
- To attend military events and related activities, such as ceremonies, programs, or events sponsored by the military, or family support programs sponsored by the military, service organizations, or the Red Cross that are related to the active duty or call of the family member in the military.
- To arrange certain childcare and related activities arising from the active duty or call to duty of the military member, such as arranging for alternative childcare, providing childcare on a non-routine, urgent basis, enrolling or transferring a child to a new school or daycare facility, as necessary due to the family member’s active duty or call to active duty.
- To make or update financial and/or legal arrangements to address the military member’s absence.
- To attend counseling provided by someone other than a health care provider for the employee, the military family member, or the child of the military family member, the need for which arises out of the active duty or the call to active duty of the military family member.
- To take up to 15 days of leave to spend time with the military member who is on short-term temporary rest and recuperation leave during deployment.
- To attend to certain post-deployment activities, such as arrival ceremonies, reintegration briefings or other programs or ceremonies sponsored by the military for a period of 90 days following the termination of the military member’s active duty status, and to address issues arising from the death of the military family member.
- To care for a military member’s parent who is incapable of self-care when the care is necessitated by the member’s covered active duty, such as arranging for alternative care, providing care on a non-routine, urgent, immediate need basis, admitting or transferring a parent to a new care facility.

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- Any other event that the employee and the employer both agree is a qualifying exigency.

Under the 2008 NDAA, the foregoing leave was limited to employees whose family member was in the National Guard or Reserves and was called to active duty in support of a “contingency operation.” However, as a result of the 2010 NDAA, which was effective in October, 2009, this exigency leave is also available to employees who have family members serving in the Regular Armed Forces, and the reserve deployment no longer has to be in support of a contingency operation; the relative (parent, child, spouse) of any member of the Armed Forces (including National Guard, Regular, or Reserve and who is deployed to a foreign country) is covered.

Amount of Leave

The amount of Family Leave that can be taken for a Qualifying Exigency, and the provisions governing it, are exactly the same (i.e., 12 workweeks) as for all other qualifying (non-military) reasons under the FMLA (see sub-section c., Amount and Use of Leaves, below).

Age of Child

While the family member (parent, spouse, or child) serving in the military is defined generally in the same way as a family member for non-military family leave purposes, (for example, foster children, step children and step parents qualify, in-laws do not), there is one difference: the child serving in the military does not have to be under 18; he/she can be of any age.

b) Military Caregiver Leaves

The 2008 NDAA amended the FMLA to provide a specific form of Family Leave to care for those who were injured or became ill while on military duty. Under this form of Family Leave, an eligible employee who is a spouse, son, daughter, parent, or next-of-kin of a covered service member with a serious injury or illness incurred in the line-of-duty on active duty may receive up to 26 workweeks of unpaid Family leave during a single 12-month period to care for the service member.

Under the 2008 NDAA, a “covered service member” included current members of both the Regular Armed Forces and the National Guard or Reserves, as well as members of the Regular, Reserve, or National Guard Armed Services who are on the temporary disability retired list. However, the 2010 NDAA, now in effect, extends the definition of covered service member to include a veteran who is undergoing medical treatment, recuperation, or therapy for a serious injury or illness; the veteran must have been a member of the Armed Forces (including the National Guard or Reserves) at any time within the five years preceding his/her treatment for the serious injury/illness. The 2010 amendment also included as covered member an active service member or veteran who had a pre-existing injury that is aggravated while on active duty.

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The 2008 NDAA defined a “serious injury or illness” as one incurred in the line of duty on active duty for which the service member is 1) undergoing medical treatment, recuperation, or therapy; or 2) otherwise in outpatient status; or 3) otherwise on the temporary disability retired list; the service member must be medically unfit to perform his/her assigned duties.

Age and Family Relationships for Military Caregiver Leave

As in the case of Qualifying Exigency Family Leave and in keeping with the leave’s purpose, the definition of son and daughter includes those of any age. What is different about Military Caregiver Leave is that it adds a “Next-of-Kin” as a qualifying family member for purposes of caring for an injured or ill military member. A Next-of-Kin is the service member’s nearest blood relative, other than his/her spouse, son, daughter, or parent, in the following order of priority:

- Blood relatives who have been granted legal custody of the service member by court or statute;
- Brothers and sisters;
- Grandparents;
- Aunts and uncles;
- First cousins.

All family members sharing the same level of relationship are considered to be the military member’s next-of-kin. For example, if the military member has two brothers and two sisters, all four are considered next-of-kin. However, if the service member has specifically designated in writing any one blood relative as his/her nearest blood relative for purposes of military caregiver leave under FMLA, only such designated person is considered his/her next-of-kin; this specifically designated person takes precedence over all of the foregoing relatives.

Length of Military Caregiver Leave

The eligible employee may take up to 26 workweeks of Family Leave (Military Caregiver Leave) during a single 12-month period; such an employee is entitled to all of the Family leave protections afforded in other FMLA- qualified leaves, including continuation of paid health benefits. However, unlike other FMLA leaves, military caregiver leave is not an annual entitlement that renews every 12 months; rather, this leave is a one-time entitlement based on a “per-service member, per-injury” concept. The “single 12-month period” begins on the first day the employee takes this kind of leave, and ends 12 months later, regardless of whether another 12-month period has been established by the employee in taking FMLA leaves for another qualifying reason.

If the military member is a parent, child, or spouse with a serious health condition, the care for whom is a qualifying reason under the general FMLA provision, the County must designate the leave as Military Caregiver leave first, and start the 12-month period during which the 26-workweek Military Caregiver Leave may be taken. Departments cannot in this case count the leave as both Military Caregiver Leave as well as regular

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FMLA leave. However, after the end of the “single 12-month period,” if the employee has worked enough hours to retain eligibility for new Family Leave, and if the covered military member is a qualifying family member (i.e., a spouse, parent, or child) under the non-military FMLA definition who still meets the definition of having a serious health condition, then the employee may take another 12 weeks of Family Leave. In this case, the leave is not Military Caregiver leave, but rather is in accordance with the standard Family Leave reason of caring for a qualifying family member with a serious health condition.

Note: Military Caregiver Leave may be taken intermittently, like other FMLA leaves; 26 workweeks translates to 1040 hours that can be taken in the 12-month period. If the employee does not take the entire 26 workweeks of leave during the single 12-month period, any remaining weeks are forfeited; they do not carry over to another 12-month period.

However, within the 26-workweek in a 12-month period, an employee may take a leave for any other FMLA qualifying reason, but is not to exceed 12 workweek. For example, an employee may take 14 workweeks of Military Caregiver leave to care for a military member and 12 workweeks to care for a seriously ill child, but could not take 14 workweeks to care for the child and 12 workweeks of Military Caregiver Leave. During the 12-month period which starts with

Military Caregiver leave and ends 12 months later, an employee can take no more than a total of 26 workweeks of Family Leave. While the 26-work weeks of Military Caregiver leave within a single 12-month period is generally a one-time-only provision, the entitlement is actually based on one time per service member, per injury. Thus if, after the end of the 12-month period, the employee has another (different) covered family member (e.g., injured in military service and requiring qualifying care), then the employee may take another 26 workweeks in a new 12-month period provided that the employee is still qualified for Family Leave (e.g., has worked enough hours). Also, an employee may take another 26 workweeks of leave in a different single 12-month period to care for the same service member with a second, subsequent serious with injury. For example, the service member returns to active duty and sustains another injury, or later manifests a second kind of serious injury related to the same cause as the first injury.

In these cases, the service member must have been a member of the Armed Forces, including the National Guard or Reserves, at any time within the five years preceding his/her treatment for the serious injury.

c. AMOUNT AND USE OF LEAVES

The interactions between these regulations are complex; in some cases, the regulations run concurrently, and in other cases, consecutively. This section consists of an overview of family leave and pregnancy-related rights, including the new military related leaves; specifically, the qualifying exigency military leave is covered under the FMLA/CFRA heading, while the Military Caregiver leave is discussed under a separate heading.

For additional information, payroll and personnel staff are again urged to refer to DHR’s on-line publication, [Family Leave Policy Guidelines](#).

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1) For FMLA and CFRA

If they meet the foregoing service and reason requirements, employees may take up to 12 workweeks of either kind of Family Leave, including FMLA's "Qualifying Exigency" (Military-related) leave in a 12-month period. If an employee is entitled to take FMLA's Military Caregiver leave, this leave consists of up to 26 workweeks in a 12-month period, per service member, per injury; it does not renew after the 12-month period.

The first time an employee uses Family Leave marks the beginning of the 12-month period that the employee has to use his/her 12 workweeks of leave. Usage of Family Leave is not based on a calendar year. An employee whose Family Leave starts on March 5, 2015 would have until March 4, 2016 to use his or her 12 workweeks of leave. Any unused hours would not roll over to another year. The employee would be required to reapply for Family Leave again the following year and meet the eligibility requirements for approval.

Note: Even if an existing Family Leave period is running, if an employee later becomes eligible for the 26-workweek Military Caregiver leave, this starts another 12-month period running. Data on the Employee Leave Program screens are used to keep track of these 12-month periods; see sub-section g., Documenting Family Leave in AMS, below.

Should an employee request additional unpaid leave time off beyond the periods of eligibility for Family Leave provided either by California or Federal regulations, the granting of such additional time is discretionary with management, and would be processed in accordance with provisions as set forth in sub-section 1. General Unpaid Leave Provisions, above.

Note: Both California and Federal Family Leave regulations provide that either fathers or mothers can use Family Leave to participate in the care of newborns (or children placed for adoption or foster care). If both the mother and father (whether they are married or not) work for the County, the Family Leave for both parents to care for newborns or placed children is a total of 12 workweeks each; this applies in the case where FMLA and CFRA are running concurrently, or where only CFRA is running..

Workweek Defined

Under the law, a workweek means the employee's normal workweek prior to the first day of Family Leave. For full-time employees, that means a 40 or 56-hour workweek. For part-time employees, a workweek is defined as the average number of hours worked per week in the 12 weeks immediately preceding the Family Leave.

Conversion of Workweek to Hours

Because Family Leave does not have to be taken in full day or full week increments, (i.e., it can be used on an "Intermittent" basis [see below]), and to track its usage in e-HR/AMS to ensure that the total amount of leave an employee takes does not exceed the 12 workweek limit, the law's reference to "weeks" must be converted to "hours." Family Leave is converted from workweeks to hours by multiplying the number of hours comprising the

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employee's normal work week by 12. Thus, 5/40, 9/80 and 4/40 employees (the latter two schedules are basically 40-hour workweeks) are entitled to 480 hours of Family Leave per 12-month period, and 56-hour employees are entitled to 672 hours. For a part-time employee, the leave allowance is pro-rated; thus a part-time employee averaging 25 hours per week for the past 12 weeks is entitled to 300 hours of Family Leave per 12-month period. Since Military Caregiver Leave may be taken intermittently, like other FMLA leaves, the 26 workweeks translates to 1040 hours that a full-time employee can take in the 12-month period for that purpose.

Note: If an employee is using Family Leave on a continuous basis (i.e., it is not intermittent Family Leave), the hours for any Holiday occurring during the work week also count as hours of Family Leave. Please see Intermittent Family Leave, following, for specific information about counting Holiday and Family Leave hours.

12-Month Period Defined

The 12-month period begins on the first day that qualified Family Leave (i.e., leave that meets all requirements) is taken. If, after the 12-month period has elapsed, the reason for the leave (other than Military Caregiver) remains, or if another qualifying reason occurs, the employee can take another 12 workweeks of Family Leave. Other than for Military Caregiver Leave, there are no restrictions on taking yearly successive periods of Family Leave, provided that all eligibility requirements are met.

If a Family Leave 12-month period is running and an employee later becomes eligible for the 26-workweek Military Caregiver leave, this starts another 12-month period running. Data on AMS are used to keep track of these separate 12-month periods; see sub-section g., Documenting Family Leave in AMS.

Note: No more than 26 workweeks of various kinds of Family Leave (FMLA) can be taken during the 12-month period established to provide Military Caregiver Leave.

Intermittent Family Leave

As indicated above, Family Leave does not have to be taken all at once. It can be taken in various increments, the smallest of which is not greater than the shortest increment of time allowed by the employer for the use of other leaves. In the County, while Vacation and Sick Leave may be used in ½ hour increments, Compensatory Time Off can be used in increments of ¼ hour. Thus ¼ hour is the smallest increment that can be used to take Family Leave intermittently. For example, an employee can take four hours every Monday and Friday, or one half hour per day, or even ¼ hour, etc. This applies to both Covered and Exempt employees; the latter do not have to take Family Leave in full-shift increments.

Employees who take intermittent Family Leave for planned medical treatment must make a "reasonable effort" to schedule such treatment so as not disrupt unduly their departments' operations. Please refer to DHR's *Family Leave Policy Guidelines* for additional information on intermittent Family Leave for planned medical treatment.

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For an employee using Family Leave on an intermittent basis, the hours of any Holiday falling during the workweek do not count as Family Leave hours used if the employee would not have otherwise worked the holiday.

Note: There are certain other restrictions on using Family Leave on an intermittent basis to care for a newborn, adopted, or foster child. Please refer to DHR's [Family Leave Policy Guidelines](#) for additional information on these restrictions.

When FMLA and CFRA Leaves Run either Concurrently and/or Consecutively

For most qualifying reasons, FMLA and CFRA run concurrently, but there are some notable exceptions:

- Pregnancy Disability Leave: FMLA is running, but CFRA is not. So while an employee may run out of FMLA leave time, she will not run out of CFRA leave time while on PDL.
- Care for a Domestic Partner: CFRA is running, but FMLA is not. Thus if an employee uses Family Leave first within the leave year to care for a Domestic Partner, he/she is using only CFRA, and still has available FMLA time to use in the case of an FMLA qualifying reason, such as the employee's own illness. However, if the employee's own illness occurs first within the leave year, both FMLA and CFRA are used concurrently and therefore no Family Leave time, neither FMLA nor CFRA, remains for the leave year if the illness lasts longer than 12 weeks. If the leave is for the care of a Domestic Partner's child, both FMLA and CFRA would be running if the situation qualified under the *in loco* parentis provisions.

In the case of Military-related leaves:

- When an employee is using one of the "Qualifying Exigency" leaves, FMLA is running, CFRA is not;
- During the 12-month period which has been defined by the start of qualified Military Caregiver leave and ends 12 months later, an employee can take no more than a total of 26 workweeks of Family Leave, which includes both Military Caregiver leave and the 12 workweeks of any other FMLA qualifying reason; in other words, the Military Caregiver Leave and the leave for the other FMLA reason run concurrently in this case.

Notification Requirements

Federal and State regulations specify various notice requirements to inform employees about Family Leave provisions; notice requirements may now be made by electronic means. However, it is management's responsibility to designate a leave, whether it is paid or unpaid, as Family Leave. At the same time, it is the employee's responsibility to inform management fully about the reason(s) for the leave being taken, and to provide at least 30 calendar days advance notice if the need for the leave is foreseeable. Management's determination of FMLA, CFRA or PDL must be based only on the information received from the employee or the employee's spokesperson in the event the employee is unable to communicate directly. It is management's responsibility to designate FMLA, CFRA or PDL

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leave. However, it is the employee's obligation to provide management with sufficient information to allow management to make the designation. As soon as department management determines that the leave requested is for a reason that is covered as an eligible reason in either (or both) of the Family Leave regulations, or if the employee requests Family Leave, the employee must be informed within five business days that the leave is being designated as Family Leave.

Note: This mutual notification process is affected by a variety of circumstances, and readers are advised to read DHR's *Family Leave Policy Guidelines* for further information about these notification requirements.

2) For Pregnancy Disability Leave

California's Pregnancy Disability Act (CPDA) Leave law provides that a woman has a right to take up to four months of unpaid leave for disability due to pregnancy as certified by a physician; the four months includes prenatal care and any other pregnancy-related medical conditions.

Effective April 1, 2016, California's Pregnancy Disability Leave law was amended to extend protections to a transgender individual who is disabled by pregnancy.

Intermittent Pregnancy Disability Leave

As in the case of Family Leave, the state's Pregnancy Disability Leave may be used on an intermittent or part-time basis. For tracking purposes, this leave is converted to hours. Note, however, that the conversion for PDL is different from the conversion used for FMLA/CFRA: For PDL, the conversion is based on the number of days an employee would normally work within four months. Thus, for a 40-hour per week employee, this means 704 hours, based on an average of 22 working days per month for four months. For employees who work more or less than 40 hours per week, the leave time is calculated on a proportional basis. For example, for a half-time employee, leave hours allowed are 352; for an employee who works 48 hours per week, 832 hours are allowed.

When FMLA/CFRA and PDL Run Concurrently and/or Consecutively

Under FMLA, an eligible expectant mother may take up to 12 workweeks of FMLA Family Leave prior to delivery for prenatal care, or if her pregnancy incapacitates her; the same 12-week period may also be used to cover her postnatal period of disability, and to cover the postnatal care of her newborn within one year of its date-of-birth.

However, California regulations distinguish the leave caused by pregnancy disability from the leave needed to care for a newborn (i.e., Family Leave). Thus, in California, once the mother's pregnancy disability period ends, she is then entitled to take an additional leave of up to 12 workweeks of CFRA Family Leave to care for her newborn, (or for any other Qualifying Reason listed in sub-section b. above).

Thus, the pregnancy disability leave (PDL) provided under the CPDA runs consecutively with the Family Leave provided by the CFRA regulations. Under California law, then, an employee

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may be on leave for up to approximately 28 weeks (four months' disability, plus 12 weeks' Family Leave). Note that the Family Leave authorized by the FMLA runs concurrently with either of the foregoing California reasons and continues only for a total of 12 workweeks.

Should an employee request additional unpaid leave time off beyond the period of disability provided by California regulations, or beyond the 12 week limit of CFRA or FMLA, the granting of such additional time is discretionary with management, and is treated as a general unpaid leave of absence.

Notification Requirements

There's usually no doubt about what the leave request is for in the case of a pregnancy, but the Pregnancy Disability Leave begins on the day that a woman is disabled by her pregnancy as specified by her physician, so it is important to make sure that the employee is aware of this requirement.

d. EMPLOYEE RESTORATION RIGHTS

An employee returning from either of the Family Leaves or from a Pregnancy Disability Leave must be returned to the same job or to a comparable position with salary, benefits, and terms and conditions of employment equivalent to the job the employee had prior to taking the leave. An employee who voluntarily accepts a return to a light duty assignment does not waive his/her rights to reinstatement to his/her original position, and such light duty time does not count against the employee's Family Leave benefit.

e. EFFECT OF FAMILY AND PREGNANCY DISABILITY LEAVES ON MEDICAL AND DENTAL BENEFITS

This section covers the continuation of the above benefits when an employee is using unpaid Family or Pregnancy Disability Leaves. However, an employee may elect to use accrued paid leave in conjunction with these unpaid leaves; for additional information about using accrued leaves, see sub-section f. Using Full-Pay or Other Leaves in Conjunction with Family Leaves, below.

1) Under FMLA or CFRA

Whereas most unpaid leaves do not provide for continuing health insurance benefits, when an employee is taking either FMLA or CFRA, the County continues to pay specifically the cost of the employee's health and dental insurance in which the employee was enrolled prior to beginning Family Leave. Under both FMLA and CFRA, there is a 12-workweek cap on the maintenance of this benefit, (or for an employee using Military Caregiver Leave, a 26-workweek cap), which usually coincides with the end of the Family Leave benefit when FMLA and CFRA are running concurrently. However, since they might not always run concurrently, the 12-workweek cap must be tracked separately for each leave; since these leaves may run consecutively, it is possible that an employee's health and dental insurance may continue to be paid by the County for up to 38 weeks.

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Effective July 1, 2015, the County is required to maintain group health coverage for up to 12 weeks after an employee's pregnancy disability in the event the employee uses CFRA leave to bond with her newborn child.

Note: If the employee is paying part of the cost for this insurance prior to the leave, the employee continues to be responsible for this payment. Note also that the County is required to pay only the health and dental insurance costs, not the entire cafeteria plan contribution. If the Family Leave period under either the State or Federal Family Leave law ends before the employee is able to return to work, if no other kind of paid leave is available and if the employee wishes to continue this insurance, the employee may arrange to pay the full cost of coverage with DHR's Benefits Administration Section.

2) Under the California Pregnancy Disability Act

The PDL regulations require the County to continue to pay an employee's health and dental insurance costs up to four months, even if the leave is taken without pay. An employee is entitled to use accrued paid leaves or STD to cover the period when the disability results from pregnancy. The usage of this leave ensures that the County continues to pay the employee's entire cafeteria plan contribution, including health and dental insurance.

An employee is also entitled to an unpaid leave during the pregnancy of up to 12 workweeks under the federal Family Medical Leave Act (FMLA) provisions (assuming that the employee meets the service requirements for eligibility), which thus ensures that even if the employee is on an unpaid leave, the County will continue to pay specifically for the employee's health and dental insurance for 12 workweeks. In this case, the disability leave period provided under the PDL runs concurrently with the Family Leave period provided under FMLA. The employee's CFRA leave entitlement is not affected, and remains available for other usage, so an employee might use CFRA to cover a leave to take care of a newborn. In this case, FMLA (if there is any left) and CFRA are running concurrently. If the FMLA is exhausted before CFRA ends, the 12-workweek cap on maintaining group health benefits comes into play; however, the subsequent Family leave covered only by CFRA or PDL will be eligible for the maintenance of health insurance benefits. But if only CFRA was used before FMLA in the same year for a purpose not recognized by FMLA, e.g., to take care of a domestic partner, the employee is still eligible for a total of 12 workweeks of health insurance benefit continuation under FMLA. The principle here is that using FMLA either singly or in conjunction with CFRA starts the 12 workweek period for health coverage, whereas if the employee starts using CFRA for a purpose not recognized by FMLA, the employee may receive up to 12 workweeks under CFRA followed by 12 workweeks under FMLA.

Although the County is obligated to pay the employee's health and dental insurance costs for up to 12 workweeks, this means that the County's payment for health and dental insurance coverage may end before the employee is able to return to work. If no other kind of paid leave is available and if the employee wishes to continue this insurance, the employee may arrange to pay the full cost of coverage with DHR's Benefits Administration Section.

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f. USING FULL-PAY OR OTHER LEAVES IN CONJUNCTION WITH FAMILY OR PREGNANCY DISABILITY LEAVES

1) With either FMLA or CFRA

While Family Leave is typically unpaid, an employee may choose to cover part or the entire Family Leave period with accrued and unused paid leaves. If a paid leave is used, it is used concurrently with the Family Leave; i.e., using paid leave does not extend the 12-workweek period by the number of leave hours used. All CTO (both FLSA and NON-FLSA) is now used concurrently on the same basis as all other leaves, and thus has no effect on the 12-week period.

Note that there are certain restrictions on using paid leave in conjunction with Family Leave; they are:

- An employee may use any accrued leave, such as Vacation, Holiday, Non-elective or Elective Leave, full and part-pay Sick Leave, CTO, or STD benefits to cover Family Leave taken because of the employee's own illness or injury. However, the fact that the employee is on Family Leave does not modify or waive any conditions that usually affect using the leave such as waiting periods, time limits, or any other restrictions; thus, for example, an employee may not alternate between full and part-pay Sick Leave; a MegaFlex employee may not use Elective Leave until all other leave is exhausted, effective with the 2009 Plan Year.
- An employee may not use full and part-pay Sick Leave to cover Family Leave taken to care for a qualifying child or family member. For these Family Leave reasons, the employee may use Sick Personal, Vacation, Holiday, FLSA and Non-FLSA CTO, Non-elective, Elective, or Personal Leave in conjunction with the Family Leave. The exception to the above is when an employee is using Sick Leave for other purposes, such as Kin Care. In this case, sick leave may be used to care for qualifying family members.
- An employee may start and stop using accrued paid leave at any time during the Family Leave period. However, once the employee has stopped using paid leave, he or she cannot start using it again without department head approval.

2) With Pregnancy Disability Leave

As noted above, a woman may use any paid leave type to cover an unpaid pregnancy leave while she is in fact disabled. However, once she is no longer disabled, but remains on Family Leave to care for her newborn, she may use only Vacation, Holiday, FLSA, and Non-FLSA CTO, or Non-elective, Elective, or Personal Leave.

Special Sick Leave Buyback Provision

A full-time permanent employee who has at least five years' continuous service, and who is granted a leave of absence following the period of disability due to pregnancy, may elect to receive payment for unused 100% Sick Leave (including Pre-71 Sick Leave) as if she were

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terminating from County service. See Section A., Sick Leave, in this Chapter I (Payment for Sick Leave for Pregnancy)

3) Family Leaves with Workers' Compensation or ADA Leaves

FMLA/CFRA leaves will run concurrently with Workers' Compensation leave, if the IA (Industrial Accident) injury/illness is such that it meets FMLA/CFRA leaves' definition of "serious health condition," and if the employee is not in a class eligible for California Labor Code Section 4850. It is up to the department to determine whether family leave is applicable and if it is, to notify the employee. In this case, even though the employee is deemed to be on FMLA/CFRA, such employee cannot use any full pay leave to supplement his/her Workers' Compensation benefits, since such supplementation is never allowed during the first year of an IA absence. The main impact here is that under FMLA/CFRA, if the health care provider treating the employee in a Workers' Compensation case determines that the employee may return to a light duty job, the employee is not obligated to return, although he/she may forfeit Workers' Compensation benefits. If the employee does accept the lighter duty job, he/she retains the right to be restored to his/her former job per the Family Leave laws until the 12-workweek entitlement period ends. Note that for employees covered by Labor Code 4850, FMLA/CFRA cannot run concurrently with Workers' Compensation.

If an employee qualifies for the protections afforded by the American with Disabilities Act (ADA), and is also in a circumstance which would be covered by FMLA/CFRA leave, although both would run concurrently, both provisions must be separately analyzed to determine which regulation provides the greater benefit to the employee. Departments are advised to refer to DHR's *Family Leave Policy Guidelines* for additional information on making these determinations.

g. DOCUMENTING FAMILY LEAVE IN THE ABSENCE MANAGEMENT SYSTEM (AMS)

OVERVIEW

Family Leave is tracked through AMS.

Departments should refer to the AMS manual for processing employees requesting leave. The manual can be found on DHR's Intranet website (<http://dhr.mylacounty.info/>); click on the "Absence Management System" link on the list of links on the left side of the website's home page. AMS documents all leaves including family and medical leave periods covered by FMLA, CFRA, PDL, NDAA of 2010 and County Code Section 6.20.080 (L). The Leave should be entered in the AMS at the point the employee requests a leave.

Since the usage of various Family and Medical Leave laws can overlap, there are leave reasons in AMS that should be used to appropriately track the usage of each leave.

E-HR also provides the following Family Leave report:

- Total Hours Worked for Family Leave (FMLA) Eligibility

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AMS provides reports that include:

- Leave Management Report
- Long Term Leave Detail Report
- Long Term Leave Summary Report
- Demographic Breakdown Report
- Reason for Leave Analysis
- List of All Open Leaves
- Exception Report
- Overdue Task Report
- Intermittent Leaves Not Reconciled

1) Determining Eligibility for Family Leave

For FMLA or CFRA, an employee must have an aggregate service (i.e., not necessarily consecutive) of 52 weeks before the first day of Family Leave, and must have actually worked at least 1250 hours (not including any leave hours taken, but including overtime hours worked and, if applicable, military service hours as described in sub-section 2.a. Eligibility, above) in the preceding 12 months. For PDL, there are no prior service or work requirements.

When an employee requests a leave under FMLA, the leave should immediately be entered into AMS. The AMS will determine the employee's eligibility. In those cases where there may be a delay with the upload of hours worked from the Auditor Controller to AMS, staff can access the Total Hours Worked for Family Leave (FMLA) Eligibility (PAD_ODFMLAWRKHRS) report from e-HR. See the AMS manual for overriding FMLA eligibility in the AMS.

2) Determining the Reason for the Leave

Since Family and Pregnancy Disability Leaves may have different starting and end times as well as different acceptable reasons, each of these leaves must be tracked separately in AMS. Thus it is very important that specific information about the reason for the leave be obtained, as well as Start and (sometimes estimated) End dates. The employee's stated reason must be consistent with the leave reasons as specified for the respective laws. Once determined, this information is used to select one of the leave reasons provided in the AMS.

3) Establishing Family Leave Records Using AMS

AMS is currently used to track all types of leaves. If an employee has multiple leaves with different qualifying reasons, the leaves must be tracked separately (i.e. own serious health condition, care for child, care for spouse). The AMS generates the required letters including, Employer Response Packets, Approval, Denial, and Recertification letters. All letters include the FMLA Rights and Responsibilities and other notices that must be included and provided to employees requesting leave.

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Event Codes for Family Leave

There are three event codes used to report Family Leave taken on the Timesheet (TIMEI). These codes are also displayed on employees' Leave Balances/Adjustment Screen (LEAVM) to reflect Family Leave taken each calendar year:

- 074, Unpaid Family Leave Without Health Benefits

This is used on the timesheet when employees take family leave without taking paid leave and the employees are not eligible for health insurance continuation. There is no need to use AWOP (027) or SWOP (124) with this event code. This Event Code would be used in the case of a Family Leave under CFRA only when 12 weeks of FMLA has been exhausted, unless the employees are also using paid leave. If they are, then Event Code 078 is used (see below).

- 076, Unpaid Family Leave With Health Benefits

This is used on the timesheet to report unpaid Family Leave taken without paid leave, but the employee is eligible to receive Health benefits; using this code ensures the County's continuation of health and dental insurance payments.

- 078, Family Leave Benefit Tracking

This event code is used to report family leave taken that is also covered by paid leave; a paid leave event code must be used in conjunction with this code. See Recording Family Leave Covered with Paid Leave, following, for special information about how to use this code

Recording Family Leave that is Unpaid

Event Codes 074 and 076 (Unpaid Family Leave with or without health benefits) are entered on TIMEI to cover all of the hours scheduled for the day which are not paid because the employee is taking unpaid family leave. E.g., if an employee works six hours and takes two hours of unpaid family leave, the TIMEI record should reflect six hours of 099 Regular Earnings and two hours of 076 (or 074) Family Leave; for a 9/80 employee who takes an intermittent nine-hour day of unpaid Family Leave, the entry on TIMEI is nine hours of 074 or 076.

Note that either 074 or 076 is entered only on regularly scheduled workdays, including Holidays if the employee is not using Intermittent Family Leave.

Recording Family Leave Covered with Paid Leave

When an employee uses an accrued paid leave to cover an absence that qualifies as Family Leave, hours for the paid leave type and identical hours of Event Code 078, Family Leave Benefit Tracking, that is, both Event Codes, are entered.

For example, if an employee takes eight hours of Family Leave and covers it with eight hours of Vacation, the TIMEI for that work day will reflect both eight hours of 021, Vacation taken, as well as eight hours of 078, Family Leave Benefit Tracking. E-HR then pays the employee for the

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Vacation used, deducts eight hours from the employee's balance on LEAVM, and adds eight hours of (paid) Family Leave used to the employee's record.

In another example, if an employee uses two hours of Holiday time, two hours of Vacation, and two hours of unpaid Family Leave to cover a Family Leave absence on a 9-hour workday, the TIMEI record for the day shows two hours of 012 Holiday, two hours of 021 Vacation, three hours of 099 Regular Earnings, two hours of 076 or 074 Family Leave, and four hours of 078 Family Leave Benefit Tracking.

In sum, an hour of 078 is used to replicate every paid leave hour used to cover a Family Leave absence. Note that 078, like 074 or 076, is entered only on regularly scheduled workdays.

Reason Codes for Family Leave

In all cases where an Event Code 076 or 078 is used to cover a protected leave of absence, one of the Reason Codes listed below should be used:

- ▶ 150 Continuous Leave
- ▶ 160 Continuous Maternal Bonding
- ▶ 151 Intermittent Own Illness
- ▶ 152 Intermittent Pregnancy
- ▶ 153 Intermittent Care of Child
- ▶ 154 Intermittent Care of Parent
- ▶ 155 Intermittent Care of Spouse
- ▶ 156 Intermittent Care of Domestic Partner
- ▶ 157 Intermittent Bonding - Newborn
- ▶ 158 Intermittent Bonding - Adoption
- ▶ 159 Intermittent Bonding Foster Child
- ▶ 161 Intermittent Military Caregiver Leave
- ▶ 162 Intermittent Military Exigency
- ▶ 163 Intermittent Maternal Bonding

Event Code 074 is used for protected leave under CFRA for reasons other than Maternal Bonding or Care of a Domestic Partner. Therefore, any Reason Codes listed above except 156, 160 or 163 may be used to accompany Event Code 074.

3. SCHOOL ACTIVITIES LEAVE

(Reference: California Labor Code, Sec. 230.8)

OVERVIEW

California law requires an employer (with 25 or more employees) to allow employees to be absent from work to participate in school activities for children in grades K-12. This also applies to grandparents or guardians with custody.

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a. AMOUNT OF SCHOOL ACTIVITIES LEAVE

An employee may take up to eight hours per month, but not more than 40 hours during the entire school year.

b. REQUIREMENT TO USE PAID LEAVE

An employee must use paid leave, such as Vacation, VILOP, Holiday, Personal Leave, Non-Elective Leave, CTO, or Elective Leave (if he/she has no other accrued leave) to cover this absence. If none of these paid leaves is available, the employee can use unpaid leave; if unpaid leave is used, it should be entered on TIMEI as 077, School Activity Leave Without Pay to distinguish this absence from the more generic AWOP. For any paid leave used, the same amount of event code 073, School Activity Leave Tracking, should also be entered into TIMEI.

c. NOTICE REQUIREMENTS

Prior to taking the time off, an employee must give reasonable notice to his/her supervisor, and the supervisor may request verification of the employee's participation.

E-HR Event Codes Used for School Activity Leave:

077 – School Activity Leave – Without Pay – Usage

This event code is used when an employee does not have leave time described above to cover his/her absence.

073 – School Activity Leave Tracking – Usage

This event code is used in conjunction with paid leaves to track the amount of

Typically, employees who go to work for a short period of time for one of the County employee unions take an unpaid leave of absence from County employment.

However, the Board of Supervisors may approve a contract that allows such employees to remain active and requires that the union reimburse the County for all personnel costs; this last occurred in 1996, as indicated by the reference above.

E-HR Entry

If either of these arrangements should recur, department payroll staff can use the JLVE Screen to reflect the assignment, using as Leave Reason #77, Long Term Absence – Labor Union. In the case where the union is contracting to reimburse the County and the employee is continuing to receive County pay, staff must make sure to leave the Without Pay Date blank.

School Activity Leave taken along with 077 Leave.

Since event codes 077 and 073 are usage only codes. Supervisors must monitor the use of School Activity Leave.

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4. SPECIAL UNION LEAVE

(Reference: CAO Board Letter 4/12/96)

Typically, employees who go to work for a short period of time for one of the County employee unions take an unpaid leave of absence from County employment.

However, the Board of Supervisors may approve a contract that allows such employees to remain active and requires that the union reimburse the County for all personnel costs; this last occurred in 1996, as indicated by the reference above.

E-HR Entry

If either of these arrangements should recur, department payroll staff should enter Personnel Action Code (PACT) 77, Long Term Absence – Labor Union on TIMEI. In the case where the union is contracting to reimburse the County and the employee is continuing to receive County pay, staff must make sure to leave the Without Pay Date blank.

N. LEAVE FOR WORKERS' COMPENSATION INJURIES OR ILLNESSES

(Reference County Code Sec. 6.20.070; California Labor Code 4000-4999)

INTRODUCTION

The State of California Workers' Compensation laws (as codified in the California Labor Code) require paid compensation for all employees who are absent due to an illness or injury where such illness or injury is "deemed compensable" (determined to be work-related). For County employees, this compensability determination is made by either the contracted workers' compensation third-party administrator (TPA) or by the Worker's Compensation Appeals Board.

For those employees whose illnesses or injuries are deemed compensable, the State of California provides Temporary Disability (TD) compensation that is based on two thirds of the employee's average weekly earnings for the 12 months preceding the injury. The State of California applies a maximum rate to TD benefits that changes annually. Such changes are based upon the movement of the State Average Weekly Wage.

Entitlement to TD benefits is limited by statute. The limit is based on the date of industrial injury. For most injuries on or after January 1, 2008, TD benefits shall not extend more than 104 compensable weeks within five years from the date of injury.

For permanent County employees, the TD rate is usually based on their current salary. This compensation is paid for each day of the duration of the employee's temporary disability, and is not subject to income tax. Generally, the County pays regular salary for the day the compensable injury occurred.

The County provides salary continuation benefits to most Non-MegaFlex employees that exceed the State TD benefit rate. This salary continuation benefit brings the eligible employee's compensation (including the value of the TD) up to either 70% of the eligible employee's calculated salary or 100% for employees who are in certain "Safety" classifications (law enforcement, firefighting, probation officer or

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other statutorily covered positions) and who are entitled to leave benefits described in Labor Code Section 4850 (LC 4850) of the California Labor Code. The latter classes are designated on the Title Document (TITL) in e-HR with a “100%” in the IA Benefit Type field. The County salary continuation and the LC 4850 benefits are not taxable income.

CHAPTER TOPICAL STRUCTURE

The main subsections of this chapter follow:

- Provisions applicable to Non-Safety, Non-MegaFlex employees that receive 70% salary continuation in accordance with County Code Section 6.20.070 are described in Section 1.
- Provisions applicable to employees in Safety (4850) classes (100% salary continuation) are described in Section 2.
- Provisions applicable to MegaFlex employees are described in Section 3.
- General provisions covering work schedule changes and part-time IA are discussed in Sections 4. and 5.
- *Specific instructions for using e-HR to document Workers’ Compensation cases are covered in Section 6.*

Note: This section also includes a Glossary of Terms used in describing Workers’ Compensation processing. Readers with a limited understanding of Workers’ Compensation may find it helpful to refer to this section initially.

- Finally, general miscellaneous Code provisions are covered in Section 7.

Note: Absences due to work-related causes may be referred to in the following Sections as “IA” or IA Leave”.

1. BENEFITS FOR NON-MEGAFLEX EMPLOYEES NOT COVERED BY SECTION 4850 OF THE LABOR CODE

Any Non-MegaFlex employee who is not in a class covered by LC 4850 receives injury leave benefits for job-related illnesses or injuries as described under County Code Section 6.20.070. Such salary continuation benefits are paid through the County payroll system and initiated by benefit notices issued by the TPA. These salary continuation benefits are paid at 70 percent of the employee’s base salary. County payroll staffs shall initiate timely and accurate payment of these salary benefits to ensure compliance with California workers’ compensation laws. County payroll staffs are responsible for reporting the accurate payout of these benefits to the TPA.

a. Eligibility for 70% Salary Continuation

Employees eligible for the County 70% salary continuation benefits include:

- Monthly permanent or temporary Non-MegaFlex County employees who have established a Continuous Service Date

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- Daily and hourly workers who have averaged 160 hours of work each month, i.e., part-time workers are eligible if the time that they have worked would count as continuous service should they be appointed to monthly items.

b. Employees Not Eligible for 70% Salary Continuation

Hourly, daily, or other non-monthly employees who do not meet the foregoing service requirements receive only the amount of compensation based on the State of California's TD provisions, which essentially provide for 2/3 of the employee's average weekly earnings from all sources for 12 months, with a minimum and maximum determined by the California workers' compensation laws. This amount of compensation is determined by the TPA and based, in part, on salary information provided by County department payroll staff.

While MegaFlex employees (not entitled to LC 4850) are eligible for TD benefits, they are not eligible for the 70% salary continuation. These employees may use STD or accrued leave benefits to cover their IA absence. See Section 3. below for additional information regarding MegaFlex employees with an "IA".

c. WORKERS' COMPENSATION LEAVES OF ONE YEAR OR LESS (Non-MegaFlex, Non-4850 Employees)

70% Salary Continuation

Eligible County employees who are injured or become ill due to a work-related cause are entitled to be absent while injured at 70% of their monthly salary (e-HR Calculated Salary), including base and other base bonuses. While the State of California workers' compensation laws require TD be paid for job-related injuries or illnesses, the TD rate is usually substantially less than 70% of an employee's base pay. The County supplements the State TD compensation so the total amount of the benefit (including the TD) equals 70%. The total 70% salary continuation pay is not taxable.

Eligible daily and hourly employees receive eight hours of 70% of their daily rate for each workday.

The State TD rate, together with the 70% salary continuation supplement, is paid through the payroll system for the first year of absence due to IA Injury, or while the employee continues to be eligible for the 70% salary continuation. After one year (or less, i.e., for employees no longer eligible for salary continuation), the State TD rate is paid "directly" to the employee separate from the normal payroll process.

Dates for Beginning and Ending 70% Compensation

An employee may be injured at work but still be able to work, and would continue to receive normal pay. For those employees who are absent due to a compensable injury, IA leave at 70% pay begins on a date determined by the TPA. This date is called the "Salary Continuation Start Date", or "Compensability [Start] Date" (the field in the e-HR EMIAT Document is Compensability Date), and is retroactive, at the earliest, to the day after the date of injury. However, there may

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be a waiting period of three days before the 70% compensation begins if the IA absence is less than 14 calendar days. There is no waiting period if the employee is hospitalized because of the IA. The TPA determines if a waiting period is applicable and specifies the salary continuation start date.

IA leave at 70% ends at the earliest of the following dates:

- The date one year from the date of injury
- The date equal to the period of continuous service immediately prior to the injury (for daily recurrent Ocean Lifeguards and hourly recurrent Lake Lifeguards, this date means the period equal to the employee's cumulative active service performed on or after July 1, 1985)
- The date the injury or illness is no longer disabling as determined by appropriate medical authority
- The industrial injury or illness is considered permanent and stationary by appropriate medical authority. This means the employee has reached their maximum medical improvement and the disability is no longer a temporary one. In this case, a permanent disability rating is determined by the TPA. (See the "Glossary" in Section 6. for additional information about "permanent and stationary".)

Note: The State's TD entitlement may continue after the County's 70% salary continuation benefit has ended.

Supplementing Workers' Compensation Leave with Accrued Leave Prior to Compensability Approval

After the date of injury, while waiting for a determination about whether the injury or illness is compensable, an employee may use accrued 100% leave benefits to cover any period of absence. Should the injury or illness subsequently be determined compensable, the employee's leave (taken during this time awaiting the determination of compensability) is restored by the 70% salary continuation.

Whether the leave is partially taken as a supplement or is fully restored depends upon the date the information received from the TPA is entered e-HR and where this date falls relative to the payroll processing cycle. In general, the employee is allowed to supplement the 70% IA with leave from the Salary Continuation (Compensability) Start Date through the Salary Continuation (Compensability) Stop Date or through the end of the last pay period that has been paid (i.e., that pay period immediately preceding the current pay period), whichever date is the earliest. When leave that has already been paid in prior pay periods is used to supplement IA, 70% of it is restored to the employee's balances, and the remaining 30% of leave used is taken to cover the employee's 100% salary already paid. No leave time can be used in the current pay period to supplement the 70% salary continuation, because once the injury or illness is deemed compensable, an employee cannot supplement the 70% pay with accrued leave benefits.

Holidays Occurring During an IA Absence

When a holiday falls during the period of time that an employee is absent due to an IA, how it is

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processed is a function of whether the holiday has been accrued or paid by the date that the injury is entered as compensable in e-HR. If the holiday is paid before EMIAT is initiated, 70% of the Holiday time is restored, and the remaining 30% is taken to cover the 100% compensation already received. If the holiday has not been paid by the time the injury is entered, then Holiday time is not accrued and the day will be shown as 70% IA. Note that the holiday is also not accrued if the employee was using AWOP to cover his or her absence pending the determination of compensability.

The two foregoing supplement/restoration actions are illustrated following:

Leave Supplement/Restoration Example

Hal Brown, who has been in continuous service for five years, injures his back while at work on March 1. Hal is off work continuously due to his injury from March 2 until he returns to work on June 1; the injury is deemed compensable and entered into e-HR on April 26. Hal uses full pay Sick Leave to cover the period of absence from March 2 through April 25.

Hall receives 100% of his Calculated Salary from March 2 to March 31, and 70% of his Calculated Salary from April 1 through May 31. March 1 is considered as a full day at work, regardless of the time the injury occurred. He has 70% of his Sick Leave restored to him for the period between March 2 and March 31, because this leave was paid on April 15 before entry into e-HR on April 26. And the remaining 30% is taken to make up the 100% of salary for which he has already been paid on April 15. The Sick Leave that would have been taken between April 1 and April 15 before the injury was deemed compensable, and which has been entered into e-HR, has not been paid, even though the April 1– April 15 pay period has been processed; it would not be paid until May 15, and thus 100% of it is restored. In this case, all of the 100% leave that Hal proposes be used in April pending the compensability determination is restored, and thus, he receives 70% IA compensation for all days in April. For March, assuming that there are 20 working days between March 2 and March 31, Hal would have 112 hours of Sick Leave restored to him (160 hours at 70% = 112 hours). The other 48 hours are taken to make up the 100% salary received for this period.

If a holiday had occurred during the time for which he had already been paid while awaiting compensability determination (e.g., if March 17 were an official County Holiday), then 70% of it (5.6 hours) would be restored, and the remaining 2.4 hours would be taken to make up the difference between 70% and the 100% already paid. If the holiday occurred during the period when time was processed but not paid (e.g., if April 13 were an official County Holiday), Hal would accrue eight hours for the holiday and the system would show that he received 70% IA for the day. If the holiday occurred during the period after the injury was deemed compensable and entered into e-HR, but the pay period had not been processed, (e.g., if May 1 were an official County Holiday), then he would not accrue the holiday.

Absent Without Pay (AWOP) During the Period Before Compensability Determined

If an employee, in lieu of using leave, is absent without pay during the period from the date of injury onward, pending the determination of compensability, once the injury is deemed compensable, the employee is paid 70% of his or her salary retroactively, from the Compensability Start Date to the Compensability End Date. Note that an employee using AWOP while awaiting the compensability determination is not entitled to accrue holidays.

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Example: Susan King, who was hired on April 1, injures her foot while at work on September 1. She has thus been in continuous service for five months (153 days). She is off work continuously until she returns to work on February 25 of the next year and the injury is deemed compensable and entered into e-HR on October 18. Susan had no leave benefits available, and was absent without pay from September 2 through September 14.

Susan would receive 70% of her Calculated Salary from September 2, including the period from September 2 through September 14 when she was absent without pay pending the determination of compensability, through February 1, since she has only five months (153 days) of continuous service, and the 70% salary continuation benefit is limited to the period of continuous service immediately prior to the injury. For the remainder of the time she was off work, she would be AWOP, although she would still be receiving the State's TD benefit. Because the September holiday (Labor Day) was not processed nor paid before compensability was entered, and also, because she initially was on AWOP from September 2 to September 14, she does not accrue the holiday, nor any other holidays occurring during the remainder of the year because she is then on IA.

Outside Earnings Exception to the 70% Salary Continuation

Although the basic salary continuation benefit provides a leave at 70% pay, if the employee receives more than 70% of his or her base pay from a combination of Workers' Compensation benefits required under State law and earnings from other employment, the County does not provide any additional supplementation.

If a department is aware of an employee's outside earnings, this information should be communicated to the TPA, who verifies such earnings and may reduce the TD accordingly. The TPA determines what the employee should be paid, and communicates this to the Auditor, which pays the employee outside of the normal payroll system, i.e. through Disbursements Division rather than Countywide Payroll Division.

Thus, in the case of an employee whose combined outside earnings and TD exceed 70% of the employee's salary, since the employee cannot supplement with leave benefits (in the first year), in e-HR the employee is put on straight AWOP (not IA AWOP).

d. LEAVES OF MORE THAN ONE YEAR

(or Leaves for a Period Exceeding Continuous Service, Non-MegaFlex, Non-4850 Employees)

If an employee is absent due to a compensable injury or illness for more than one year from the date of injury or illness (or for a period exceeding his or her continuous service), different benefits apply, beginning with the date one year from the date of injury or the date which first exceeds his or her continuous service. The employee may elect either:

- To receive only those TD benefits required under State Workers' Compensation laws;

- or -

- To use accrued leave benefits to supplement the State TD benefit.

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Note, however, that only the amount of leave benefit necessary to achieve 100% pay (when added to the State's TD compensation and outside earnings, if any) is reported. Note also that if the employee has outside earnings, the TPA may adjust the amount of the TD compensation. Thus again, if a department is aware of the possibility of an employee's having outside earnings, this information should be communicated to the TPA for verification.

Example: Tom Mason remains out due to a compensable injury for over one year. In this example, assume the State's TD benefit is 40% of Tom's calculated salary. Tom may use only the amount of accrued leave hours (e.g., 4.8 hours of full pay Sick Leave, Vacation or CTO on each regularly scheduled workday) needed to receive 100% of pay, or Tom can keep his leave, and receive only the TD, which is equivalent to 40% of his pay.

Moreover, when an employee is using Part-Pay Sick Leave, the total amount of pay, (including the State's TD payment) cannot exceed 65% or 50%, whichever is applicable. Note also that, as described in the Part-Pay Sick Leave sub-section of the Sick Leave section of this Chapter I, Part-Pay Sick Leave cannot be used to supplement Workers' Compensation benefits until full pay Sick Leave is exhausted.

Thus, if Tom has no full pay Sick Leave and wishes to use Part-Pay Sick Leave to supplement his Workers' Compensation benefit, he needs to use (on every calendar day) only 25% (two hours) of his 65% part-pay hours to receive 65% pay. (Since 65% minus 40% [the equivalent value of the TD] = 25); or only 10% (.8 hours) of his 50% part-pay hours to receive 50% pay (50% minus 40% = 10).

For additional information about calculating and entering these hours in e-HR, see Section 6.f, Reporting IA Absences on Timesheet (TIMEI), below.

2. BENEFITS FOR EMPLOYEES COVERED BY SECTION 4850 OF THE CALIFORNIA LABOR CODE

a. Classes Eligible for Benefits Under Section 4850

Employees who are on a job in one of the following occupations and who are a member of one of the County retirement systems are eligible for benefits under LC 4850:

- Professional fire-fighting classes in the Fire Protection Series
- Professional Forestry classes in the Forestry Group
- Active law enforcement classes in the Deputy Sheriff Group
- Custody Assistants
- Security-related classes in the Safety Police Series
- District Attorney Investigators in the Law Investigation Series
- Lake and ocean lifeguard classes in the Lifesaving Series
- Counselors, juvenile service officers, or deputy probation officers in the Probation Series

This eligibility is indicated on the Title Table (TITL) in e-HR as "IA Benefit Type-100%" in the IA Benefit Type field. However, certain employees within some classes (e.g., Custody Assistant) designated as IA Benefit Type "Both" on TITL may not be eligible for 4850 benefits, as determined by the employee's department and based on the employee's assignment.

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Note: There are no continuous service requirements that LC 4850 eligible employees have to meet.

Note: LC 4850 eligible employees may be MegaFlex or non-MegaFlex employees.

b. Amount of Compensation

The amount of compensation depends upon whether the employee needs to be absent for less than or more than a year; these differences are described below.

Leaves of 365 Days or Less

Eligible employees receive leave at full (100%) pay for up to 365 days (or 366, if 2/29 is compensable). The 365-day limit refers to the number of actual days during which the employee receives benefits, and not necessarily to an elapsed period of one year from the date of injury, which is the case for non-4850 employees.

None of this compensation is subject to income tax.

As an example, an eligible employee suffers a compensable injury on July 1, 2014 and begins to receive full pay leave on that date. On February 1, 2015, seven months (214 days) later, the employee returns to work, but on April 1, 2015, the employee suffers a relapse of the same injury. This employee is entitled to up to five additional months (151 days) of full pay leave (to bring the total to 365 days) even though this amount of leave will not be completed until August 29, about 14 months from the date of original injury.

Any leave taken to cover an absence pending a determination of compensability is fully restored when the injury or illness is deemed compensable.

Leave After 365 Days

After the 365 days of full pay leave are exhausted, eligible employees may elect the same options as employees who are not covered under LC 4850 after their 70% leave is exhausted. That is, an employee may elect either:

- To receive only those TD benefits required under California workers' compensation laws;

- or -

- To use accrued leave benefits to supplement the State TD benefit.

Note: Only that fraction of leave benefit necessary to achieve 100% (or, if applicable, 65% or 50% pay, when added to the State's TD compensation and other earnings, if any) may be used.

3. IA FOR MEGAFLEX EMPLOYEES

While all MegaFlex employees are eligible for the State's TD benefit, they are not eligible for the County 70% salary continuation supplement. However, 4850 MegaFlex employees are eligible for the 100% salary continuation because this is a provision of State law and therefore these employees

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were not affected by the installation of the County's MegaFlex program. This Section 3. describes the unique attributes of administering IA for MegaFlex employees.

a. IA for 4850 MegaFlex Employees

4850 MegaFlex employees receive the same benefits, and are processed in the same way, as 4850 Non-MegaFlex employees. That is, a 4850 MegaFlex employee who has an illness or injury that is clearly work-related will usually use 100% leave to cover the absence period pending the determination of compensability. The 4850 MegaFlex employee may alternatively use 100%, 80%, or 70% (as purchased) STD benefits, pending the determination of compensability, although if the absence is deemed compensable, the STD is limited to 70%, which makes its use unlikely. When the absence is deemed compensable, all of the leave time used is restored, and the employee begins receiving the 100% Workers' Compensation benefit pursuant to California Labor Code 4850 provisions, and any STD payments are replaced by 100% IA. This income is non-taxable.

Note that because STD benefits run concurrently with the 4850 benefits, a 4850 MegaFlex employee does not start to receive STD benefits after one year of 4850 benefits.

Instead, once the initial year of IA benefits prescribed by L.C. 4850 has been exhausted, a 4850 MegaFlex employee can choose the either of the two options available to all Non-MegaFlex employees, i.e., receive only State TD, or supplement the TD with accrued leave.

Thus, after the first year of disability, all employees, including those covered by LC 4850, are treated the same, except for Non-4850 MegaFlex employees, for whom the provisions are unique; they are explained in the following sub-section.

b. IA for Non-4850 MegaFlex Employees

As indicated above, Non-4850 MegaFlex employees are not eligible for the County's 70% salary continuation. Therefore, such an employee who suffers a workers' compensation injury may choose to cover his or her absence with the STD plan, as purchased, or with accrued leave benefits, or the employee may elect to receive only the State's TD benefit.

Using STD During the First 26 Weeks

If a Non-4850 MegaFlex employee elects to use his/her benefits under the STD plan, all of the STD plan requirements apply to this employee: i.e., he/she must request that the absence be approved as an STD, must observe a waiting period during which he/she can use 100% leave, and then, if the STD is approved, the employee receives either 100%/80%, or 70% based on the option he/she has previously chosen; note, however, that if the absence is deemed compensable, the employee's STD benefit is limited to 70%, even if the employee opted for the higher benefit. Alternatively, in accordance with the provisions of the STD plan, the employee may elect to cover his/her absence with accrued 100% leave, but he/she can switch between 100% leave and STD, or vice-versa, only once. The use of either STD or leave is coordinated with the value of the state's TD.

Once an employee's illness/injury is deemed compensable, that portion of the employee's compensation equal to the State's mandated Workers' Compensation TD benefit becomes non-taxable back to the date determined by the TPA, regardless of whether the employee is using STD or

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accrued 100% leave benefits. The portion of 100% leave that is equal to the value of the State's TD benefit, and used prior to the determination of compensability, is restored.

If the employee elects the 70% STD benefits, the amount received under the STD plan must be equal to or exceed the State's TD amount (which is likely); otherwise, the employee receives only the TD. The two (STD and TD) are "coordinated;" i.e., the STD benefit is reduced by the value of the TD. However, that portion equal to the State's TD is non-taxable. If the employee elects to use 100% leave benefits, that portion of the leave compensation that equals the State TD also is non-taxable and is not charged against 100% leave benefits.

Note: An employee receiving, or eligible to receive, STD benefits continues to receive the MegaFlex cafeteria contribution, even if the TD rate exceeds the employee's STD rate, and the employee receives only the TD benefit.

All of the foregoing benefits are paid through the normal payroll system.

See section 6., subsection c., "Reporting Time for Non-4850 Employee IA," below, for information about how to make the required entries on the-timesheet screen in e-HR.

After the 26-Week STD Period

If an employee remains temporarily disabled due to an IA after the 26-week period covered by the STD plan, the employee may enter the LTD plan, if purchased. At this point, the employee may then elect to use the LTD benefit, or use (or continue to use) 100% leave benefits. Either the LTD or the leave benefit is still coordinated with the State's TD amount, so that the employee's compensation does not exceed 66.66%, if using LTD, or 100%, if using leave. Thus, the amount of any leave charged must be reduced by the value of the State's mandated TD amount.

Neither the LTD nor the State TD benefit is paid through the normal payroll system. The coordination of benefits is done by the TPA.

Note that the cafeteria plan contribution ceases in any month that an employee records only LTD or AWOP time.

4. WORK SCHEDULE CHANGES REQUIRED

Whenever any employee is absent due to an IA and the absence is expected to last more than a few days, the employee's work schedule must be changed to a 5/40 schedule.

Changing all employees' work schedules greatly simplifies the coding of time, especially since IA compensation is usually coded on weekends, and a 5/40 schedule enables e-HR's IA Retroactive process to function accurately. Thus, for all employees, the schedule change must be made before entering information on the Industrial Accident Screen (EMIAT), preferably whenever an absence is expected to last more than a few days, and may potentially result in an IA case.

Note: If an approved IA results in lost time of less than a day, the schedule is not changed; no IA coding is used; and any lost time is simply coded as Workers' Compensation Leave, Event Code 150. This applies also even if the employee misses a few hours from work each week because of

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therapy/treatment for the IA. In these cases, an Industrial Accident Tracking Document (EMIAT in e-HR is not initiated.

See sub-section 8.c. Additional Medical Treatment, below, for additional information regarding the use of Leave Event Code 150.

Note also that the TPA may approve as compensable a work-related absence of a few days. In this case, the schedule need not be changed, but hours scheduled for day(s) should be coded using the appropriate IA Leave Event code (see sub-Section 6., sub-Section F. “Reporting IA absences on the Daily Timesheet document (TIMEI) or Daily Timesheet Adjustment document (TADJ)).

5. PART-TIME (LIMITED DUTY) IA

a. Definition of Part-Time IA

On occasion, the TPA approves a plan whereby an employee who has suffered an IA may return to work on a part-time basis; this is sometimes referred to as “Limited Duty” IA. However, to avoid confusion with the kind of return to work on a “limited duty” basis where physical work restrictions, e.g., a restriction limiting lifting heavy objects, are imposed, the term “part-time” is used herein.

Note: Departments must ensure that an employee does not work more hours than are approved/authorized by the TPA.

b. Processing Part-Time IA for All Non-MegaFlex and 4850 MegaFlex Employees

The Part-Time IA may be authorized either before or after the employee has exhausted his or her 70% (or 100%) salary continuation benefits.

The TPA indicates the number of hours that the employee is allowed to work. These hours are coded as regular earnings, 099; the balance of scheduled time is coded with the appropriate IA Leave Event code. That is, if the Part-Time IA return occurs before one year from date of injury, (or before a year of benefits has been received), then the balance of scheduled time on each workday is coded as 70% or 100% IA leave. If the Part-Time IA occurs after one year, then the balance is coded as IA AWOP and (perhaps) various leaves. For additional information about time reporting in Part-Time IA situations, please see Section 6.c., below.

Note, however, that if the employee has exhausted the 100% (California Labor Code 4850) or 70% (County Code) salary continuation benefits, and if the employee’s total salary (099 earnings plus leave earnings, plus State TD benefits) exceeds the California State maximum, the employee may not receive the additional State Temporary Disability pay, or it may be reduced by the TPA, based on the TPA’s recalculation of wage loss.

c. Part-Time IA and 4850 Employees

The return to work of a 4850 employee on a Part-Time IA basis does not prolong the years’ worth of 100% benefits. For example, a 4850 employee who is absent on an IA for 10 months returns to work on a 50% basis. This employee receives another two months of 4850 benefits (but not four).

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d. Part-Time IA for MegaFlex Employees With IA's

Part-Time IA may be authorized for these employees just as for other employees. The TPA indicates the number of hours that the employee is allowed to work. These hours are coded as regular earnings, 099; the balance of scheduled time is coded as follows:

- For 4850 MegaFlex employees, with the 100% IA code or other codes (see Section 6.) that were being used while the employee was fully absent;
- For Non-4850 MegaFlex employees, the balance of time is continued as before with 100% leave, STD, or LTD.

e. Part-Time IA and Exempt Employees

Although Exempt Salaried employees are nominally assigned to 40 (or 56) hour work schedules, these employees are expected to work whatever is required to get their jobs done, which may be more or less hours than their work schedules provide. Therefore, Exempt Salaried employees ordinarily take leave only in full-day increments; they are not docked for partial day absences, and they receive their regular earnings for the entire day, even if part of the day is worked and another part is taken off.

However, the case of an Exempt Salaried employee authorized for a partial return-to-work is an exception to this, since such employee is not expected to work whatever number of hours are required to get the job done; indeed, the employee is prevented from doing so by physician's orders. Thus the Federal Family Leave Act and the County Code provide that Exempt Salaried employees who are on Family Leave may record partial-day absences, whether or not they are covered by leave. Accordingly, departments should ensure that these employees who are authorized for a part-time return to work are also shown as being on Family Leave.

(For specific information about recording Family Leave, readers should refer to Section M [Unpaid and Family Leave] in this Chapter I of the Interpretive Manual)

Moreover, it is County policy that in the event that an Exempt Salaried employee remains unable to return to work on a full-time basis after the 480-hour FMLA period has ended, the employee is deemed not to be Exempt Salaried for the duration of the illness/injury, since he/she is simply not physically capable of performing at the level expected of Exempt Salaried employees. Therefore departments must change the affected employee's FLSA Status to Non-Exempt in the FLSA using an individual override on the employee's assignment record with the Employee Status Maintenance Document (ESMT) for the duration of the IA.

In sum, Exempt Salaried employees authorized for Part-Time IA are processed in the same way as Covered employees; i.e., their hours reflect the hours actually worked, with the balance of scheduled hours coded as appropriate for their IA status.

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6. DOCUMENTING WORKERS' COMPENSATION (IA) IN E-HR

INTRODUCTION

This section defines the terms and describes the data and time entries that must be made in e-HR to document the facts relating to an employee with a Workers' Compensation (IA) case. It includes the following sub-sections:

- Overview of e-HR Document in IA Processing
- Glossary of Terms related to EMIAT and IA DOCUMENTS
- Changing employees' work schedules
- Using the Industrial Accident (EMIAT) Tracking Document
- Automated Processing of IA
- Reporting IA Absences on Daily Timesheet TIMEI/TADJ)
- Reporting IA After One Year (including calculations to offset leave by TD value)
- Reporting time on-the-TIMEI/TADJ for Part-Time IA's
- Glossary of Terms related to the EMSTD document
- Changing employee work schedules
- Using the Short Term Disability Tracking document (EMSTD)
- Automated Processing of STD and IA for Non-4850 Megaflex employees in e-HR
- Reporting IA time on the TIMEI/TADJ documents for Non-4850 MegaFlex Employees with IA's
- Reporting IA time on the TIMEI/TADJ documents for Non-4850 MegaFlex employees with Part-Time IA's.
- Reporting time for Non-MegaFlex Employees with High Outside Earnings

a. OVERVIEW OF EHR DOCUMENTS IMPORTANT IN IA PROCESSING

The Industrial Accident Tracking Document (EMIAT)

To process a Worker's Compensation claim in e-HR the Payroll Clerk or Return-to-work Coordinator will access the Industrial Accident and Short Term Disability (IASTD) activity folder to create an Industrial Accident Tracking Document (EMIAT), which is used to record information needed to keep track of an employee's Workers' Compensation (IA) case. Proper use of this document is key to accurate processing. This document is used for all employees except Non-4850 MegaFlex employees and non-monthly employees receiving only the State TD.

For all Non-MegaFlex employees and 4850 MegaFlex employees, entering data on the EMIAT document invokes a retroactive process in e-HR that automatically makes all of the necessary adjustments to all of the employee's records during the initial year of absence. Thus, the system uses information from this document to create TADJs that restore leave used pending a determination of compensability. E-HR will also pay an employee who was AWOP pending this determination, and enter the appropriate IA Leave

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Event onto the employee's Time and Events History Wizard (TEHW) record during the period of absence due to the IA. E-HR thereby relieves payroll staff from the task of entering this time each pay period and of making retroactive manual corrections.

The Short Term Disability Tracking Document (EMSTD)

To process Worker's Compensation claims for Non-4850 MegaFlex employees the Payroll Clerk or Return-to-Work Coordinator will access the Industrial Accident and Short Term Disability (IASTD) activity folder to create a Short Term Disability Tracking document (EMSTD), which is used to record information needed to keep track of a Non-4850 MegaFlex employee's Worker's Compensation (IA) case and for the system to process the case; proper use of this document is key to accurate processing.

Entering data on the EMSTD document invokes a retroactive process in e-HR that automatically makes all of the necessary adjustments to all of the employee's records during the period of absence due to the IA.

E-HR uses information from this document to automatically create TADJs that restore leave used (pending a determination of compensability) and enter the appropriate Leave event codes on the employee's Time and Events History Wizard (TEHW) record during the period of absence due to the IA. This process includes reducing the amount of any leave charged by the value of the State's mandated TD amount. The States' Mandated TD amount is nontaxable. E-HR thereby relieves payroll staff from the task of entering this time each pay period and of making retroactive manual corrections.

The Daily Timesheet (TIMEI) and the Daily Timesheet Adjustment Documents (TADJ)

IA time can be recorded manually with the timesheet document (TIMEI) or with the timesheet adjustment document (TADJ).

The TIMEI document can be used by staff to record IA Leave time for current and future pay periods, while the TADJ can be utilized by staff to document current and retroactive time adjustments converting accrued sick Leave or AWOP to IA Leave time.

Note: No time entries are made on TIMEI/TADJ for a non-monthly employee receiving only State TD.

b. GLOSSARY OF TERMS

Following are definitions of terms used in the IA process, including the data that are entered on the EMIAT document.

Active IA Case: This means that the employee is eligible to receive Workers' Compensation benefits for a specific illness/injury. Also see Injury End Date.

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Benefit Amount:	This is a data element on EMIAT; Document it is the weekly amount of Temporary Disability compensation that the employee is entitled to receive under the State's regulation; the figure is provided by the TPA. This benefit amount is included within the 70% / 100% first year salary continuation benefit, but is paid directly to the employee after salary continuation ends.
Benefit Type:	Indicates the benefit coverage percentage effective for the disability. The benefit rate effective at the time of disability which will be used to pay the employee, even if the disability period carries over into a new year and the employee elects a different benefit rate.
Compensable:	A term commonly used to denote an Industrial Accident case that has been accepted and entitled to receive workers' compensation benefits.
Date of Injury/Illness:	If the injury was caused by one event (a specific injury), this is the date of the event. If the injury was caused by repeated exposures (a cumulative injury), this is the date that the worker knew or should have known that the injury was caused by work. It is considered a regular work day, regardless of the time of day the injury occurred.
Inactive IA/Illness Case:	This means that the employee is <u>no longer</u> eligible to receive workers' compensation TD benefits for a specific illness/injury. Also see Injury/Illness through Date.
Injury Illness Through Date:	This is a data element on EMIAT; it is the first date that the employee is no longer eligible to receive any County or State Temporary Disability benefits, either because the employee has returned to work (even if the return is on a part-time basis) or because the TPA notifies the department that the employee is no longer eligible for Workers' Compensation benefits. If this date is blank on EMIAT, the case is still active; if the date is present, the case is inactive.
Last Benefit Date:	The last day that an employee is eligible to receive the first year of Salary continuation benefits. For Non-Safety employees who are eligible for 70% salary continuation benefits, this date is one year from the Date of injury. For Safety employees who are eligible for 100% salary continuation benefits, it is 365 (366 for leap year) days spanning over an indefinite period.

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Note that for a 4850 employee, the Last Benefit Date may need to be updated on the EMIAT Document. This occurs when such an employee returns to work and then suffers a re-injury. In this case, the Last Benefit Date is adjusted by the number of days that the employee worked on his/her return, to ensure that this employee receives the full 365 days (366 for a leap year) of IA benefits to which he/she is entitled.

Note also that for a Non-4850 employee who has less than one year of continuous service, the Last Benefit Date is equal to the Date of injury plus the length of the employee's service. Thus, for an employee who is hired on March 25, 1999 and who is injured on May 19, 1999, the Maximum Benefit Date is July 14, 1999.

Notification Date:	This data element on the EMIAT Document is the date of the notice from the TPA informing an employee that a salary continuation period has been authorized. This date should <u>not</u> be updated unless a subsequent notice from the TPA reports a change to the previously reported compensability (salary continuation) period.
Permanent and Stationary (P & S)	<p>Permanent and stationary means that it is the opinion of doctors and TPA that the condition of an employee who has sustained an injury/illness is not expected to improve and has reached its maximum medical improvement.</p> <ul style="list-style-type: none">➤ If P&S, the employee <u>cannot</u> receive TD benefits; P&S takes precedence over TD, and any TD benefits must be stopped.➤ For Non-4850 employees, P&S stops salary continuation benefits;➤ For 4850 employees, 100% LC 4850 benefits can be paid even after the employee has reached P&S status.
Post Salary Continuation Benefits:	These are benefits paid directly to the employee (i.e., outside the normal payroll system) after the first year of salary continuation benefits. In the past, these benefits were referred to as "Post 231 benefits," based on the section number in the old salary ordinance.
Post Salary Continuation Period:	This period is derived from the EMIAT Document. It is the period of time that the employee receives IA benefits after the first year of salary continuation benefits.

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Salary Continuation:	These are first year IA benefits received as a percentage of an employee's semi-monthly salary. Employees covered by Section 4850 of the California Labor Code receive 100% of their salary for one year; all other eligible employees receive 70% of their salary for up to one year from the Date of Injury/Illness.
Salary Continuation Period:	This period is derived from the Salary Continuation Start and Stop Dates on the EMIAT Document. It is the period of time that the employee is eligible for and authorized to receive Salary Continuation benefits. If a Salary Continuation Period has a Start Date but no Stop Date on the EMIAT Document, the benefits are ongoing and the period is considered "open".
Salary Continuation Start Date (Compensability Start Date):	A data element on the EMIAT Document, (entered as Compensability Start Date), this is the start date for the period in which the employee is eligible to receive either the 70% or 100% Salary Continuation benefit. This date is furnished by the TPA.
Salary Continuation Stop Date (Compensability Through Date):	A data element on the EMIAT Document reflected in the Compensability Through Date field. This date is entered by department staff as the last date that the employee is eligible for salary continuation benefits (70% or 100%) either because the injury has ended or because the year of benefits has elapsed.
Temporary Disability (TD) Benefits:	These are State-mandated payments made in connection with an approved IA case; they are expressed as a weekly amount and entered on EMIAT in the Benefit Amount field. "Temporary Disability" is determined by the TPA and/or WCAB based on medical evidence. Employees <u>cannot</u> receive TD benefits if an injury has been determined to be Permanent and Stationary. After the first year, this amount (TD) is paid outside the payroll system directly to the employee.
Third Party Administrator:	This is a contractor (referred to as the "TPA") that bid and was awarded a contract to perform workers' compensation claims administration services. TPA duties include determining eligibility for benefits and notifying the employee and the employee's department in writing of the findings.

c. CHANGING EMPLOYEES' WORK SCHEDULES

As indicated in Section 4 above, when it is clear that the employee is going to be absent due to a potential IA/Illness for more than two or three days, the employee's work schedule must be changed to a 5/40 schedule, if it has not been changed already. This must be done even before the absence is confirmed as an IA-

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To change a work schedule, update the employee assignment by entering the changes in the ESMT Document with the effective date equal to the date of the schedule change, not later than the compensability start date. (For further instructions, refer to Desk Procedures DP-TM-080-D)

d. USING THE INDUSTRIAL ACCIDENT TRACKING DOCUMENT (EMIAT)

When the department receives information from the Workers' Compensation Third Party Administrator (TPA) indicating that the employee's illness/injury is deemed compensable, department staff must first verify that the employee's work schedule, as reflected on TIMEI, is 5/40. If not, then staff must change it to a 5/40 retroactively effective to the compensability start date. Department staff also must manually create and submit TADJ documents to correct the employee's time retroactively to be consistent with the 5/40 work schedule. After the work schedule has been changed and the TADJ documents have been submitted and approved, staff can now establish the employee's EMIAT record by entering the Document's effective date (FROM date), Claim Number, Illness/Injury Start Date, Benefit Type, Benefit Amount, Compensability Start Date, and Notification Date, and any other related details required by the EMIAT document. For further details in creating an EMIAT Documents, please refer to Desk Procedures DP-TM-100-D (70% IA) and DP-TM-101-D (100% IA)

Based on this information, e-HR performs all of the operations necessary to correct a Non-MegaFlex or any 4850 (i.e., both MegaFlex and Non-MegaFlex) employee's time, leave, and pay records.

Thus, it is very important that the information be entered accurately, that the information received from the TPA is clear, and that it accurately conforms to the apparent circumstances to the case. Any questions or discrepancies must be resolved by contacting the TPA before entering data into e-HR.

Note: To assist in accurate processing, we recommend that departments establish an IA folder in which all documents pertaining to the employee's IA absence are kept. Then, when the notification from the TPA is received, it can be compared to the information in the folder to detect discrepancies.

If the Compensability Start Date is in a pay period prior to the current pay period or the current pay period being processed, e-HR retroactively corrects the data in all pay periods within a compensability period. In this process, e-HR restores 70% of leave used and adjusts leave balances, and processes pay by changing all eight-hour days to the correct 70% IA Leave Event code. (IA is also entered on the weekends). For 100% IA cases, e-HR restores 100% of leave used and adjusts leave balances, and processes pay by changing all eight-hour days to the correct 100% IA Leave Event code (IA is not entered on the weekends for 100% IA cases); this is why it is very important that the employee's work schedule be changed to a 5/40 schedule before the EMIAT document is processed.

When an employee returns to work during the first year, on a full-time basis, payroll staff must enter the Injury/Illness Through Date, as the date before the employee returns to a full time or part-time basis.

Note that the EMIAT Document provides multiple lines for entering Compensability Start Date, Notification Date, and Compensability Through Dates. These additional lines are used to record re-occurrences of the same original injury within the period of time during which the employee is eligible for 70% or 100% benefits. That is, an employee may return to work, suffer a re-injury, and the TPA will deem it related to the original injury and establish a new period of compensability, assuming that one year, or one year of benefits, has not been exceeded.

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In the event of a re-occurrence of the same injury, the TPA will send a new notice, and department staff must modify the EMIAT Document by creating a new “From” date, blank out the Injury/Illness Through Date, and insert a new line of compensability, and enter a new Compensability Start Date , Notification Date , and Compensability Through Date.

e. AUTOMATED PROCESSING OF IA IN e-HR

When the EMIAT Document is completed, e-HR uses the information entered to perform automatically various processes for active IA cases, such as carrying out retroactive corrections. When EMIAT is updated, other automated corrections are made. All of these processes are described below. Note again, however, that these automated processes are only accomplished if the employee’s work schedule has been changed to a 5/40 schedule and all of the time to be corrected already reflects this schedule change (i.e., all days are recorded as eight-hour days).

Processing the Current and Subsequent Pay Periods within the Initial Year

E-HR pre-populates time via the Daily Timesheet Document (TIMEI or Time Adjustment Document TADJ) to the appropriate IA Leave Event Code:

For 4850 employees: Leave Event Code 151 - Industrial Accident – 100%. Note: this is a workday pay event calculated with an hourly rate on a semimonthly salary/Pay period schedule hours. No IA weekends codes are used for 100% IA.

For other Non-MegaFlex employees: Leave Event Code 153 Industrial Accident – 70%. (This is a Calendar day pay event with an hourly pay rate calculated as: Semimonthly Salary/Semimonthly Calendar day-hours X .70).

Note: Semimonthly Calendar day hours are calculated as follows:

For a 30-day month = 30 days x 8 hrs per day = 240 hours/2 = 120 semimonthly hours

For a 31-day month = 31 days x 8 hrs per day = 248 hours/2 = 124 semimonthly hours

Leave Event Code 154 Industrial Accident – 70% on the weekends (This is a Calendar day pay event with an hourly pay rate calculated as: Semimonthly Salary/Semimonthly Calendar day Hours X .70).

Verification of Pay for Current and Future-Dated 70% IA

For example: An employee’s semimonthly salary is \$5,000.00, is scheduled for 88 hours (11 days at 8 hours per day) in the pay-period, and is compensable during the first pay period of June. His timesheet will be pre-populated with 70% IA code 153 Monday-Friday and code 154 on Saturday-Sunday. The employee would be paid as follows:

Calendar Rate: $\$29.1667 = \$5,000.00/120 \text{ hrs} \times .70$

Employee is paid code 153: $8 \text{ hrs.} \times .29.1667 = 233.33 \times 11 \text{ days} = \$2,566.63$

Employee is paid code 154: $8 \text{ hrs.} \times .29.1667 = 233.33 \times 4 \text{ days} = \$ 933.32$

TOTAL = \$ 3,499.95

\$3,499.95 is approximately \$3500 which is 70% of the employee’s salary.

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Note: - Department staff needs to enter on e-HR, TIMEI the appropriate IA earnings Leave Event code 154 – Industrial Accident 70% RDO) for time on the weekends, if they have not already been entered with any time.

Note also that e-HR-edits the reporting of time to ensure that only these codes (151 – 154) are entered on TIMIA for active IA cases (less than one year old).

Processing Previous, Already-Paid Pay Periods within the Initial Year

e-HR, in its retroactive process, converts AWOP or leave time paid and recorded in eight-hour increments on employees' Pay History, and Timesheet Document (TIMEI) to the appropriate IA Event code and restores leave time as follows:

For All 4850 Employees:

- e-HR restores all 100% leave hours that were reported as used, and processes necessary adjustment to payroll to convert earnings previously paid-to 100% IA earnings. Earnings (Leave Event Code 151) on all scheduled workdays
- For 100% IA cases, no IA is reported on the weekends.
- If the employee was using Part-Pay Sick Leave or STD, e-HR restores this leave and changes the earnings to 100% IA, for weekdays. IA (Leave Event Code 151) on all scheduled workdays. No IA is coded on the weekends for 100% IA cases.
- If the employee reported AWOP time, this time is converted to 100% IA. (Leave Event Code 151) on all scheduled workdays. No IA is coded on the weekends for 100% IA cases.
- e-HR updates the Employee Time and History Wizard (TEHW) page to reflect these changes.

For Non-4850, Non-MegaFlex Employees:

- e-HR restores 5.6 hours/5:36 hours (70% of eight) of all 100% leave hours that were reported as used, and processes necessary adjustments to payroll to convert earnings paid previously to eight hours of 70% IA (Leave Event Code 153) and 2.4 hours/2:24 hours (30% of eight) of the 100% leave hours used for all scheduled workdays. E-HR also enters 8 hours of the 70% IA (Leave Event Code 154) for each weekend day.

For Example: if the employee initially coded and was paid 8:00 hours of 011 (100% Sick Leave), then upon being deemed compensable for 70% IA, e-HR would perform the following automated retroactive adjustments:

Mon-Fri

- 5:36 hours of 011 (restores 70% of the 011 hours back to leave balance)
- 2:24 hours of PY011 (ensures employee keeps 30% of Leave already paid)
- 8:00 hours of 153 (pays the employee the 70% nontaxable IA)

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Sat-Sun

8:00 hours of 154 (70% IA is paid on weekends to comply with calendar day pay requirement)

In e-HR the Employee Time and Events History Wizard page (TEHW) would display the following:

Mon-Fri

2:24 hours of 011

2:24 hours of PY011

8:00 hours of 153

Sat-Sun

8:00 hours of 154

- If the employee was using Part-Pay Sick Leave, e-HR restores this leave and changes the earnings to 70% IA (Leave Event Code 153), for all scheduled workdays and enters 8 hours of the 70% IA (Leave Event Code 154) for each weekend day.
- If the employee reported AWOP time, this time is converted to 70% IA. (Leave Event Code 153) for all scheduled workdays and 8 hours of the 70% IA (Leave Event Code 154) for each weekend day.
- e-HR updates the TEHW page, Leave M Folder and Pay History to reflect these changes.

Verification of employee Pay When Receiving Retroactive Workers' Compensation

Based on the above scenario, when an employee is initially coded and paid 8 hours of 100% Sick Leave (011) and then retroactively adjusted for 70% IA (153/154), the following is an example of how to verify that the employee was accurately paid in e-HR.

Example:

Employee's semimonthly salary is \$5,000.00

Scheduled pay period is June 1 – June 15th

Scheduled hours in the Pay period 88 hours (11 days and 8 hours per day)

Workday 100% hourly rate is \$56.8182 (5,000.00/88 hrs)

Calendar Day 70% hourly rate is \$29.1666 (5,000/120 x .70)

Regular Earnings (099) is a Workday event so the hourly rate is \$56.8182

100% Sick Leave (011) is a Workday event so the hourly rate is \$56.8182

70% IA Leave (153/154) are Calendar Day events so the hourly rate is \$29.1666

Here is how the pay process in e-HR develops:

- First, 100% Sick is Originally Record on the TIMEI on each workday.
88:00 hours of 099 x 56.8182 \$5,000.00 System posts base pay

- 88:00 hours of 011 x 56.8182 \$5,000.00 100% Sick Leave is coded
- 88:00 hours of 099 x 56.8182 -\$5,000.00 System reversed base pay

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- Next, 70% I/A Salary Continuation is report retroactively on each calendar-day

-61:36 hours of 011 x 56.8182 -\$3,500.00 (100% Sick is partially restored –
5:36 each day and 099 base is restored)

61:36 hours of 099 x 56.8182 \$3,500.00

88:00 hours of 153 x 29.1666 \$2,566.67 IA pay is posted on workdays

-88:00 hours of 099 x 56.8182 -\$3,500.00

26:24 hours of PY011 x 56.8182 \$1,500 (30%, 2:25 a day, Leave pay posted to prevent
overpayment)

32:00 hours of 154 x 29.1666 \$933.33 IA pay is posted on weekend

After all of the retroactive adjustments automatically performed by e-HR the employee is
ultimately left with the following amounts:

011 2:24 hours x 56.8182 = \$136.37 x 11 days = \$1,500.00

099 -2:24 hours x 56.8182 = \$136.37 x 11 days = -\$1,500.00

153 8:00 hours x 29.1666 = \$233.33 x 11 days = \$2,566.63

PY011 2:24 hours x 56.8182 = \$136.37 x 11 days = \$1,500.00

154 8:00 hours x 29.1666 = \$233.33 x 4 days = \$933.32

Grand Total is approximately \$5,000.00

Note: (153) of 2566.63 + (154) of 933.32 = \$3,500.00 which is Non-Taxable

Employee is ultimately still paid \$5,000.00 (\$3,500 of Non- taxable IA pay and \$1,500 of Sick
Leave Pay which is taxable)

The employee was entitled to \$3,500 of Non-taxable IA pay (70% of their semimonthly salary).
The employee was able to keep \$1,500 of Sick Leave pay that was previously paid. (to prevent
financial hardship).

The employee has 61:36 hours restored to his Leave balance (which is 70% of the 88 hours that
he was initially coded and paid)

Processing Subsequent Pay Periods After the Initial Year of Benefits

E-HR posts eight hours of Earnings Event Code 157 – Industrial Accident – AWOP on all
scheduled workdays on TIMEI. Note: This automatic action is taken to avoid overpayments,
which would occur since the employee is still receiving the State TD, which is the only benefit to
which he/she is entitled. Thus departments must take a positive action to add some leave hours
if the employee elects to use accrued leave, which he/she can do only after the initial year of

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benefits. See Sub-section f., Reporting IA on TIMEI, below, for other time reporting, such as using accrued leave on TIMEI.

Processing the Last Benefit Date Information

E-HR uses the Last Benefit Date to:

- Verify Salary Continuation (Compensability) periods entered on the EMIAT Document, to make sure that they do not extend beyond the Last Benefit Date;
- Set the Compensability through Date to equal the Last Benefit Date if, in the first year, the employee remains off work through the Last Benefit Date;

Processing Injury/Illness through Date Information

E-HR uses the Injury/Illness Through Date to:

- Determine the status of the injury; i.e., if the Injury Through Date is blank on the EMIAT Document, the injury/illness is active; if a date is present, the injury/illness is inactive as of the that date
- Stop the Compensability Period (Salary Continuation Period) for an employee receiving first year benefits; it does this by setting the Compensability through Date to equal the Injury/Illness Through Date after the latter is entered.
- Stop the IA processing for an employee receiving Post Salary Continuation benefits (i.e., State TD, leave usage after the initial year's benefits) after the Injury/Illness End through Date.

Note that when an employee goes out on a re-occurrence of the same injury, payroll staff must blank out the Injury Through Date on EMIAT Document upon receipt of documentation from the TPA authorizing a new Compensability (Salary Continuation) Period or the resumption of State TD benefits (after the initial year).

- Department staff then re-enters the Injury/Illness Through Date as the day before the employee returns to work (full-time) from the re-occurrence.

f. REPORTING IA ABSENCES ON THE DAILY TIMESHEET DOCUMENT (TIMEI) OR THE DAILY TIMESHEET ADJUSTMENT DOCUMENT (TADJ)

The recording of IA time on current and future timesheets and the recording of retroactive timesheet adjustments when an employee is approved for IA, can also be performed manually with the timesheet document (TIMEI) or the timesheet adjustment document (TADJ).

Entries on The TIMEI or TADJ documents must be utilized manually in the following situations:

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1. The employee is a Non-4850 MegaFlex employee approved for and being paid the State's TD only (no STD benefits are being paid). Refer to Desk Procedure DP-TM-126-D and Countywide Payroll's IA/STD Unit for further details and assistance regarding these types of cases.
2. The employee is a Non-4850 Megaflex employee who was initially coded AWOP and now needs their time to be retroactively adjusted for IA. Refer to Desk Procedure DP-TM-125-D and Countywide Payroll's IA/STD Unit for further details and assistance regarding these cases.
3. The employee has been authorized for Part-Time IA/Limited Duty IA **Retroactively**. Refer to Desk Procedures DP-TM-104-D/DP-TM-107-D and Countywide Payroll's IA/STD Unit for further details and assistance regarding these types of cases.
4. The Non-4850 Megaflex employee is approved for Industrial Accident (IA) by the IA TPA and then is later retroactively approved for Short Term Disability (STD) the STD TPA. Refer to Countywide Payroll's IA/STD Unit for assistance regarding these types of cases.
5. The employee has outside earnings and TD that in combination surpass the 70% salary continuation rate. (covered below).

Reporting IA After One Year (covered below)

Note: No time entries are made on (TIMEI/TADJ) for a non-monthly employee receiving only State TD.

When entries are properly and accurately made on the EMIAT, EMSTD, and the TIMEI/TADJ documents, the system pays the employee correctly and maintains the employee's leave balances appropriately. To ensure this accuracy, it is very important that payroll/return-to-work staff maintain close contact with both the affected employee and the Third Party Administrator.

1) REPORTING IA AFTER ONE (1) YEAR

This section applies to all employees (other than Non-4850 MegaFlex employees) who remain disabled after one year.

After the initial year of benefits (i.e., after the Salary Continuation [Compensability] Period has ended), e-HR automatically reports eight hours of Leave Event Code 157, IA AWOP, for all scheduled workdays on TIMEI for employees with active IA cases as reflected on the IASTDM Activity folder. At this point, the employee is entitled to receive only the amount of the State's TD, which is paid directly to the employee outside of the payroll system; this is why the payroll system is reflecting IA AWOP, Event Code 157.

However, an employee can choose to supplement the TD with any leave benefits remaining to the employee's credit. Thus, it is important for departments to contact the employee at least one month in advance of the end of the initial Compensability Period to determine whether the employee wants to use leave as a supplement after the end of the Compensability Period; the department also needs to maintain contact with the TPA to ensure that the employee continues

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eligibility for TD. In the absence of any specific knowledge, departments are advised to assume that the disability is continuing and that no leave benefits are to be used.

If the employee elects not to use leave benefits, no further entries or calculations are required; e-HR continues to report automatically the use of ~~EE~~ Leave Event Code 157, IA AWOP.

But if the employee elects to use leave to supplement the TD, not all eight hours are reported with leave used. Rather, the number of leave hours reported must be reduced by the value of the State's TD payment. Thus, payroll staff must calculate the number of leave hours and the number of IA AWOP hours that should be reported on each day. The value of the IA AWOP hours represents the value of the State's TD that the employee receives directly. In other words, the TD pay plus the calculated value of the leave hours equals approximately what the employee would receive if the employee were to receive pay for only the leave benefit; the employee's total salary (leave plus TD) cannot exceed 100% (or 65%, or 50%, if the employee is using Part Pay Sick Leave).

The leave and AWOP hours calculated are then entered on the TIMEI. The same Leave Event Code 157 IA AWOP entry is made for all scheduled workdays on the TIMEI, excluding weekends because the employee must be on a 5/40 work schedule when supplementing State TD benefits.

NOTE: For additional information on Post-Salary Continuation processing, departments are advised to refer to the Auditor-Controller's April 6, 2015 memo titled, "Post Salary Continuation IA Benefits."

2) CALCULATIONS REQUIRED TO OFFSET TD FOR LEAVE USED AFTER ONE YEAR

Below are the calculations that you can perform manually to reduce the number of leave hours to be used to compensate for the TD value. (There is a spreadsheet available to departments that will perform these calculations automatically – refer to e-CAPS/e-HR resource website in the "Work aids" section for the Post Salary continuation spreadsheet)

Calculations involving the use of 100% Leave

Example: Employee AA continues on an extended IA absence during the first pay period of April (April 1-15); AA's e-HR Semimonthly Calculated Salary is \$2,173; AA's weekly TD Benefit Amount (shown on EMIAT) is \$490. The TD payments began on April 3rd.
Workday Hourly rate is $\$2,175/80 \text{ hrs} = \27.1875

Calculation Steps:

1. Determine the TD Benefit Amount for the Pay Period
 $\$490/7 = \70 ; the daily TD benefit amount
 $\$70 \times 13 \text{ calendar days covered} = \mathbf{\$910 \text{ TD Benefit amount for the Pay Period}}$

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2. Determine the Leave Benefit Amount for the Pay Period
 $\$2175/10$ scheduled work days = $\$217.50$; the daily Leave benefit amount
 $\$217.50 \times 10$ work days covered = **$\$2175$ Leave Benefit amount for the Pay Period**

Pay Period TD amount = $\$910$

Pay Period Leave amount = $\$2,175$

Note: If the value of the Pay Period leave benefit is less than the value of the Pay Period TD benefit, no further calculations or steps are required. The employee cannot elect to use leave, and must receive only the State's TD and the TIMEI is coded a full eight hours of IA AWOP (Leave event code 157)

3. Determine the Reduction Factor
 $910/2175 = .418$
Use the first three decimal places without rounding
4. Determine IA AWOP Hours Each Day - $8 \times .418 = 3.344 = 3:21$ hours
Remaining Leave hours each day is $8:00 - 3:21 = 4:39$ hours

So the coding each day would be this:

3:21 hours of 157

4:39 hours of 011

If the employee is supplementing with 65% or 50% Part Pay Sick Leave then the calculation proceeds along the same lines set forth above, except that in Step #2 the Semi-monthly Salary is multiplied by .65 (for 65% sick) or by .50 (for 50% sick).

Note: For additional information on Post-Salary Continuation processing, departments are advised to refer to the Auditor/Controller's April 6th, 2015 memo "Post Salary Continuation IA Benefits".

Verification of employee pay When Supplement TD with Accrued Leave Pay

Based on the scenario above, you can verify that the employee was accurately paid in e-HR with the following calculations:

For the 100% Leave Benefit the employee will be paid 4:39 hours for ten days at an hourly rate of $\$27.1875$ per hour ($2175/80$ scheduled hours).

4:39 hours = $4.65 \times 27.1875 = \$126.42 \times 10$ days = **$\$1264.22$**

The TPA Pay period amount was **$\$910$**

So the employee's total pay is $1264.22 + 910 =$ **$\$2174.20$** (which is approximately the $\$2175$ semimonthly salary of the employee).

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3) REPORTING TIME ON TIMEI FOR PART-TIME IA'S

When the TPA authorizes a Part-Time IA return to work, the TPA specifies the number of hours per day that the employee is permitted to work; this time is entered on the TIMEI as Pay Event Code 099, regular earnings. These hours are the maximum, not the minimum, permitted. Thus if the employee is sick or elects other leave time off, other earnings codes can be used in lieu of these 099 hours. The employee should remain on a 5/40 schedule, unless the employee is usually assigned to a 4/40 schedule, and the return to work is predicated on this schedule. The balance of the work day is entered as follows:

Part-Time IA in the First Year of Injury

While the employee is still eligible for either the 70% Salary Continuation specified in the County Code, or the 100% Salary Continuation provided by 4850 of the California Labor Code, the balance of time is coded as follows:

For 70% IA - Leave Event Code 159, Limited Duty-70% on scheduled workdays with Leave Event Code 154, Limited Duty IA - 70% on the weekends.

For -100%. IA Leave Event Code 158 limited Duty 100% for scheduled workdays No Leave Event is entered for the weekends for 100% IA.

Note: If the employee must be on a 4/40 schedule, no time entries are made on the artificial RDO (i.e., the one created by the extra workday hours), and the same percentage used for workdays is applied to eight-hour weekend days. For example, a 4/40 employee who has Fridays off is authorized to return to work on a 50% basis. Thus, the employee works 50%, or five hours of Pay Event 099 regular earnings, has 50%, or five hours, of Limited Duty 70% IA each 10-hour workday; for the other days of the week, departments report zero hours (no time is reported) for Friday, and 50% of eight, or four hours, of Limited Duty 70% IA (RDO code 154) for each of the two eight-hour weekend days. (No IA codes are used on the weekends for 100% IA).

Part-Time IA after One Year

If the Part-Time IA return occurs after the initial year of benefits, then entries on the TIMEI reflect some combination of regular earnings (EG Pay Event Code 099), Leave Event Code 157 IA AWOP, and possibly some leave (some additional IA AWOP to offset by the value of the State TD), if the employee elects to use leave (Leave Event is entered only on scheduled workdays.) However, if the employee's Part-Time IA earnings plus the State's TD exceeds the State TD maximum, (which is likely) then the employee may not receive the State TD pay. Thus, if the employee's Benefit Amount is at or near the State TD maximum, it is probable that the employee ceases to receive the State's TD.

Part-Time IA Reporting if the TD Ceases

The time recorded on the TIMEI is simply a mix of Pay Event code 099 (regular earnings) and Leave Event Code 124, Authorized Sick Without Pay (only recorded on the weekdays) No Leave time is coded for weekends. However, an employee may elect to use leave; in this case, the leave is used in lieu of Leave Event Code 124 AWOP.

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Part-Time IA Reporting if the TD Continues

If the employee continues to be eligible for the State TD, and also does not elect to use leave, then time recorded on the TIMEI is simply a mix of Pay Event Code 099, regular earnings, and Leave Event Code 124, Authorized Sick Without Pay, for scheduled workdays only.

However, if the employee elects to use leave, its value must be offset by the value of the TD. Thus, the reduced amount of leave reported may be determined following the same Reduction Factor approaches as are used in the cases of employees using leave after one year, while remaining completely off the job, except that the Pay Event 099 time must be factored in by subtracting it from the number of full pay leave hours that remain after IA AWOP is subtracted.

Example of Calculating TD Offset Using Reduction Factor:

Employee AB's semimonthly salary \$975.00 and her weekly TD Benefit Amount is \$300; she is authorized to return to work for two hours per day. From June 1 to 15 the employee is scheduled work eleven days (88 hours) – Workday hourly rate is $\$975/88$ hours = workday hourly rate of \$11.07.

Calculation Steps:

1. Determine the TD Benefit Amount for the Pay Period:

$\$300/7 = \42.86 ; the daily TD benefit amount
 $\$42.86 \times 15$ calendar days covered = **\$642.90 TD Benefit amount for Pay Period**

2. Determine the Leave Benefit Amount for the Pay Period

$\$975/11$ scheduled work days = \$88.64; the daily Leave Benefit amount
 $\$88.64 \times 11$ work days covered = **\$975 Leave Benefit amount for the Pay Period**

TD Benefit amount for the Pay Period = \$642.90
Leave Benefit amount for the Pay Period = \$975

Note: If the value of the leave benefit amount for the Pay Period is less than the value of the TD benefit amount, no further calculations or steps are required. The employee cannot elect to use the Leave, and must receive only the State's TD and the TIMEI is coded a full eight hours of IA AWOP (Leave event code 157).

3. Determine the Reduction Factor:

$642.90/975 = .659$
Use the first three decimal places without rounding.

4. Determine the Number of IA AWOP Hours Each Day:

$8 \times .659 = 5.272 = 5:16$ hours

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Remaining hours each day is 8:00 – 5:16 = 2:44 hours (2:00 hours of 099
00:44 minutes of 100% Leave 011

So the coding each day would be this:

5:16 hours of 157
2:00 hours of 099
00:44 mins of 011

If the employee is supplementing with 65% or 50% Part Pay Sick Leave then the calculation proceeds along the same lines set forth above, except that in Step #2 the Semi-monthly Salary (\$975) is multiplied by .65 (for 65% sick) or by .50 (for 50% sick).

Verification of employee pay When Supplementing TD with Accrued Leave Pay

Based on the scenario above, you can verify if the employee would be accurately paid in e-HR with the following calculations:

For the 100% Leave Benefit the employee will be paid 00:44 minutes for eleven days at an hourly rate of \$11.07 (975/88 hours) 00:44 minutes = .73 x 11.07 = \$8.08 x 11 days = \$88.88

For the 099 earnings the employee will be paid 2:00 hours for eleven days at an hourly rate of 11.07 (975/88)

2:00 hours = 2 x 11.07 = \$22.14 x 11 days = \$243.54

Total 011 pay = 88.88

Total 099 earnings = 243.54

Total TPA Pay = 642.90

Grand Total = \$975.32 which is approximately \$975

4) REPORTING TIME FOR NON-4850 MEGAFLEX EMPLOYEES WITH IA'S

OVERVIEW

There are three options available to a non-4850 MegaFlex employee who suffers a Workers' Compensation injury; such an employee may:

- a) Choose to cover his or her absence with the Short Term disability (STD) plan benefits (at 70%, and reduced by the value of the state's TD benefit);
- b) Cover the absence with accrued leave benefits (also reduced by the value of the state's TD);

or

- c) Elect to receive only the State's TD benefit.

Therefore, as soon as staff is aware that a Workers' Compensation case is pending in the case of a MegaFlex employee, staff must determine which of these benefits the employee will be using. As in the

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case of a non-work-related illness/injury, even if a Workers' Compensation claim has been filed, it is necessary that both the employee and the employee's doctor communicate with the Short Term Disability (STD) Third Party Administrator (TPA) at the onset of disability, and this requirement may have to be communicated to the employee.

All procedures assume that the employee has been converted to a 5/40 schedule, designated as being on FMLA leave, and that the absence is approved for benefits by relevant Third Party Administrators, approved for STD by its TPA, and approved as a Workers' Compensation case by its TPA. (For additional details about STD, please refer to Section P., Short Term and Long Term Disability, above).

Note that either STD or any accrued leaves used are coordinated with the State's TD, so that the STD (or leave) is reduced by the amount of the TD, assuming, in the case of using STD, that the TD is less than the STD benefit; if it is not, the employee receives only the TD. In any case, however, the TD amount is not taxable income. So for a non-4850 MegaFlex employee receiving STD benefits, a portion of the STD benefit equal to the TD amount is not taxable, but the remaining portion of the STD benefit is taxed.

Note: If the Non-4850 MegaFlex employee chooses to receive **only** the State's TD benefit then department staff needs to document the employee's time manually on the timesheet document (TIMEI or the TADJ if necessary). Please contact the IA/STD Unit for assistance with coding these particular situations.

For a Non MegaFlex employee who chooses only the State TD benefits, department must enter the time manually into the TIMEI or TADJ if necessary, department staff needs to coordinate the time coding with the IA/STD unit.

[MegaFlex employees who are also 4850 employees receive the same IA benefits as non-MegaFlex 4850 employees pursuant to California Labor Code 4850. They do not receive STD benefits, which run concurrently with 4850 benefits; see Section 6.d., above.]

- a) Employee Opts to Use STD to Cover an IA

Entries in e-HR for STD Used During the First 26 Weeks

Ordinarily, while awaiting confirmation from the various TPA's of eligibility for both STD as well as IA TD, an employee will use available leave to cover absences on regularly scheduled workdays during any waiting periods, or any days subsequent to the waiting period while awaiting approvals from the TPA's. This leave used during and after the waiting period is entered on the Daily Timesheet Document (TIMEI). After the STD approval is received, payroll staff or the return-to-work coordinator must access the Industrial Accident and Short Term Disability (IASTD) activity folder to create a Short Term Disability Tracking document (EMSTD), which is used to record information needed to keep track of the employee's STD case.

b. Using the Short Term Disability Tracking Document (EMSTD)

When a Non-4850 MegaFlex employee suffers a work-related injury or illness, they will be processed using the EMSTD document. Normally, the employee will initially cover their absence with 100% accrued leave and/or some type of Short Term Disability (STD) (70%, 80%, or 100%). When the department receives information from the STD TPA indicating that an STD claim has

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been approved, payroll staff or the return-to-work coordinator establishes the employee's STD claim by recording all of the required information on the EMSTD document. E-HR uses the STD information to perform automated retroactive adjustments to restore an employee's accrued leave time and replace it with STD leave time.

For additional details about entering an STD claim on the EMSTD document, please refer to Section P., Short Term and Long Term Disability. Also refer to Desk Procedures DP-TM-120-D (70% STD) and Desk Procedure DP-TM-121-D (100% and 80% STD).

When the department later receives information from the IA TPA indicating that the employee's illness/injury has been deemed compensable, payroll staff or the return-to-work coordinator must modify the existing EMSTD document (that was already created for the STD claim) to update it with all necessary information related to the IA claim. This includes updating the effective date ("From" date), compensability start date, compensability through date, STD event type, benefit start date, benefit through date, all appropriate pay period factors, and any other details required by the EMSTD document. Refer to Desk Procedure DP-TM-125-D for further details on creating an EMSTD document to establish an IA claim for a Non-4850 MegaFlex employee.

Based on this information, e-HR performs all of the operations necessary to correct a Non-4850 MegaFlex employee's time, leave, and pay records.

If the Compensability start date is in a pay period prior to the current pay period being processed, e-HR retroactively corrects the data in all pay periods within the compensability period. In this process e-HR coordinates either STD or accrued Leave with the State's Temporary Disability (TD), so that the previously paid STD or accrued Leave is reduced by the amount of the State's TD (which is nontaxable).

The appropriate amount of accrued Leave hours (the portion equal to the State's TD pay amount) is restored back to the employee's Leave balance. These adjustments are all processed according to a 5/40 work schedule or the employee's pay will not be accurate.

When the employee returns to work on a full-time basis, the department staff must enter a disability through date (as the day before the employee returns to work full-time). In the event of a re-occurrence of the same injury, the TPA will send a new notice, and staff must modify the EMSTD document, enter a new document effective date ("From" date), blank out the disability through date and enter a new set of compensability start and through dates.

c. Automated processing of IA cases for Non-4850 Megaflex employees in e-HR

When an EMSTD document is completed e-HR uses the information entered to perform automatically various operations for active IA cases, such as carrying out retroactive corrections. When the EMSTD document is updated, other automated corrections are made. All of these processes are described below. Note again, however, that those automated processes are only accomplished accurately if the employee's work cycle has been changed early on to a 5/40 schedule and all of the time to be corrected already reflects this 5/40 schedule (all days are recorded as eight-hour days).

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Processing the Current and Subsequent Pay Periods during the initial 182 days (First 26 weeks)

E-HR pre-populates time via the Daily Timesheet (TIMEI) document with the appropriate STD and IA Leave Event codes:

Leave event codes 137/147 – Industrial Accident 70% Non-Taxable is utilized when coordinating IA with STD. Code 137/147 are Calendar day Leave events with an hourly pay rate calculated as: Semi-monthly Salary/Semi-monthly Calendar day Hours x .70

Leave event codes 135/136 – Short Term Disability 70% Taxable is utilized when coordinating IA with STD. Code 135/136 are Calendar day Leave pay events with an hourly pay rate calculated as: Semi-monthly Salary/Semimonthly Calendar day Hours x .70

Note: Semi-monthly Calendar day hours are calculated as follows:

For a 30-day month = 30 days x 8 hrs per day = 240 hours/2 = 120 semi-monthly hours

For a 31-day month = 31 days x 8 hrs per day = 248 hours/2 = 124 semi-monthly hours

Code 137 (70% IA – Calendar day pay rate) is coordinated with Code 135 (70% STD – Calendar day pay rate) for scheduled workdays

Code 147 (70% IA Off day – Calendar day pay rate) is coordinated with Code 136 (70% STD – Off day Calendar day pay rate) for the weekends

So e-HR pre-populates current and future-dated timesheets with Leave event codes 137 (70% IA calendar day) and 135 (70% STD calendar day) for all scheduled work days during the compensability period. The total time of the two codes (137/135) equal 8:00 hours for each scheduled workday.

The amount of the 70% STD (code 135) is reduced by the value of the State's TD amount which is Non-Taxable and coded with 70% IA calendar day code (137). This processing continues on the weekends with the 147, 70% IA off-day code and the 136 70% STD off-day code. The total time of the two codes (147/136) equal 8:00 hours for each weekend day.

E-HR utilizes pay period factors (which are entered on the EMSTD document) to allocate the time for each 8:00 hour day between the STD pay and IA pay when they are coordinated.

Note: the 137/147 IA Leave event codes (which represent the State's Non-taxable TD amount) are set up at a 70% rate to enable coordination with the 70% STD Leave events 135/136.

This setup ensures that the employee is paid 70% of their semimonthly salary. The pay period factors (which are entered into the EMSTD document) ensures that the correct amount of this pay is non-taxable.

Example and Verification of Pay for Current and Future-Dated Coordination of Mega IA and STD benefits

For example if an employee's semimonthly salary is \$5,000.00 per month he is scheduled 88 hours (11 days at 8 hours per day) for the June 1st – June 15th pay period he is approved for STD during the first pay period of June (June 1st – June 15th) he is IA compensable during the first pay period of June (June 1st – June 15th)

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The Weekly benefit amount determined by the TPA is \$1,130.00.

Based on the information above department staff will calculate the IA pay period factors and enter them into the EMSTD document. E-HR will utilize these factors to calculate the hours that will be entered on the TIMEI for current and future pay period pre-population. Refer to Desk Procedure DP-TM-125-D for further details about how to enter an EMSTD record for IA and STD coordination for a Non-4850 MegaFlex employee.

Calculating the Pay Period factors for the EMSTD document (calculated by Staff)

- 1) Staff calculates the TPA Daily amount. $1130/7 = \$161.43$
- 2) Staff Then Calculates the Daily Leave Pay amount $5,000.00 \times .70/15 \text{ days} = 233.33$
Calculate the Pay Period reduction factor $161.43/233.33 = .692$ (**Pay Period Factor**).
Staff enters the pay period factor “.692” in the appropriate field in the EMSTD document.

E-HR Automatically Processes the Pay Period Factors accordingly

- 1) e-HR multiplies the reduction factor by 8 hours to calculate IA (State TD) hours. $8 \text{ hrs} \times .692 = 5.536 = 5:32 \text{ hours}$
- 2) e-HR will automatically populate 5:32 hours of 137 and 2:28 hours of 135 (8 hrs – 5:32 hours = 2:28 hours) for all scheduled work days during the compensability period.
- 3) e-HR will automatically populate 5:32 hours of 147 and 2:28 hours of 136 (8 hrs – 5:32 = 2:28 hours) for the weekend days during the compensability period.

The employee would be paid for the June 1 – June 15 pay period accordingly:

137/147 at calendar day rate is \$29.1666 per hour ($5,000/120 \text{ hrs} \times .70$)
135/136 at calendar day rate is \$29.1666 per hour ($5,000/120 \text{ hrs} \times .70$)

137 5.536 or 5:32 hours $\times 29.1666 = 161.46 \times 11 \text{ days} = \1776.06
135 2.464 or 2:28 hours $\times 29.1666 = 71.86 \times 11 \text{ days} = \790.46

147 5.536 or 5:32 hours $\times 29.1666 = 161.46 \times 4 \text{ days} = \645.84
136 2.464 or 2:28 hours $\times 29.1666 = 71.86 \times 4 \text{ days} = \287.44

Grand Total is approximately \$3500.00 (70% of 5,000 Salary)

Note: Be aware that the calculated amount of \$161.46 is an approximate amount but is not equal precisely to the TPA daily amount of \$161.43 because of rounding.
The total of the (137) 1776.06 and the (147) 645.84 = \$2421.90 is Non-Taxable.

So the employee was entitled to and paid \$3500 which is 70% of his semimonthly salary and \$2421.90 of that is Non-Taxable (which is approximately $161.43 \times 15 \text{ days}$).

Processing Previous, Already-Paid Pay Periods made compensable for IA

E-HR, in its retroactive process, converts leave time previously recorded and paid in eight-hour increments to the appropriate IA Leave event code and restores leave time as follows:

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For days that were previously coded and paid with 100% accrued leave (i.e. non-elective leave 003) e-HR utilizes the pay period factors on the EMSTD document to back out and restore to the employee's leave balance the portion of the 003 time that is equal to the value of the State's TD and replaces it with leave event code 139 (which is Non-taxable) for each scheduled workday. E-HR also enters leave event code 149 on the weekends, which is also non-taxable.

For days that were previously coded and paid with 100% STD leave (133), e-HR utilizes the pay period factors on the EMSTD document to back out the portion of the 133 time that is equal to the value of the State's TD and replaces it with leave event code 139 (which is Non-taxable) for each scheduled workday. E-HR also enters leave event code 149 on the weekends, which is also Non-Taxable. (Code 149 is entered on the weekends for the same amount of time that was entered for code 139 on the scheduled work days).

For days that were previously coded and paid with 80% STD leave (134), e-HR utilizes the pay period factors on the EMSTD document to back out the portion of the 134 time that is equal to the value of the State's TD and replaces it with leave event code 138 (which is Non-taxable) for each scheduled workday. E-HR also enters leave event code 148 on the weekends, which is also Non-Taxable. (Code 148 is entered on the weekends for the same amount of time that was entered for code 138 on the scheduled work days).

For days that were previously coded and paid with 70% STD leave (132), e-HR utilizes the pay period factors on the EMSTD document to back out the portion of the 132 time that is equal to the value of the State's TD and replaces it with leave event code 137 (which is Non-taxable) for each scheduled workday. E-HR also enters leave event code 147 on the weekends, which is also Non-Taxable. (Code 147 is entered on the weekends for the same amount of time that was entered for code 137 on the scheduled work days).

Example and Verification of Pay when Previously Paid STD is retroactively coordinated with IA

For example, if an employee's semimonthly salary is \$5,000.00 per month he is scheduled 88 hours (11 days at 8 hours per day) employee was initially coded and paid 100% STD (code 133) for the entire first pay period in June, employee is later retroactively deemed compensable for IA (State's TD) for the entire first pay period in June, resulting in coordination of benefits with the STD and IA. The Weekly benefit amount determined by the TPA is \$1130.00.

Based on the information above the department staff will calculate the IA pay period factors and enter them into the EMSTD document. E-HR will utilize these factors to calculate the amount of hours (of accrued Leave or STD Leave) that will be backed out and replaced by IA Leave. The amount of hours that will be backed out will be equal to the portion of the State's TD amount that the employee is entitled to be paid. Refer to Desk Procedure DP-TM-125-D for further details about how to enter an EMSTD record for retroactive IA and STD coordination for a Non-4850 MegaFlex employee.

Calculating the Pay Period factors for the EMSTD document

- 1) Calculate the TPA Daily amount. $1130/7 = \$161.43$
- 2) Then Calculate the Daily Leave Pay amount $5,000.00/15 \text{ days} = 333.33$

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3) Calculate the Pay Period reduction factor $161.43/333.33 = .484$ (Pay Period Factor).

Note: “.484” is the pay period factor for the 15-day Pay period and would be entered into the EMSTD document in the appropriate field. In this example the employee was previously coded and paid 100% STD (code 133) so in Step # 2 above the Daily Leave Pay amount was calculated as: $\$5,000/15 \text{ days} = \333.33

If the employee was previously coded and paid 80% STD the Daily Leave Pay amount in Step #2 would be calculated as $\$5,000 \times .80/15 \text{ days} = \266.66 . (Therefore, the pay period factor would be $161.43/266.66 = .605$).

If the employee was previously coded and paid 70% STD the Daily Leave Pay amount in Step #2 would be calculated as $\$5,000 \times .70/15 \text{ days} = \233.33 (therefore, the pay period factor would be $161.43/233.33 = .692$).

Refer to Desk Procedure DP-TM-125-D and the IA/STD Unit for further details and assistance regarding calculating and entering pay period factors into the EMSTD document.

E-HR Processes the Pay Period Factors accordingly:

- 1) e-HR Multiplies the reduction factor by 8 hours to calculate IA hours. $8 \text{ hrs} \times .484 = 3.872 = 3:52 \text{ hours}$
- 2) e-HR will automatically back out 3:52 hours of 133 (STD Leave) and replace it with 3:52 hours of 139 (IA Leave) for all scheduled work days during the compensability period.
- 3) e-HR will automatically enter 3:52 hours of 149 (IA Leave - Off day) for all weekend days during the compensability period.

Employee's semimonthly salary is \$5,000.00

Scheduled pay period is June 1 – June 15th

Scheduled hours in the Pay period 88 hours (11 days and 8 hours per day)

Workday 100% hourly rate is \$56.8182 (5,000.00/88 hrs)

Calendar Day 100% hourly rate is \$41.6666 (5,000/120)

Regular Earnings (099) is a Workday event so the hourly rate is \$56.8182

100% STD (133) is a Workday event so the hourly rate is \$56.8182

IA Leave events (139/149) are Calendar Day events so the hourly rate is \$41.6666

Here is how the current and retroactive pay process in e-HR develops:

8:00 hours of 099 x 56.8182 = 454.54

8:00 hours of 133 x 56.8182 = 454.54

-8:00 hours of 099 x 56.8182 = -454.54

-3:52 hours of 133 x 56.8182 = -219.89

3:52 hours of 099 x 56.8182 = 219.89

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3:52 hours of 139 x 41.6666 = 161.25
-3:52 hours of 099 x 56.8182 = -219.89
Total Pay for workdays = **\$395.90** x 11 days = **\$4,354.90**

3:52 hours of 149 x 41.6666 = 161.25
Total Pay for Weekends = **\$161.25** x 4 days = **\$645**
Grand Total is approximately \$5,000.00

After all of the retroactive adjustments automatically performed by e-HR the employee is ultimately left with the following amounts:

133 4:08 hours \$234.66 x 11 days = \$2581.26
139 3:52 hours -\$161.25 x 11 days = -\$1773.75
149 3:52 hours \$161.25 x 4 days = \$645
Grand Total is approximately \$5,000.00

Note: (139) of 1773.75 + (149) of 645 = \$2418.75 which is Non-Taxable

Note: Be aware that the calculated amount of \$161.25 is an approximate amount but is not equal precisely to the TPA daily amount of \$161.43 because of rounding.

Employee is ultimately still paid \$5,000.00 (\$2418.75 of it is Non-taxable IA pay)

The employee was entitled to and paid \$2418.75 of Non-taxable IA pay (approximately 161.43 x 15 days). The employee was able to keep \$2581.26 of the STD Leave pay that was previously paid (to prevent financial hardship).

Depending upon when in the payroll processing cycle the requisite information is received from the TPA's, and also depending upon the order in which approvals are received, department staff may have to enter the appropriate data on the current Timesheet Document (TIMEI, or update prior pay period records, using the Timesheet Adjustment Document (TADJ) in various ways. Such adjustments may be required to reflect the start of either STD or IA/TD benefits, and also to restore leave used during the periods covered by either STD or IA/TD.

For example, if an employee uses leave time after a waiting period but prior to receiving STD approval in the current pay period, all of this leave time can be restored. But if such time has already been paid, i.e., it's in a prior pay period, only a portion of the leave equal to the value of the STD benefit is restored; the remaining leave is shown as used. If the time has not been paid, all leave is restored and STD hours replace it, since an employee cannot supplement STD with leave.

As another example, if an employee who has elected the optional STD benefit begins to receive the 100% then 80% benefits before his/her injury/illness is deemed compensable, then time that has not been paid will need to be changed to 70% STD retroactive to the date of the IA TPA's letter. Time that has already been paid is retroactively adjusted equal to the portion of the State TD amount and is made Non-Taxable, but any time on or after the date of the IA TPA's letter needs to reflect 70% STD.

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Note that leave used during the STD waiting period is not restored unless it is used during a period of time when a TD is also being paid; after the IA/TD approval is received, staff may need to reduce the STD or leave hours entered in e-HR by the value of the TD.

In most Workers' Compensation cases, Non-4850 MegaFlex employees are initially approved by the STD TPA and paid either 70%, 100%, and/or 80% STD. Then the employee is later deemed compensable by the IA TPA and is processed for coordination of STD and IA.

In some cases, the employee may be approved simultaneously by both the STD and the IA TPA. In these cases, the following recommended approach is based on first creating an EMSTD document to process the employee for STD. And then, at least one business day later (after the STD events are in pending pay) modify the EMSTD document to process the IA compensability.

After the 26 Weeks of STD Have Passed

After 26 weeks, a MegaFlex employee who is still disabled will be eligible for the LTD plan, if purchased. Since both TD and LTD are paid outside of the payroll system, time for the employee should be entered in e-HR as Leave Event Code 124, Sick Without Pay. The payer of LTD benefits coordinates the amount of LTD with the TD. Also see Section I.P.4, Entering LTD in e-HR, in the LTD/STD Section (P) of Chapter I.

If, after STD ends, the employee elects to use leave benefits in lieu of LTD benefits, these are reduced by the value of the continuing TD benefit that is being paid directly to the employee outside of the payroll system. Calculate the value of the offset, as specified above, and enter the hours as Leave Event Code 124, Sick Without Pay.

Again, additional entries are made manually on a TADJ document to ensure the tax-free status of the amount of the employee's compensation by backing out a portion of the employee's taxable leave earnings that is equal to the State's TD, and replacing it with non-taxable earnings. Please refer to the April 6, 2015 Auditor-Controller's memo "Post Salary continuation IA benefits."

If the employee has no leave or LTD benefits, he/she is reported in e-HR as Sick Without Pay, Leave Event Code 124.

b) Using Accrued 100% Leave in Lieu of STD

If the employee elects to use accrued leave in lieu of STD, the value of the leave must be reduced by the value of the TD. This value is entered as a number of SWOP/AWOP hours; these hours are entered as adjustments, for time already paid, or on TIMEI for time not yet processed. This combination of leave and SWOP hours is entered on weekdays only during the compensability period specified by the TPA.

Again, manual entries on a TADJ Document are required to ensure the tax-free status of leave earnings equal to the value of the TD benefit. Please refer to Auditor/Controller instructions.

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c) If Employee is Receiving Only the State TD

If the employee elects not to use leave or STD, or if neither is otherwise available, the time in the pay periods, either prior or current, reflects SWOP (Leave Event Code 124) or AWOP (Leave Event Code 027), and no adjustments in e-HR are required.

However, certain manual TADJ Document corrections are required to ensure tax-free status of the TD received; refer to the Auditor/Controller instructions.

Note also that if the employee is eligible to receive STD benefits but is not receiving them because the TD rate is higher than the STD rate, the employee remains eligible to receive the MegaFlex cafeteria contribution.

d) Reporting Part-Time IA for MegaFlex Employees

As in the case of non-MegaFlex employees, when the TPA authorizes a MegaFlex employee to return on a Part-Time IA basis, the TPA specifies the number of hours per day that the employee is permitted to work; this time is entered on the TIMEI as Pay Event Code 099, regular earnings. The employee should remain on a 5/40 schedule, where possible. The balance of the eight-hour day is entered as Leave Event Code 124, SWOP, or with the appropriate STD earnings code, or with the earnings code for the leave used in lieu of STD or SWOP (or after STD benefits have run out).). If the employee is still receiving the State's TD then any taxable STD earnings must be replaced by non-taxable earnings equal to the value of the TD (which, when the employee returns to work on a part-time basis, is likely to be significantly lower; or may be zero; see Note below), using the time ~~per~~ adjustment methods specified above. And if leave is used, the number of hours reported each day must be reduced by the equivalent daily value of the TD, if any is paid.

Use the calculation steps outlined above but factor in the 4:00 hours of 099 worked.

For example: Employee Mega C returns on a part-time basis in the first pay period in August (August 1-15); his semimonthly salary is \$2,175; he is authorized to return to work for 4 hours per day, and his weekly Temporary (partial, because of a partial-return-to-work) Disability Benefit amount is \$329.

- Determine daily TD benefit amount: $\$329 \div 7 = \47
- Determine daily leave benefit amount: $\$2,175 \div 15 \text{ days} = \145
- Determine the reduction factor: $\$47 \div \$145 = 324$
- Determine the number of SWOP/AWOP hours to be reported on each day: $8 \times 324 = 2.592$ or 2:36 hours of IA (State TD)
- Determine the number of 099 and AWOP (5:24 – 4:00 hours of 099 = 1:24 hours of AWOP).

The employee is coded and paid accordingly:

4:00 hours of 099	$\times 27.1875 = 108.75$	$\times 10 \text{ days} = \1087.50
2:36 hours of 139	$\times 18.125 = 46.98$	$\times 10 \text{ days} = \469.80
2:36 hours of 149	$\times 18.125 = 46.98$	$\times 5 \text{ days} = \234.90 (weekends)
1:24 hours of 124		<u>\$0.00000</u>
Grand Total of approximately		\$1,792.20

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The 139 pay of \$469.80 and the 149 pay of \$234.90 total up to \$704.70 and is Non-Taxable. It is approximately \$47 per day that the TPA authorized. ($704.70/15 \text{ days} = \46.98).

Time is entered for the weekends in the same proportions as workdays.

Note, however, that if the employee's Part-Time IA earnings plus the State's TD exceeds the State TD maximum (which is likely), then the employee does not receive the State TD pay. Thus, if the employee's Benefit Amount is at or near the State TD maximum, it is probable that the employee will cease to receive the State's TD, and the coordination steps referred to above are not required.

5) REPORTING TIME FOR NON-MEGAFLEX EMPLOYEES WITH HIGH OUTSIDE EARNINGS

If the combined earnings of an employee, including TD and other outside earnings, exceed 70% of the employee's Calculated Salary, then all of the employee's time on TIMEI should be recorded as AWOP or SWOP, and not as IA AWOP.

7. VOCATIONAL REHABILITATION MAINTENANCE ALLOWANCE

Vocational Rehabilitation Maintenance Allowance (VRMA) benefits are Workers' Compensation benefits authorized by the State to be paid to eligible employees while they are receiving skill training to get back into the work force in a new occupation, usually because work restrictions prevent them from returning to their former job.

An employee must request VRMA.

Just as in the case of an IA case, departments are notified by the Third party Administrator (TPA) when an employee has been deemed to be medically eligible, and will receive notification from the TPA when the employee's eligibility ceases.

VRMA benefits are calculated in the same way as TD benefits, except that the maximum benefit is different. The maximum is found in Table 14 of the Labor Code.

a. Documenting VRMA in e-HR

In the processing of Workers' Compensation (IA) cases in e-HR, these VRMA benefits are treated exactly the same as the State's Temporary Disability (TD) benefits for all employee other than non-4850 MegaFlex.

That is:

- During the initial year of disability, employees are paid the VRMA benefit through the payroll system as part of the 70% or 100% Workers' Comp salary continuation pay;
- After the first year, the benefits are paid directly to employees and so payroll staff must reduce any earnings, such as leave used to supplement the VRMA benefit, by the amount of the VRMA benefit, just as they do for the IA-TD benefit. Although the rates are different, the procedures are the same.

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b. Industrial Accident Tracking Document (EMIAT) Entries

Enter the information provided by the TPA onto the EMIAT, initiating a new one if one is not open already. The VRMA rate specified by the TPA goes into the Benefit Amount field, and the various compensability dates are updated, if necessary.

If the eligibility for VRMA occurs within the initial year of 70%/100% Salary Continuation, payroll staff must ensure that EMIAT records are processed to pay automatically the 70% or 100% IA; the procedures are the same as those described above for the initial year of Workers' Compensation/IA eligibility; see sub-section 6.e., Automated Processing of IA in e-HR, above.

c. Daily Timesheet Document (TIMEI) Entries

If the eligibility for VRMA occurs after the initial year of eligibility, payroll staff must reduce leave, if any, that is being used to supplement the VRMA benefit by the amount of the VRMA benefit. This involves using Leave Event Code 157, IA AWOP, on TIMEI to offset the value of the VRMA pay. Again, the same procedures are used to calculate the amount of IA, AWOP and leave to be reported on each day. See sub-section 6.f., Reporting IA Absences on TIMEI, above, or divide the VRMA daily amount by the appropriate (to the leave type) calendar hourly rate and use the result as the number of hours of IA AWOP.

8. OTHER WORKERS' COMPENSATION PROVISIONS (Refer to County Code 6.20.070 F. & G.)

a. Effect of Workers' Compensation Leave on Other Leave Provisions

Except for safety/firefighting employees in the Fire Department, any employee who is off on Worker's Compensation leave is not subject to any losses of hours due to those restrictions governing Vacation or CTO that are usually processed in the end-of-the-year housekeeping. This exemption from such restrictions continues through the end of the year when such an employee returns to work. For example, the employee does not have to use Vacation that exceeds 320 hours, and the employee does not lose deferred CTO that would otherwise be lost. This also applies to the potential loss of Holiday time, except that current provisions make the loss of holiday time highly unlikely if not virtually impossible.

b. Earning Other Leaves While on IA Leave

Employees who continue to be absent due to an IA and who are receiving only the California State TD benefits do not earn Vacation, Sick Leave, Holidays, or Non-elective Leave for the duration of such absence.

c. Additional Medical Treatment

Leave with 100% pay for medical treatment required due to an industrial accident or injury may be authorized by the CEO/Director of Personnel for short periods of time, provided that the affected employee is not receiving any Temporary Disability (TD) benefits under either State or County Codes. This leave may be taken in those cases where an employee has suffered a

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compensable industrial accident or injury but has not lost any work time, although he/she must take a few hours off work for treatment which would otherwise be covered by Sick Leave. It may also be taken either before or after the 4850, Salary Continuation, and post-Salary Continuation periods have ended and the employee has returned to work, when TD payments are no longer made. In those cases where the employee returns to work on a part-time basis, it is likely that his/her earnings are such that no State or County TD payments continue, so this leave may be taken in this case, although supervisors should encourage an employee to take the treatment during his/her absences, if possible. Finally, if the employee returns to work on a part-time basis but continues to be eligible to receive TD benefits, this leave cannot be taken, and employees needing further treatment can either use accrued leave or schedule the treatment for the time they are already off work.

Entry in e-HR

This unique leave time is coded with a specific earnings code, 150, which is called Workers' Compensation Leave. Employees use this leave to report time away from work for short periods for treatment when it has been authorized under conditions as specified above, but it cannot be used to substitute for any other leave that the employee is using because the employee is already off work, e.g., on Vacation or using Sick Leave. Once medical treatment is authorized by the CEO/Director of Personnel, the use of Workers' Compensation leave is discretionary within departments; departments are thus advised to ensure consistency of application in granting this type of leave.

O. DISASTER EMERGENCY LEAVE (Refer to County Code Section 6.12.030)

Sometimes employees are actually unable to report to their normal place of employment because of a disaster/emergency such as a fire, flood, or earthquake. In these situations, employees may be directed to stay home, or they may be reassigned to another work location. If they are not reassigned to a different work location, they may be granted a 100% paid leave by the CEO to cover the time when they are not able to report to work due to the emergency circumstances. Departments with employees in these situations should contact the CEO's Compensation section for the requisite approvals.

NOTE: In order to qualify for this leave, the disaster/emergency must be declared as an emergency pursuant to the Emergency Ordinance provisions as set forth in Chapter 2.68 of the County Code, and the granting of this leave must be ratified by the Board of Supervisors.

E-HR Entry

The time that the employees are unable to report to work due to the emergency, as approved by the CEO and ratified by the Board of Supervisors, must be coded on the Timesheet (TIMEI) using Event Code 026, Disaster Emergency Leave.

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P. SHORT TERM DISABILITY (STD) AND LONG TERM DISABILITY (LTD)

1. SHORT TERM DISABILITY (STD) FOR MEGAFLEX EMPLOYEES

(Refer to County Code Sections 5.27.380 – 5.27.430; [or] 5.28.380 – 5.28.420)

OVERVIEW

MegaFlex employees do not earn Sick Leave or Part-Pay Sick Leave; for MegaFlex employees, Sick Leave is replaced by a Short Term Disability (STD) plan. This STD plan provides up to 26 weeks (including a waiting period) of partial income replacement for participants who become disabled for industrial and non-industrial illnesses or injuries, including pregnancy or drug or alcohol abuse, and are unable to perform their essential job functions.

To receive STD benefits, an employee must be receiving treatment under the care of a physician, must file a claim, and the claim must be approved by the Third Party Administrator (TPA) that the County contracts with.

The County pays for a "core benefit" providing 70% income replacement after a 14-calendar day waiting period. This basic core benefit is available to all MegaFlex participants, including newly-hired employees after they have completed the enrollment process and served the 14-calendar day waiting period; it does not have to be elected.

However, participants may choose to purchase an optional benefit plan, which provides for a shorter, 7-calendar day waiting period and also increases the amount of income replaced, as follows:

- For the first 21 calendar days of the period during which STD benefits are payable, 100% of the participant's income is replaced;
- Thereafter, for the balance of the period during which STD benefits are payable, 80% of the income is replaced.

The cost of this optional benefit is specified in the enrollment information and may be adjusted annually. A deduction taken on the 15th of a month provides coverage for the preceding month.

However, even though an employee has purchased this optional benefit, if this employee is applying for STD benefits and is also claiming that the illness/injury which causes his/her disability is work related, then if the injury/illness is deemed compensable (i.e., it is an "IA"), then this employee is limited to a 70% income replacement from the STD benefit plan. This 70% income replacement is offset by the amount of the state's TD benefit that the employee also receives; see e., Coordination of Benefits, below. Also, if it happens that the state's TD weekly rate is higher than the weekly rate provided by the 70% income replacement (which is unlikely), then the employee would receive only the state TD payment.

Also note: This Section P. covers general provisions of STD for current MegaFlex employees who do not have a work-related disability. For detailed information about processing STD used in conjunction with a compensable Workers' Compensation illness/injury, readers should refer to Section N of this Chapter I, Workers' Compensation. And for detailed information about the effect on STD of a change into or out of

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MegaFlex, readers should refer to Chapter VIII, which covers transitions between cafeteria plans.

a. Income replacement

The income replaced (70, 80, or 100%) is calculated based on the employee's Calculated Salary, which includes percentage bonuses (some of which were formerly expressed as schedule/level and include types such as out-of-class bonus and superior/subordinate pay) but excludes most hourly bonuses (e.g., night shift bonus). The income replacement benefit will be paid at the workday hourly rate for the Eligible Participant's compensation; the hourly rate is determined by dividing one-half of the monthly compensation by the number of scheduled workday hours in the applicable semi-monthly pay period. STD payments are taxed as ordinary income. However, if an STD-eligible disability is due to a work-related illness or injury and State Workers' Compensation Temporary Disability (TD) benefits have been authorized, part of the STD payment (the amount equal to the State's TD payment) is not taxed.

Note: If an eligible participant qualifies for workers' compensation benefits, the income replacement benefit will be paid at the calendar hourly rate. The hourly rate will be determined by dividing the employee's semi-monthly compensation by the number of semimonthly calendar day hours. Semi-monthly calendar day hours = Calendar days in the month x 8 hours/2.

STD benefits will be reduced by other income benefits that the employee may receive for the same disability. Refer to Item e., Coordination of Benefits, below.

If an employee elects the core (70%) coverage, is disabled, and while disabled, signs up for the optional benefit for the new plan year, the employee remains at the 70% level of benefit into the new plan year, until and unless the employee returns to work for at least 30 calendar days. The employee would then be eligible for the higher rate (after another waiting period) if he/she is again disabled. This same principle applies in the event of a mid-year election change occasioned by a qualifying change in family status: such a change is not effective until the employee has returned to work for 30 calendar days.

b. Waiting Period

This is the time, expressed in consecutive calendar days, between the date of disability, as determined by the Third Party Administrator (TPA) based on the date specified by the employee's physician, and the date the employee begins to receive STD benefits; it is included within the 26 week STD period. As it is expressed in calendar days, it includes weekends, holidays, and RDO's.

The length of the waiting period is 14 calendar days, unless the employee chooses to purchase the optional coverage. During the waiting period, employees may cover absences on regularly scheduled work days with any accrued time, such as Non-elective Leave.

If an employee returns to work for any length of time during a waiting period, he or she must observe another waiting period (as purchased) in the event of another disability that is unrelated to the prior disability.

c. Duration of benefits

For any one specific disability, STD pay stops when:

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- The employee is no longer disabled, as determined by the TPA.
- The 26-week STD period (including the waiting period) has expired.
- The employee dies, retires, or terminates employment with the County.
- The employee engages in gainful self-employment or receives earned compensation from an employer other than the County as determined by Department of Human Resources.
- The employee fails to provide satisfactory Evidence of Disability, no longer receives care by a qualified physician.
- The employee refuses to accept an offer of County employment, which is consistent with work restrictions.
- Any unauthorized return to work also causes STD pay to stop. The 26-week period never covers more than 182 consecutive calendar days.

While the duration of a disability is determined on a case-by-case basis by the TPA based on the medical information received from the employee's doctor, there are some general guidelines: for example, the usual pregnancy disability is 10 weeks (four weeks prior to, and six weeks after, delivery). For disabilities due to drug and alcohol abuse, there is a special limit of two episodes per life-time.

d. Determining Eligibility to Receive STD Benefits

To receive STD benefits, an employee must be unable to perform his/her essential job functions.

This fact must be communicated to the TPA by the employee and the employee's treating physician as soon as possible, but generally no later than the 29th day from the start of the approved disability. A penalty may be imposed for a late report. The penalty is a loss of paid benefit days equal to the number of days that the report is late. However, no penalty will be imposed if it was not reasonably possible for the employee to provide evidence of disability prior to the end of the filing deadline.

Thus it is very important that both the employee as well as the employee's doctor contact the TPA at the very onset of the disability. It is the responsibility of the employee, and not the employee's department, to initiate the claim and to see to it that the treating physician also reports to the TPA.

Finally, before the employee can receive the benefits, the TPA must approve the claim.

Note: STD benefits are never paid for the following:

- Intentionally self-inflicted injuries;
- Participation in the commission of a felony;
- Acts of war unless the Disability is a direct consequence and result of an injury or disease arising out of and in the course of active military service.
- A mental or nervous disorder, or drug or alcohol addiction, except where the employee is under regular care in a properly supervised program of treatment;
- A third or greater claim for a disability due to alcohol or drug dependency;
- Any employment, including self-employment, classes, etc., not specifically approved by the TPA as being part of a rehabilitation program;
- When an employee ceases to be under the care of a health care practitioner or ceases to receive appropriate treatment;

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- When an employee fails to cooperate with the Department of Human Resources or the STD administrator.
- Any other cause or circumstance set forth in the MegaFlex Benefit Election information.

Also, the benefits are not payable for any disability not justified by prevailing medical evidence and treatment; the physician must hold a license that is appropriate for treating the employee's disability, as established by a recognized professional association.

e. Coordination of Benefits

STD income replacement is coordinated with other income replacement the employee may receive for the same disability; most likely, this would arise in the case of a work-related injury. "Coordination" means that the STD benefit is reduced by the amount of other income. For example, an employee earning \$4,000 per month with a 70% STD benefit would ordinarily receive \$2,800 per month. If the employee's (State-mandated) Workers' Compensation TD benefit equals \$2,640 per (30-day) month, the employee's STD benefit would be \$160. Note also that this would apply even if the employee had elected to purchase the optional STD income replacement coverage; such an employee is limited to the higher of:

- 70% STD, offset by the value of the TD; or
- The State's TD.

Please see the material in Chapter I, Section N, under "IA for Non-4850 MegaFlex Employees", for additional information about how to reflect the coordination of STD and Workers' Compensation benefits in e-HR.

f. Using Accrued Time

In addition to using any accrued time to cover a waiting period, an employee may also elect to use accrued time to cover working day absences in lieu of receiving STD benefits. If the employee so elects, he/she can stop using accrued time and revert to STD benefits at any time, but the employee cannot then start using accrued time again. Using accrued time does not extend the length of any STD benefit period, up to and including the maximum 26-week STD benefit period.

Note that accrued time cannot be used to supplement STD benefits.

g. Impact on Other Benefits

An employee receiving STD benefits continues to receive his/her full MegaFlex Contribution, and STD time counts as Active Service for purposes of determining Non- Elective Leave earnings and retirement benefits. However, an employee who is receiving only STD benefits does not accrue a holiday, which falls during the STD absence; an employee receiving part-time STD benefits accrues Holiday hours proportionate to time worked. Thus, for example, an employee working half-time and receiving half-time STD benefits accrues four hours of Holiday time.

The employee continues to be eligible for Savings or Horizons Plan matches, if participating in these plans. However, depending upon the percentage of STD benefit that an employee has elected and also upon his/her contribution rate, the amount of the County's match may be reduced.

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Note: If an employee whose absence is due to a compensable work-related injury receives only the State TD because it is higher than the employee's STD benefit rate (which is unlikely), the employee will also continue to receive the MegaFlex contribution during the period of time the employee would otherwise be receiving STD benefits.

h. Part-Time STD

Whenever an employee is unable to return-to-work and fully meet the expectations of his/her full-time salaried position as determined by physician's orders, an accommodation for less than full-time work may be achieved through a modified or reduced work schedule subject to approval by department management and the TPA.

Thus, if both the TPA and the employee's department approve, an employee's treating physician may specify that the employee may return to work on a part-time basis. For example, the employee could be authorized (and approved) to work three hours a day; for the other five hours the employee would continue to receive STD pay. This applies to all employees, regardless of their FLSA Status.

Note that a return to work on a part-time basis does not extend any STD period, including the maximum 26-week STD period.

Sometimes a doctor will just authorize a vague, "part-time," return. In this case, the TPA will only authorize a daily number of hours and/or the defined work schedule on which the employee may return to work.

Note: If an employee is not already on a 5/40 schedule, an employee using STD should be placed on one, if it is likely that the employee will be absent more than a few days. If the employee is absent because of an Industrial Accident/Illness, he/she must be placed on a 5/40 schedule.

If the employee is then authorized to return to work on a part-time basis, the employee should remain on such a schedule until he/she returns to work on a full-time basis, unless the employee is returning to an assignment where only 4/40 schedules are used.

For additional information about work schedule changes and entries in e-HR for STD and part-time STD, see sub-section k., Documenting STD in e-HR, below. For additional information regarding schedules for an employee using STD in conjunction with an IA, please see Chapter I, Section N., Leave for Workers' Compensation Injuries/Illnesses.

i. Recurrent Disabilities

Because STD benefits are paid on a "per disability" basis, a new disability may trigger a new waiting period and a new 26-week STD period. Therefore, when someone who has been receiving STD benefits incurs another disability, there is a need to determine whether the disability is indeed new or a continuation of the previous disability, i.e., it is a "recurrent disability." This determination, made by the TPA, is based on the following:

Note: In all of these examples, a "return to work" means a return to active employment, which means that the employee has resumed a normal, full-time working schedule for the regularly scheduled

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working days after his/her return on a full-time basis; a part-time return to work no longer applies in determining whether a subsequent disability is recurrent:

- 1) If an initial disability is followed by a return to work that lasts 29 consecutive calendar days or less, and the subsequent disability is due to a cause that is related to the cause of the first disability, then the subsequent disability is deemed to be a continuation of the initial disability, and STD payments will resume without a new waiting period. However, the 182-calendar-day STD period is not extended from the initial disability approval date;
- 2) If an initial disability is followed by a return to work that lasts 29 consecutive calendar days or less, and the subsequent disability is due to a cause that is unrelated to the previous disability, then the subsequent disability is deemed to be a new disability, with a new waiting period included within a new 26-week STD period.
- 3) If an initial disability is followed by a return to work lasting at least 30 consecutive calendar days, then a subsequent disability is deemed to be a new disability, with a new waiting period included within a new 26-week STD period, even if the cause of the new disability is related to the earlier disability;
- 4) If an initial disability has not been followed by a return to work (for any amount of time), then a second disability will not be deemed to be a new disability, with a new 26-week STD period, regardless of whether it is related or not. Thus if an employee is receiving STD benefits because of a broken arm, and while off, breaks a leg, the employee's STD period remains at 26 weeks from the date of the first disability.

j. STD and Transition into or out of MegaFlex

1) Termination from County Service

If a MegaFlex employee terminates and is rehired (to a MegaFlex class) within 30 calendar days, he/she receives the same STD coverage as previously purchased.

If a MegaFlex employee terminates and is rehired after 30 calendar days, he/she is eligible for elected STD benefits after he/she becomes a MegaFlex participant.

If an employee is on STD and there is a job change, the employee's leave policy will be overridden in e-HR to reflect the prior Job's leave policy, so that the employee may continue their claim based on the old job's leave policy. Once the claim closes the employee's leave policy will need to be updated to reflect the new leave policy. (Refer to e-HR Desk Procedure #DP-TM-133-D, Closing Industrial Accident, Short Term Disability or Mega IA Claims for Employee with Job Change.)

The Pay Period Active IA and Pay Period Active STD/Mega IA reports will list employees with open/active IA/STD/Mega IA claims or claims closing within the reporting period. These reports will be useful in determining which claims have a leave policy override and what claims are closing. The Payroll Clerk will need to notify Personnel clerk to update/remove the override leave policy.

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2) Transition into MegaFlex because of a job change

If an employee is absent and receiving Part-Pay Sick Leave (PPSL) when he/she becomes a MegaFlex participant, the employee has the option of choosing whether to continue using PPSL or switch to STD.

If the employee elects to use STD, and he/she has already met the calendar days required for the selected STD waiting period while using PPSL, STD payment will begin without another waiting period. However, the STD benefit is coordinated with PPSL previously used. Thus for an employee using PPSL who was originally absent on January 1 and who begins using STD in March, the 26-week STD start date is January 1.

If the employee elects to continue using PPSL, and if the PPSL is exhausted before the employee is able to return to work, then the employee may begin to receive STD benefits, if any remain; as in the preceding case, STD is coordinated with previously used PPSL dating from when the employee was originally absent. Note that such employee who continues to use PPSL does not continue to accrue Vacation and Sick Leave.

3) Transition out of MegaFlex because of a job change

If an employee is absent and receiving STD benefits when he/she changes to a non-MegaFlex job, the employee will continue using STD or accrued leave pursuant to established rules for using such leave. Even if the employee time is coded with STD, the employee accrues Sick Leave and Vacation, if the employee is otherwise eligible for such accrual.

k. Documenting Short Term Disability (STD) in e-HR

Overview

The procedures in this section apply primarily to MegaFlex employees using STD to cover an illness or injury that is not job-related. There are other processes that apply specifically to STD as the result of a compensable IA case which are more complicated. Thus for details regarding entries into e-HR regarding such cases, readers are advised to refer to Section N., Leave for Workers' Compensation, in this Chapter I.

1) FMLA Designation

Whether the absence is an IA case or not, department staff should designate the leave as an FMLA leave pursuant to the FMLA regulations and procedures. FMLA event hours should equal the scheduled hours. (For additional information on processing FMLA, please see Chapter I, subsection M, Family Leave, Unpaid Leave).

2) Work Schedule Change May Be Required

As soon as it becomes known that an eligible employee will be absent for more than a few days and will be using the employee's STD benefit, but before authorization is received from the TPA indicating that the employee is eligible for STD, payroll staff should consider whether or not to initiate a work schedule change to a 5/40 schedule.

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If the absence is clearly due to an Industrial Accident or Injury, a work schedule change must be made because any leave taken for a Workers’ Compensation absence continues to be paid on a calendar-day basis, rather than a work-day basis. So when an employee begins using STD to cover an IA absence, then that STD must also be used to cover all of the ensuing calendar days, including the employee’s RDO’s, (e.g., weekends on a 5/40 schedule). Using STD on all calendar days ensures that the employee is paid on a consistent basis for the duration of the IA absence.

In all other non-IA cases, whenever a 9/80, 4/40, or any 56-hour employee is at the point where the employee is going to be using STD, (e.g., the employee is absent and using leave to cover the waiting period or pending the determination of compensability in a potential IA case), it is advisable that the employee’s schedule be changed to a 5/40 schedule, effective on the first day of the employee’s absence. This allows for the payroll staff or the system to enter, for each working day of the employee’s absence, eight hours of the appropriate STD event code (or leave), as indicated below.

Note: To change an employee’s work schedule, payroll staff should modify the employee’s work cycle (WKCY). (Refer to Desk Procedure DP-TM-080-D for instructions on changing work cycles in e-HR.

3) Entering Short Term Disability (STD) Leave Hours In e-HR

Glossary of Terms

Following are definitions of terms used in the STD/IA process, including the data that are entered on the EMSTD document.

AWOP	Authorized absence without pay.
Benefit Start Date(STD)	Indicates the first day the employee begins to receive STD compensation.
Benefit Through Date(STD)	Indicates the last day the employee is receiving STD compensation.
Claim Number	The number provided by the TPA to identify an injury/illness.
Compensability Start Date	The start date that the TPA has deemed industrial accidents to be compensable.
Compensability Through Date	The end date that the TPA has deemed industrial accidents to be compensable.
Coordination of Benefits	Coordination of IA, STD, and other government benefits.
Denial Period	Any specific STD voucher will list penalty dates and reason at the bottom of the voucher.
Disability Start Date	This is the Disability Date on the voucher.

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Disability Through Date	The last day that the STD Third Party Administrator has determined to be the end of the disability period. This is the STD Benefit Termination Date on the voucher.
Part Time Return to work	The TPA may approve a plan whereby an employee who has requested an STD benefit may return to work on a part-time basis.
MegaFlex IA for Non-4850 Employees	As a MegaFlex participant, these employees are not eligible for the current 70% salary continuation, but are eligible to receive the State’s Temporary Disability Non-Taxable 2/3 salary up to a benefit maximum.
Voucher	The notice sent from the STD TPA to the employer and the employee that states the approval of the claim and the determined period of compensability.
Recurrent or Extended Disability	When a MegaFlex Participant becomes Disabled due to the continuation of a previous medical-related injury or illness.
Short Term Disability (STD) IA	When IA is coordinated with STD benefit.
Temporary Disability (TD)	The period of time after the completion of a compensable industrial injury/illness wherein an employee is still unable to work. TD is coordinated with STD benefits, where the STD benefit pays only the difference between the State mandated rate for an IA and the current rate of 70% STD. If the employee does not medically improve, the Doctor and TPA will consider the employee to be Permanent and Stationary which means their injury/illness isn’t expected to get better or worse. P&S pay is not coordinated with the STD benefit.
STD Third-Party Administrator	The contractor hired by the Department of Human Resources to administer STD benefits, STD TPA duties include determining eligibility for benefits and notifying the employee in writing of the findings as well as notifying the employee’s department of the approved STD benefit date.
Waiting Period	It refers to the initial period of Disability between the first day a Health Care Practitioner certifies the Disability whereas the employee has not worked and the date the employee is to begin their STD Benefit payments. Currently the waiting period is the first 7 or 14 consecutive calendar days of the Disability. If there is no late filling penalty, STD benefit payments begin on the 8 th or 15 th day of disability.

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The Short Term Disability Tracking Document (EMSTD)

To process Short Term Disability claims the Payroll Clerk or Return-to-Work Coordinator will access the Industrial Accident and Short Term Disability (IASTD) activity folder to create a Short Term Disability Tracking document (EMSTD), which is used to record information needed to keep track of an employee's Short Term Disability (STD) case and for the system to process the case; proper use of this document is key to accurate processing.

Entering data on the EMSTD document invokes a retroactive process in e-HR that automatically makes all of the necessary adjustments to all of the employee's records during the period of absence due to the Short Term Disability.

e-HR uses information from this document to create TADJs that restore leave used (pending a determination of benefit eligibility) and enter the appropriate Leave event codes on the employee's Time and Events History Wizard (TEHW) record during the period of absence due to the disability. e-HR thereby relieves payroll staff from the task of entering this time each pay period and of making retroactive manual corrections.

USING THE SHORT TERM DISABILITY ACCIDENT TRACKING DOCUMENT (EMSTD)

When the department receives information from the Short Term Disability Third Party Administrator (TPA), department staff, must first verify that the employee's work schedule is set to 5/40. If not, then staff must change it to a 5/40 retroactively effective to the benefit start date (or the compensability start date, if there is also an IA claim, whichever is earlier). Department staff also must manually create and submit TADJ documents to correct the employee's time retroactively to be consistent with the 5/40 work schedule.

After the work schedule has been changed and the TADJ documents have been submitted and approved to Final, staff can now establish the employee's EMSTD record by entering the Document's effective date ("FROM" date), Claim Number, Disability Start date, Disability Through date, waiting Period Start date, Waiting Period Through date, Benefit Type, Benefit Start date, Benefit through date, and any other related details required by the EMSTD document. **(Refer to Desk Procedures DP-TM-120-D (70% STD) or DP-TM-121-D (100% and 80% STD) for further details on creating an EMSTD document to establish a Short Term Disability claim.)**

Based on this information, e-HR performs all of the operations necessary to correct a Non-4850 MegaFlex employee's time, leave, and pay records.

Thus, it is very important that the information be entered accurately, that the information received from the TPA is clear, and that it accurately conforms to the apparent circumstances to the case. Any questions or discrepancies must be resolved by contacting the TPA before entering data into e-HR.

If the Benefit Start date is in a pay period prior to the current pay period being processed, e-HR retroactively corrects the data in all pay periods within the benefit period. In this process, for 100% STD cases, e-HR restores all leave used and adjusts leave balances and processes pay by changing all eight-hour scheduled workdays to the correct 100% STD Leave event code (133). For 70% or 80% STD cases, e-HR restores 70% or 80% of leave used, respectively, and adjusts leave balances and processes pay by

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changing all eight-hour scheduled workdays to the correct 70% or 80% STD code (132 or 134 respectively).

When an employee returns to work on a full-time basis, payroll or return-to work staff must enter the disability through date (as the day before the employee returns to work full-time).

As indicated above, usually an employee will use accrued leave time, if available, to cover the waiting period and subsequent workdays while awaiting authorization from the TPA. The employee's initial use of leave benefits or without pay events and the FMLA tracking event (Event Type Code 078 when leave benefits are used or Event Type code 076 when without pay events are used) should be reported on the TIMEI document until the claim is approved by the TPA. If this notification is not timely, leave may have been used (and paid) to cover work days that fall after the waiting period. This time needs to be corrected to show STD plus the leave used, just as in the case of a retroactive IA case.

When new or corrected claim information is received from the TPA, the Payroll Clerk or Return to Work Coordinator needs to modify the claim information through the EMSTD document in the IASTDM activity folder. The document may be updated for the following reasons:

1. Adding new Detail Lines to an Existing Claim for a Denial Reason.
2. Correcting or Updating the Benefit Start Date for STD Claims.
3. Correcting or Updating the Benefit Through Date for STD Claims.
4. Correcting or Updating the Compensability Start Date for Mega IA Claims.
5. Correcting or Updating the Compensability Through Date for Mega IA Claims
6. Deleting an 80% EMSTD document for STD Claims.
7. Closing or Ending Short Term Disability Claims.

Pending Retroactive Triggers may be created as a result of the modified EMSTD document. Retroactive Triggers are alerts created in e-HR instructing the system to review previously paid pay periods and make retroactive time and pay adjustments on specific dates. (Refer to other Time and Attendance Desk Procedures (such as DP-TM-120-D and DP-TM-121-D) for instructions once the modified EMSTD document has been validated and submitted. (Refer to DP-TM-122-D, Modifying an Existing Short Term Disability Claim (ESTMD document), for further details on modifying/updating existing Short Term Disability Claims.)

The Daily Timesheet (TIMEI) and the Daily Timesheet Adjustment (TADJ) Documents

STD time can be recorded manually with the timesheet document (TIMEI) or with the timesheet adjustment document (TADJ).

The TIMEI document can be used by staff to record STD Leave time for current and future pay periods, while the TADJ can be utilized by staff to document current and retroactive time adjustments converting accrued Leave or AWOP to STD Leave time.

AUTOMATED PROCESSING OF A STD IN e-HR

When the EMSTD document is completed, e-HR uses the information entered to automatically perform various operations for active STD cases, such as carrying out retroactive corrections. When the EMSTD is updated, other automated corrections are made. All of these processes are described below. **Note**

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again, however, that these automated processes are only accomplished if the employee's work schedule has been changed to a 5/40 schedule and all of the time to be corrected already reflects this schedule (i.e., all days are recorded as eight-hour days).

Processing the Current and Subsequent Pay Periods Within the Initial Year

e-HR pre-populates time via the Daily Timesheet (TIMEI) document with the appropriate STD Leave Event Codes.

Leave Event Code 132 – Short Term Disability – 70% (This is a Leave event with workday hourly pay rate calculated as: Semimonthly Salary/Pay Period Scheduled Hours x .70).

Leave Event Code 134 – Short Term Disability – 80% (This is a Leave event with a workday hourly pay rate calculated as: Semimonthly Salary/Pay Period Scheduled Hours x .80).

Leave Event Code 133 – Short Term Disability – 100% (This is a Leave event with a workday hourly pay rate calculated as: Semimonthly Salary/Pay Period Scheduled Hours).

Processing Previous, Already-Paid Pay Periods

e-HR, in its retroactive process, via the TADJ document, converts AWOP or leave time previously recorded and paid in eight-hour increments to the appropriate STD Leave Event code and restores leave time as follows:

For 100% STD claims e-HR restores all 100% leave hours that were reported as used, and processes necessary adjustments to payroll to convert earnings previously paid to 100% STD (Leave event code 133) on all scheduled workdays.

For 70% STD claims e-HR restores 5.6 hours/5:36 hours (70% of eight) of all 100% leave hours that were reported as used, and processes necessary adjustments to payroll to convert earnings previously paid to eight hours of 70% STD (Leave event code 132) and 2.4 hours/2:24 hours (30% of eight) of the 100% leave hours used, for all scheduled workdays.

For 80% STD claims e-HR restores 6.4 hours/6:24 hours (80% of eight) of all 100% leave hours that were reported as used, and processes necessary adjustments to payroll to convert earnings previously paid to eight hours of 80% STD (Leave event code 134) and 1.6 hours/1:36 hours (20% of eight) of the 100% leave hours used, for all scheduled workdays.

For Example: If the employee initially coded and was paid 8:00 hours of 003 (100% Non-Elective Leave), then upon being approved for 70% STD, e-HR would perform the following automated retroactive adjustments:

Monday-Friday

- 5:36 hours of 003 (restores 70% of the 003 hours back to leave balance)
- 2:24 hours of PY003 (ensures employee keeps 30% of Leave already paid)
- 8:00 hours of 132 (pays the employee the 70% STD)

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After these TADJ adjustments are Final, the Employee’s Time and Events History Wizard page (TEHW) would display the following:

Monday-Friday
 2:24 hours of 003
 2:24 hours of PY003
 8:00 hours of 132

Verification of employee Pay When receiving Short Term Disability

The following is an example of what happens in e-HR when an employee is initially paid 88 hours of 100% Non-Elective Leave (003) and then retroactively adjusted for 70% STD (132):

Example:

Employee’s semimonthly salary is \$5,000.00
 Scheduled pay period is June 1 – June 15th
 Scheduled hours in the Pay period are 88 hours (11 days and 8 hours per day)
 Workday 100% hourly rate is \$56.8182 (5,000.00/88 hrs)
 STD 70% (132) hourly rate is \$39.7727 (5,000/88 x .70)

Here is how the pay is processed in e-HR pays:

- Initially when the non-elective leave is reported on the TIMEI, eHR reverses the employee’s 88:00 Hours of regular earning (099) and pays 88:00 hours of non-elective leave (003). This will look like this:

Event	Hours Paid	Hourly Rate	Amount Paid
099	88:00	\$56.8182	\$5,000.00
099	-88:00	\$56.8182	-\$5,000.00
003 (PY003)	88:00	\$56.8182	\$5,000.00
Total Paid			\$5,000.00

- When the retro STD is processed through EMSTD, e-HR will reverse 70% of the 003 pay (5:36 hours each day) and replace it with 8:00 hours of 132 pay on each day. This will look like this for the pay period:

Event	Hours Paid	Hourly Rate	Amount Paid
003 (PY003)	-61:36	\$56.8182	-\$3,500.00
099	61:36	\$56.8131	3,500.00
132 (PY033)	88:00	\$39.7727	\$3,500.00
099	-88:00	\$56.8182	-\$5,000.00
PY003	26:24	\$56.8182	\$1,5000.00

Employee is ultimately still paid \$5,000.00 (\$3,500 of STD and \$1,500 of Non-elective Leave Pay).

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The employee has 61:36 hours of non-elective leave restored (which is 70% of the 88 hours that was previously coded and paid).

Recording Time When the STD Period Ends

The STD period runs for 182 calendar days or until the Third Party Administrator determines that the employee is no longer disabled. The TPA then specifies the end date for the STD period, and the employee receives STD benefits through this date, which may fall on any day of the week, including weekends. When the period ends on a day preceding a regularly-scheduled work day, the employee is expected to be at work the following day, or to use any other leave as is necessary and appropriate.

The Employee Elects to Use Leave in Lieu of STD

If an employee elects to use accrued leave in lieu of STD, then this leave is entered on TIMEI, in the same way as 100% leave taken for any other reason, on regularly scheduled workdays only. Employees cannot supplement STD pay with leave; the latter must be used in whole day increments.

4) Recording Part-Time STD

If an employee is authorized by the Third Party Administrator to use STD and return to work on a part-time or intermittent basis, then both the regular hours worked (099 hours), and one of the STD Leave event codes (132, 133, or 134) are entered on each workday.

Also note that in lieu of the part-time 099 hours, other Leave events, such as Non-elective Leave, Elective Leave (after all other accrued leaves are exhausted), or AWOP may be used. For example, if an employee has an illness unrelated to the STD, which causes the employee to be unable to work all of the hours that have been authorized for his/her return, accrued leave may be used for the scheduled work hours. (Refer to Desk Procedure DP-TM-130-D about how to enter Part Time Return to Work cases using the EMSTD document).

5) Part-time STD for Exempt, Salaried Employees

An Exempt, Salaried employee approved for a part-time return-to-work while recovering from an illness or injury covered by STD is processed in the same way as all other employees: In this case, using STD (or other) leave is an exception to the general rule for Exempt, Salaried employees which provides that such employees take leave only in full-day increments.

The reason for this exception is that an Exempt Salaried employee authorized for a partial return-to-work is not expected to work whatever number of hours is required to get the job done; indeed, the employee is foreclosed from doing so by physician's orders. An employee who is absent and receiving STD is also covered by the Federal Family and Medical Leave Act (FMLA), and this act as well as the County Code provides that Exempt Salaried employees who are on FMLA leave may record partial-day absences. Moreover, in the event that an Exempt Salaried employee remains unable to return to work on a full-time basis after the 480-hour (or 672-hour) FMLA period has ended, the employee is deemed not to be Exempt Salaried for the duration of the illness/injury, since he/she is simply not physically capable of performing at the level expected of the position. Accordingly, departments must change the FLSA status for such an employee who is no longer covered by FMLA. This is accomplished by modifying their employee assignment record, by accessing the Employee Profile Management (EPM) activity folder

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and updating the Employee Status Maintenance (ESMT) document. In the “Overrides” section the FLSA field needs to be change to “Non-Exempt” and an FLSA profile needs to be entered in the “FLSA Profile” field.

Thus Exempt Salaried employees authorized for part-time STD are processed in the same way as Covered employees; i.e., their hours reflect the hours actually worked, with the balance of scheduled hours coded as appropriate for their STD status, as specified above.

Therefore, when entering an EMSTD document for a Part Time return to work case, the TPA notice states that the employee can work three hours on Monday, then staff must input 5 hours (8 scheduled work hours – three hours part time return to work) in the “Part Time Monday Hours” field. The Timesheet generator will prepopulate three hours of 099 Regular earnings and 5 hours of 132 70% STD. (Refer to e-HR Desk Procedure #DP-TM-130-D, Short Term Disability Processing – Part Time Return to Work, for further details.)

2. LONG TERM DISABILITY (LTD) AND SURVIVOR BENEFIT (SB) PLAN (Refer to County Code sections 5.27, Subdivision 2, Part 4; 5.28, Subdivision 2, Part 4; 5.38)

INTRODUCTION

The LTD plan, which provides disability benefits to employees should they become totally disabled, was originally developed in 1982 as a result of the installation of Retirement Plan E. However, in 1985, because of the County's withdrawal from Social Security, the LTD plan was extended to all employees who are general members of County Retirement Plans. The LTD & SB plan also provide benefits to qualified survivor(s) in the event of the member's death who were receiving LTD benefits, or would have been eligible to receive LTD benefits just prior to death.

With the advent of the MegaFlex cafeteria plan, employees who are enrolled in that cafeteria plan are covered by the LTD provisions. Thus, while there are now two LTD plans, most of the provisions of the two plans are essentially the same; any differences are as noted in the following sections.

The LTD plan is administered by a Third Party Administrator (TPA). The TPA receives, approves, and processes all claims, and oversees and issues all payments; currently, the County's TPA is Sedgwick Claims Management Services.

a. Eligible Employees

Cafeteria Plan Participants, including Choices, Options and Flex participants, are eligible for LTD as follows:

- (1.) All Choices, Options or Flex Plan participants, regardless of the type of retirement plan, must have completed five (5) or more years of continuous service or have an approved Worker's Compensation claim with the County of Los Angeles.
- (2.) All MegaFlex employees will need to have purchased 40% or 60% LTD income replacement prior to January 1 of the year disability starts.

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MegaFlex Employees in Retirement Plan E:

- Each member with less than five (5) years of continuous service is entitled to purchase LTD up to 40% or 60% of their base salary.
- Each member with five (5) or more years of continuous service at the beginning of a plan year (January 1) will receive County-paid LTD coverage for up to 40% of his/her base salary.
- Each member with five (5) or more years of continuous service at the beginning of a plan year (January 1) may purchase the difference between the County-paid 40% LTD coverage and 60% of the base salary.

b. LTD Waiting Period

1) The waiting (qualifying) period is six months from the first day of absence from work due to a total disability. Long-term disability benefits are not received during the waiting period. However, a MegaFlex employee who was approved for the maximum STD period, 182 calendar days, would very likely cover the LTD waiting period.

2) A return to work for a total of 29 calendar days or less prior to completion of the waiting period does not affect the waiting period, provided that the successive absences are due to the same cause. Also, the waiting period is not changed if an employee incurs a disability from an unrelated cause during the waiting period.

3) A return to work for an aggregate of 30 days, or more, during the waiting period, requires the employee to begin a new six-month waiting period.

Note: For MegaFlex employees, the Election information (LTD booklets, pamphlets, and other material provided annually) may establish other provisions under which a participant may return to work on a trial basis during the waiting period without causing an interruption to or an extension of the waiting period, provided that such a part-time return is approved by the TPA, who will monitor the trial return.

4) Disability Standards

"Total disability" during the six-month waiting period and during the first 24 months of benefit eligibility means the employee is unable to perform the predominant or essential job functions of his/her county position or any accommodations established by the doctor and department. To qualify for LTD beyond the 30-month period, the claimant must be totally disabled according to the Federal Social Security Act definition.

5) Filing an LTD Claim

When an employee thinks he/she may be out longer than six-months due to disability, the employee is responsible for requesting an LTD application and any necessary forms from the TPA. The employee is also responsible for completing the application and for ensuring that his/her physician also completes and returns the mandatory forms to the TPA as soon as possible, but no later than one year from the date the employee was first absent. Departments are advised they may need to follow up with the employee and/or with the TPA to ensure the requisite forms have been sent to the employee and they have been returned to the TPA.

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c. Benefits

Following are descriptions of the LTD benefits and their operating rules. However, the County Code provides the County with the authority to modify these operating rules as necessary for the prudent administration of the program. Such modifications may be made at any time, and are available at the LTD Plan's web-site:

<http://hr.lacounty.gov/subsites/RTW/LTDoverview.htm#none>

Therefore, readers are advised to be aware of the need to review such materials as necessary.

- 1) The monthly benefit for Non-MegaFlex employees is 60% of the employee's Basic Monthly Compensation, which is the employee's base salary (the employee's rate on the schedule or pay table) during the 12 months prior to the onset of disability. This benefit is taxed.
- 2) For MegaFlex employees, if purchased, the monthly benefit is either 40% or 60% (depending upon the employee's election) of the employee's Basic Monthly Compensation, which is the employee's base salary (the employee's rate on the schedule or pay table) during the 12 months prior to the onset of disability. This benefit is taxed.

In the case of either a MegaFlex or a Non-MegaFlex employee, the benefit may be reduced by other income the employee may receive (see Subsection d., Benefit Coordination).

- 3) After approval of an LTD claim, benefits begin to accrue on the first day following the end of the six-month waiting period. Thereafter, LTD payments are made monthly by the TPA. The TPA provides the required coordination of benefits. An employee is paid at the end of the month which follows the month for which the payment is made. For example, an employee who receives a payment issued on July 28 is being paid for an LTD benefit coverage for June 1-30.

Benefits are not payable for any total disability not justified by prevailing medical evidence and treatment.

- 4) COLA Increase

Effective with a waiting period beginning after January 1, 2001, an employee who has been receiving LTD benefits for 24 months may receive a cost-of-living adjustment of up to two percent, based on the Bureau of Labor Statistics CPI for All Urban Consumers for the Los Angeles/Riverside/Orange Counties CA as of the preceding January 1. The employee continues to receive such an adjustment annually, as long as the employee remains totally disabled, and approved for LTD benefits.

- 5) LTD Health Insurance Premium Protection (LTDH)

The LTD Health Insurance plan is designed to help employees continue their medical insurance coverage if they are eligible for long term disability and become totally and permanently disabled. If the employee meets the eligibility requirements listed below and become totally disabled, the LTD Health Insurance plan continues the employee's County-sponsored medical insurance coverage while they are receiving County LTD benefits.

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The employee is eligible to participate in the LTD Health Insurance plan if they meet both of the following requirements:

- Is a General Member of Retirement Plan A, B, C, D, E, or G of the Los Angeles County Employees Retirement Association (LACERA)
- Is enrolled in one of the County sponsored medical plans

If the employee meets the eligibility requirements, and experiences a disability on or after the later of January 1, 2008 or the date their medical coverage begins, the LTD Health Insurance plan pays 75 percent of the employee's monthly medical premium while he/she is disabled and receiving LTD benefits. The employee must pay the other 25 percent of the monthly medical premium. For disabilities occurring after January 1, 2008, this "Core" coverage is provided automatically at no cost to the employee.

For disabilities occurring on or after January 1, 2008, eligible employees can elect to "buy up" to 100 percent LTD Health Insurance at a cost of \$3.00 per month. Under this optional coverage, the LTD Health Insurance plan will pay 100 percent of the monthly medical plan premium while the employee receives LTD benefits. **If an employee does not elect to purchase the optional 100 percent coverage for a Plan Year, he/she cannot elect this coverage for the next Plan Year. The employee must wait two plan years before he/she again has the option to elect this coverage.**

When Coverage Begins

If the employee meets the LTD Health Insurance eligibility requirements described above, the medical coverage protection under the LTD Health Insurance plan begins after he/she satisfies the long-term disability plan's eligibility waiting period (five years of continuous County service **OR** total disability as a result of a work-related or active military service-related injury or illness). **When the employee is in the process of filing a claim, or has filed a claim for long-term disability benefits, he/she must continue to pay for his/her medical premiums (maintain continuous coverage) until he/she is approved for LTD Health Insurance. LTD Health Insurance benefits begin when the employee starts receiving LTD benefits. Failure to maintain continuous coverage will end an employee's eligibility for LTD Health Insurance.**

Increasing Coverage During Annual Enrollment

If an employee is already currently disabled and in the qualifying period, or receiving long term disability benefits, and was not covered by the 75 or 100 percent LTD Health Insurance plan when he/she became disabled, the employee's enrollment in the 75 percent LTD Health Insurance plan, or his/her election to "buy up" to 100 percent LTD Health Insurance coverage will not become effective until the employee returns to work. The enrollment or election will not be effective with regard to a recurrence of the same disability unless the employee has returned to work for at least six months.

When Benefits Begin and End

If an employee enrolls in the LTD Health Insurance plan while he/she is still actively at work, and he/she satisfies the eligibility requirements, the employee's LTD Health Insurance plan benefits begin when he/she starts receiving long term disability benefits (after six months of total disability). An employee's LTD health benefits will continue for so long as they are disabled and receiving LTD benefits, except that, if he/she becomes eligible to receive retiree health benefits from the Los Angeles County Employees' Retirement Association ("LACERA"), their LTD health benefits will stop whether or not he/she elects to receive the retiree health benefits provided by LACERA. The

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employee must continue his/her County-sponsored medical coverage by paying premiums under the County's self-pay program or with payroll deductions until he/she begins long term disability benefits to qualify for continuation coverage under the plan.

Effective January 1, 2005, the LTD Health benefit is extended to the survivor(s) (a spouse, child up to age 26, a domestic partner as defined in Section 298.5 of the California Family Code, of an employee or domestic partner's child up to age 26), who were participating in the LTD Health program immediately prior to his/her death.

To be eligible, the survivor must have been an eligible survivor who is covered by a County-sponsored medical plan under a cafeteria plan as of the onset of disability, or as of the date of the employee's death where death occurs with no preceding claim for LTD payments. The survivor receives insurance on the same basis the employee originally chose, i.e., either 75%, with monthly payments for the balance, or 100%.

Survivor benefits continue until the survivor's death or until the individual ceases to be an eligible survivor, except that if the survivor becomes eligible to receive retiree health benefits from LACERA, the LTDH benefits will stop whether or not the survivor elects to receive the retiree health benefits provided by LACERA. For a survivor of an employee who had between five and ten years of service and where the employee's death did not arise out of and in the course of the performance of his/her duties, LTDH benefits will not stop because of eligibility for benefits from LACERA.

The LTD Health plan is administered by Employee Benefits Administration in the Department of Human Resources, which should be contacted in the event of questions or problems involving this LTD benefit.

d. Benefit Coordination

LTD benefits (i.e., 40% or 60% of salary) are reduced by the amounts of other kinds of income received by the employee including:

- Federal Social Security retirement benefits received for the same disability, and for the same period of time.
- Any County compensation including, but not limited to Sick Leave, Vacation, overtime, compensatory time-off pay, or leave donations. Note that employees who have not terminated from County service may use sick leave, vacation, or any other accrued time in lieu of LTD benefits, provided that the substitution is made on a day for day (and not dollar-for-dollar), basis; in other words, one day's (eight hours) use of accrued leave results in the loss of one day's LTD benefits.

Note: Disability leave, approved by the appropriate County TPA, has an exception to the general rule for Exempt Salaried employees who take leave only in full-day increments. The exception arises because an Exempt Salaried employee who is authorized for a partial return-to-work cannot be expected to work whatever number of hours is required to get the job done, as the employee is foreclosed from doing so by physician's orders. Departments must change such an Exempt Salaried employee's FLSA Status from "Exempt Salaried" to "Covered" when he/she is authorized for part-time work. Thus Exempt Salaried employees authorized for part-time work

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and part-time disability benefits are processed in the same way as Covered employees; i.e., their hours reflect the hours actually worked, with the balance of scheduled hours coded as appropriate for their approved disability status by the corresponding TPA.

- 70% of any earnings received from the County, such as salary earned during an LTD part-time or intermittent return-to-work;
- 50% of other salary or income received from any other employer or otherwise earned;
- Any benefits provided for the same disability pursuant to any governmental agency including the Federal Railroad Retirement Act, employer's liability law, State unemployment insurance, or workers' compensation law;
- Retirement benefits, excluding any cost of living adjustments, received under County Retirement Plans A, B, C or D or G.

Note: LTD benefits are not reduced by cash or other compensation resulting from any contribution to a County-sponsored cafeteria plan, nor are they reduced by any payment received for accrued sick leave, vacation, annual leave, or other accrued time when such payments are made because of the employee's termination from County service or death.

In addition, for general members of Retirement Plans A, B, C, D and G, continuation of LTD benefits beyond 24 months is contingent upon the member's Social Security approval for Medicare, and receipt of retirement benefits. In addition, the employee must convert to one of the retiree health care plans upon approved retirement.

e. Duration of Benefits

- 1) Benefits may be received, as long as the employee remains eligible, for up to twenty four (24) months after the waiting period.
- 2) In order to qualify for additional benefits after twenty four (24) months, the employee must meet the "totally disabled" definition of the Federal Social Security Act.
- 3) Benefits end when:
 - The total disability ends (see Disability Standards, above).
 - The claimant refuses an offer of County employment that is consistent with work restrictions and appropriate to his/her abilities, training or experience.
 - The claimant reaches age 65. However, if the waiting period begins at or after age 62, benefits may be provided for a period of time beyond age 65.
 - The claimant retires and receives retirement benefits under Plan E.

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- After 24 consecutive months of eligibility for benefit payments, a general member of Retirement Plans A, B, C, D or G fails to apply for retirement benefits, either disability retirement or service retirement, and either consecutively or simultaneously.
- The claimant fails to follow procedures or cooperate with the LTD Office, including but not limited to furnishing evidence of disability or any other notice required under this LTD Plan, or be examined at the request of the County, or otherwise cooperate with the County in determination of benefits.
- The claimant fails or refuses to timely apply for other benefits he/she is eligible for, including but not limited to worker's compensation and Federal Social Security Act benefits.

4) If approved by the TPA, LTD benefit recipients may return to work on a trial (e.g., part-time) basis. LTD benefits remain in effect during this time, during which time the TPA supervises/monitors the return.

f. Recurrent Disabilities

If an employee returns to work and is totally disabled for the same cause or a related medical diagnosis, within six continuous months of the date of his/her return to work, disability payments resume without a new waiting period. Such an employee is still only entitled to a total of 24 months of benefits, unless he/she qualifies for additional benefits as specified above. Also, a new LTD claim may not be approved unless there is six (6) continuous months of physical full-time county work completed.

g. Exclusions

Employees do not receive LTD benefits if the disability results from:

- Self-inflicted injuries;
- Participation in the commission of a felony;
- War or acts of war, declared or undeclared, unless said Disability or death is a direct consequence and result of injury or disease arising out of and in the course of active military service during a military leave of absence, in which case, the provisions of this paragraph shall not apply.
- Any condition making the employee ineligible for benefits under Social Security/
- A mental or nervous disorder, or drug or alcohol addiction, except where the employee is under regular care in a properly supervised program of treatment.

h. Appeals

An employee may appeal to the TPA, in writing, the denial or cessation of an LTD benefit. The appeal is reviewed by the TPA, and then, if necessary, is heard by a County-designated hearing officer, who conducts a full hearing and renders a final decision.

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i. Survivor Benefits (SB) (Refer to County Code Section 5.38.040)

These benefits are applicable to Non-MegaFlex employees in all retirement plans eligible to receive LTD benefits. For eligible employees, SB equal to 55% of the LTD benefit (after offsets, if any) is paid to the employee's spouse or domestic partner. A survivor must have been married to the LTD recipient, or a domestic partner must have been certified, prior to the beginning of the waiting period. In the event there is no surviving spouse or domestic partner, such benefits are paid to unmarried minor (through age 17) children, or to unmarried children through age 21 if they are full-time students attending an accredited school.

j. Impact of LTD on Benefits

When an employee is on LTD, the employee does not receive any cafeteria plan contribution, nor does time on LTD count as active service for employees in retirement plans A, B, C, D or G, unless accrued leave is being used. An employee in retirement plan E receiving LTD benefits does accrue service credit. Note: Employees receiving LTD benefits cannot use paid leave or donated leave on a once-a-month frequency to maintain health care contributions or other cafeteria benefits.

k. Entering LTD in e-HR

Since LTD benefits are paid outside of the County payroll system, the LEAVM page should reflect only that the employee is on a long term unpaid leave of absence. When an employee is granted or placed on an unpaid leave of absence (other than Family or Pregnancy Disability Leaves), the department's Payroll Clerk must ensure that the employee is on a standard 5/40 work cycle (WKCY) on the ESMT document. If not, the Payroll Clerk needs to revert the pattern to ALTLV work cycle. When reverting an employee to the ALTLV work cycle or the standard 5/40 work cycle, the FLSA Profile should also be blanked out. (Refer to e-HR Procedure #DP-TM-288-D, Processing Employees on Long Term Absences without Pay, for further information.)

Note: If the employees work cycle is ALTLV, the system will automatically prepopulate the timesheet with 8:00 hours of 013 for every scheduled workday of the pay period.

If the timesheet is not modified, the system will automatically submit the timesheet (which is prepopulated with 8:00 hours of 013 for every scheduled workday) to Final (without any manual approval).

Q. TIME OFF TO VOTE

Under California law, County employees who, because of commuting time, childcare obligations, or other circumstances, do not have sufficient time beyond their regular work schedules to vote in state-wide elections may take up to two hours off work without loss of pay. This leave is called Time Off to Vote; it is based on Section 14000 of the California Elections Code.

Such time off must be taken either at the beginning or at the end of their regular work shift, whichever allows sufficient time and is least disruptive to the employees' work.

CHAPTER I – LEAVE OF ABSENCE

When an employee realizes prior to an election that he/she must use some Time Off to Vote leave, the employee must notify his/her immediate supervisor at least two working days prior to the Election Day. For additional information, see DHR's PPG # 703.

In order to track this time, Event Code 047, Time Off to Vote, should be used on the Timesheet (TIMEI). This code pays the employee his /her regular earnings; the time does not count as hours worked for overtime purposes.

R. SUPERSTAR DAY OFF

The Board of Supervisors has approved the establishment of a new employee recognition program called "LA County STARS" which is designed to provide an expanded opportunity to recognize and celebrate exceptional achievements of employees.

Employees, either as individuals or as teams, are nominated by each department; the nominees are evaluated by a committee, and those individuals (or teams) which attain a certain score in this evaluation are recognized monthly as "LA County Stars;" more than a single individual or team can thus be recognized in any month.

From all of the individuals or teams who have been designated as monthly LA County Stars, department heads select one individual or team as the year's "LA County Super Star."

As one of the rewards for achieving this designation, those who are thus designated are entitled to take a day off, with full pay and benefits. When the employee(s) take this time off, payroll staff uses a special Event Code to reflect this time taken off on the timesheet (TIMEI); the event code is 057, LACO AWARDED SUPERSTAR DAY OFF.

Usage of this time off is reflected on the employees' LEAVM Page.

SECTION II. LEAVE DONATION

(Ref. County Code 6.21,010 and DHR Policy #700, Leave Donation for Non-represented Employees, and the applicable Fringe Benefit MOU for represented employees)

OVERVIEW

Under the County's Leave Donation Program, an employee, in accordance with prescribed rules, may donate a portion of the employee's accrued benefits to another employee who has exhausted accrued benefits and continues to be absent under two differing circumstances: 1) because of a prolonged illness; or, 2) because of a Board of Supervisors-declared emergency.

This section describes the general requirements of the Leave Donation Program, the kinds of leave that can be donated under the two circumstances (i.e., illness or Board-declared emergency), and how leave donations are documented in e-HR.

CHAPTER I – LEAVE OF ABSENCE

A. GENERAL PROVISIONS

1. WHO CAN DONATE

Represented employees can only donate leave time to another represented employee; they do not have to be in the same bargaining unit, or in the same union or union group.

Non-represented employees can donate only to another non-represented employee.

The donating and receiving employee may be in separate departments.

Leave donations are entirely voluntary, and any leave that is donated is solely for the use of the receiving employee, even if the receiving employee returns to work before using the donated time. While leave donations are generally irrevocable, effective in 2004 if the employee to whom the leave is donated dies, any remaining unused 100% Sick Leave must be returned to the donor(s) on a “last in, first out” basis.

2. WHICH LEAVES CAN BE DONATED

A non-represented employee cannot donate Elective Leave, but can donate Non-elective Leave or Compensatory Time Off, or Vacation or Sick Leave earned prior to becoming a MegaFlex employee.

Note: There are other restrictions governing the specific leave types that can be donated; these are further discussed under the separate programs below.

3. MAXIMUM DONATION

Time donated to a single employee cannot exceed 1,040 hours in total unless that employee’s department head specifically authorizes an exception. Leave is donated in whole-hour increments. In addition, the number of hours of CTO donated by a non-represented employee to another non-represented employee cannot exceed 160.

4. APPROVALS

All requests for leave donations must be approved by the department head (or designate) of the employee to whom the leave is donated.

5. REQUEST FORMS

The CEO has established a set of forms for use in implementing this program. For copies and guidance on specific issues regarding the Donation Leave Program, contact the Chief Executive Offices’ Compensation Division.

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B. DONATING LEAVE TO COVER AN ABSENCE BECAUSE OF ILLNESS/INJURY

1. WHEN CAN AN EMPLOYEE RECEIVE LEAVE DONATIONS

To be eligible to receive a leave donation because of absence due to illness or injury, an employee's illness/injury must be of a serious or prolonged nature, including pregnancy disability, but not leave time taken to care for a newborn.

A new employee may receive a leave donation; there are no service requirements that must be met to receive a donation.

Also, the receiving employee must have exhausted all leave hours eligible for use, including full-pay and part-pay Sick Leave, STD, Vacation and VILOP, Holiday, and FLSA and Non-FLSA CTO. Note: An employee who is about to exhaust these leaves may apply for a leave donation, but donated time cannot actually be used until the receiving employee has completely used existing leave time.

For example, an employee must use all of the employee's Part-Pay Sick Leave before the employee begins to use Donated Leave.

The intent of the program is to provide some leave benefits to employees who have exhausted their benefits and are not expected to return soon to work. So the request and the donation should be made while the individual is still off work and in need. Thus, if an otherwise eligible employee returns to work, a leave donation is no longer appropriate.

Note that the receiving employee will still be earning full pay sick leave, and may be credited with a new allotment of Part-Pay Sick Leave if the employee's absence continues into a new calendar year, while the employee is using the Donated Leave. But the employee cannot use any earned leave until the Donated Leave is exhausted and the employee returns to work on either a part-time or full-time basis.

An employee receiving Workers' Compensation benefits under the County's Salary Continuation provision (70%) or the California Labor Code 4850 provisions (100%) is not eligible to receive leave donations. However, after the year of such benefits has ended and the employee is receiving only the California benefits, then the employee who is otherwise eligible may receive and use leave donations.

2. WHICH LEAVES CAN BE DONATED

For leaves due to illness or injury, an employee can donate only full-pay Sick Leave, Vacation and VILOP, and for non-represented employees only, Non-elective Leave or any kind of CTO. Any unused CTO which is donated in one year is automatically carried over to the following year, but if it is not used during that year, it is lost, unless otherwise authorized by the CEO.

Note that an employee donating Sick Leave must retain a balance of at least 160 hours of (full pay) Sick Leave on the books (i.e., after the donation).

CHAPTER I – LEAVE OF ABSENCE

Note also that a donation of Sick Leave does not count as usage for purposes of participating in the County's Sick Leave Buyback program.

C. DONATIONS TO COVER AN ABSENCE DUE TO BOARD-DECLARED EMERGENCY

When an Employee May Receive Leave Donations:

To be eligible for leave donations to cover an absence due to a Board-declared emergency, an employee must have exhausted all leave time except full or part-pay Sick Leave.

Which Leaves Can be Donated

Only Vacation (including VILOP) and Non-elective Leave may be donated to cover absences due to emergencies.

D. DOCUMENTING LEAVE DONATIONS IN E-HR

Leave that is donated and received under this program must be adjusted by creating a Timesheet Adjustment (TADJ), located in the ATLM page for the donor and creating a LEAV document for the recipient.

Refer to her Desk Procedure #DP-LV-286-D, Leave Donation, for details.

E. HURRICANE KATRINA LEAVE DONATION PROGRAM (County Code Section 6.21.020)

During the time period from November 1, 2005 to December 31, 2006, each County employee could donate up to 24 hours of accrued leave to benefit persons adversely affected by Hurricane Katrina. The participating employees agreed to forfeit leave hours in exchange for a contribution that the County made to one of the following three charities, as specified by the employee: American Red Cross, Salvation Army, USA, or United Way of America.

While this provision continues to be referenced in the County Code, its sunset was on December 31, 2006.

F. UNUSED DONATION LEAVE UPON TERMINATION OF EMPLOYMENT

Except for cases where the employee is deceased, upon termination from employment, the recipient will be compensated for unused donated leave hours based on applicable leave provisions, e.g., sick leave (011) will be paid at 50 percent. **For deceased employees the remaining 100% sick leave must be returned to the donor on a "last in first out basis." All other types of donated leave are paid out according to the leave type being donated.**

CHAPTER II – STEP PAY PLAN

INTRODUCTION

Most classes in the County of Los Angeles are compensated by means of the Step-Pay Plan, (County of Los Angeles Standardized Salary Schedule Table, County Code 6.26.040 which consists of a series of numbered schedules, each comprised of discrete steps that are approximately 5.6486% apart. (The amount of a full salary step is still approximately 5.5%. Schedule/level bonuses were converted with e-HR; however, the amount grid salary steps did not change). The intent of the Step Pay Plan is to start an employee on the first step of the appropriate salary schedule and then each year on the employee's step anniversary date, grant a step advance. Thus the basic step pay plan provides employees an annual salary increase of approximately 5.5% to the top of the range. The details of the Step Pay Plan, including special provisions for certain classes are given below. For similar provisions applicable to management classes allocated to the Management Appraisal and Performance Plan (MAPP), please see Chapter XI of this Interpretive Manual.

I. GENERAL PROVISIONS

(Refer to County Code Sections 6.08.010, 6.08.070.B. and e-HR Desk Procedure #DP-PA-360-D, Step Placement and Step Advancement Rules - Override)

When an employee first enters County employment, he or she normally is placed on the entry-level step of the appropriate salary schedule. From then on, the employee will be granted a step advance one year from the date of appointment, upon successful completion of one year of "continuous service", except that employees holding positions at or below a certain salary schedule will advance to the second step after six months of continuous service (65A - effective April 1, 2015, for non-represented employees; 62K effective January 1, 2015 pursuant to the BU 111 MOU). The threshold level is adjusted concurrently with general salary movement. The current thresholds are as follows:

- Schedule 66B, effective October 1, 2015
- Schedule 67C, effective October 1, 2016
- Schedule 67L, effective October 1, 2017
- Schedule 68H, effective April 1, 2018

Successful completion is defined as the employee receiving a competent or better performance evaluation.

It should be noted that an employee who received step increases based on the step anniversary date (prior to implementation of e-HR in 2012) will continue to retain his/her adjusted anniversary date for that position.

Provisions for promotions, demotions, transfers, and special provisions for selected classes are covered in later sections.

A. Eligible Employees

1. Permanent Employees

The following permanent Item-Subs are eligible to receive step advances:

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<u>Subs</u>	<u>Description</u>
A	Monthly Permanent
D	Monthly permanent 9/10 time -- assigned to 24-hour patient care facility in the Department of Health Services and requiring a California License to practice as a Registered Nurse
N	Monthly Permanent grant-funded to be terminated upon expiration of grant
P	Monthly Permanent 1/5 time
Q	Monthly Permanent 1/4 time
R	Monthly Permanent 5/16 time
S	Monthly Permanent 1/3 time
T	Monthly Permanent 2/5 time
U	Monthly Permanent 1/2 time and shared residences temporary
V	Monthly Permanent 3/5 time
W	Monthly Permanent 5/8 time
X	Monthly Permanent 2/3 time
Y	Monthly Permanent 3/4 time
Z	Monthly Permanent 4/5 time

These employees receive step advances as detailed in this chapter.

2. Temporary Employees

Temporary employees do not receive step advances. The exception is the permanent employee promoted to a temporary item (Temporary Promotee). Such a temporary promotee will receive step advances exactly the same as an employee would who was promoted to a permanent position (see Section XVI., Temporary Promotee.)

In certain circumstances bargaining units have negotiated provisions for temporary employees, which result in extra pay for longevity. See Chapter V. for further specific details for these negotiated provisions for certain temporary employees.

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3. Recurrent Employees

All recurrent Item-Subs are eligible to receive step advances:

<u>Subs</u>	<u>Description</u>
B	Monthly Recurrent
E	Daily Recurrent
H	Hourly Recurrent

A recurrent employee is eligible for a step advance when he or she completes 1600 hours (200 days) of active service and at least one year has elapsed since his or her prior step advance. Note that the continuous service requirement does not apply for recurrent employees (see this chapter's Section XVII. C. Recurrent).

4. Probationary Employees

Employees serving a probationary period are entitled to step advances, which occur during their probationary period (even if there is no previous evaluation on file).

II. CONTINUOUS SERVICE (Refer to County Code Section 6.04.040)

Continuous service is defined as:

- A. For monthly or annual employees, it means no break in service, defined in Section III., below.
- B. For daily and hourly employees, it means an employee must work the equivalent of full time work (an average of 160 hours per month). Months in which the employee fails to meet the above are not counted in computing continuous service dates, but departments must average the employees' work time over any six consecutive calendar months in determining the 160-hour average.
- C. For certain positions in the Probation Department assigned to forestry and probation camps, continuous service is defined as 52 or more on-duty periods of 56 hours each during 12 consecutive months.
- D. When an employee is RE-EMPLOYED following layoff, the continuous service date is moved forward the number of calendar days equal to the number of calendar days the employee was out-of-service.

Example:

An employee was initially hired on 2/1/80, released from County service due to layoff effective 6/16/86 and RE-EMPLOYED effective 6/1/87. The employee's adjusted continuous service date is 1/16/81 since the employee was out-of-service 350 days (note that February 1980 had 29 days).

CHAPTER II – STEP PAY PLAN

III. BREAK IN SERVICE

(Refer to County Code Section 6.04.040.B.)

A break in service will change an employee's continuous service date. The following are not considered a break in service:

- A. Approved Leaves of Absence (paid and unpaid).
- B. Unapproved absences not exceeding three consecutive working days, or two on-duty shifts, depending on whether the employee is a daily/monthly or 56-hour employee.
- C. Re-entering County service within three working days after termination. (Note that the employee re-entering County service must meet the "Continuous Service" definition in 6.04.040A.)
- D. Re-employment following a resignation to serve in the Armed Forces.
- E. "Transfer" to or from Los Angeles Superior Court.

IV. STEP ANNIVERSARY DATE

(Refer to County Code Section 6.08.070)

This term refers to the date (month and day) the employee is entitled to receive a step advance. It is generally one calendar year after the date of entry into a step rate level of a position, as defined below.

- A. For an employee appointed to a position prior to April 15, 2012, where an employee's date of employment falls between the 1st and 15th of the month inclusively, his first step advance was made the following year on the first of that month, and the first of that month will be his step anniversary date.

Example: An employee began County employment on January 7, 2011. Since this falls between the 1st and the 15th, he/she received a step advance on January 1, 2012, and January 1 is his step anniversary date for future step advances on that position.

- B. Where an employee's date of employment falls after the 16th of the month, the step advancement was made on the first of the following month, and his step anniversary date is the first of the following month.

Example: An employee began work with the County on November 22, 2011. As this date fell on or after the 16th of the month, the next step advance was on December 1, 2012 and the step anniversary date continued to be December 1.

- C. For an employee appointed to a position on or after April 16, 2012, the first step advancement for all persons newly appointed to a position shall be made one year from the date of the appointment unless otherwise specified by this Code, and the appointment date is the step anniversary date for future step advances.

CHAPTER II – STEP PAY PLAN

Example: An employee began work for the County on August 5, 2015; his/her step advance will occur on August 5, 2016, and his/her step anniversary date for future step advances, if any, will continue to be August 5.

V. STEP WITHHOLDS (Refer to County Code Section 6.08.010)

An employee who receives an “Improvement Needed” performance evaluation is not entitled to future step advances until the “Improvement Needed” evaluation has been superseded by a competent or better evaluation. If an employee has received an “Improvement Needed” rating, the step advance will not be granted from the date the Improvement Needed was handed or mailed to the employee through and until the date that a competent or better performance evaluation is signed by the rater. Once the competent or better evaluation has been signed, the step advance can be granted.

Pro-Rating the Step Advance

If the competent performance evaluation is given in the middle of the month, the employee will receive the step advance on that day and throughout the rest of the month on a pro-rated basis. The employee’s step anniversary date is not changed or altered by any of the above actions.

Example #1: An employee is due for a step advance on October 1. However, on June 21 of that same year the employee was rated Improvement Needed. Since he is on Improvement Needed at the time his step increase is due, he will not receive a step increase on October 1. If on the following December 11, he is then rated “competent” (the date the supervisor signed the completed performance evaluation) the employee will receive the step advance on that date, December 11, and it will be pro-rated for the rest of the month.

This “step withhold” does not change his/her step anniversary date, and, assuming he remains competent or better, he/she will receive the next step advance on October 1 of the following year.

If a department fails to rate an employee during the six-month Improvement Needed rating period, the employee will be deemed competent at the end of the six-month rating period and will receive a step advance the day after the six-month period from the date of receipt of the Improvement Needed Performance Evaluation has elapsed.

Example #2: An employee was due for a step advance on March 1. The employee, however, did not receive the step advance because on January 28 he/she was rated Improvement Needed. On July 20, the department determined the employee was competent and wrote and signed a competent performance evaluation that day. The department, however, did not serve it on the individual because he was ill with a long-term illness, so the performance evaluation was given

CHAPTER II – STEP PAY PLAN

to a secretary for mailing. This employee received his/her step advance on July 20, the date the rater signed the evaluation.

Example #3: An employee was due for a step advance August 1, but did not receive it because he/she was rated Improvement Needed on May 21. The department then fails to rate this employee during the Improvement Needed period, and he becomes competent through the department's inaction. This employee would receive his step advance on November 21, since that is the day after six months has elapsed from the date the employee was rated Improvement Needed.

A step withhold can last longer than six months if the Improvement Needed rating period has been extended by the Department of Human Resources (DHR). In this case, an employee would receive a step advance the date after he/she is rated competent or better, or the day after the date that the DHR has determined as the last day of the rating period.

Example #4: An employee is due for a step advance on February 1. On January 28, the employee is rated Improvement Needed and is placed on a six-month plan for improvement, which is to end July 27. During that Improvement Needed period, the employee is absent continuously for 2 ½ months, so the department requests the DHR to extend the rating period for a like amount. The department is notified by the DHR that the rating period has been extended through October 12, and on October 10 the employee is rated competent. This employee would receive a step advance on October 10, and it would be pro-rated through the end of the month.

VI. SPECIAL STEP ADVANCE POLICY (Refer to County Code Section 6.08.010)

The County Code allows employees in certain classes to advance to the next step in a different fashion. The following provisions outline those exceptions and the different step advance provisions, which apply.

- A. Positions compensated at or below what is termed the "Threshold Schedule," 66B - effective October 1, 2015; 67C - effective 10/1/16; 67L - effective 10/1/17, and 68H – 4/1/18. Note: Some classes in BU 111 may have different threshold schedules; please refer to that unit's MOU.

Employees holding positions at or below the threshold schedule are advanced from the first step to the second step upon completion of six months' continuous service on step one. From then on, step advances will occur annually, beginning one year after the advance to Step 2.

If a salary adjustment is made after an employee is hired at or below the threshold schedule but prior to the employee's six-month step advance, and that salary adjustment moves the

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employee’s salary to a higher schedule than the threshold schedule, then the employee is no longer entitled to the six-month step advance date and must wait a full year from the original step anniversary date to receive the next step advance.

B. Special Classes

Item/Class	Special Step Advance Policy	Conditions	Reference
2432 Fire Dispatcher I 2433 Fire Dispatcher II	Step advance granted to 2 nd step after six months of continuous service. Further step advances are granted annually.	Step advance is granted after six months’ continuous service on Step 1.	603 MOU
2161 Legal Office Support Assistant I 2162 Legal Office Support Assistant II 2163 Sr. Legal Office Assistant	Salary range extended to ten steps.	Advancement to sixth step after 18 months’ continuous service at Step 5. Advancement to seventh step after 18 months’ continuous service at Step 6. This constitutes a base rate.	Note ML
Fire Suppression Aid & Sr. Fire Suppression Aid	Step advance granted every six months until top step (6 th Step)	Full time, permanent employee, each step granted sequentially after six months’ continuous service. This constitutes a base rate.	601 MOU

Note: There may be other classes with variations on the standard step advance provisions. These will be displayed on the Sub Title (STTL) page in e-HR. The information may also be found on the salary notes shown on the Class and Salary listing, with further details on the notes at County Code Section 6.28.050.25 or applicable MOUs.

VII. SPECIAL STEP PLACEMENT (Refer to County Code Section 6.08.040)

The County Code provides special step placement conditions for employees in various circumstances. The following provisions itemize these Special Step Placements:

A. DOWNWARD RECLASSIFICATION

An employee who remains on a position, which is reclassified to a lower level, in salary shall continue to receive the same salary as received immediately prior to the downward reclassification (or salary schedule reduction) via a special Y-Rate (see this chapter’s G. 6. below for a definition of Y-Rate). If an employee had not yet attained the fifth step rate of the new position, his step anniversary date is maintained and he is entitled to further step advancement to the top of the downgraded position.

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Example:

An employee who is on Schedule 68FNM is on Step 1 receiving \$2,695/month, and his next step advance is due on March 1. Before his step advance, a classification study is done and his position is reclassified downward to a class compensated on salary Schedule 66H. The employee elects to remain on the position and he is reduced. The employee would then receive a Y-Rate to protect his current salary, and since the Y-Rate (Schedule 68F, Step 1 \$2,695.18) is less than top step of salary 66HNM, (\$3,179.09) on March 1 the employee will go to Step 2 of the new schedule. Note that the step advance only provides a \$13 increase in salary. (There is no step advance minimum.) Thereafter, on March 1 of each succeeding year, the employee will receive a step advance until Step 5 of Schedule 66H is reached.

ANALYSIS

Schedule Level	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Comment
68FNM	<u>2,695.18</u>	2,843.00	2,998.82	3,163.64	3,337.91	3,387.00	3,521.18	Original Step placement
66HNM	2,566.91	2,708.45	2,857.00	3,013.55	3,179.09	3,265.36	3,354.27	Step placement after March 1

B. UPWARD RECLASSIFICATION

An employee who is on an item that is reclassified upward, and who remains on the item is subject to all rules and provisions of Promotions (see Section X., below).

C. FLAT RATE TO STEP PAY BASIS

(Refer to County Code Section 6.08.040)

If an employee's rate of compensation is changed from a flat rate to a step pay basis, the employee is entitled to the step rate he would have received if his length of service on the flat rate position had been served on a step rate basis.

Example #1:

An employee who has been in continuous service as a Law Clerk for 6 years is compensated on a flat rate of \$2,991.47.. One day the Law Clerk position is changed to compensation on a five-step basis, at Schedule 72E. Since he has been a Law Clerk for 6 years, all six years' credit is applied

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toward his step placement computation, and he is entitled to placement on fifth step at \$3,705.73 per month.

Employees compensated on a flat rate whose positions are compensated on a step rate in which the fifth step of the new position is less than the flat rate of the old classification are entitled to a Y-Rate at their previous salary rate.

Example #2:

An employee is compensated on a flat rate at \$1,867 per month. The position is reclassified downward to a step rate paid at Schedule 45A. This employee would be Y-Rated at \$1,867 per month since that rate is higher than the fifth step of 45A (\$1,767). This employee would remain at \$1,867 per month until the fifth step of the new class surpassed the old flat rate.

ANALYSIS

Schedule/ Level	Step 1	Step 2	Step 3	Step 4	Step 5	Flat Rate
45A	1,419	1,499	1,583	1,673	1,767	1,867

Example #3:

A permanent employee employed for one month is compensated on a flat rate of 2,850 per month. The salary is changed to a step rate paid at Schedule 66A. What is the employee’s step placement and step anniversary date, and when will he get a step advance?

ANALYSIS

Schedule/ Level	Step 1	Step 2	Step 3	Step 4	Step 5	Flat Rate
66A	2,523	2,662	2,808	2,962	3,125	2,850

This employee would be Y-Rated at \$2,850 per month, but his underlying step placement is Step 1. (If it were not for the Y-Rate, the employee would be on Step 1 with one-month credit toward his next step advance.) Since the employee is Y-Rated between Steps 3 and 4, he will receive his next step advance in 2 years and 11 months, when his underlying step will advance to Step 4.

D. CEO ACTION WHEN “NORMAL” STEP PLACEMENT IS UNWARRANTED (Refer to County Code Section 6.08.040)

There are situations where an employee does not receive a step advance or proper step placement to which he would be entitled by his length of service in a particular class. Such

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employees may receive a special step placement (or Y-Rate) to provide them the proper salary. Authorization for such special step placement must come from the Chief Executive Officer after an investigation, and may be discontinued by the CEO when the circumstances supporting the original decision no longer exist. Note that Y-rates are not approved for voluntary change of status, such as a demotion, to begin a new career path.

Example:

An employee on 7th step of Schedule 91E Note TX (\$6,908.36) is appointed to a position on Schedule 91E Note W. The appointing department feels it would be in its best interest to pay this employee at his current higher rate, and requests the CEO's office to approve a Y-Rate for this individual. After investigation, the CEO issues a letter to the appointing department authorizing the department to pay this employee at his old salary rate, this rate being \$6,908.36.

E. BOARD OF SUPERVISORS AUTHORIZATION FOR STEP PLACEMENT (Refer to County Code Section 6.08.040)

The Board of Supervisors may authorize an employee's step placement beyond that authorized by the Salary Ordinance. This action is usually taken for such reasons as:

1. A prospective employee has such an unusual and desirable background that the County will pay the employee at a higher entry rate for the employee at a higher entry rate for the employee's service.
2. A well-qualified prospective employee is moving from a position in public or private enterprise to the County at a decrease in pay, and this action lessens the decrease.
3. An employee, immediately prior to his appointment by the County, is employed by an agency whose function is absorbed by the County, and the employee was earning more than Step 1 of the new class.

A department requesting Board authorization for step placement should submit the request to the Board in accordance with CEO practices.

F. SPECIAL Y-RATE

(Refer to County Code Section 6.08.050) and e-HR Desk Procedure #DP-PA-268-D, Processing a Y-Rate Salary

1. A Y-Rate is a salary at a higher rate than that provided by the top step or maximum salary for a classification. These Y-Rates are initiated by requesting such a rate from the CEO, who approves or denies the request. A Y-Rate is the way an employee's salary can be maintained at a higher rate, and is based on an employee's base-rate salary, excluding (Non or Other Base) bonuses.

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Example: An Ambulance Dispatcher at top step is offered a lower level position in his department as an Ambulance Driver. The department would like him to take the job without suffering a loss in salary, so the department requests a special Y-Rate from the CEO on his behalf. If granted, the Y-Rate salary will be the same rate he received in the previous position, but the employee will receive no new salary adjustments, including general salary movement, until the top step of Ambulance Driver surpasses the Y-Rate salary. Only then will the employee start to receive salary adjustments.

2. Special Y-Rate Plus Bonus

Bonuses which are paid as a percentage of salary are applied to the underlying step placement rather than to the Y-Rate salary. If the resulting amount (underlying step placement plus bonus) exceeds the Y-rate salary, continuation of the Y-rate must be evaluated. If the bonus is a base rate bonus such as longevity or POST, the Y-rate is discontinued. If the bonus is not specifically designated as a base rate bonus such as additional responsibilities, out-of-class, or Manpower Shortage Range, the Y-rate is continued until the salary of the underlying step placement plus bonus is equal to or exceeds the Y-rate excluding any non-base rate bonuses. Flat pay period bonuses such as bilingual pay or timecard bonuses such as stand-by, shift differentials, and call-back do not impact a Y-rate.

It should be noted that Y-rate evaluation and subsequent salary adjustments are manual processes. Pay parameter code 099 should be entered when affecting an approved Y-Rate.

VIII. SALARY RANGE ADJUSTMENT (Refer to County Code Section 6.08.060)

A salary range of a specific class can be lengthened (e.g., adding a sixth or seventh step) or shortened (e.g., deleting steps). When either of these occur, the following will prevail:

A. Range Lengthening

An employee whose class receives a range lengthening will benefit by having the top step increased to a higher step. When this occurs, any employee on Step 1-4 moves up as usual, fulfilling any qualifying period for the extended range. Absent any M.O.U. language to the contrary, all employees qualifying to move up beyond the fifth step must move directly to the sixth step before progressing to the next step. There are no provisions to “skip” steps. Those employees on Step Five who exceed the requirement for Step Six immediately move up to Step Six, and this advance will set a new step anniversary date. Those employees on Step Five who have not yet met the qualifying period to move up to Step Six must wait until they satisfy this requirement, then they would move to the sixth step. This move would then set a step

CHAPTER II – STEP PAY PLAN

anniversary date. The specific terms of any lengthening range are itemized in the Salary Ordinance under a Special Note (see Chapter V).

Example: Employees are receiving annual step advances in a class which has had its range lengthened, and is now classified as Special Note X. What is their proper step placement after range lengthening? (Special Note X provides for a seven-step range.) Four hypothetical employees are listed below.

Employee	Current Step	Length of Service at Current Step	Step Placement after Range Lengthening	Next Step Advance	Step Placement after next Step Advance
A	5	10 years	6	12 months	7
B	5	1 year	6	12 months	7
C	5	9 months	No Change	3 months	6
D	2	3 months	No Change	9 months	3

B. Range Shortening

1. Steps Eliminated from the Bottom

When steps are eliminated from the bottom, every employee in that class immediately advances in steps by the number of steps removed from the range. If two steps are removed from the bottom, everyone immediately advances two steps. This movement will not set a new step anniversary date. In range shortening, the remaining steps are designated by the old step number, even though Step 1 or Step 2 might have been deleted.

Range shortening is addressed in Chapter V, Note 2 through Note 5, which are related to the 5-step salary schedule as follows:

Schedule	Step Rate				
Regular Salary Schedule	Step 1	Step 2	Step 3	Step 4	Step 5
Note 2		Step 2	Step 3	Step 4	Step 5
Note 3			Step 3	Step 4	Step 5
Note 4				Step 4	Step 5
Note 5					Step 5

Example: Four employees are receiving annual step advances in a class which has had its range shortened, and is now classified as Special Note 3.

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Employee	Current Step	Length of Service at Current Step	Step Placement after Range Shortening	Next Step Advance	Step Placement after next Step Advance
A	1	6 months	3	6 months	4
B	2	3 months	4	9 months	5
C	3	7 months	5		
D	4	11 months	5		

2. Steps Eliminated from the Top

An employee’s salary range may be shortened from the top, with the higher steps eliminated and the lower ones remaining (Note A through K). In this case, an employee on an eliminated step (e.g., Step 4 or Step 5) would remain on the higher earned step, but would not be entitled to any further step advance.

IX. INTERDEPARTMENTAL TRANSFERS

(Refer to County Code Section 6.08.080, Civil Service Rule 15.02)

An Interdepartmental Transfer is the transfer of an employee who remains on the same item from one department to another. An employee’s request or consent for transfer is not required.

Once an agreement to transfer is reached between two departments, an employee who is transferring may only be held by his/her leaving department for up to thirty days, unless there are other arrangements made between the two departments.

If two departments do not agree to a transfer, the following will apply:

- Non-Represented Supervisory and Managerial Classes

Employees in non-represented supervisory and managerial classes may be transferred to another department without the consent of the leaving department. The effective dates of the transfer must be no less than 14 days and no more than 30 days from the date of request by the receiving department (unless agreed to by both departments). The transfer does not set a new step anniversary date.

- Non-Supervisory and Represented Supervisory Classes, and Managerial Classes in the Sheriff’s Department

If an agreement between the two departments is not reached in the transfer of an employee, the leaving department may hold the employee and deny the transfer.

CHAPTER II – STEP PAY PLAN

Rules for Employee Movement Between Departments:

- A. Y-Rate - For any employee receiving a Y-Rate from his leaving department, the approval for a continuation for the Y-Rate in the new department must be renewed through the CEO's office. The CEO will determine if the Y-Rate at the receiving Department is consistent with the reasons for which it was originally authorized.
- B. Transition Period - When a monthly employee moves from one department to another and one or more regular days off (including holidays) intervenes between the last day of the leaving job and the start time of the new one, the leaving department will compensate the employee for those regular days off at the employee's old rate of pay. If the transfer is lateral, the old rate of pay and the new rate will be the same.
- C. Accumulated Benefits – A transferred employee's benefits are transferred along with him to the new department. This includes all vacation time, accumulated overtime, holiday time, and all sick leave. There is no distinction between current and deferred vacation time. Payment for accumulated overtime, holiday, and vacation may be made in a lump-sum fashion if authorized by the CEO; payment would be made by the leaving department. This payoff is not applicable to employees paid as a "County Officer" (L item, see Chapter IV).
- D. A Superior Court employee who attained the Superior Court position through a competitive examination may transfer to a classified County position provided there is no increase in grade. A Superior Court employee so transferred must serve the probationary period established for the County position before the transfer is considered complete.

X. PROMOTION (Refer to County Code Section 6.08.090)

A. Definition

A promotion is defined as an appointment of an employee with at least six months' continuous service from a lower level position to a higher level one. The salary increase must be at least 2.7846 percent when the two positions are compared at the top step of the salary range, including any range-extending steps provided by salary notes; and the appointment must be:

- 1. To a higher level position from a promotional exam; or
- 2. Along established promotional lines; or
- 3. To a closely related higher-level position.

These three criteria (as interpreted by the Director of Personnel) define the term "promotion", and if an employee's appointment does not fall into one of these categories, it is not a promotion.

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Generally, promotions refer to positions having similar kinds of work. An appointment which is not strictly defined as a promotion does not obligate the appointment department to follow the step placement rules for promotion, and that department may instead choose to place the employee on any step within the salary range of the new position, as long as that step rate is no higher than the salary rate the employee would have received had the appointment been a promotion.

B. General Step Placement

A promoted employee is entitled to be placed on the step in the new class that provides an increase in salary.

Base Rate

A promotion and the attendant salary increase is always based on the employee’s “base rate” salary. A base rate is the salary rate that is used to compute a step placement for promotion, and administrative reassignment without regard for most bonuses. Most bonuses and all Y-Rates are not part of an employee’s base rate. See Chapter V for a complete listing of bonuses that increase the base rate.

1. Salary Increase Less Than the Equivalence of one schedule (2.7846 percent):

If after placing the employee on the step which provides an increase in pay, the salary increase in the new position is less than 2.7846 percent (the equivalent of one salary schedule), the employee will be placed on the next higher step of the new position, and the employee will receive the next step advance as normally provided for that position.

Example: An employee is a Senior Typist Clerk, Step 5 (\$3,428.36/month), and is promoted to Staff Assistant I. She would be paid at Step 2 (\$3,529.82/month), Step 1 would provide her with a decrease in pay, whereas a one-schedule increase would provide her with at least a \$92.82 increase. She is, therefore, placed on Step 2, is given a new step anniversary date, and will receive her next step advance to Step 3 in six months since Step 2 is less than 5.6468%.

The analysis is as follows:

Item	Schedule	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
Sr. Typist Clerk	69F	2,768.18	2,920.00	3,080.27	3,249.55	3,428.36	5,076.00
One schedule more	70F	2,843.00	2,998.82	3,163.64	3,337.91	3,521.36	5,216.00
Two schedules more	71F	2,920.00	3,080.27	3,249.55	3,428.36	3,616.64	5,359.00
Staff Asst. I	75G	3,346.09	3,529.82	3,724.09	3,929.27	4,147.09	5,657.00

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\$3,521.18 <u>-3,428.36</u> 92.82	One schedule minimum increase	\$3,346.09 <u>-3,428.36</u> \$ -82.27	Increase if promoted to step 1 (Step 1 actually results in a decrease in pay)	Since \$-82.27 is less than the \$92.82 minimum 2.7846% (one schedule) increase, Employee is placed on Step 2
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Another way to view the above follows:

How much does the employee make?

Sr. Typist Clerk \$3,428.36 (69F) Step 5

What step is at least one schedule more?

Sr. Typist Clerk Plus at least one schedule \$3,529.82 Step 2

Is the lowest step on the new position greater than the one-schedule increase? No, as seen below:

SA I - Step 1 - 75G	\$3,346.09
STC - Step 5 - Plus at least one schedule	\$3,521.36

Since \$3,521.36 is greater than \$3,346.09, the employee is placed on Step 2.

2. Salary increase equal to or greater than 2.7846% but less than 5.6468%.

If an employee received a promotion, and the step to which he/she is appointed on the new item gives him/her a salary increase equivalent of at least 2.7846%, but less than a 5.6468% increase, the employee is entitled to another step advance in half the time that it would normally take to get that step advance.

Example #1:

An employee is a Staff Assistant I, Schedule 75G, Step 5, and is being promoted to Staff Assistant II, Schedule 82G. On what step should she be placed; when is her next step advance, and what is her step anniversary date?

ANALYSIS

Item	Sch.	Step 1	Step 2	Step 3	Step 4	Step 5
Staff Asst I	75G	3,257.45	3,436.64	3,625.36	3,825.64	4,036.45
One schedule more	76G	3,346.09	3,529.82	3,724.09	3,929.27	4,147.09

CHAPTER II – STEP PAY PLAN

Two schedules more	77G	3,436.64	3,625.36	3,825.64	4,036.45	4,260.73
Staff Asst II	82G	3,929.27	4,147.09	4,377.91	4,622.18	4,880.00

The lowest Staff Assistant II step to which the employee can be assigned (and still receive a salary increase) is Step 2, an increase from \$4,036.45/month to \$4,147.09/month (\$110.64 increase). This increase is exactly one schedule, but is less than two schedules. Therefore, the employee will receive another step advance in half the time usually required for a step advance. In this case, the employee will receive a step advance to Step 3 in six months. Her step advance to Step 4 will occur in the normal time of one year after her advance to Step 3.

Example #2:

An employee is promoted to a class that receives step advances every six months and the step upon which the employee is placed after a promotion is greater than one schedule, but less than a two-schedule equivalent salary increase. When does this employee receive the next step advance?

ANALYSIS

Since example 2 above dictates that an employee in that situation (whose promotional step placement results in a salary increase equal to or greater than the equivalence of one schedule, but less than two schedules), is entitled to another step in half the time it normally takes to get a step advance, this employee will be granted a step in three months.

3. Salary increase is equal to or greater than 5.6468%. (two schedules)

When an appointment is made and the employee receives at least a 5.6468% increase when placed on the lowest step that provides an increase in pay, there are no unusual step advance policies. The promotion sets a new step anniversary date, and the employee will receive his step advance annually, or as otherwise provided.

Example: A Child Support Officer I on Step 3 (Schedule 67F, \$2,920/month) is promoted to Child Support Officer II. On what step of Child Support Officer II, Schedule 75D, should this employee be placed, and when will she get his next step advance?

ANALYSIS

Item	Sch.	Step 1	Step 2	Step 3	Step 4	Step 5
Child Support Officer I	67F	2,623.82	2,768.18	2,920.00	3,080.27	3,249.55
One Schedule more	68F	2,695.18	2,843.00	2,998.82	3,183.64	3,337.91
Two Schedules more	69F	2,768.18	2,920.00	3,080.27	3,249.55	3,428.36
Child Support Officer II	75D	3,233.73,	3,411.82	3,599.18	3,797.82	4,006.73

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The lowest step of Child Support Officer II that this employee could receive which would still provide an increase in salary is Step 1, Schedule 75D. Since this rate is greater than a 5.6468% increase, this employee would remain on Step 1 for a full year, and then receive a step advance to Step 2. The promotion has set a new step anniversary date.

C. Promotion of a Y-Rate Employee

Since a Y-Rate does not constitute a salary base rate, step placement for a promoted Y-Rated employee is based on a promotion from the employee’s step placement on the underlying salary schedule (the schedule he would be on without the Y-Rate) to the new position’s salary schedule. If the employee’s Y-Rate is continued by the CEO, the employee will begin to receive step and salary adjustments only when the employee’s new underlying step surpasses the Y-Rate amount. The employee retains his/her step anniversary date. If the Y-Rate is not continued, the promotion itself will set a new step anniversary date, and step placement based on the underlying salary schedule is subject to all previously mentioned promotional step placement rules.

Example: An employee on Schedule 77H, Step 5 (\$4,271.18), is the subject of a classification study and her position is downgraded to Schedule 69A. The employee is automatically Y-Rated but despite the Y-Rate, the employee’s base rate and her underlying step placement is Schedule 69A, Step 5 at \$3,387/month.

A month later the employee is promoted off an eligible list to a position at the rate of Schedule 78G. The department requests a Y-Rate for this employee, and the CEO grants it at the employee’s old salary rate, \$4,271.18. The employee’s base rate and step placement are at Step 1, Schedule 78G, \$3,529.82, even though she is receiving \$4,271.18 in salary, since the promotion is from step 5, Schedule 69A (\$3,357) to first step Schedule 78G (\$3,529.82). The rules of promotional step placement dictate that since the promotion is greater than 2.7846%, but less than 5.6468%, the employee’s underlying step advance will be due in six months, half the usual time. Thereafter, underlying step advances are annual, but the employee will not receive a salary increase until the underlying step rate surpasses the Y-Rate. Only then will the employee receive salary adjustments and step advances.

The following chart summarizes this employee’s promotional transactions:

ANALYSIS

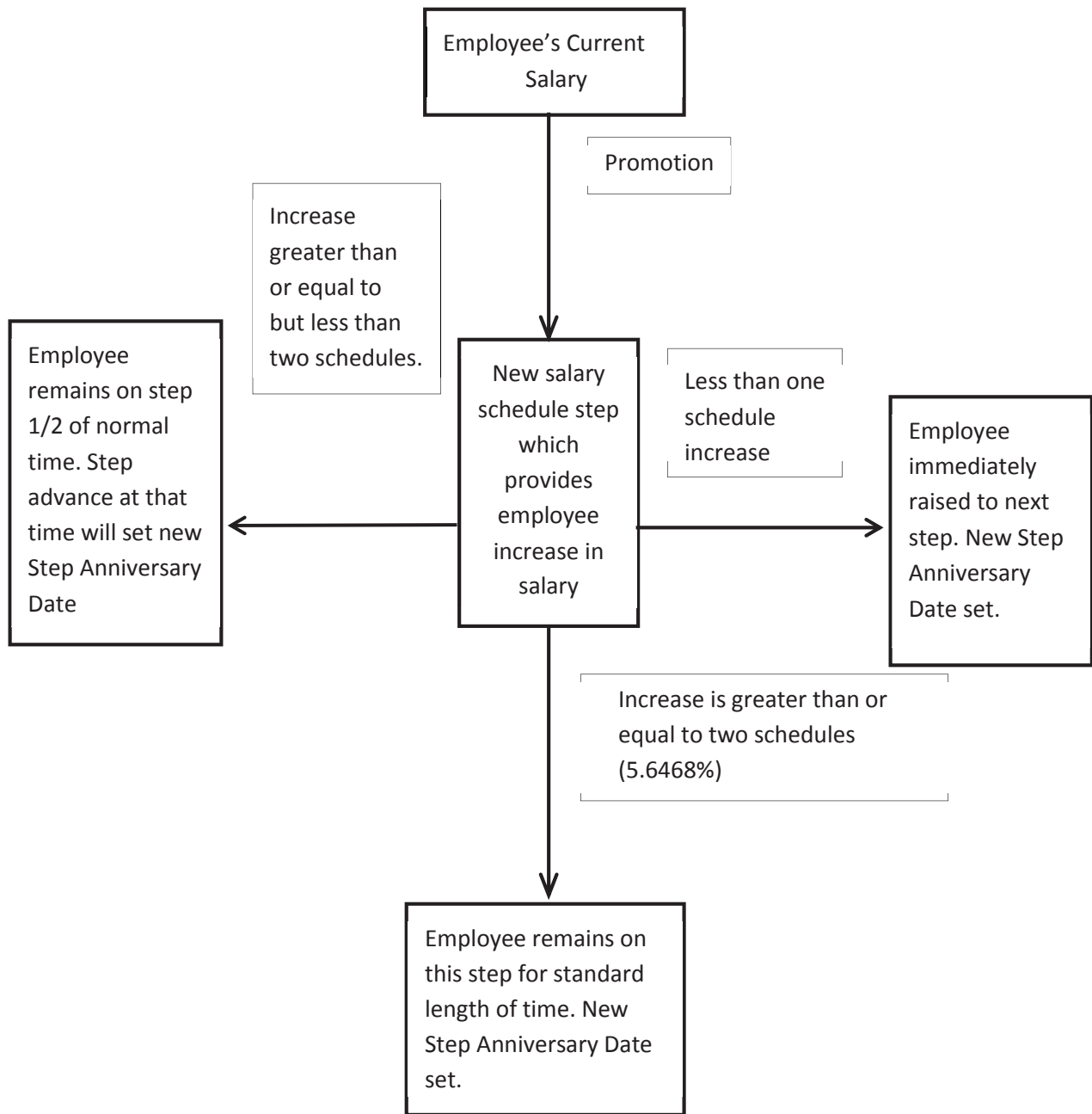
Schedule	Step 1	Step 2	Step 3	Step 4	Step 5	Employee’s Actual Salary	Comments
77H	3,444.91	3,634.09	3,834.91	4,046.36	4,271.18	4,271.18	Employee on 5 th Step
69A	2,735.00	2,885.00	3,043.00	3,210.00	3,387.00	4,271.18 Y-Rate	Underlying Step Placement is Step 5
2.7846% more	2,811.16	2,965.33	3,127.73	3,299.38	3,481.31	-	Employee’s current schedule 69A plus 2.7846% increase

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5.6468% more	2,889.44	3,047.91	3,214.83	3,391.26	3,578.26	-	Employee's current 69A plus 5.6468% increase.
78G	3,529.82	3,724.09	3,929.27	4,147.09	4,377.91	4,271.18- Y-Rate	Underlying Step Placement is Step 1. Next step advance due in 6 months at which time the underlying step placement becomes step 2, salary remains constant at Y-rate, \$4,271.18

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PROMOTION FLOWCHART



CHAPTER II – STEP PAY PLAN

XI. ADMINISTRATIVE REASSIGNMENT (Refer to County Code Section 6.08.100)

Civil Service Rules and the County Code permit departments to change the classification of a non-supervisory employee, a represented supervisory employee, and managerial employees in the Sheriff’s Department, as long as that change in classification results in no increase or decrease in grade or rank, as defined by the Civil Service Rules and in conjunction with the other provisions in Title 6.* This is referred to as administrative reassignment. Employees in all other supervising and managerial classes may be administratively reassigned if the change in classification results in no increase or decrease in grade alone. An employee may be reassigned upward if the salary range of the new position is either the same as the previous position or less than 2.7846% (11 levels or one schedule), or downward less than 2.7846%. All such salary comparisons for the purpose of determining equivalency of grade are made by comparing the two positions at the top step of the salary range, including any range extending salary notes. In all administrative reassignments, the employee must demonstrate he or she possesses the knowledge and skills necessary to perform the duties of the new position.

Please note that the terms “administrative reassignment” and “change of classification” are synonymous. (See Civil Service Rules 2.10 and 15.03).

* Civil Service Rule 2.46 defines Rank as “...the level of difficulty and responsibility of a class among non-supervisory classes, supervising classes in bargaining units as certified by ERCOM, and managerial classes in the Sheriff, regardless of the series or service to which the class belongs.”

Civil Service Rule 2.27 defines Grade as “...one standardized salary schedule, as defined in the Salary Ordinance of the County of Los Angeles.”

A. UPWARD ADMINISTRATIVE REASSIGNMENT

The appointing power has the authority to assign an employee to a step within the new salary range, provided the employee is not placed on a higher step than the lowest step which provides an increase in pay. This means an employee could receive a slight salary increase without competing in an exam process.

Example: An employee on Schedule 60F, Step 3 (\$2,421) is administratively reassigned to a class compensated on Schedule 61E. To what step could he be assigned?

ANALYSIS

Schedule	Step 1	Step 2	Step 3	Step 4	Step 5	Comments
60F	\$2,169	\$2,292	<u>\$2,421</u>	\$2,554	\$2,695	Current Step Placement
61E	<u>2,224</u>	<u>2,350</u>	<u>2,481</u>	2,617	2,761	Potential Step Placement after Administrative Reassignment

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This employee could be placed on Steps 1, 2 or 3. He could not be placed on Steps 4 or 5, since Step 3 is the lowest step that provides an increase in salary. Any step above Step 3 is above the lowest step that provides an increase in salary. This employee would receive a step advance on his step anniversary date, since an administrative reassignment does not set a new step anniversary date.

B. ADMINISTRATIVE REASSIGNMENT DOWNWARD

When an employee is administratively reassigned downward, the appointing power may place that employee on any step of that new salary schedule which does not exceed his former step rate.

Example: An employee at Schedule 69A, Step 5 (\$3,387) is administratively reassigned to Schedule 68B. On what steps could this employee be placed?

ANALYSIS

Schedule	Step 1	Step 2	Step 3	Step 4	Step 5	Comments
69A	\$2,735.00	\$2,885.00	\$3,043.00	\$3,210.00	\$3,387.00	Current step placement
68B	2,668.64	2,815.00	2,969.36	3,132.73	3,305.18	Potential step placement after Administrative Reassignment

This employee could be placed on any level, which is below his current salary rate. Since he was on Step 5, all the salary steps on the lower salary schedule are at a rate below his former step rate. Therefore, this employee could be placed on any step in the new classification. The employee is entitled to a step advance (if he is not assigned to top step) at his regular step anniversary date, since an administrative reassignment does not set a new step anniversary date.

C. EMPLOYEES COMPENSATED ON A FLAT RATE

Employees who are on a flat monthly or annual rate can be administratively reassigned to a position that has a fifth (or top) step that is comparable to the flat rate. The flat rate must be within 2.7846% (11 levels) of the top step of the new position.

Exception: Flat rates for employees in a clearly established trainee class are to be considered 1st (first) step; they can be administratively reassigned to any position, which has a first step within 2.7846% of the flat rate. Please contact the DHR for a determination of any questionable classes.

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Example #1:

An employee who receives a flat rate of \$3,084/month is to be re-assigned to another class. To what schedule is he reassignable?

ANALYSIS

Schedule 65F has a top step which is closest to this employee's flat rate, as follows:

Schedule	Step 1	Step 2	Step 3	Step 4	Step 5	Flat Rate
65F	2,487	2,623	2,768	2,920	3,084	3,084

This employee could therefore, be reassigned to any class with a schedule range of 64G to 66E.

Example #2:

An employee in a clearly delineated trainee position (Appraiser Trainee, \$3,485.11/month) is to be administratively reassigned to a different class. What salary schedule would be appropriate for this administrative reassignment?

ANALYSIS

Schedule 78B has a first step which is almost exactly the same at the flat rate:

Schedule	Step 1	Step 2	Step 3	Step 4	Step 5	Flat Rate
78B	3,486.64	3,678.18	3,881.55	4,096.18	4,323.82	3,485.11

This employee could be reassigned to any class within the salary range of Schedule 77C to 79A.

D. RANGE SHORTENED CLASSES (Special Notes A-K, 2-5)

Some classes have their ranges shortened through Special Notes A through K and Special Notes 2 through 5. These classes are to be considered like all regular classes that do not have Special Notes. A class with salary Schedule 67A Note J is treated exactly like a class with salary Schedule 67A without any special note.

Example: An employee in a position paid on a salary Schedule 67C N3 Step 4 is to be administratively reassigned. To what pay schedule is he reassignable?

CHAPTER II – STEP PAY PLAN

ANALYSIS

Schedule	Step 1	Step 2	Step 3	Step 4	Step 5
67C	2,604.73	2,748.27	2,899.00	3,057.91	3,225.82
67C N3			Step 3	Step 4	Step 5

Re-assignable range: 66D through 68B

Since all Special Notes 2-5 and Special Notes A-K are ignored in administrative re-assignments, this employee could be re-assigned as if he were simply on Schedule 67C.

Upon promotion or demotion to a range-shortened class the following rules apply:

Promotion: The highest attainable step in the new class is the one indicated by the Note unless the employee's present salary is higher than the Note provides; in which case the employee shall be placed on the lowest step (of the full five-step range), which does not lower his/her salary. No further step advances are possible.

Demotion: The full five-step range is available for purposes of applying the normal step placement rules for demotion.

E. RANGE LENGTHENED CLASSES

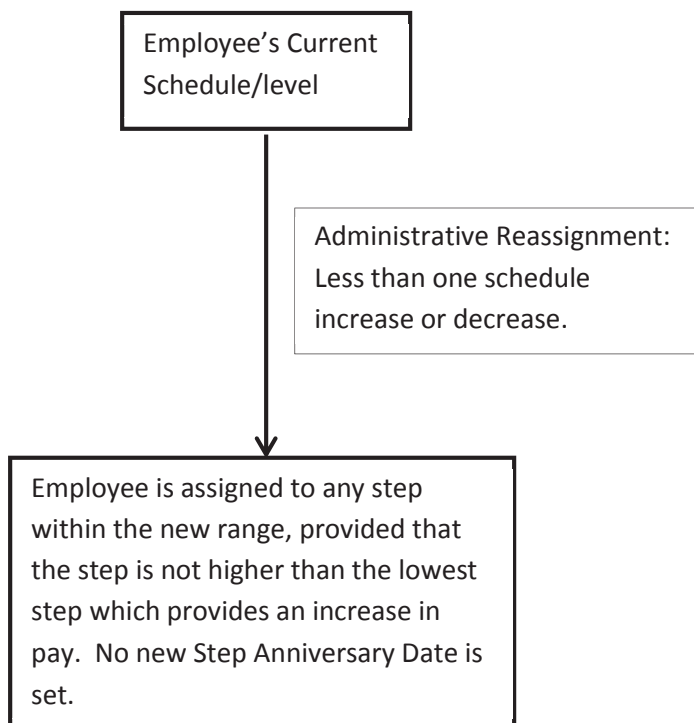
There are special provisions for classes which have had the range lengthened to steps six or beyond (Special Notes R, V, W, X, Y, Z). Please contact the Chief Executive Office (CEO) Compensation Section for the appropriate procedure to follow when determining what classes are reassignable to and from a class with a lengthened range, and what the appropriate step placement would be for transactions involving classes with a lengthened range.

F. REASSIGNMENT TO DEPUTY SHERIFF

Upon successful completion of training, employees who are administratively reassigned to Deputy Sheriff (Item No. 2708) are placed on the step in the new range which is higher than the salary provided by his/her base rate and recruitment bonus. This reassignment does not set a new step anniversary date.

CHAPTER II – STEP PAY PLAN

ADMINISTRATIVE REASSIGNMENT FLOWCHART



XII. DEMOTION/REDUCTION

(Refer to County Code Section 6.08.110)

For purposes of this section, a demotion is a lowering in grade of at least one full schedule. Comparisons for determining whether a position in question is lower in grade must be made at the top step of the salary range, including any range lengthening salary notes. The following rules apply for such demotions:

A. WHEN AN EMPLOYEE HAS COMPLETED HIS PROBATIONARY PERIOD

1. Voluntary reduction – An employee is placed on the highest step of the new salary range that does not exceed his previous salary rate. There is no change in the employee's step anniversary date. If an employee demotes to a flat rate, he simply receives the flat rate.

Example: An employee who is due for a step advance in one week, has passed probation, and is on Step 3 of Schedule 73E voluntarily demotes to a position at salary Schedule 71K. What is his proper step placement and when will he receive his next step advance?

CHAPTER II – STEP PAY PLAN

ANALYSIS

Schedule Level	Step 1	Step 2	Step 3	Step 4	Step 5	Comments
73E	3,072.82	3,241.64	3,420.09	3,607.91	3,807.09	Current step placement
71K	2,948.00	3,110.09	3,281.18	3,461.45	3,651.55	Step placement after demotion

This employee will be placed on Step 3, since Step 3 is the closest salary rate that is below his previous salary rate. The employee will receive a step advance to Step 4 in one week, since a demotion from a position where the employee has completed probation entitles the employee to keep his step anniversary date.

2. Involuntary reduction – An employee involuntarily reduced may be placed on any step in the new class, as long as that step does not exceed his previous salary. The step placement is discretionary with management, and the employee will retain his old step anniversary date.

Example: An employee has completed probation on Step 3 of Schedule 73E and is due for a step advance in two months. She is involuntarily reduced to Schedule 71K. What is her proper step placement and when is she eligible for a step advance?

ANALYSIS

Schedule/Level	Step 1	Step 2	Step 3	Step 4	Step 5	Comments
73E	3,072.82	3,241.64	3,420.09	3,607.91	3,807.09	Current step placement
71K	2,948.00	3,110.09	3,281.18	3,461.45	3,651.55	Potential step placement after demotion

This employee may be placed on Steps 1, 2, or 3 since all of these rates are less than she earned previously in the higher position. This employee will receive a step increase, as she would have, had she not been demoted, which is in two months. Employees who have completed probation are entitled to keep their previous step anniversary date.

B. WHEN AN EMPLOYEE HAS NOT COMPLETED HIS PROBATION PERIOD

If an employee is voluntarily or involuntarily reduced prior to completion of the probationary period for that class, the employee's step placement is determined as if he never held the higher-level position.

CHAPTER II – STEP PAY PLAN

A person demoted to an immediately prior position will have his former step anniversary date in that position restored. The step rate is determined as if he never held the higher-level position.

A person demoted to a position not previously held by him is entitled to the step anniversary date that he had in the higher-level position (see Example #1).

If the new salary rate is less than a two-schedule increase above the employee’s original salary (lower level class), the employee receives a step advance in half the standard time (usually six months) and time spent in the higher-level position is “credited” toward the employee’s step advance date (see Example #2).

If the higher-level position has a probationary period longer than six months (or if the probation was continued beyond six months) and the employee then demotes, the employee is “credited” with the time spent in the higher-level position toward his step advance. This means that the employee will get an immediate step advance (see Example #3).

Example #1

An employee on Schedule 70F, Step 4 (\$3,337.91) is promoted to a class paid at Schedule 76F, and is placed on Step 2 (\$3,521.18). Prior to the completion of probation, this employee reduces to a class at Schedule Level 75E. What is her proper step placement and what is her step anniversary date?

ANALYSIS

Schedule Level	Step 1	Step 2	Step 3	Step 4	Step 5	Comments
70F	2,843.00	2,298.82	3,163.64	3,337.91	3,521.18	Original step placement
71F	2,920.00	3,080.27	3,249.55	3,428.36	3,616.64	Minimum salary increase
76F	3,337.91	3,521.18	3,714.91	3,919.73	4,136.91	Promotional step placement
75E	3,241.64	3,420.09	3,607.91	3,807.09	4,016.64	Final step placement after demotion

Upon the original promotion, the employee was appointed to 76F Step 2, since that was the step that provided an increase in salary, and because it is equal to or greater than a two-schedule increase, the employee will remain on that step for one year before advancing to the next step. When the employee demotes to Schedule 75E prior to completion of probation, it is as if she never held the higher-level position, and her step placement is based on the rules of promotion. While Step 2 of Schedule 75E does provide an increase in salary from the original position of 70F, it is not equal to at least a one-schedule increase, and the employee is then placed on Step 3. This employee’s step anniversary is the date she was appointed to the higher-level position (Schedule 76F).

CHAPTER II – STEP PAY PLAN

Example #2

An employee who originally is on Schedule 76A, Step 4 (\$3,872) is promoted to a position that is paid on Schedule 70A. One month later this employee voluntarily demotes to a class paid on Schedule 77G. What is this employee’s final step placement and step anniversary date?

ANALYSIS

Line	Schedule / Level	Step 1	Step 2	Step 3	Step 4	Step 5	Comments
1	76A	3,297.00	3,478.00	3,669.00	3,872.00	4,086.00	Original step placement
2	70A	2,808.00	2,962.00	3,125.00	3,297.00	3,478.00	Promotional step placement. One-year step anniversary date
3	77G	3,436.64	3,625.36	3,825.64	4,036.45	4,260.73	Step placement upon demotion. Step anniversary date is six months from the date of the original promotion.

This employee’s promotional step placement is the standard 2 schedule equivalent, placing the employee on Step 3 of Schedule 70A. At the time of the voluntary demotion, the employee has not yet completed probation so step placement upon reduction is as if the employee has never held the higher-level position. Therefore, the final step placement is as if there were a promotion from Schedule 76A to 77G (Step 4). Since Step 4 of Schedule 77G is more than a one-schedule increase, but less than a two-schedule increase, the employee step advance date is half the usual time as that set by the promotion on Line 2.

This employee will get a step advance 5 months from the demotion (6 months from the original promotion) since he is credited for the time spent in the higher-level position.

Example #3

An employee who is on Schedule 76A, Step 3 (\$3,669.00) is promoted to a position which is paid on Schedule 80A. The employee completes 3 months of probation, and then goes out on a long-term illness, and returns 6 months later. (The department has extended this employee’s probation). Ten months after the initial appointment and prior to the completion of the extended probation, the employee demotes to a position paid on Schedule 77G. What is the employee’s final step placement and step anniversary date?

CHAPTER II – STEP PAY PLAN

ANALYSIS

Line	Schedule/ Level	Step 1	Step 2	Step 3	Step 4	Step 5	Comments
1	76A	3,297.00	3,478.00	3,669.00	3,872.00	4,086.00	Original step placement
2	80A	3,669.00	3,872.00	4,086.00	4,313.00	4,554.00	Promotional step placement. One-year step anniversary date
3	77G	3,436.64	3,625.36	3,825.64	4,036.45	4,260.73	Step placement upon demotion. Employee credited with time served in higher-level position Immediately advanced to Line 4.
4	77G	3,436.64	3,625.36	3,825.64	4,036.45	4,260.73	Final step placement. One-year step anniversary date.

This employee’s promotion step placement is the standard 2 schedule equivalent, placing the employee on Step 2 of Schedule 80A. At the time of the demotion, the employee has not yet completed probation, even though 10 months have elapsed from the original appointment, so step placement upon reduction is as if the employee has never held the higher-level position. Therefore, step placement upon demotion is at Step 3 of Schedule 77G, with a step advance in half the usual time. Since the time served in the higher-level position is “credited” toward a step advance, this employee will immediately advance to the next step, which is Step 4. This step advance will set a new step anniversary date, and the employee will advance to Step 5 in one year.

C. DEMOTION VIA APPOINTMENT OFF AN ELIGIBLE LIST

If an employee has taken and passed a County exam for a lower-level position, he or she may choose to demote by accepting an appointment off the eligible list. In this instance, the following rules govern step placement and anniversary dates:

1. After employee has passed probation on the higher-level position

The employee may be placed on any step in the new salary range, which does not exceed the old salary rate. This appointment will not set a new step anniversary date. The employee keeps the step anniversary date he/she had in the higher position.

CHAPTER II – STEP PAY PLAN

Example:

An employee whose step advance is due in 2 months is on Step 3 of salary Schedule 73F (\$3,428.36/month) and is appointed off an eligible list to a lower level item, salary schedule level 70B. What is the proper step placement and what is his step anniversary date?

ANALYSIS

Schedule Level	Step 1	Step 2	Step 3	Step 4	Step 5	Comments
73F	3,080.27	3,249.55	3,428.36	3,616.64	3,816.36	Current step placement
70B	2,815.00	2,969.36	3,132.73	3,305.18	3,486.64	Potential step placement after appointment

This employee may be appointed any of Steps 1 through 4, since all of these represent a salary rate less than that which the employee was previously earning. The employee will advance to the next step in two months, since this appointment did not change his step anniversary date.

2. Prior to completion of probation on the higher-level position

When an employee has not completed probation on the higher-level position, the appointing power must appoint the employee to the lower salary rate of the following:

- a. Any existing step in the new salary range not exceeding the employee's current rate. Employee keeps his/her step anniversary date.
- b. The step the employee would be placed upon if the employee had never held the probationary position and instead was being appointed from the previous class to the new class. However, the employee will retain the step anniversary date of the prior, higher-level position.

Example #1

An employee is on Step 4, Schedule 73A (\$2,084/month) and promotes to Schedule 77K, Step 3 (\$3,853.45/month) (because Step 2 does not provide at least a one-schedule increase). Prior to completion of probation, this employee accepts an appointment off an eligible list to a position at salary level 76B. What is her correct step placement and what is her step anniversary date?

CHAPTER II – STEP PAY PLAN

ANALYSIS

Line	Schedule Level	Step 1	Step 2	Step 3	Step 4	Step 5	Comments
1	73A	3,043.00	3,210.00	3,387.00	<u>3,573.00</u>	3,770.00	Original step placement
2	74A	3,125.00	3,297.00	3,478.00	3,669.00	3,872.00	Minimum 1 schedule increase
3	77K	3,461.45	3,651.55	3,853.45	4,066.18	4,292.09	Step placement upon promotion
4	76B	3,305.18	3,486.64	3,678.18	3,881.55	4,096.18	Correct step placement if (2) were used
5	76B	3,305.18	3,486.64	3,678.18	3,881.55	4,096.18	Correct step placement if (1) were used

Since this employee's step placement calls for the lesser of (1) or (2) above, the appointing power would have to assign the employee per (1), and step placement would be on Steps 1, 2 or 3, at the department's discretion.

The employee would keep the step anniversary date of the appointment to the higher-level position (Line 3).

Example #2

An employee who completed probation on Schedule 73A, Step 4 (\$3,573/month) promotes to a position at Schedule 77K. He then is appointed off an eligible list to schedule level 71C. What is the employee's correct step placement and what will his step anniversary date be?

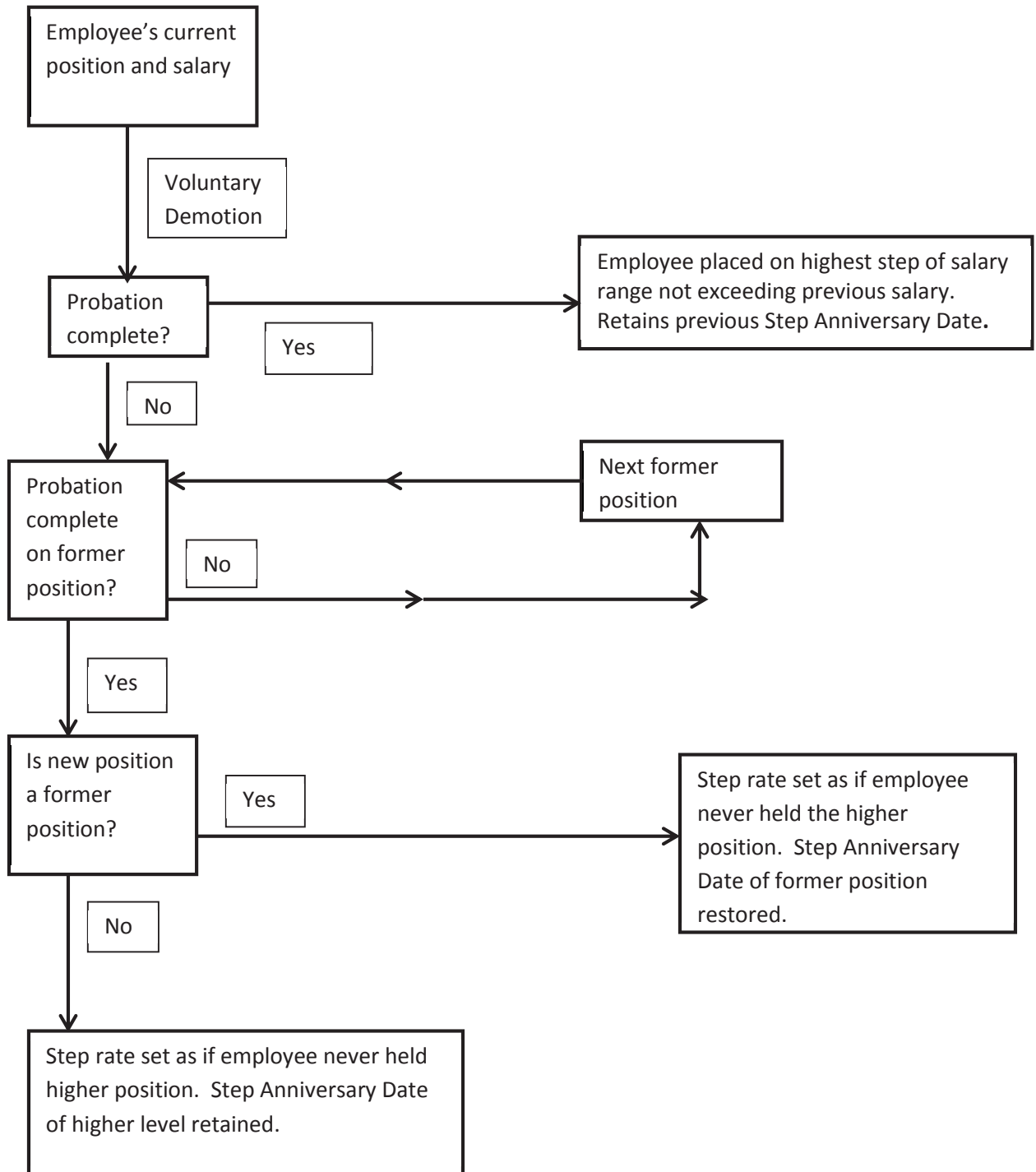
ANALYSIS

Line	Schedule Level	Step 1	Step 2	Step 3	Step 4	Step 5	Comment
1	73A	3,043.00	3,210.00	3,387.00	3,573.00	3,770.00	Original Step Placement
2	74A	3,125.73	3,297.00	3,478.00	3,678.18	3,881.55	Minimum 1 schedule increase
3	77K	3,461.45	3,651.55	3,853.45	4,066.18	4,292.09	Step placement upon promotion
4	71C	2,899.00	3,057.91	3,225.82	3,403.55	3,590.45	Correct (1) step placement
5	71C	2,899.00	3,057.91	3,225.82	3,403.55	3,590.45	Correct (2) step placement

In this case the employee must be assigned to Step 4 or lower, since the rule for this employee's step placement calls for the lesser of (1) or (2). If (1) is used at Step 4 or lower, the employee would have the step anniversary date as on Line 3. If the employee is assigned per (2), the employee's step anniversary date is the same as it was in the higher-level position (See Line 3).

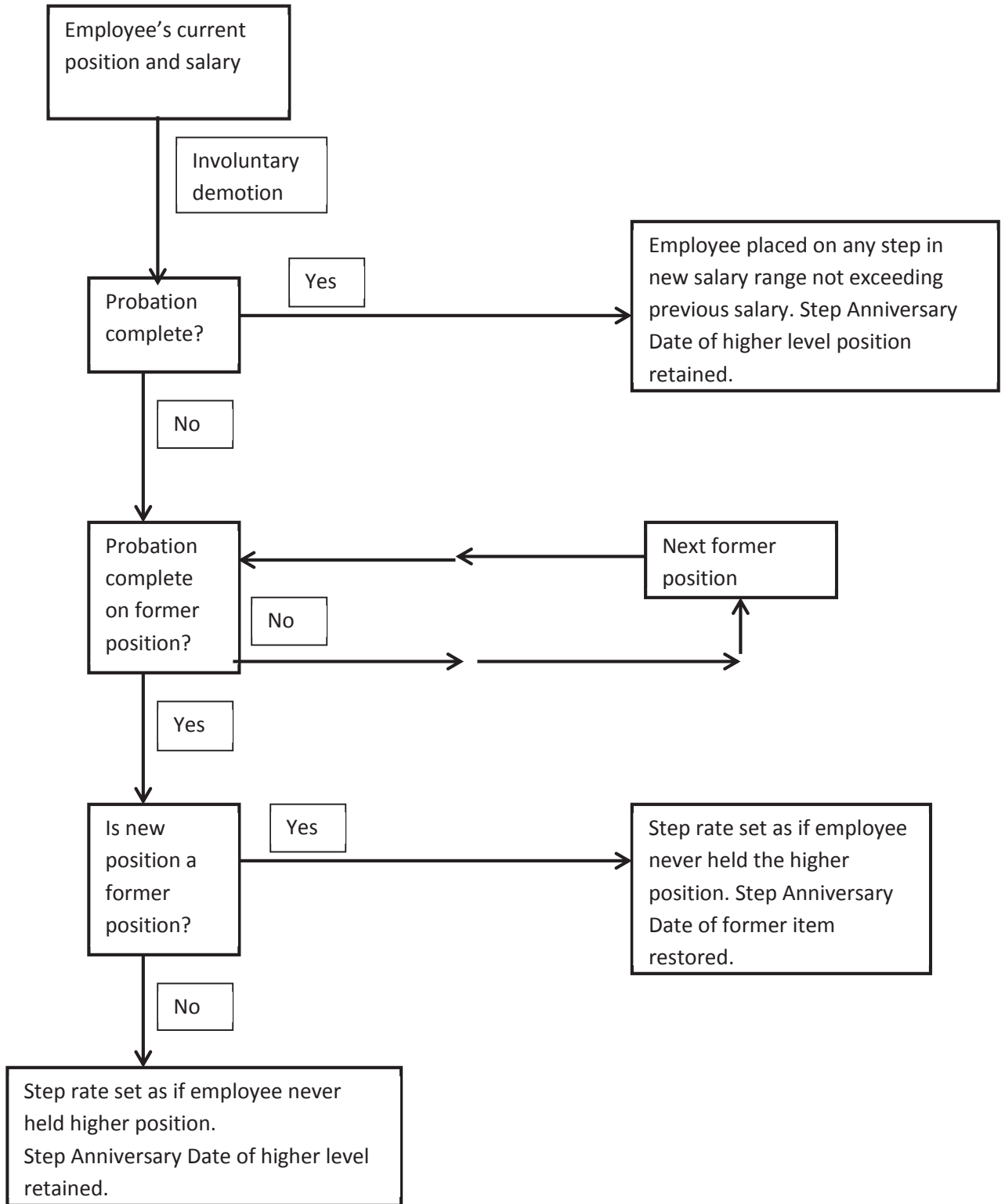
CHAPTER II – STEP PAY PLAN

VOLUNTARY DEMOTION FLOWCHART



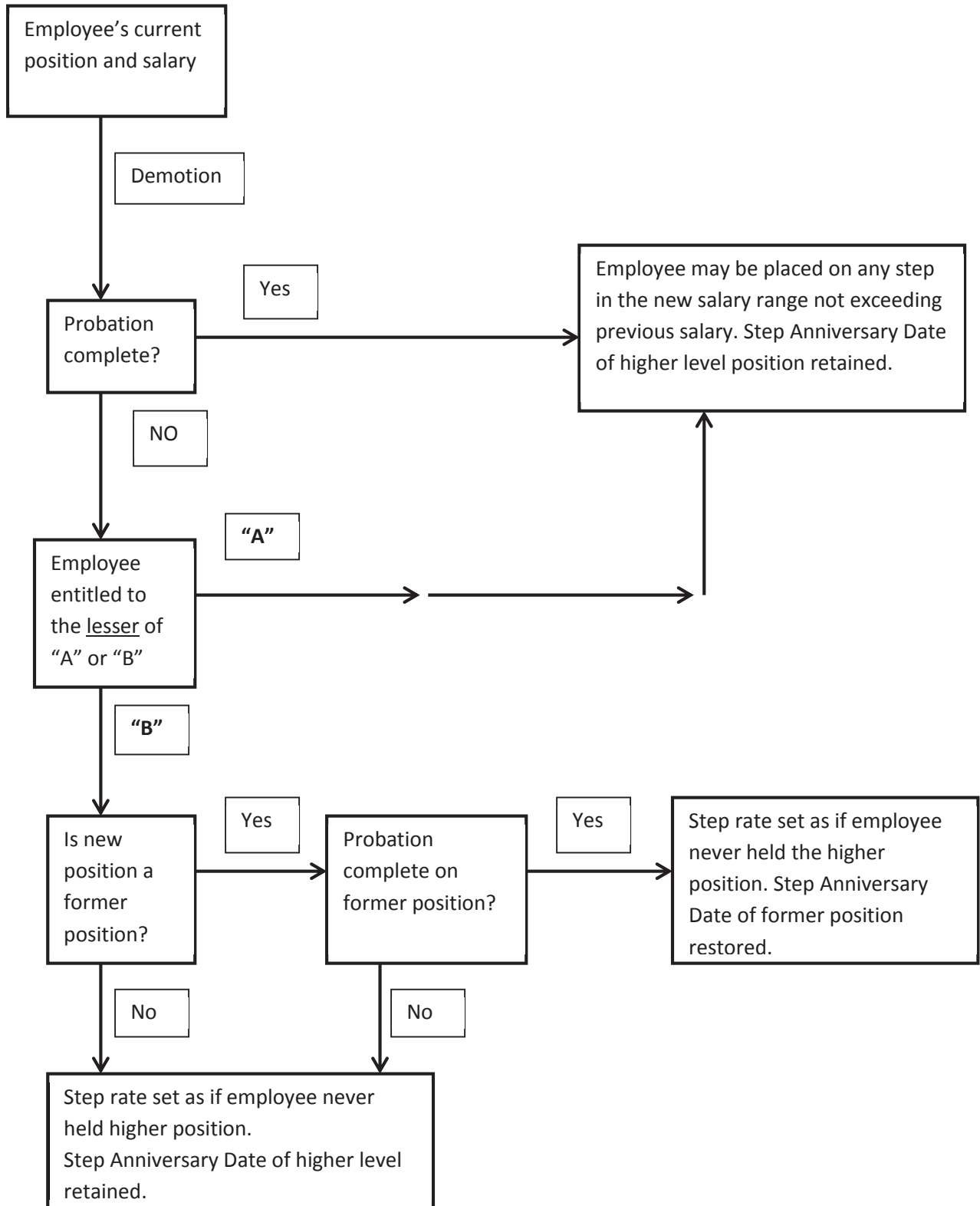
CHAPTER II – STEP PAY PLAN

INVOLUNTARY DEMOTION FLOWCHART



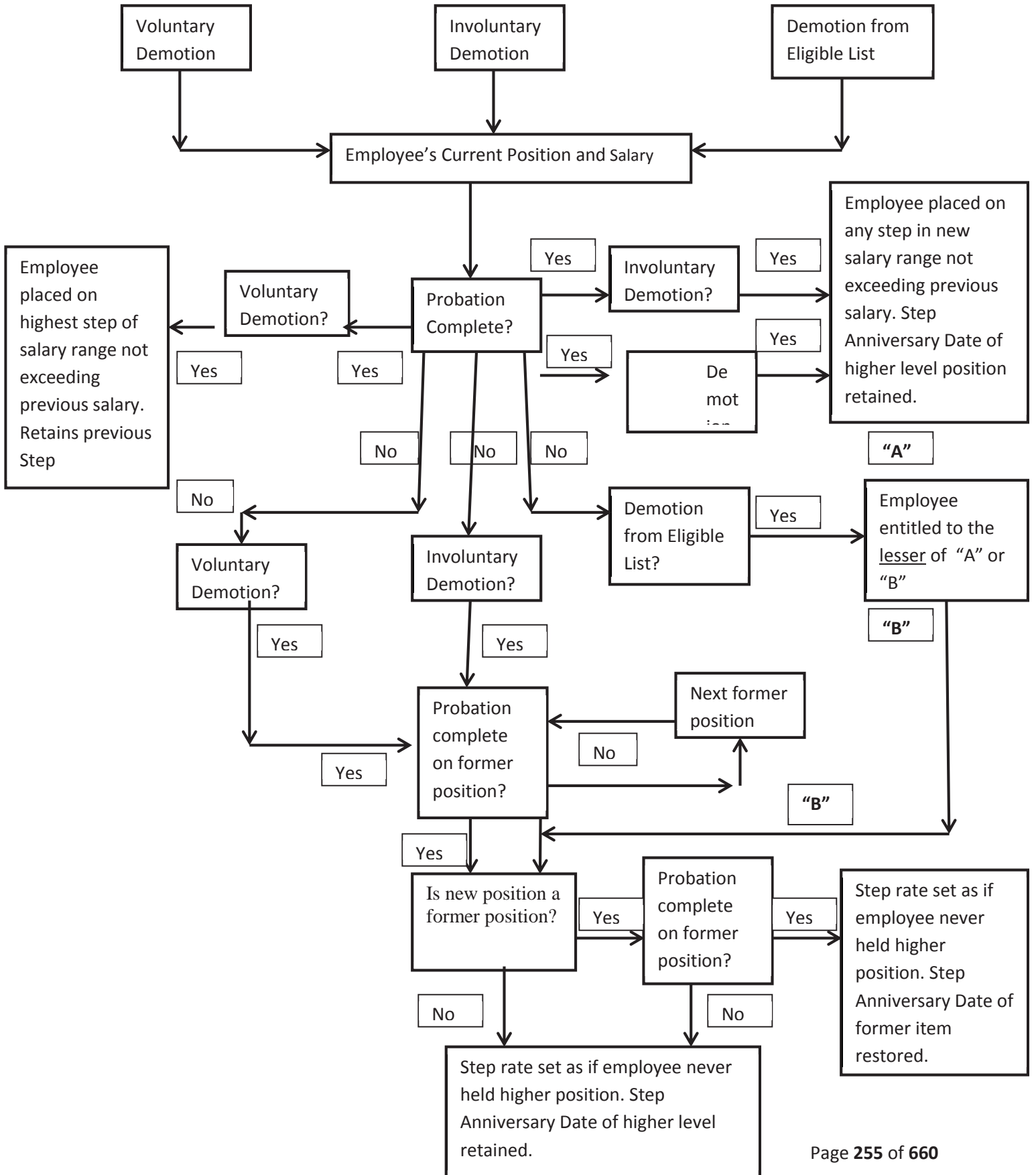
CHAPTER II – STEP PAY PLAN

DEMOTION FROM ELIGIBLE LIST FLOWCHART



CHAPTER II – STEP PAY PLAN

DEMOTION SYSTEM FLOWCHART



CHAPTER II – STEP PAY PLAN

XIII. RESTORATION

(Refer to County Code Section 6.08.120)

A restoration is the placement of an employee in a class in which the employee previously held status, or to which transfer or reassignment would be permitted by the Civil Service Rules. An employee can be restored to a position regardless of whether or not he completed probation in that class. If the employee has held prior status in a class (or higher-level class), then the employee is eligible to be restored to that class. However, an employee may be restored only if service has been continuous since holding the position to which restored, or that any break-in-service since holding such position has been followed by reinstatement or employment from a reemployment list.

Step Placement Upon Restoration

There are two basic categories of restored employee:

- Those employees restored not following a break in service, and
- Those employees restored to a position held prior to a break in service.

A. Those Employees Restored Not Following a Break in Service

Most restorations will fall into this category and step placement is the higher of the following:

1. The salary step the employee previously earned while holding the classification to which he is being restored. The employee's step anniversary date is also restored.
2. The salary step the employee previously earned while holding a class, which is administratively re-assignable to the class to which the employee is being restored. The employee's step anniversary date is also restored.
3. The salary step the employee would receive if the employee were promoted to the restored class. (This section is valid only if at least one year has passed since the employee last held status in the item to which he is being restored.) Restoration sets a new step anniversary date.
4. The salary step the employee would receive if he was restored under a, b, or c above to a higher-level item and then voluntarily demoted to the position to which he is now being restored. The employee's step anniversary date is set exactly as if he were voluntarily demoted from the higher-level position to the restored position (see this chapter's Section XII.). The intent of this rule is to allow an employee to restore to a previous item and then demote from it to the desired position, without all the attendant payroll paperwork.

CHAPTER II – STEP PAY PLAN

Example #1

An employee on salary Schedule 80F, Step 5 (\$4,610.82) is promoted to Schedule 66F for one day, and the next day voluntarily reduces to Schedule 84F. Six months later he is restored to Schedule 86F. What is his step placement in each class and what is his final step anniversary date?

ANALYSIS

Line	Schedule/ Level	Step 1	Step 2	Step 3	Step 4	Step 5	Comments
1	80F	3,714.91	3,919.73	4,136.91	4,367.09	4,610.82	Original step placement
2	86F	4,367.09	4,610.82	4,868.00	5,139.64	5,425.82	Step placement upon promotion
3	84F	4,136.91	4,367.09	4,610.82	4,868.00	5,139.64	Step placement upon voluntary reduction
4	86F	4,367.09	4,610.82	4,868.00	5,139.64	5,425.82	Step placement upon restoration

When this employee is promoted to Schedule 86F, he is placed on Step 3, since this is the lowest step that provides an increase in salary. The next day when this employee voluntarily reduces prior to completion of probation, step placement on the lower item is predicated on a promotion from the original item to the new class. This is because step placement upon voluntary reduction prior to completion of probation is based as if the employee never held the higher-level position. Therefore, the employee is placed on Step 4, Schedule 84F (Line 3). Six months later when the employee restores to the higher-level item, he is placed on the salary step previously held by him (rule a, above). Note that had the employee been promoted to the higher-level position (rather than restored) he would have been placed on Step 4. The restored employee will advance to Step 4 in one year from the original date of first appointment to the higher item, Line 2 above, and that date is his step anniversary date.

Example #2

An employee on salary Schedule 80F, Step 5 (\$4,610.82), is promoted to Schedule 86F for one day, and the next day voluntarily reduces to Schedule 84F. Thirteen (13) months later he is restored to Schedule 86F. What is his step placement and step anniversary date?

CHAPTER II – STEP PAY PLAN

ANALYSIS

Line	Schedule/ Level	Step 1	Step 2	Step 3	Step 4	Step 5	Comments
1	80F	3,714.91	3,919.73	4,136.91	4,367.09	4,610.82	Original step placement
2	86F	4,367.09	4,610.82	4,868.00	5,139.64	5,425.82	Step placement upon promotion
3	84F	4,136.91	4,367.09	4,610.82	4,868.00	5,139.64	Step placement upon voluntary reduction
4	86F	4,367.09	4,610.82	4,868.00	5,139.64	5,425.82	Step placement upon restoration

This example is identical with the previous one, with one exception. This employee was restored to his previous position after one year had elapsed since he last held status on the item. In this case, his step placement is based on the rules of Promotion, and he is placed on Step 4 of Schedule 86F (Rule c above). The rules of promotion do not however, set the step anniversary date in a restoration. The employee's step anniversary date is the date of the restoration, and he will advance to the next step in one year.

Example #3

An employee who is due for a step advance in 3 weeks, March 1, is at Schedule 72B, Step 3 and is promoted to Schedule 84B, and then voluntarily reduces back to the old item after seven months, on September 7. On November 15, the employee restores to a class paid on Schedule 76B. What is his step placement at each change of class and what is his final step anniversary date?

ANALYSIS

Line	Date	Schedule/ Level	Step 1	Step 2	Step 3	Step 4	Step 5	Comments
1	Feb 7	72B	2,969.36	3,132.73	3,305.18	3,486.64	3,678.18	Original step placement
2	Feb 8	84B	<u>4,096.18</u>	4,323.82	4,565.36	4,820.00	5,088.73	Step placement upon promotion
3	Sept 7	72B	2,969.36	3,132.73	3,305.18	3,486.64	3,678.18	Step placement upon voluntary reduction
4	Nov 15	76B	3,305.18	3,486.64	3,678.18	3,881.55	4,096.18	Step placement upon restoration

CHAPTER II – STEP PAY PLAN

When this employee is promoted to Schedule 84B, he is placed on the lowest step, which gives him a salary increase. Since Step 1 of Schedule 84B is more than a two-schedule increase, the employee will remain on Step 1 for one year (Line 2). Prior to the completion of that year, but after probation has ended, the employee reduces and is placed on Step 5 of his old position, since this is the highest rate which does not exceed the salary he received immediately prior to the demotion. On November 15, when the employee restores to the item at Schedule 76B, Rule 1.d (above) governs his step placement, and his step anniversary date is set as if he had restored to the higher (Feb 8 promotion) item and then demoted to the November 15 item (Line 4). Since a voluntary reduction after completion of Probation does not set a new step anniversary date, this employee's step anniversary date is February 1, one year from the date of initial appointment to the higher position (see Section XII. C. 1. for step placement after completion of probation)

B. Those Employees Restored to a Position Held Prior to a Break in Service

1. When an employee is restored to an item he or she held prior to a non-layoff break in service followed by a reinstatement, the following rules govern his or her step placement and step:

- a. The employee shall be placed on the first step of the salary range of the restored classification.
- b. The date of restoration shall set a new step anniversary date.

Note that an employee cannot be restored to any previously held item unless the break in service is followed by a reinstatement or reemployment. (See Section XIV and Section XV for definition.) Former permanent employees who reinstate to temporary or recurrent positions can be restored to permanent positions after two (2) years have elapsed from the date of termination.

2. If an employee suffers a break in service due to a layoff and is reinstated or re-employed, for restoration purposes he is treated as if he never had a break in service. He is, therefore, subject to Rule (1) above governing restorations of persons continuously employed.

Example #1

An employee is continuously employed at Schedule 79A, Step 5 (\$4,432.00/month) and is promoted to a classification at salary Schedule 81A (\$4,679.00/month). After completing two months on the higher-level position, the employee is laid off from County service. Seven months later the employee is re-employed to the higher-level item at his last step rate. Two months later he decides to restore to his previous lower-level position. What is his step placement and step anniversary date?

CHAPTER II – STEP PAY PLAN

ANALYSIS

Since this employee is restoring to a position held prior to layoff, Rule (b) above governs his step placement and step anniversary date, and he is treated as if he never had a break in service. The employee would be placed on Step 5 since that is the step the employee previously earned while holding that classification. The employee’s step anniversary date is also restored to him.

Example #2

An employee on Schedule Level 76H, Step 5 (\$4,157.27/month) promotes one day to Schedule 84F, Step 2 and the next day voluntarily reduces back to his old position and step. A year later this employee quits for six months, and is then reinstated to his previous item, Schedule 76H, Step 1. Five years later the employee is restored to his higher-level item, Schedule 84F. What is his step placement and step anniversary date?

ANALYSIS

This employee is subject to Rule 2(a) above, and must be placed on step one of the higher position. Since this employee held the restored item prior to a non-layoff break in service, the only advantage in restoration is that he does not need to take another Civil Service Exam. The employee is placed on Step 1, and will receive a step advance in one year. The following summarizes the employee’s changes of status.

Line	Schedule / Level	Step 1	Step 2	Step 3	Step 4	Step 5	Comments
1	76H	3,354.27	3,538.45	3,733.27	3,938.82	4,157.27	Original step placement
2	84F	4,136.91	<u>4,367.09</u>	4,610.82	4,868.00	5,139.64	Step placement upon promotion
3	76H	3,354.27	3,538.45	3,733.27	3,938.82	4,157.27	Step placement upon voluntary reduction
4	76H	<u>3,354.27</u>	3,538.45	3,733.27	3,938.82	4,157.27	Step placement upon reinstatement
5	76H	3,354.27	3,538.45	3,733.27	3,938.82	4,157.27	Step placement prior to restoration
6	84F	4,136.91	4,367.09	4,610.82	4,868.00	5,139.64	Step placement upon restoration

Note that had the employee been promoted rather than restored, he would have been placed on Step 2 of Schedule 84F, and since Step 2 is not equal to a full 2 schedule increase, he would have gone to Step 3 in six months.

CHAPTER II – STEP PAY PLAN

Example #3

An employee is paid at Schedule 79A, Step 5 for six years and quits County service. Two years later is he appointed off an eligible list to a different classification. Does this employee have restoration rights back to his previously held position?

ANALYSIS

Since the employee's break in service was not followed by a reinstatement or reemployment, the employee has no rights back to the formerly held position and cannot be restored to that item.

Example #4

Note: This example is a special case covering someone who reinstated prior to October 26, 1979, when the rule governing reinstatement was changed. It is unlikely that in 2015 you will encounter this, but it is included here for information.

An employee who was on Administrative Assistant II, Fifth step, quit and was reinstated to Administrative Assistant I prior to October 26, 1979. Now the employee is to be restored to the Administrative Assistant II item. Can the employee be restored to that position, and if so, what salary step would the employee receive?

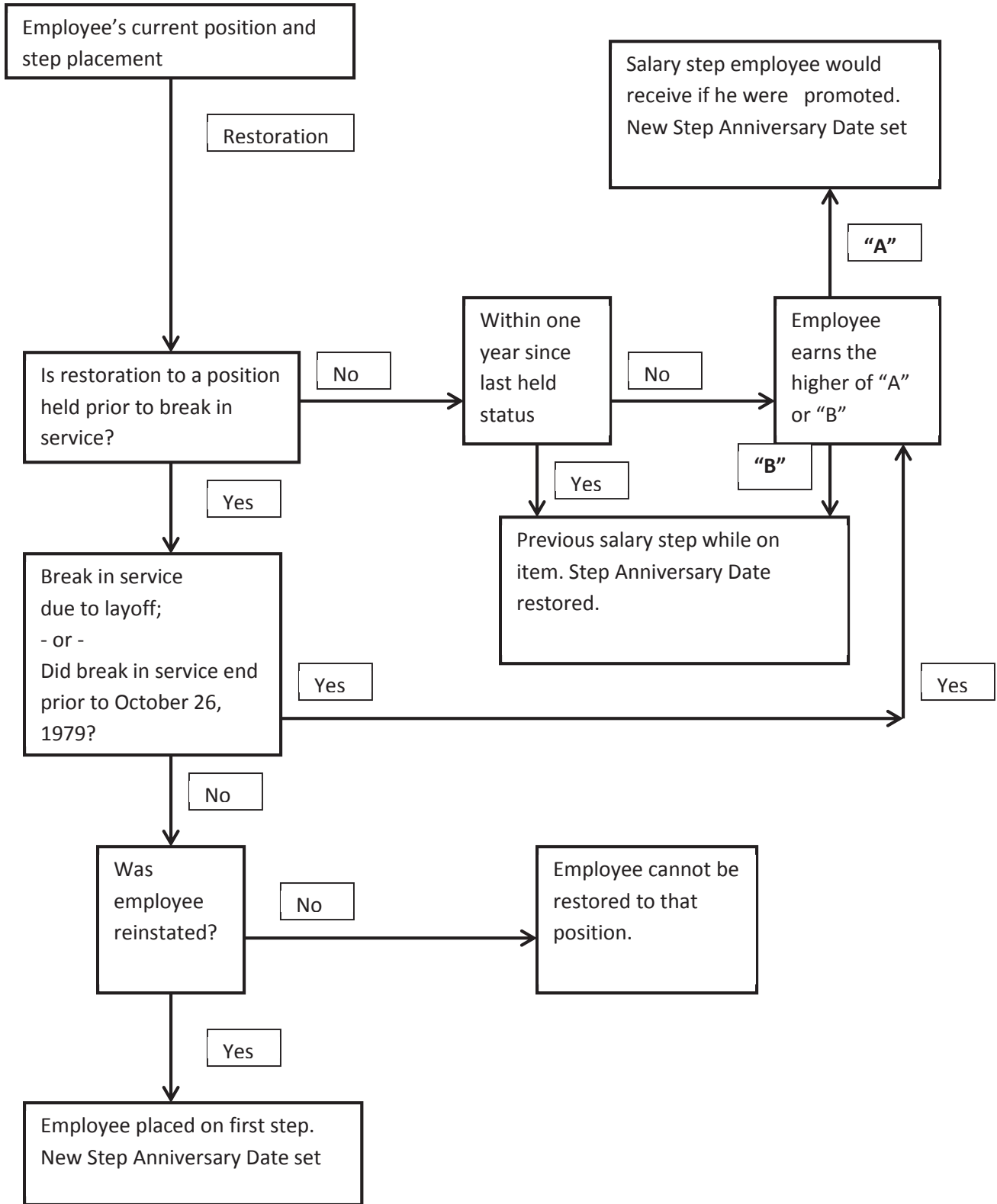
ANALYSIS

Since this employee had the break in service prior to October 26, 1979, the employee can be restored to the Administrative Assistant II position and step placement is based as if the employee never had a break in service.

In this case, the employee will be placed on Step 5 (the previous step placement while on the item) with the step anniversary date restored, as it was when the employee previously held status on the item.

CHAPTER II – STEP PAY PLAN

RESTORATION FLOWCHART



CHAPTER II – STEP PAY PLAN

XIV. REINSTATEMENTS

(Refer to County Code Section 6.08.130)

Civil Service Rule 2.50 defines reinstatement as a “...reappointment after a break in service to a position in a class in which status was formerly held.” (See Section III. for definition of “break in service”). This is different from reemployment, which involves the appointment from a reemployment list of former employee whose break in service was due to layoff (See Section XV.).

A. Reinstatable Classes

Civil Service Rule 17.01 establishes that an employee may be reinstated within two years from the date of separation from County service, to the following type of classes:

1. Any class the employee held prior to separation from County service;
2. Any other position the employee held prior to separation from County service
3. Any position which is within administrative re-assignment range (less than one schedule above or below) from a position the employee held prior to separation
4. Any position to which an employee may voluntarily reduce from any previously held position

Such reinstatements are subject to approval by the Director of Personnel.

B. Reinstatable Sub-Items

The following chart illustrates the sub-items to which a reinstatement is possible:

Item Sub Prior to Reinstatement::	Permanent	Recurrent
Reinstatable To:	Permanent	Recurrent
	Recurrent	Temporary
	Temporary	

C. Step Placement

When an employee is reinstated, he is placed on the step of the salary range of the reinstated position as if he were entering County service for the first time.

CHAPTER II – STEP PAY PLAN

D. Step Anniversary Date

Upon reinstatement, an employee is given a new step anniversary date, which is set by the date of reinstatement.

Example #1

A permanent employee paid at Schedule 75L, Step 4 (\$3,862.73 per month) resigns, and one year and ten months later is reinstated to the same classification on a temporary basis. Can this employee be reinstated, and if so, what is his step anniversary date?

ANALYSIS

Since permanent employees may reinstate to temporary positions, this employee would be allowed to reinstate to his previously held position on a temporary basis. The appointment would be to Step 1 (per Rule 3 above) and would set a new step anniversary date. However, since the appointment is temporary and temporary employees do not receive step advances, the employee would not advance beyond Step 1.

Example #2

A permanent employee paid at Schedule 75L, Step 4 (\$3,862.73/month) resigns, and three months later is reinstated to a permanent, lower level class in a different series at Schedule 73L. What is his step placement and step anniversary date?

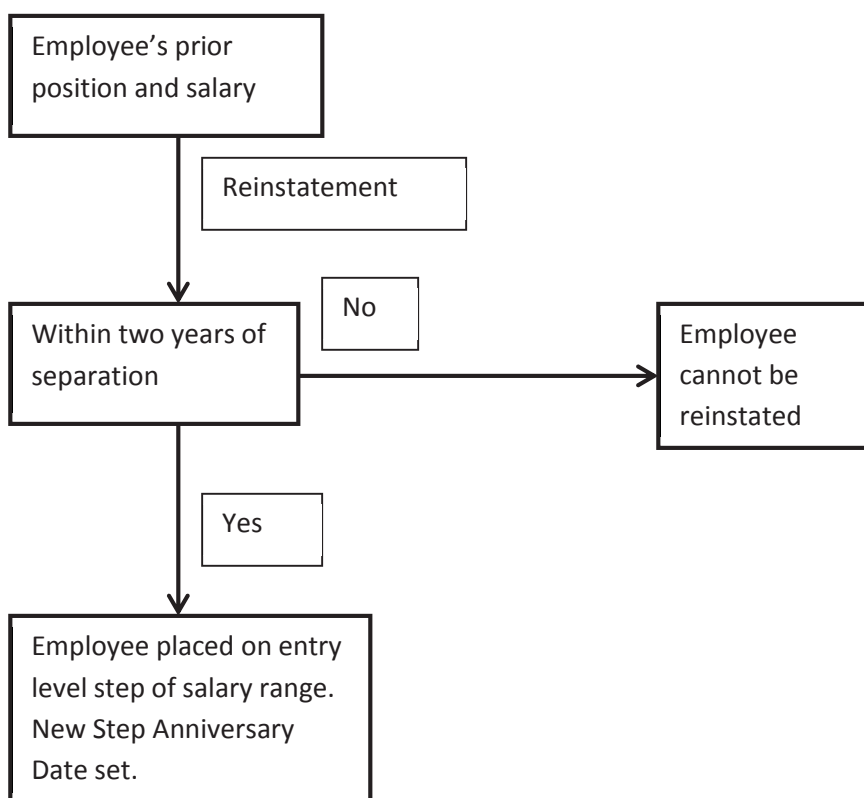
ANALYSIS

An employee may reinstate and/or reduce to a lower level position as long as the employee has demonstrated to the appointing power the skills and aptitude required for the lower level position.

In the above example the employee may reinstate to the lower level position, and will be placed on Step One with the reinstatement setting a new step anniversary date.

CHAPTER II – STEP PAY PLAN

REINSTATEMENT FLOWCHART



XV. REEMPLOYMENT

(Refer to County Code Section 6.08.135)

When an employee is reduced or released from County service due to layoff, and the employee is then to be appointed or re-appointed within one year to a position from a reemployment list, the following rules govern step placement and step anniversary dates:

A. Reemployment to Position Held Immediately Prior to Separation

The appointing power may place the employee on any step in the salary range, not to exceed the step placement the employee was on prior to separation due to layoff. The employee retains the step anniversary date he had prior to layoff.

B. Reemployment to a Different Position than that Held Immediately Prior to Separation

A reemployment list may be used to fill a vacant item other than that of the reemployment list.

CHAPTER II – STEP PAY PLAN

If an employee is appointed off a reemployment list to a position not held immediately prior to layoff, the employee is placed on the step which provides him the lesser of the following:

1. The top step of the position in which the employee is reemployed; the employee retains the step anniversary date he had prior to layoff.
2. The step the employee would receive based on his length of service on the reemployed position added to the length of service on any closely related or higher-level position. The CEO shall determine if positions are closely related, equal, or higher in level. The employee retains the step anniversary date he had prior to layoff.

Example #1

An employee at salary Schedule 79A, Step 4 is due for a step advance in 2 weeks, but is laid off, and one month later is offered his job back. What is his step placement and step anniversary date?

ANALYSIS

Schedule/Level	Step 1	Step 2	Step 3	Step 4	Step 5	Comments
79A	3,573	3,770	3,977	4,198	4,432	Original step placement
79A	3,573	3,770	3,977	4,198	4,432	Potential step placement after reemployment

Since this employee is being reemployed in the position he held immediately prior to layoff, Rule 1 above applies. This employee may be placed on any step in his reemployed position, and his step anniversary date is also restored. The step he missed (due to his layoff) is lost, and he must wait until his step anniversary date has passed to advance to the next step.

Example #2

A four-year employee at salary Schedule 79A, Step 4, is due for a step advance in 2 weeks, but is laid off. One month later he is hired off the reemployment list to a related, but different item, at Schedule 77J. What is his step placement and step anniversary date?

ANALYSIS

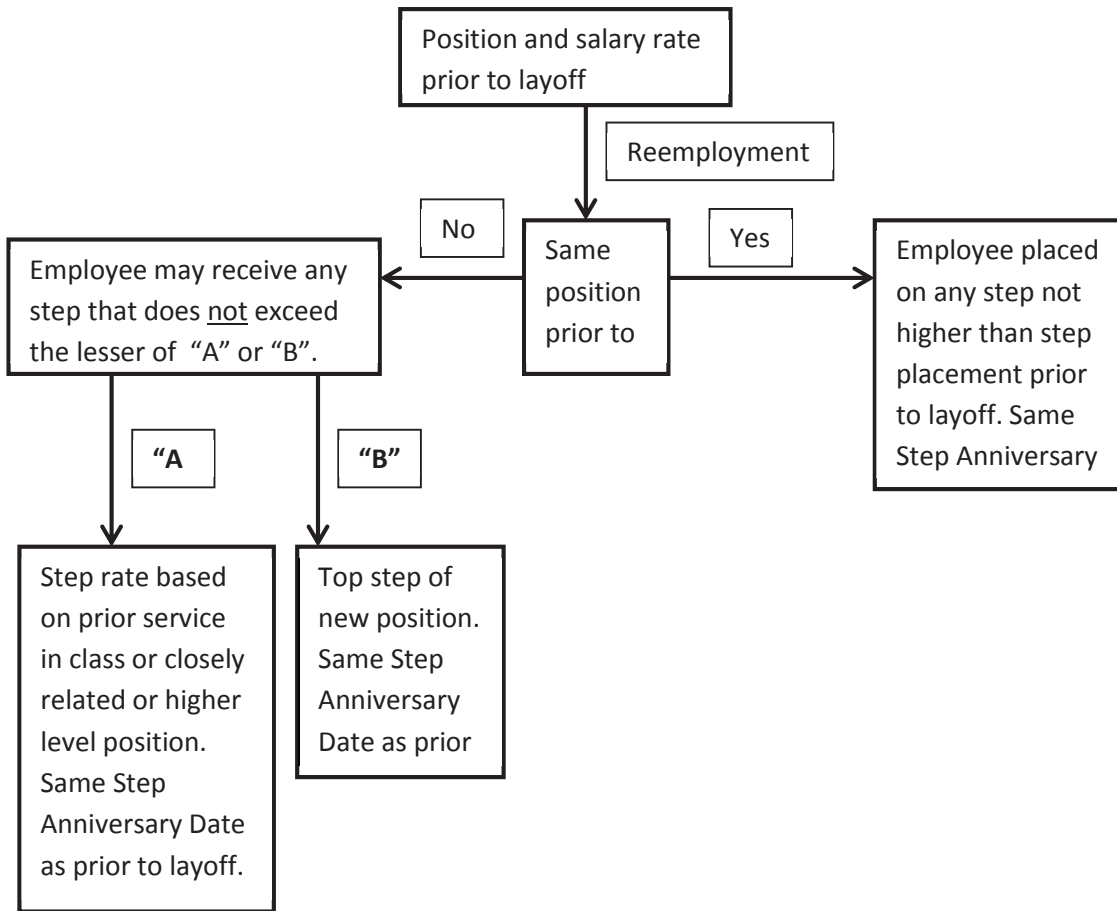
Schedule/Level	Step 1	Step 2	Step 3	Step 4	Step 5	Comments
79A	3,573.00	3,770.00	3,977.00	4,198.00	4,432.00	Original step placement
77J	3,453.18	3,642.82	3,844.18	4,056.27	4,281.64	Potential step placement after reemployment

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This employee is being re-employed to a different item than he held immediately prior to layoff, so Rule 2 above applies. This rule allows the lesser of either the top step of the schedule or the step the employee would be on if his continuous service in similar items were “credited” to his new item.

Since the employee’s service prior to layoff was a higher level than the re-employed position, his entire service time on that item (four years) is credited to step placement on the new item and he can be assigned to any step equal to or less than fourth step. This employee will retain the step anniversary date he had prior to the layoff.

REEMPLOYMENT FLOWCHART



XVI. TEMPORARY PROMOTIONS (Temp Promotees)

(Refer to County Code Section 6.08.140 and e-HR Desk Procedure #DP-PA-265-D)

A permanent employee may be promoted to a permanent position on a temporary basis and receive a higher-level salary and step advances on the temporary promotion’s position. These employees are still permanent County employees with Civil Service rights and County benefits, but the employee does not have permanent status in the higher level, temporary position.

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In the past, employees were actually promoted to the higher item and then placed on an “O” sub to denote the temporary nature of the appointment. This was referred to as “Dual Status” because such employees retained the full benefits of permanent employees even though they were on a Temporary sub. However, such a situation created havoc within the automated systems and for the staff who had to sort out the problems. Thus it is now County policy that employees who receive a temporary promotion are retained on their current item, and receive a bonus, either Event Code 358, or Event Code 361 for MAPP employees or other employees not on the Standardized Salary Schedule, by means of which they receive the same pay that they would receive as if they were actually promoted.

The provisions that follow will help you in calculating the amount of the bonus when the person receives the Temporary Promotion, and the amount he/she should receive when such appointment ends. (Also refer to e-HR Desk Procedure #DP-PA-265-D, Temporary Promotions as Bonus Transactions, for further information.)

A. Step Placement

When an employee is promoted from a permanent position to a temporary position, all rules and provisions of Promotion apply (see Section X. of this Chapter).

B. Step Anniversary Date

The effective date of the permanent to temporary position will set a new step anniversary date, exactly as a promotion to a permanent item would.

C. Returning Employee to the Lower-Level Permanent Position

If and when the Temp Promotee is returned to the lower-level class, the employee is placed on the step he would have been on had he remained continuously on the lower-level position. The employee’s step anniversary date on the lower-level position is restored to him as well.

Example

A permanent employee on Step 3 of Schedule Level 72B (\$3,305.18/month) who is due for a step advance in two months is temporarily promoted to Schedule 76L to exactly one year and 3 months. What step was the employee promoted to, and to what step and step anniversary date is he returned to when he is restored to his original permanent position?

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ANALYSIS

Schedule/ Level	Step 1	Step 2	Step 3	Step 4	Step 5	Comments
72B	2,969.36	3,132.73	3,305.18	3,486.64	3,678.18	Original step placement
76L	3,289.09	3,469.73	3,660.27	3,862.73	4,076.09	Step placement upon promotion
72B	2,969.36	3,132.73	3,305.18	3,486.64	3,678.18	Step placement upon return to permanent position

This employee would be promoted to Step 2, Schedule 76L since Step 1 would not constitute a one-schedule increase, the minimum increase allowed. (See Chapter II, Section X.) Since Step 2 is greater than a full two-schedule increase, this employee will advance to Step 3 in one year.

In one year and three months, the following will occur:

Schedule/ Level	Step 1	Step 2	Step 3	Step 4	Step 5	Comments
76L	3,289.09	3,469.73	3,660.27	3,862.73	4,076.09	Current temporary step placement
72B	2,969.36	3,132.73	3,305.18	3,486.64	3,678.18	Step placement after restoration to permanent position

The employee is returned to Step 5; since had he remained in the lower-level position, he would have received two-step advances in the intervening year and three months. The employee's previous step anniversary date is also restored to him.

D. Subsequent Permanent Appointment

An employee may be appointed permanently to the class to which he was temporarily promoted, as long as such promotion is made from an eligible list for permanent positions.

1. Promotion While Holding the Temporary Position

An employee who is subsequently permanently appointed to the position he is temporarily holding retains the step anniversary date and step placement, which he held as a Temp

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Promotee. There is no salary step increase beyond what the employee was entitled to as a Temp Promotee.

Example

A permanent employee on Step 3, Schedule 75A (\$3,573/month) is promoted temporarily to Schedule 79B. In one year and three months the employee is permanently appointed. What is his step placement and what is his step anniversary date?

ANALYSIS

Schedule/ Level	Step 1	Step 2	Step 3	Step 4	Step 5	Comments
75A	3,210.00	3,387.00	3,573.00	3,770.00	3,977.00	Original step placement
79B	3,581.73	3,779.27	3,986.91	4,208.45	4,443.09	Step placement in temporary position
79B	3,581.73	3,779.27	<u>3,986.91</u>	4,208.45	4,443.09	Step placement in one year

Upon the temporary promotion, this employee is placed on Step 2 of Schedule 79B, and is due for a step advance on one year (per rules of Promotion). In one year the employee is advanced to Step 3, and that step is where the employee is, when the permanent promotion becomes effective. There will be no step advance when the employee is permanently appointed, and the permanent appointment will not change his step anniversary date, which was set when he was temporarily promoted. Therefore, nine months after the permanent appointment, the employee will advance to Step 4.

2. Permanent Promotion to Item Previously Held in Temporary Status

A temporary promotee who has since returned to his previous permanent classification may at some point be promoted permanently to the higher-level item. In that situation, all the rules of Promotion apply. However, if an employee is first restored to the temporary item, and then promoted to the permanent position, the rules of Restoration apply.

Example #1

An employee due for a step advance in one month is paid at Step 2, Schedule 74G (\$3,346.09/month) and is temporarily promoted to a class paid at Schedule 76D. The employee remains in that new class for one year and a day, then returns to his old class and

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two months later is promoted (off a permanent eligible list) back to the higher class. What is the employee’s step placement at each change of class and what is the employee’s final step placement and step anniversary date?

ANALYSIS

Line	Schedule /Level	Step 1	Step 2	Step 3	Step 4	Step 5	Comments
1	74G	3,176.36	3,346.09	3,529.82	3,724.09	3,929.27	Original step placement
2	76D	3,321.55	3,503.91	3,696.55	3,900.64	4,116.55	Step placement upon promotion to temp item
3	74G	3,176.36	3,346.09	3,529.82	3,724.09	3,929.27	Step placement upon return to permanent position
4	74G	3,176.36	3,346.09	3,529.82	3,724.09	3,929.27	Lower-level step at time of promotion
5	76D	3,321.55	3,503.91	3,696.55	3,900.64	4,116.55	Step placement after promotion. Step advance due in 6 months

This employee is placed on Step 2, Schedule 76D, since Step 1 did not provide the minimum one-schedule increase. As Step 2 does not provide a full two-schedule increase, the employee will move to Step 3 in six months. When the employee is returned to his previous class, he is placed on Step 3, since that is the step he would have been on, had he continuously remained on the item (Line 3). When the final permanent promotion is made, the employee is on Step 4 of Schedule 74G (Line 4) and is placed on Step 4 of the new permanent position Schedule 76D (Line 5). Since Step 4 (\$3,900.64/month) is more than one schedule, but less than two schedules, this employee will receive his next step advance in half the usual time.

Example #2

An employee due for a step advance in one month is paid at Step 2, Schedule 74G (\$3,346.09/month) and is temporarily promoted to a class paid at Schedule 76D. The employee remains in that new class for one year and a day; returns to his old class, and two months later is restored back to his higher class. One day later, the department promotes him from temporary to permanent. What is the employee’s step placement at each change of class, and what is the employee’s final step placement and step anniversary date?

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ANALYSIS

Line	Schedule / Level	Step 1	Step 2	Step 3	Step 4	Step 5	Comments
1	74G	3,171.36	3,346.09	3,529.82	3,724.09	3,929.27	Original step placement
2	76D	3,321.55	3,503.91	3,696.55	3,900.64	4,116.55	Step placement upon promotion to temp item
3	76D	3,321.55	3,503.91	3,696.55	3,900.64	4,116.55	Step placement after 6 months. Last step placement in higher class.
4	74G	3,171.36	3,346.09	3,529.82	3,724.09	3,929.27	Step placement upon return to permanent position
5	74G	3,171.36	3,346.09	3,529.82	3,724.09	3,929.27	Lower level step at time of restoration
6	76D	3,321.55	3,503.91	3,696.55	3,900.64	4,116.55	Step placement after restoration
7	76D	1,115	3,503.91	3,696.55	3,900.64	4,116.55	Step placement upon permanent appointment

This example is identical to Example #1 with one exception. In this case, the employee was restored to the higher-level item prior to being promoted to the permanent position. In Example #1, the employee was simply promoted to the higher-level item on a permanent basis without first being restored.

In this example, the employee is restored pursuant to the rules of Restoration and is placed on the salary step he earned previously (Line 6), with his anniversary date being the same as if it was at the time that he left the higher-level position (Line 3). The employee's step advance date is one year after the Line 3 step advance, which will be 4 months after the permanent appointment (six months at Line 3 plus two months at Line 6 plus four remaining months equal the 12 months needed for a step advance).

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XVII. TEMPORARY TO PERMANENT APPOINTMENTS

(Refer to County Code Section 6.08.150)

A temporary employee (not a Temp. Promotee) may be permanently appointed to his position as long as the employee is appointed off of an eligible list for permanent positions. In the strict sense, this is not a promotion subject to all the rules of promotion, but rather a temporary to permanent appointment subject to the rules stated below.

A. Eligible Employees

The following item subs are subject to this section:

<u>Sub-Item</u>	<u>Description</u>
B	Monthly Recurrent
E	Daily Recurrent
H	Hourly Recurrent
C	Daily as Needed
F	Hourly as Needed
O	Monthly Temporary
K	Monthly Temporary – CETA Participant
M	Monthly Temporary - Training

B. Step Placement

Any individual in one of the above items who subsequently is appointed permanently to a class he held temporarily for more than one year (or a lesser class requiring the same general type of work) is entitled to a salary step rate equivalent to the step the employee would have been on, had the employee's total continuous service on that item been on a permanent monthly basis. A recurrent employee who is still on a departmental recurrent list may also have a break in service and still be entitled to this salary provision.

An employee whose step placement is determined by this section will receive a step anniversary date based upon the date of the permanent appointment, not the employee's continuous service date nor the date of temporary appointment.

Example #1

An employee who has held a temporary position for 23 months is appointed to the same class on a permanent basis. What is the employee's step placement and step anniversary date?

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ANALYSIS

The employee is given “credit” for time as a temporary employee for step placement but not for his step anniversary date. Therefore, this employee would be placed on Step 2, but would not be due for another step advance for one year.

Example #2

An employee who has held a temporary position for 25 months is appointed to that same class on a permanent basis. What is the employee’s step placement and step anniversary date?

ANALYSIS

This employee is situated identically as the one in Example #1, with the one critical exception that this employee completed two years as a temporary while the other employee did not. Since temporary time is credited for step placement, this employee will be appointed to Step 3, and his step anniversary date will be one year from the date of permanent appointment.

Example #3

An employee is a trainee on a position that receives step advances every six months and is on a temporary item for 13 months before being made permanent. What is his step placement and step anniversary date?

ANALYSIS

Since the employee receives special step placement provisions granting step advances every six months, she will receive 13 months credit upon permanent appointment, and therefore, will be placed on Step 3, and will receive another step advance in six months from the date of permanent appointment.

C. Step Advancement, Items, B, E, H – Recurrent (Refer to County Code Section 6.08.160 and e-HR Desk Procedure #DP-PA-361-D)

Recurrent employment is defined in County Code Sections 2.48 as employment on an as-needed basis at certain recurring periods, such as monthly, quarterly, annually, or biannually (e.g., seasonally or intermittent employment). Civil Service Rule 14 further defines recurrent employee as ...”retained in one class of position for no longer than 12 months’ continuous service in the same department...”

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Recurrent employees are entitled to step advances provided they meet the following criteria:

1. The employee is currently on a departmental recurrent re-employment list or is actively employed in a recurrent position.
2. If the employee held more than one recurrent title, the positions have to be equivalent in order to count service in both position. The second title has to be within 10 salary levels of the first position. (It should be noted that the comparison of equivalent positions for purposes of step advance is not automated in e-HR.
3. At least one year has elapsed from the first date of hire or step advance. An exception to this provision is contained in the paragraph below.
4. The employee has completed 200 days (1,600 hours in aggregate) of active service in consecutive calendar years.

An employee who meets the above criteria is eligible to move to the next step in his/her schedule. The step advance will set a new step anniversary date, and the employee will advance to the next step when he/she has again completed 1600 hours aggregate service and his step anniversary date has passed. Every step advance sets a new step anniversary date, since a step advance cannot be granted more frequently than once a year. If an employee takes longer than a year to complete the 1600 aggregate hours, the next step will be made on the date the employee becomes eligible for the step. Employees at or below a threshold schedule (see below) may advance to the second step after 800 aggregate hours of County service and having completed 6 months' continuous service. This is only to advance to the second step, and is not applicable once the employee is beyond step one.

Threshold Schedule (Refer to County Code Section 6.08.010C, or Section VI of this Chapter.)

Effective October 1, 2015, the threshold schedule is 66B. Bargaining Unit 111 now contains a reference to 6.08.010C. Generally, the same threshold salary effective date will apply except for situations where the salary movement for a unit is different from the County general salary movement, as happened in 2013.

Example #1

A recurrent employee at Schedule 68J, Step 1 began County service March 16, and works continuously for 1 year (with a four-day break in service). The employee has completed his 1600 hours on the January 16 following his appointment. When does he get his step advance and what is his step anniversary date?

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ANALYSIS

Even though this employee finished his 1600 aggregate hours in January, he must still wait until his first step anniversary date has passed. Since he was appointed on March 16, his step anniversary date is March 16 and on that date he will receive his step advance.

Example #2

This same employee then cuts down the hours he works, and it now takes him until January 3, two years later to complete another 1600 aggregate hours. When will the employee advance to Step 2 and what is his new step anniversary date?

ANALYSIS

Since the employee completed his 1600 hours on January 3, he will receive his step advance on that date and January 3 is his new step anniversary date.

Example #3

A recurrent employee at Schedule Level 56A completes 800 aggregate hours of County service on February 14, 2016, 3 years after being hired by the County. She then completes 800 more aggregate hours on August 29. What step will this employee be on February 15, March 1, and September 1?

ANALYSIS

This employee's salary schedule makes her an exception to the 1600-hour requirement. She must work only 800 hours to move to Step 2, so on February 14, 2016 this employee advanced to Step 2. Once the employee is on Step 2, the 800-hour requirement no longer is applicable and instead the employee must complete 1600 aggregate hours to advance to step 3. Therefore, this employee will still be on Step 2 on September 1.

An employee who begins County service on or below the threshold schedule and prior to the employee's completion of the 800 aggregate hours, the item schedule is elevated (due to salary adjustments) above the threshold schedule, the employee is no longer entitled to a step advance after 800 aggregate hours. That employee must instead work 1600 hours to advance to Step 2.

Example #4

A recurrent employee at one level below the threshold schedule finally surpassed 800 aggregate hours on March 16. On March 1st of that same year all County employees received a two-

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schedule salary adjustment increase. As of March 16 this employee was no longer one schedule below the threshold level, but was one schedule above and no longer eligible for the early step advance provision.

For this accelerated step provision to affect an individual, the employee must be on the specified schedule on the day the provision is applied. Therefore, even if an employee meets the 800-hour provision and is on the threshold schedule or below, if that employee's item receives a salary adjustment prior to the end of the month the employee completed his 800 hours, and that adjustment brought the employee's salary schedule above the threshold level, then the employee would no longer be entitled to the advance step placement.

D. Temporary Promotion

A recurrent employee may be temporarily promoted to a higher-level recurrent or temporary item. The rules for such step placement are identical to step placement for Temp Promotees (see Section XVI., Temporary Promotions), except that steps are granted after one year and completion of 1600 aggregate hours.

Additionally, a permanent employee may be promoted to a recurrent position, then returned to the lower level permanent assignment, and then finally permanently appointed to the previously held recurrent position. In this case all time in grade in the recurrent position is counted toward the employee's next step advancement.

XVIII. SPECIAL STEP PROVISIONS

Superior Court Employees

(Refer to County Code Sections 6.02.050 and 6.02.060)

The Superior Court is not directly a part of L.A. County government, and the employees of the Court are not County employees.

However, upon appointment to County positions, for purposes of compensation and benefits, these non-County employees are treated as if they were County employees.

Promotional Exams, Step Placement

Superior Court employees who have attained their positions as a result of competitive examinations are eligible to take promotional exams for County positions. Step placement is identical to provisions governing promotions, demotions, etc., itemized earlier in this chapter.

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XIX. REHIRING OF RETIREES

(Refer to Govt. Code Section 31680.6; Civil Service Rules 3.03 and 17.01 B, DHR Policy #505)

Pursuant to the above-referenced provisions, retired Los Angeles County employees may be rehired temporarily for up to 120 working days (960 hours) in any one fiscal (not calendar) year. For example, an employee working 10-hour days may work 96 days for a maximum of 960 hours; an employee working 4 hours per day may work 240 days. These retired employees may not rejoin the retirement system upon return to County service.

Note: Effective in 2007, there are some additional County rules governing the rehiring of retired employees as provided in the CEO's memo of October 5, 2007, and as discussed below. In addition, the California Public Employees' Pension Reform Act (PEPRA) of 2013 added a waiting period requirement of 180 days for hiring retired County employees on a temporary basis. Exceptions to the 180-day waiting period are as follows:

1. The hiring department can certify it is necessary to fill a critically-needed position and the hiring has been approved by the Board of Supervisors in a public meeting. The appointment may not be placed on a consent calendar.
2. The retiree is a public safety officer or firefighter and is returning to perform public safety officer or firefighter duties.

A. Age Restrictions for Rehired Retirees

In order to preserve the County Retirement System's tax-deferred-qualified status, it is necessary that any retirement constitutes a bona fide separation from County service. The following criteria for rehiring retired employees who are below normal retirement age are designed to accomplish this; normal retirement age is deemed to be age 57 for retirees in General Member Plans A, B, C, D or G, and age 65 for retirees in Plan E; and age 55 for retirees in Safety Plans A, B or C:

- With respect to retirees who are below normal retirement age, there may be no offer of post-retirement employment, either oral or written, prior to retirement;
- With respect to retirees who are below normal retirement age, there must be a continuous break in County service of at least 90 days before any post-retirement employment can begin.

None of the preceding restrictions applies in the case of an employee who is above normal retirement age, as defined above.

B. Step Placement

(Refer to County Code Section 6.08.130A)

Retired employees must be rehired, as would any other employee who has left County service. That is, they may be hired off an open competitive eligible list or they may be reinstated. There is no time restriction for the reinstatement of retired employees, and a rehired retiree may be placed at any step (not just the first), as determined by the department head.

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Note: There are special provisions applicable to retired employees rehired to a MAPP class; please see Chapter XI.

C. Eligible Item Subs

Retirees are hired to fill a temporary need and should be placed on items that do not qualify for sick leave, vacation or holidays (“F”, “G”, “H”, “J”). The following item subs are, however, available for departmental use:

<u>Item Sub</u>	<u>Description</u>
C	Daily as Needed
F	Hourly as Needed
O	Monthly Temporary
E	Daily Recurrent
H	Hourly Recurrent
B	Monthly Recurrent
G	Per Clinic Visit
J	Per Visit/Session

If a department must place the employee on an item that qualifies for sick leave, vacation or holidays, such time is counted as work time toward the employee’s maximum of 960 hours or 120 working days.

D. Required Entry in e-HR

Although the Pension Savings Plan (PSP) is a defined contribution retirement and investment plan for part-time, temporary, and recurrent employees, rehired retirees on a part-time or temporary sub are not eligible to participate in PSP. To ensure that such employees are not automatically set up with this contribution, it is important that department staff use the accurate On-Boarding Transaction Code (07), Rehire-Retiree, when adding a new job for a rehired retiree.

XX. HANDLING SIMULTANEOUSLY-OCCURRING CHANGES

It sometimes happens that an employee is changing jobs, getting a step advance, and receiving a Board-approved change in salary, all on the same date. Such simultaneous events may make trying to apply the step-placement rules set forth in this chapter difficult or confusing.

To make the analysis of determining the appropriate step easier, payroll/personnel staff many years ago developed the following procedure, best summarized by a mnemonic device:

“Step – Promote – Convert.”

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What this device reminded them is that in handling simultaneous changes, it is useful for staff breakdown the simultaneous changes into their unique components, and then apply the rules governing the individual transactions as discrete steps following this prescribed sequence:

First, adjust the employee’s step, i.e., give the employee any step advances that are due;

Second, following the rules for the kind of status change (promotion , demotion, change of class, etc.) set forth in the preceding sections in this chapter, determine the employee’s new step and anniversary date;

Third, adjust the employee’s salary (“convert” it) to the new salary approved for the class. Note that this third step includes not only changes in schedule but also any approved changes in the length of the range resulting from adding or removing steps; this may result in an additional adjustment to the employee’s step.

After following the foregoing steps in order, the transaction can be completed in e-HR.

SUMMARY CHART: STEP PLACEMENT AND STEP ANNIVERSARY DATE

Action	Pay Condition	Probation Status	Step Placement	Step Anniversary Date
Promotion	Less than one schedule increase.	Not Applicable	Employee immediately raised to next step.	New date set.
	Equal to or greater than one but less than two schedules increase	Not Applicable	Employee remains on assigned step ½ normal time, and will then receive another step advance.	New date set.
	Equal to or greater than a two-salary-schedule increase.	Not Applicable	Employee remains on assigned step for standard length of time.	New date set.
Change of Classification (Admin. Reassignment)	No increase or decrease in grade. (Less than 2.7846%)	Not Applicable	Any step which is not higher than the lowest step which provides an increase in pay.	No new date.
Reinstatement	Within two years from date of separation.	Not Applicable	Step placement is as if employee were entering County service for the first time.	New date set.

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Action	Pay Condition	Probation Status	Step Placement	Step Anniversary Date	
Reemployment	Reemployment to a position held immediately prior to layoff.	Not Applicable	Any step in the salary range not exceeding employee's step placement immediately prior to layoff.	Retains step anniversary date prior to layoff.	
	Reemployment to a class other than that of the reemployment list.	Not Applicable	Any step which does not exceed the lesser of:		
			a) Step rate based on prior service in the class or closely related higher-level position.	Retains step anniversary date prior to layoff.	
			b) Top step of new position.	Retains step anniversary date prior to layoff.	
Demotion	Voluntary Reduction	Completed	Highest step of new salary range not exceeding previous salary rate.	No new date.	
	Involuntary Reduction	Completed	Any step in the new class not exceeding previous salary rate.	No new date.	
	Voluntary or involuntary reduction to other than an immediately held prior position.	Not Completed	Step placement as if employee never held the higher-level position.	No new date.	
	Voluntary or involuntary reduction to an immediately prior position.	Not Completed	Step placement as if employee never held status in the higher-level position.	Former step anniversary date in that position restored.	
	Via Eligible List	Completed	Any step in the new salary range, which does not exceed previous salary rate.	No new date.	
			Not Completed	Lesser of the following:	
			1) Any step in the new range not exceeding previous salary rate.	No new date.	
			2) Step the employee would be placed upon if employee never held the probationary position.	No new date.	
Restoration	No break in service	Not applicable	Higher of the following:		
			a) Step the employee earned while holding classification to which employee is being restored.	Previous Anniversary date while on restored item.	

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Action	Pay Condition	Probation Status	Step Placement	Step Anniversary Date
			b) Step the employee earned while holding a class which is administratively reassignable to the restored class.	Previous anniversary while on administratively reassignable position restored.
			c) Step the employee would receive if the employee were promoted to the restored class (valid only if at least one year has passed since employee last held status in the restored class).	New date set.
			d) Step the employee would receive if he/she was never restored under a, b, or c above to a higher item and then <u>voluntarily demoted</u> to the position to which he/she is now being restored.	Same as Voluntary Reduction above.
	Following a break in service (Restoration to a position held prior to a break in service).	Not Applicable	1) Employee placed on the first step of the salary range of the restored class.	New date set.
			2) If break in service <u>ended</u> prior to October 26, 1979, employee's step placement is as if the employee were restored <u>not</u> following a break in service.	See "No break in service" above.

CHAPTER III – PHYSICIAN PAY PLAN

INTRODUCTION

Physicians and Mental Health Psychiatrists are compensated under the Physicians Pay Plan. Non-management Physicians are represented and their pay provisions can be found in the Bargaining Unit (BU) 324, Physicians, MOU. Mental Health Psychiatrists' pay provisions can be found in the BU 325, Mental Health Psychiatrists/Dental Professionals, MOU. Management physicians' (non-represented) pay provisions are contained in Chapter 6.08 Part 2, Physicians Pay Plan (stipend), of the County Code and Part 4, New Management Physician Pay Plan (no stipend). The Physician Pay Plan, Chapter 6.08, Part 2, is a legacy pay plan that will become obsolete once no incumbents remain on classifications paid pursuant to the plan. There are no further appointments to positions paid pursuant to Chapter 6.08, Part 2.

In addition, a Physician Post Graduate, Item #5411, (2nd year through 7th year) or a Supervisor of Residents, MD, Item #5415, may receive compensation under the Physicians Pay Plan if she is employed on more than one physician item as long as she is not receiving compensation in any of the following items: 1.) Clinic Physician, MD, Item #5468 (per session), 2.) Clinic Physician, MD, Item #5469, 3.) Mental Health Consultant, MD, Item #5467, (per session), 4.) Mental Health Consultant, MD, Item #5470, 5.) Consulting Specialist, MD, Item #5471, or 6.) Consulting Specialist, MD, Item #5472 (per session). (Refer to Bargaining Unit 323 MOU, Interns and Residents, Article 6, Salaries, Section 2.E., Physician Service Assignments, and County Code Section 6.08.470, Compensation limitations.)

Effective July 1, 2008, new Physician Pay Plans (D for represented employees and E for management employees) were implemented. Schedules D and E are made up of forty (40) distinct salary ranges having twenty (20) discrete salary steps. Each range is 2.75% apart from the next range, and each salary step is approximately 3% apart. Physicians are assigned to the appropriate salary range according to their specialty area of practice. There are currently forty (40) medical specialty areas recognized by the County of Los Angeles, identified by a two-digit medical specialty code, as follows:

Code	Medical Specialty
51	Anesthesiology
52	Dermatology
53	Emergency Medicine
54	Family Practice
55	Internal Medicine-General/Endocrinology
56	Internal Medicine – Cardiology (Invasive)
57	Internal Medicine – Cardiology (Non-Invasive)
58	Internal Medicine – Critical Care
59	Internal Medicine – Gastro (Invasive)
60	Internal Medicine – Gastro (Non-Invasive)
61	Internal Medicine – Hematology/Oncology

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62	Internal Medicine – Infectious Disease
63	Internal Medicine - Nephrology
64	Internal Medicine – Pulmonary (Invasive)
65	Internal Medicine – Pulmonary (Non-Invasive)
66	Internal Medicine - Rhematology
67	Neurology
68	Nuclear Medicine
69	ObGyn - General
70	ObGyn – Gynecologic Oncology
71	ObGyn – Maternal/Fetal Medicine
72	Otolaryngology
73	Pathology
74	Pathology – Forensic
75	Pediatrics
76	Pediatrics – Neonatal/Critical Care
77	Physical Medicine and Rehabilitation
78	Preventive Medicine
79	Psychiatry
80	Radiology General/Diagnostic
81	Radiology – Vasc/Int Diagnostic
82	Surgery – Cardio Thoracic
83	Surgery – General
84	Surgery – Neurological
85	Surgery – Ophthalmology
86	Surgery – Orthopedics
87	Surgery – Pediatrics
88	Surgery - Plastic
89	Surgery – Urologic
90	Surgery - Vascular

Pay provisions are pursuant to medical school affiliation agreements with UCLA and USC as follows:

UCLA

County physicians hired prior to implementation of the new physician pay plans were given the option of remaining in the old plans (P and M respectively) and continue to receive a stipend through a UCLA medical school affiliation agreement. Physicians affected by the new agreement between the County and University of California are compensated pursuant to BU MOUs 324 and 325 for represented employees and the New Management Physician Pay Plan (County Code Section 6.08.400) for non-represented employees.

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USC

Non-tenured Physicians compensated under the USC Medical School Agreement had to choose sole County or University employment. Non-tenured Physicians who selected County employment are compensated under the new pay plan, County Code Section 6.08, Part 4. Those who selected sole university employment, were required to resign from the County. Those who did not make a selection continue to be compensated under Schedule P and receive compensation pursuant to the USC affiliation agreement that was amended on November 25, 2008. Tenured Physicians continued to be compensated pursuant to County Code Section 6.08, Part 2 “Physician Pay Plan” and are compensated pursuant to the affiliation agreement (based on the applicable P or M table). Also refer to BU 324 and 325 MOUs for represented employees’ pay provisions.

Pursuant to Article 7, Salaries, Section 8, Part-Time County Physicians Receiving Compensation Under Medical School Agreements, of the Bargaining Unit 324 MOU, physicians holding part-time permanent and temporary status will be paid pursuant to Schedule D and may retain dual employment and receive compensation from the University and County.

Item Number determines if the employee is compensated under the old or new pay plans. All physicians hired after July 1, 2008 are compensated under the new plans (D and E).

Classifications compensated under the Physician Pay Plans are as follows:

A. REPRESENTED CLASSIFITIONS PAID UNDER THE PHYSICIAN PAY PLANS

Item No.	Classification	Table
4735	Mental Health Psychiatrist	D
5455	Physician Specialist (Megaflex)	D
5474	Physician, MD (Non-Megaflex)	D
5475	Physician, MD	D
5476	Physician Specialist (Non Megaflex)	D
5477	Physician Specialist, MD	P
5473	Relief Physician	H

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B. NON-REPRESENTED CLASSIFICATIONS PAID UNDER THE MANAGEMENT PHYSICIAN PAY PLANS

Item No.	Classification	Table	Specialty Group
4567	Medical Director, MD, Mental Health	E	None
4574	Medical Director, MD, Mental Health (UC)	E	None
4577	Medical Director, Public Health (UC)	E	None
4737	Supervising Mental Health Psychiatrist	E	None
4739	Chief Mental Health Psychiatrist	E	None
4776	Dental Director I	E	None
4777	Dental Director II	E	None
5447	Medical Director I, MD	M	None
5456	Sr. Physician	E	Varies*
5457	Chief Physician I	E	Varies*
5458	Chief Physician II	E	Varies*
5459	Chief Physician III	E	Varies*
5460	Medical Director III (UC)	E	None
5461	Medical Director II	E	None
5462	Medical Director II (UC)	E	None
5463	Medical Director I	E	None
5464	Senior Physician	E	None
5465	Chief Physician I	E	None
5466	Chief Physician II	E	None
5467	Mental Health Consultant, MD (per session)	**	None
5468	Clinic Physician, MD (per session)	**	None
5469	Clinic Physician, MD	E	None
5470	Mental Health Consultant, MD	**	None
5471	Consulting Specialist, MD	**	None
5472	Consulting Specialist, MD (per session)	**	None
5478	Senior Physician, MD	M	A, B or C
5479	Chief Physician I, MD	M	A, B or C
5480	Chief Physician II, MD	M	A, B or C
5481	Chief Physician III, MD	M	A or B

**Specialty assignments are based on the physician's privileges and specific assignment as determined by the the department.*

***Refer to County Code Section 6.08.44, Occasional physician services, for pay provisions.*

Note: When physicians were accreted into Bargaining Unit 324, they had an option of continuing to participate in the Flex and Megaflex Benefit Plans. In effect, they were “grandfathered” into

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those plans. Any new employee who is hired or promoted into an accreted (represented) classification will not have the option of participating in the Flex/Megaflex Program; rather he will receive the benefits negotiated by the Coalition of County Unions. (Refer to the BU 324 MOU, Article 8, Benefits, Section 1.)

C. INITIAL STEP PLACEMENT

Original appointment for all Physicians, except Medical Director I, MD (Item #5447) shall be at first step of the designated range for the position, except in the case of transfer, demotion, promotion or special step placement. Special step placement must be approved by the Chief Executive Office.

Any person appointed to Medical Director I, MD (Item #5447), Dental Director I (Item #4776) or Dental Director II (Item #4777) with less than one year of experience, exclusive of an internship and residency, shall be placed on Step 3 of the applicable schedule. Employees in these classifications who have at least two years of experience shall be placed one step higher in the range for each two years of such experience to a maximum of five (5) additional steps. (Refer to County Code Section 6.08.220 and 6.08.435, Salary upon initial appointment.)

It should be noted that step anniversary dates were adjusted for represented employees placed on Schedule D when converting to the new plans in 2008.

Subsequent step advancements occur annually based on the employee's anniversary date.

D. PROMOTIONS

Employees who elected to remain in the "Old" Physician Pay Plans (Table P for represented employees and Table M for Management employees) will continue to be compensated in the "Old" Physician Pay Plan M schedule upon appointment to a higher level classification. Step placement upon promotion is based solely on experience and the classification the employee is promoting to. For instance, a Physician Specialist, MD (Item #5477) who promotes to a Senior Physician, MD (Item #5478) will be placed at two steps higher than his current range; whereas, a Physician Specialist, MD (Item #5477) who promotes to Chief Physician I, MD (Item #5479) will be placed 3 steps his than her current step. (Refer to County Code Section 6.08.240.F.1. for further details about step placement upon promotion for employees compensated under the "Old" Physicians Pay Plans.)

Physicians compensated on "D" and "E" schedules are to be promoted to "E" schedule positions. For instance a Physician Specialist (Non Megaflex) (Item #5476) is compensated on a "D" schedule would be appointed to Senior Physician (Item #5456) if promoted to Senior Physician and compensated pursuant to schedule "E", as both "D" and "E" schedules are without stipend. (Refer to County Code Section 6.08.445.E.1. for further details and step placement provisions upon promotion.)

Physicians who receive a promotion are placed on the step in the appropriate range on the E schedule for the higher level classification that provides an increase in salary over the salary in the lower level classification, which is equivalent to the number of steps listed below:

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Promotion	Steps
Physician Specialist to Senior Physician or Supervising Mental Health Psychiatrist	2
Physician Specialist to Chief Physician I or Chief Mental Health Psychiatrist	3
Physician Specialist to Chief Physician II	4
Physician Specialist to Chief Physician III	5
Senior Physician or Supervising Mental Health Psychiatrist to Chief Physician I or Chief Mental Health Psychiatrist	1
Senior Physician or Supervising Mental Health Psychiatrist to Chief Physician II	2
Chief Physician I or Chief Mental Health Psychiatrist to Chief Physician II	1
Senior Physician or Supervising Mental Health Psychiatrist to Chief Physician III	3
Chief Physician I or Chief Mental Health Psychiatrist to Chief Physician III	2
Chief Physician II to Chief Physician III	1

For example, a Physician Specialist, Pediatrics (5476-75) promoting to Senior Physician Specialist, Pediatrics (5456-75) would be placed as follows:

Current Schedule and Salary Step for Physician Specialist (5476-75):
D04, Step 12 - \$13,033

Current Schedule for Senior Physician Specialist, Pediatrics (5456-75): E06

Based on the promotional rules, a Physician Specialist promoting to Senior Physician Specialist shall be placed on the step in the E range that provides an increase in salary that is the equivalent of two salary steps, or 6% (each salary step of the physicians pay plan is 3%).

$$\$13,033 \text{ (current salary)} \times 1.06\% = \$13,814.98$$

Physicians E Schedule – Salary Range E06

Step 10 of E06 is \$13,762

Step 11 of E06 is \$14,175

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The correct placement is Step 11 of range E06. This is the step that provides an increase in salary that is the equivalent of two salary steps (6%).

Finally, when a Physician-Post Graduate (a resident physician paid a flat rate salary under the regular pay plan) is promoted to a Physician or any other class under this plan, the date of the promotion becomes the vacation anniversary date. Post Graduate Physicians receive special vacation provisions (see Chapter I, C.).

E. HOME CARE, OVERTIME, AND STANDBY

If a physician compensated under Part 2 of the Physician Pay Plan is required to provide medical services in a patient's home outside his normal work hours, the physician shall be paid for each home call. The Chief Executive Office approves all home care compensation. (Refer to County Code Section 6.08.240.B, Special provisions, Home Care Compensation for amount of compensation.)

Overtime

Physicians are designated as Exempt, Non-Salaried under the Fair Labor Standards Act (FLSA). If a physician is assigned to work overtime by his department head in excess of either his normal work day or work week, the physician shall be paid for such overtime at the straight time rate (see Chapter VI, Overtime, for a description of straight time rate). With the approval of department management, the physician may accumulate the overtime to be taken off at a later time, instead of being paid for it. There are special provisions regarding physician's overtime:

- If the overtime is accumulated, the amount of accumulated overtime cannot exceed 240 hours at any one time. Also, no more than 144 hours may be carried over to another calendar year. Any overtime in excess of 144 hours at the end of a calendar year is lost.
- Any overtime is recorded at the physician's regular work location, regardless of where the overtime is actually worked.

Standby

Any physician who is assigned to standby duty shall receive additional compensation for standby duty. Standby duty is defined as an off-duty period where the physician is on call and available for immediate return to work or is available for telephone consultations. (Refer to the BU 324 MOU, Physicians, Section 2, Standby Compensation, for represented employees and County Code Section 6.08.445.C., Special Provisions. Standby Compensation, for management employees for hourly rate).

Full time permanent Mental Health Psychiatrists (Item #4735) receive additional compensation per hour for approved periods of standby. (Refer to BU MOU 325, Mental Health Psychiatrists/Dental Professionals, Article 8, Section 4, Standby Pay for specific rate information.)

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Assignment to standby duty requires the prior annual authorization of the Chief Executive Officer.

A physician compensated pursuant to Part 2 of the Physicians Pay Plan who is assigned to standby duty in connection with the Home Care Program receives \$25.00 for each 12 hours (or portion thereof) of standby duty. Standby Pay with respect to this Program may be as a result of a return to the work site, visit to a patient's home, or a telephone consultation. (Refer to County Code Section 6.08.240.D.3., Special provisions, Standby Compensation.)

In all cases of standby duty, the compensation indicated represents the total compensation for the physician. Should the physician be required to return to work during a standby period, he or she would not receive any additional compensation.

Limits on Home Care, Overtime, and Standby

No combination of pay for Home Care, Overtime, and Standby shall exceed 60% of a physician's base monthly salary. This limit is calculated twice each month, once for the period of the first through the 15th of the month, the other for the period of the 16th to the end of the month.

F. ASSIGNMENT BONUSES

High Desert Health System

Any physician who was assigned to High Desert Health Systems prior to January 1, 1986, receives a flat monthly bonus equal to 8.25% of the step on the appropriate P Schedule or D Schedule. Physicians are not entitled to this bonus if they are receiving a manpower shortage or manpower shortage recruitment rate. (Refer to BU 324 MOU, Article 9 – Special Pay Practices – Section 3, Special Credits, and County Code Sections 6.08.250.E. and 6.08.450.E. & F.)

Effective November 18, 2015, any physician, Mental Health Psychiatrist, Supervising Mental Health Psychiatrist or Chief Mental Health Psychiatrist permanently assigned to work at Los Angeles County High Desert Health System after January 1, 1986, receives 5.5% of the base salary on the appropriate salary table. To be eligible for the bonus the physician must be currently assigned to the High Desert Health System. (Refer to BU 324 (Physicians), Article 9, Section 3.a., BU 325 (Mental Health Psychiatrists/Dental Professionals), Article 8, Section 6, and County Code Sections 6.08.450.F. & G.)

It should be noted that this bonus is to be evaluated annually to determine its effectiveness. If it is determined that the bonus fails to successfully help with recruitment and retention, it will cease effective September 30, 2018, and will not be reinstated without authorization of the Chief Executive Officer.

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Detention and Correctional Facilities

Upon the integration of Sheriff's Medical Services Bureau and Mental Health Department into the Department of Health Services, Physician Specialist, Family Practice, and Physician Specialist, Internal Medicine/General – Endocrinology, or Mental Health Psychiatrist, Supervising Mental Health Psychiatrist, or Chief Mental Health Psychiatrist, who is permanently assigned to work in a Los Angeles County detention or correctional facility shall receive a 5.5% bonus. This additional compensation does not constitute a base rate and ceases when the employee is no longer permanently assigned to a detention or correctional facility. (Refer to BU 324 (Physicians), Article 9, Section 8, Detention and Correctional Facilities Assignment; BU 325 (Mental Health Psychiatrists/Dental Professionals), Article 8, Section 1, Detention and Correctional Facilities Assignment, and County Code Section 6.08.450.I. & J.)

It should be noted that the bonus is to be evaluated annually to determine its effectiveness.

Acting Medical Director

A Physician in the Department of Health Services, Public Health or the Sheriff's Department assigned to act in the absence of the Medical Director of a hospital, public health services or the Sheriff's Department director of medical services receives a 5.5 bonus for the duration of the acting assignment. Only one such assignment can be made for each area listed above and prior approval is required annually from the Chief Deputy Director, Health Services, Clinical and Medical Affairs (UC) (Item #4552), the Director of Public Health (Item #4546), or the Director, Medical Services, Sheriff (Item #8088), and the Chief Executive Officer. (Refer to County Code Section 6.08.450.D.)

G. SPECIAL BONUS FOR BOARD CERTIFICATION

Persons appointed to certain Physician classes shall receive a bonus for certification by the appropriate American Medical Specialty Board in the specialty to which he is assigned. Refer to County Code Section 6.08 for pay provisions for management classifications, BU 324, Article 9, Special Pay Practices, Section 3s, Special Credits, for Physicians, and BU 325, Mental Health Psychiatrists/Dental Professionals, Article 8, Special Pay Practices, Section 3, Board Certification, for specific rates by classification.

Persons obtaining certification from a foreign country must have the certification approved by the appropriate American Board.

Amount of Bonus

The board certification bonus is a flat monthly bonus equal to 5.5% of the step rate the physician is entitled to due to experience. It is not payable before the first day of the month the department head notifies the Chief Executive Office of the eligibility of the physician who qualifies.

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In addition, effective 11/1/2015, Mental Health Psychiatrists (Item 4735) with Board Certification in Child Psychiatry, Addiction Psychiatry, Forensic Psychiatry, or Addiction Medicine shall receive an additional 2.75% bonus. This bonus does not constitute a base rate.

However, some physicians who were appointed prior to June 30, 1979 received a 3-step bonus for Board Certification. Any such physician who has received this 3 step bonus continuously since June 30, 1979, and has remained assigned continuously to the specialty for which the physician is certified, continues to receive a flat rate monthly bonus of 8.25% over the step rate he would normally receive based on experience, in lieu of other bonuses for board certification.

In any case, a bonus may be paid for certification in one specialty only.

A special provision applies to certain physicians in the specialty of Emergency Medicine. Any person appointed to Physician Specialist (Item #5477), Physician Specialist, Megaflex (Item #5455), or Physician Specialist, Non-Megaflex, (Item #5476) Senior Physician (Item #5478), or Chief Physician I (Item #5479), II (Item #5480) or III (Item #5481), and is assigned on or before June 30, 1991, to emergency medicine and at the time of appointment has 3 years of experience in emergency medicine receives a 5.5% monthly bonus. This provision was in lieu of obtaining certification by the American Board of Emergency Medicine.

This provision is **not** applicable to any physician appointed to Emergency Medicine after June 30, 1991.

Bonus for Medical Directors

Any person appointed to one of the classes listed below receives a flat rate monthly bonus of 2.75% for one year of experience in any residency, 5.5% for two years of experience in any residency, and 8.25% for three or more years of experience in any residency.

The qualifying classes are:

- Medical Director I
- Medical Director II
- Medical Director III
- Medical Director, Public Health
- Medical Director, Mental Health
-

H. OCCASIONAL PHYSICIAN SERVICES

A physician employed as a Clinic Physician, MD (Item #5469) or Clinic Physician, MD (per session) (Item #5468) receives pay at rates provided for in County Code Section 6.08.455.A., Occasional physician services. Annual compensation limits apply.

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A physician employed as a Mental Health Consultant, MD (Item #5470) or a Consulting Specialist, MD (Item #5471) receives pay pursuant to County Code Section 6.08.455.B. Annual Compensation limits apply.

Physicians employed on a temporary, hourly basis in the class of Physician, MD, Emergency Room (Item #5422) who are not employed as a Clinic Physician, Mental Health Consultant, or Consulting Specialist (these physicians' pay is described above) and are not on any other County item, except Resident Physician, shall receive special pay for working in an emergency room. In addition, any person employed on a regular Physician item, except for the positions described in Sections 6.08.455.A. and B., and perform overtime work in an emergency room will be compensated in accordance with this provision. This special pay is found in County Code Section 6.08.455.C. The Chief Executive Officer's approval is required to compensate physicians under this Code Section.

I. HOLDING MORE THAN ONE POSITION

The only physicians who may hold more than one County position, which is paid under the provisions of the Physician's Pay Plan, are Physician-Post Graduates (2nd year through 7th year) or Supervisor of Residents. However, these physicians cannot receive the compensation for Clinic Physician, Mental Health Consultant, or Consulting Specialist described in III.H above.

J. RELIEF PHYSICIAN

Effective May 14, 2013, a Physician employed as a Relief Physician (Item #5473) is compensated in accordance with the Relief Physician Schedule, pursuant to the BU 324 MOU.

Effective January 1, 2014, County retirees are prohibited from appointment to the Relief Physician classification while receiving post-retirement benefits pursuant to the provisions of the California Public Employees' Pension Reform Act (PEPRA) of 2013. (Refer to County Code Section 6.08.455.F.2.)

CHAPTER IV – SPECIAL PROVISION FOR DEPARTMENT HEADS

INTRODUCTION

There are over 100,000 employees of the County of Los Angeles who collectively carry out the duties and responsibilities involved in providing a wide variety of services to the public, including such services as health, public health, mental health, welfare, consumer protection, road maintenance and construction, flood control, the enforcement of various laws, forestry and fire protection, parks and golf courses, and recreation and cultural activities or opportunities. In order to effectively manage the delivery of these services, the County is divided into numerous primary organizational units called “departments.” Some departments were established by the provisions of the County Charter in 1913, others have been created by California state law or regulations, and still others have been created by the Board of Supervisors by ordinance, in order to manage more effectively the County service delivery as new problems and opportunities arise. Some of the departments provide public services directly, while others support the County internally. Each department is headed by a single individual, the “department head,” who is the appointing authority for all positions assigned to that department.

While a department head is a County employee and is subject to many of the same provisions applicable to all County employees, there are several provisions and features that are unique to department head positions; this chapter provides information about these provisions and features specifically applicable to “department heads.”

A. DEPARTMENT HEAD POSITION CHARACTERISTICS

1. UNCLASSIFIED STATUS

When the County Charter was created, it established two services into which all county positions were assigned: the Classified Service and the Unclassified Service. The Unclassified Service comprised all elected officers (including the three elected Department Heads, Assessor, District Attorney, and Sheriff), elected officers’ high level assistants, and appointed members of boards and commissions; all other employee positions were deemed to be in the Classified Service. In 1976, the County Charter was amended to reassign appointed department head positions to the Unclassified Service, and subsequent amendments have added assistant department head positions (Chief Deputies) and the positions in the organizational hierarchy of each department that are next-in-line (e.g., management positions that directly report to the Chief Deputy or Department Head) to the Unclassified Service. Unclassified employees serve solely at the pleasure of their respective appointing authorities, and may be removed at any time at the discretion of the appointing authority, with or without cause.

Note: An employee that has permanent status in the Classified Service and who is subsequently appointed to any of these Unclassified positions has the right to take a leave of absence from his/her Classified position and to return to it or its equivalent if his/her Unclassified appointment ends.

CHAPTER IV – SPECIAL PROVISION FOR DEPARTMENT HEADS

Note also that there exists a County Counsel opinion that the department head of the County's Department of Public Social Services remains in the Classified Service.

2. DEPARTMENT HEAD EMPLOYMENT AGREEMENTS

Because department heads are Unclassified or at-will employees, the County uses a form of contract, called an "Employment Agreement," the terms of which clarify the rights and obligations of the County and the prospective department head; this agreement is prepared and executed for each newly-appointed department head. The agreement may include provisions addressing such topics as compensation and benefits, termination benefits, and potential conflicts of interest. For example, the employment agreement may provide for a termination benefit under certain circumstances if the County terminates the agreement. (Either party may terminate the agreement with or without cause at any time by giving written notice to the other party).

In the case of any conflict between the agreement and the County Code, the employment agreement prevails.

3. ASSIGNMENT TO SUB TITLE "L"

In addition to a Title Number, which identifies the occupation and duties and responsibilities of a position by indicating where the position is found on the schematic outline of classes, a position is also assigned a Sub Title, which denotes the bases upon which the position is to be filled and compensated; e.g., Sub Title A is defined as Monthly Permanent, B is used for Monthly Recurrent, C means Daily As Needed, etc. Thus a Sub Title establishes the parameters for employment status (and concomitant benefits) for an incumbent of a position with that Sub Title.

Department Head positions are assigned an Item Sub Title "L", used exclusively for elected officials, department heads, and some CEO positions; this sub title is defined as follows: "Paid as a county officer under common law rule that the salary is an incident of the office." This essentially means that a person on an "L" sub title is regarded as a permanent employee and receives the assigned compensation as long as he/she holds the office, whether or not the person is actually working. Practically speaking, this sub title means that a person on it does not account for his/her time, and thus the person, in this case, a department head, does not earn or accrue any kind of leave, since he/she is not required to use any to cover absences from work.

Note: Departments may, however, need to keep records of a department head's time off work, since this information may be needed in the event the department head transfers to the classified service. (See Sub-Section D.1.b., below).

This Sub Title "L" may also be used to designate certain provisions in the County Code that are applicable only to persons on a job with an "L" Sub Title.

CHAPTER IV – SPECIAL PROVISION FOR DEPARTMENT HEADS

B. ORGANIZATIONAL FRAMEWORK FOR DEPARTMENT HEADS

1. APPOINTING POWERS

The Board of Supervisors is the appointing power for all non-elected department head positions.

The voters, of course, determine the appointment of the three elected department heads (Assessor, District Attorney, and Sheriff).

The Board of Retirement and the Board of Investments, acting jointly, are the appointing power for the Chief Executive Officer, LACERA.

2. DUTIES AND RESPONSIBILITIES

(Refer to County Code, Chapter 2; County Charter)

For each class in the County Service, there is a “class specification,” which sets forth the duties and responsibilities of the class, (among other things such as required licenses, requirements, etc.) The term “class” specifically refers to positions within the “Classified Service.” Since department heads are in the “Unclassified Service,” (see preceding sub-section, above) there are no class specifications for these positions. However, the source or authority for each department head position, in addition to creating the position, sets forth such position’s duties and responsibilities, and in some cases, establishes certain requirements. As indicated above, some departments (and department head positions) were established by the County Charter; thus the County Charter contains information about these positions’ duties and responsibilities. In cases where the department head position is authorized by State law or was created by the Board of Supervisors (by ordinance), the duties of such department head positions are set forth in Chapter 2 of the County Code; this chapter also sets forth additional duties and responsibilities for some County Charter-established positions. Based on the County Charter and Chapter 2, as well as additional information from the Board and the Chief Executive Officer as needed, the Chief Executive Officer or the Director of Personnel, depending upon the department head position, prepares a job description for a department head position when this position is or will be vacant and the recruitment for a new department head must be initiated. Thus, in addition to duties and responsibilities, the job description includes any legal requirements established for the position as well as minimum and desirable qualifications of education, training, experience, and personal qualities that will collectively be the focus of a recruitment plan.

Chapter 2 not only lists specific duties and responsibilities for each department head, but also sets forth some basic responsibilities that apply to all department head positions, including such things as the department heads’ full responsibility for assigning / reassigning work as they see fit, establishing working hours, responsibilities for enhancing revenues, establishing affirmative action and private sector contracting efforts, and for producing biennial reports. Most importantly, a department head is the appointing authority for all employees in his/her department.

CHAPTER IV – SPECIAL PROVISION FOR DEPARTMENT HEADS

3. ORGANIZATIONAL RELATIONSHIPS (Ref.: County Code Chapter 2.01)

Except for the three elected department heads and the Chief Executive Officer, LACERA, each of the numerous department heads reported directly to the Board of Supervisors. The Board of Supervisors is responsible for the appointment or the dismissal of each department head, evaluating the department heads' performance, and managing the day-to-day administration of the County.

C. DEPARTMENT HEAD SALARIES AND BENEFITS

1. ASSIGNMENT TO MAPP

With the exception of the three elected department heads and the Chief Executive Officer, LACERA, Department head positions are assigned to the County's Management Appraisal and Performance Plan (MAPP); under this plan, employees appointed to specified high-level management jobs are paid according to unique provisions that are designed to improve the County's ability to employ highly-qualified management employees, to motivate them to excel, and to evaluate and reward them for achieving County and department goals and objectives.

The MAPP Salary Structure is subdivided into two salary structures, Tier I and Tier II; the Tier I structure consists of long ranges without steps, while the Tier II structure is comprised of ranges each of which has 18 discrete steps. Department heads are assigned to Tier I, which includes only the very highest (and generally Unclassified) levels in each department. The Salary Structure for Tier I consists of 25 ranges, R1 through R25, each with a defined minimum and a defined maximum salary. Between successive R salary ranges, there is a 7.50% difference between the range midpoints, called "Control Points." These MAPP ranges are longer than the ranges on the Standardized Salary Schedule; the top of each MAPP range is nominally 50% greater than the range minimum, as opposed to the approximately 31% difference between the minimum and maximum salary of the Standardized Salary Schedule. However, on the MAPP Tier I ranges there are no discrete steps within a range, so a MAPP Tier I participant's salary may fall at any point along the range. The specific Range to which each department head has been assigned is shown on the Department Head Salary Chart below; the minimum, maximum, and control point values for the Tier I ranges are found in County Code Section 6.26.040 Tables Q through S (which reflect the differing effective dates).

2. PLACEMENT OF NEWLY-APPOINTED DEPARTMENT HEADS ON THE MAPP R-RANGES

Persons appointed to a position of Department Head may be placed by the Board of Supervisors at any rate within or outside the MAPP Tier I salary range established for the Department Head position to which the person is being appointed; see Department Head Salary Chart, below.

CHAPTER IV – SPECIAL PROVISION FOR DEPARTMENT HEADS

If the Board does not designate a rate, the appointee is placed at the minimum of the range, unless the person appointed comes from within County service, and the appointment represents a promotion, as defined in the County Code. In this case, the appointee receives an increase of 5.5% or, if it is higher, the minimum of the new range.

3. SUBSEQUENT SALARY INCREASES FOR APPOINTED DEPARTMENT HEADS

The MAPP provides for two kinds of periodic adjustments for its participants: General Salary Adjustments, which are across-the-board increases granted to all positions based on general salary trends such as COLA's, negotiated increases, etc.; and Merit Salary Adjustments, which are awarded based on the annual performance of each individual participant.

For the appointed department heads, however, these two kinds of increase are, in essence, combined, as follows:

Each year, the Board, evaluates the performance of appointed Department Heads pursuant to the provisions of County Code Title 2 Section 2.06.100, and may authorize Merit Salary Adjustments at such times as are also determined by the Board: this adjustment cannot be less than the percentage granted as a General Salary Adjustment, if any, to other MAPP Tier I participants in the same fiscal year. Such increases may result in a salary that exceeds the range established for a Department Head's position. Thus, for appointed department heads who have received a current performance evaluation of "Met Expectations" or better, any General Salary Adjustment which has been approved for other Tier I positions in the same fiscal year becomes the minimum increase that the department head receives for his/her Merit Salary Adjustment; conceivably, the appointed department head may receive a greater increase based on superior performance.

4. SALARY FOR CHIEF EXECUTIVE OFFICER, LACERA

The salary for this position, as well as other management positions in LACERA, is governed by a special MAPP pay plan the provisions of which are set forth in the department salary article for LACERA, County Code 6.127.

5. SALARIES FOR ELECTED DEPARTMENT HEADS: SHERIFF; DISTRICT ATTORNEY; ASSESSOR

Salaries for the Sheriff, Assessor, and the District Attorney are established by the Board, usually prior to each incumbent's initial term: the County Charter provides that an elective officer's salary cannot be changed (either up or down) within 90 days preceding the officer's election, except when there is to be a new officer, in which case the Board can establish a new (higher or lower) salary by ordinance at least 30 days before the election. Thus if the Board chooses to change the salary of an elective office, they must do so by ordinance within the foregoing time constraints. Specifically, the ordinance reflecting the initial salaries for elective officers is manifested by County Code sub-section

CHAPTER IV – SPECIAL PROVISION FOR DEPARTMENT HEADS

6.28.050, Note 32. This Note 32 may also specify an annual predetermined salary increase for these positions, which also must be approved within the foregoing Charter-required time limits: currently, this note indicates that the dollar amount of the annual increase is calculated by multiplying each position’s salary in effect at the end of the previous calendar year by the percentage by which the CPI (Consumer Price Index) for the Los Angeles Metropolitan Statistical Area (CPI-U), as compiled and reported by the United States Bureau of Labor Statistics, has increased in the previous calendar year, but not to exceed four percent. This annual increase is effective each July 1.

6. DEPARTMENT HEAD SALARY CHART

The following list sets forth each current department head position and its Title Number, its associated “R” range as established within the MAPP pay plan (or other salary provision as noted), and the authority under which the department is established.

Note that there are some department head positions established in the County Charter that, due to department consolidation and other organizational changes, do not currently exist as discrete department head positions. However, the duties and responsibilities assigned by the Charter are now performed by other department head positions created by ordinance.

TITLE	NO.	RANGE	AUTHORITY
Agricultural Commissioner/ Director of Weights and Measures	0029	R16	County Charter
Alternate Public Defender	9268	R23	County Ordinance
Assessor UC	9992	Note 32 ¹	County Charter
Auditor-Controller	0728	R20	County Charter
Chief Executive Officer	0868	Note 23 ²	County Ordinance
Chief Executive Officer, LACERA (Retirement Administrator)	0776	R17 N37 ³	State Law
Chief Information Officer	2580	R17	County Ordinance
Chief Medical Examiner-Coroner	5405	R22	County Charter
County Counsel	9211	R25	County Charter
County Forester and Fire Warden (Fire Chief)	0223	R22	County Charter
County Librarian	8363	R18	State Law
Director, Beaches and Harbors	8910	R18	County Ordinance
Director, Internal Services	4265	R21	County Ordinance
Director, Military and Veterans Affairs	8143	R12	County Ordinance
Director, Museum of Art	8496	R13 ⁴	County Ordinance
Director, Museum of Natural History	8493	R13 ⁴	County Ordinance
Director of Animal Care and Control	2998	R17	County Ordinance
Director of Children’s and Family Services	9113	R19	County Ordinance
Director of Child Support Services	1735	R19	State Law

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TITLE	NO.	RANGE	AUTHORITY
Director of Community and Senior Citizens Services	8239	R17	County Ordinance
Director of Consumer Affairs	1671	R14	County Ordinance
Director of Health Services	4556	N 23 ²	County Charter
Director, Los Angeles County Health Agency	9962	N 23 ²	County Ordinance
Director of Mental Health	4701	R19	County Ordinance
Director of Parks and Recreation	8770	R17	County Ordinance
Director of Personnel	1920	R20	County Charter
Director of Planning	3367	R18	State Law
Director of Public Health	4546	R24	County Charter
Director of Public Social Services	8019	R20	County Charter
Director of Public Works	3385	R22	State Law
District Attorney	9993	Note 32 ¹	County Charter
Executive Officer, Board of Supervisors	1109	R18	County Ordinance
Probation Officer	8624	R20	County Charter
Public Defender	9269	R25	County Charter
Registrar/Recorder/Co. Clerk	1119	R18	County Charter
Sheriff	9994	Note 32 ¹	County Charter
Treasurer-Tax Collector	0545	R18	County Charter

Footnotes:

1. Paid pursuant to provisions of County Code section 6.28.050, Note 32, as described in sub-section, Salaries for Elected Department Heads, above.
2. Paid pursuant to County Code section 6.28.050, Note 23, which note indicates that the position is paid pursuant to MAPP provisions in County Code 6.08, Part 3, (specifically, 6.08.395 H, I and J) which establish a special long range, the minimum rate of which is equal to the minimum of MAPP range R21 and the maximum rate is equal to a rate that is 10 % greater than the maximum rate of R 25; this range is based on the established compensation principle that higher level classes require longer ranges.
3. Paid pursuant to provisions of County Code section 6.28.050, Note 37, which indicates that the pay for the position is governed by provisions in the department salary article for LACERA, County Code section 6.127.020.
4. Additional compensation may be provided to the museum director by governing boards for services rendered to those boards.

7. ACTING AS DEPARTMENT HEAD (Refer to County Code Section 6.08.360 H.)

While department heads are not eligible for bonuses, a MAPP employee who has been designated by the Board of Supervisors to act as Department Head on a temporary basis receives a bonus of 5.5%, unless a greater amount is approved by the Board of Supervisors. The same bonus that is used for temporary assignments for all other MAPP employees is used for this purpose. This 5.5% bonus does not constitute a base rate.

CHAPTER IV – SPECIAL PROVISION FOR DEPARTMENT HEADS

Note that County Code Section 6.10.090, which formerly provided for an optional 5.5% bonus after seven months of such acting service, has been deleted.

8. SPECIAL BENEFITS FOR DEPARTMENT HEADS

In addition to those benefits available to all County employees, Department heads are eligible to receive some benefits unique to department heads; following is a brief description of such added benefits:

- Full (19%) contribution rate for the MegaFlex cafeteria plan, regardless of length of County service;
- “Split Dollar” Life Insurance – a County-paid level life insurance death benefit the amount of which is dependent upon age at entry into the plan;
- Housing Relocation allowance or other housing assistance may be offered;
- An assigned vehicle or in lieu of that, a transportation allowance, unless the department head position is designated as participating in the security program, in which case a special vehicle and other special equipment is provided.

D. WHEN AN INCUMBENT DEPARTMENT HEAD CEASES TO HOLD A DEPARTMENT HEAD POSITION

OVERVIEW

There are special provisions that have been established in the County Code addressing the benefits received by current department heads when they terminate (i.e., leave County service), as well as benefits for former department heads who cease to be a department head but remain in County service. These provisions in some cases are based on when the incumbents actually became department heads, and how long they served as such; they also vary depending upon whether the removal from a department head position was due to a consolidation of departments.

These provisions are in addition to those termination benefits provided by the individual employment contract governing each department head, which chiefly addresses benefits for an incumbent who is terminated by the County.

1. TRANSFER TO A CLASSIFIED POSITION AND SUBSEQUENT TERMINATION

Department heads that return to classified positions after serving as department heads are afforded certain rights and benefits, depending upon whether or not the return was due to a department consolidation, as follows:

a. Placement in a Classified Position Due to Departmental Consolidation (Ref. 6.08.081)

If a department head is placed in the classified service due to a departmental consolidation plan approved by the Board of Supervisors, this employee will have restored to him or her those sick

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leave and vacation benefits which he or she had immediately prior to appointment as department head.

Termination Benefit

If the former department head then terminates from County service within two years of appointment to the classified position, he or she is entitled to a greater of the following:

- Option A: Leaving vacation payoff exactly as if he were still a department head; see sub-section 2. Termination as a Department Head, below.
- Option B: Payment for accrued benefits as any other County employee.

If the department head terminates after two years within the classified service, he is eligible only for Option (B) above.

b. All Other Appointments to Classified Positions (Ref. 6.08.080 D.)

When a department head is placed in the classified service for reasons other than due to a departmental consolidation, the former department head will have restored all benefits earned prior to appointment as a department head, minus all chargeable time taken off during the department head's tenure. The remaining benefits are available for use by the ex-department head in his/her new position.

Termination Benefit

If the former department head then terminates from County service, the termination benefit depends upon the length of time the former department head served as department head, as follows:

- 1) Less than 5 years as a department head

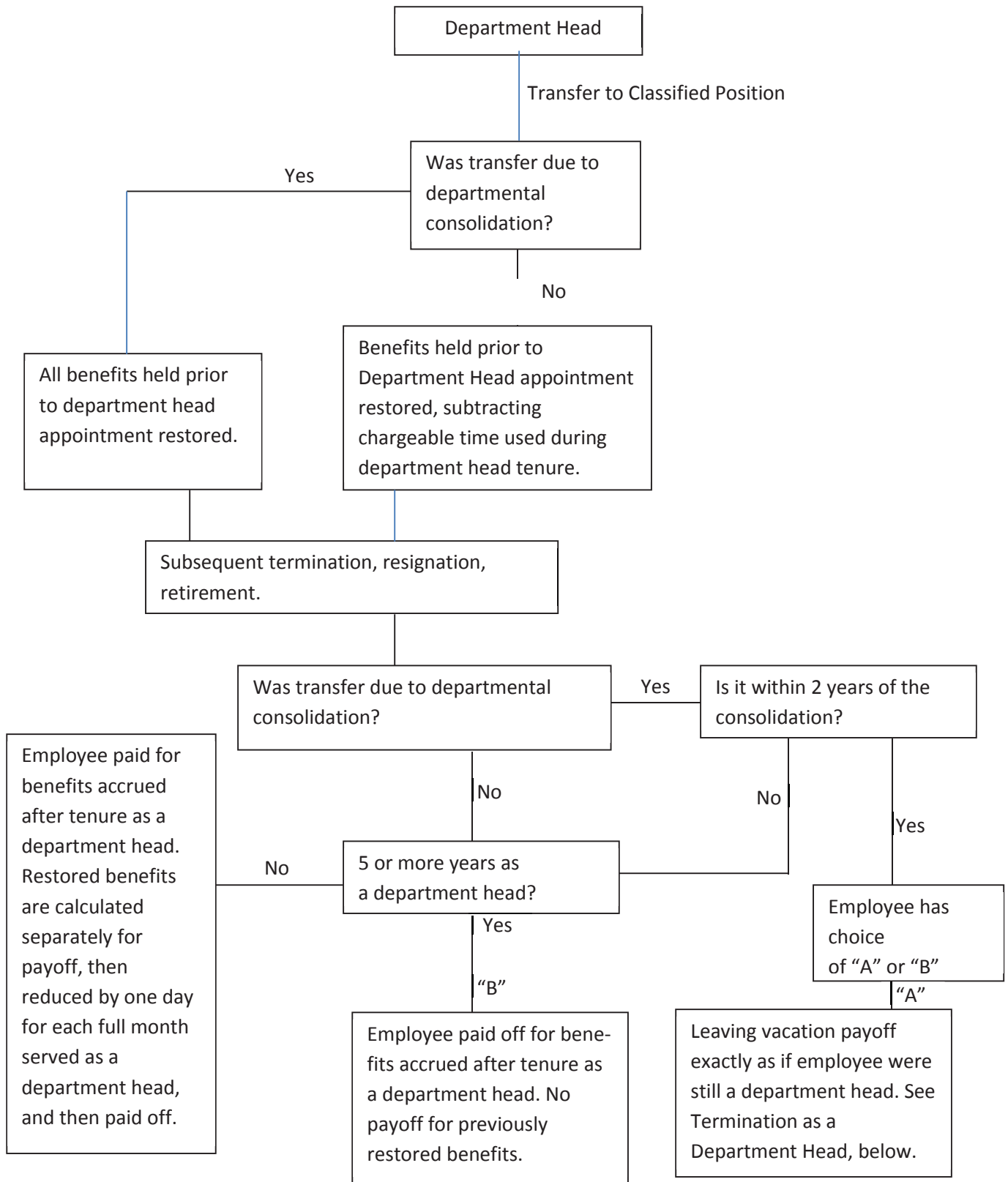
Upon termination from County service, the ex-department head is paid off for those benefits restored after the department head tenure, less one day (8 hours) for each full month served as a department head. [A partial month served is not counted, so there is no pro-rating of days to be subtracted from the ex-department head's restored benefits.]

- 2) 5 or more years as a department head

Upon termination this employee is not entitled to any compensation for restored benefits. He/she can however, receive compensation for time accrued subsequent to this department head tenure, payable as all accrued benefits are for eligible, permanent County employees.

CHAPTER IV – SPECIAL PROVISION FOR DEPARTMENT HEADS

FLOWCHART: Transfer to Classified Position & Subsequent Termination



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2. TERMINATION (SEPARATION OF SERVICE) AS A DEPARTMENT HEAD

**(Refer to County Code Sections 6.18.070 C.; 6.08.080 D., e-HR Desk Procedure #DP-PA-515-D,
Termination – Department Head)**

When department heads leave County service directly (i.e., they do not revert to a classified position), they are entitled to certain “leaving” benefits; these benefits depend upon whether the department head was appointed prior to or on and after July 19, 1994. Since most current department heads were appointed after that date, we are including herein only the leaving benefits for such terminating department heads; they are as follows:

The department head is paid for all benefits accrued prior to becoming a department head, on the same basis he/she would be paid if he/she were not a County Officer (L Sub Title), except that the rate of payment is that rate which was in effect immediately before appointment (or election) to department head.

For additional information, staff should refer to either of the above references.

CHAPTER V. SPECIAL PAY PRACTICES (BONUSES)

INTRODUCTION

This chapter covers various special pay practices as authorized by the following:

Chapter 6.10 of the County Code (Special Case Rates)

Chapters 6.30 – 6.127 of the County Code (Departmental Provisions)

Various Memoranda of Understanding

Chapter 6.28.050 of the County Code's Notes, both alphabetical and numeric, which are assigned to certain classes in the salary listing and in some MOU's to add unique step and range provisions.

These special pay practices provide extra compensation (i.e., beyond base salary) to certain employees for reasons specified in the authorization.

For the sake of simplicity and parsimony, all these pay practices are called "bonuses" in this chapter. Bonuses are usually established when certain assignments within a class are subject to unusual demands or conditions or require special skills, and the bonuses provide incentives to employees to accept or continue to work on such assignments. For example, many employers pay differentials to employees who work nights or weekends; some pay extra for certain skills or education that has been determined to enhance work or improve productivity; others pay extra to get employees to work in unusually hazardous or unpleasant environments. Such assignments are not characteristic of all positions or employees within a given class; if they were, the bonus would, in essence, be incorporated into the base rate of the class.

In the evolution of the County's compensation system, many bonuses have come into existence; all have been designed to enable departments to attract and retain those employees needed to provide a higher level of public service. Each of these bonuses has been designed with qualifying conditions, standards, and provisions that define bonus eligibility; these eligibility conditions are specified in the documents that establish the bonus, such as MOU's or the County Code (6.28.050, Notes, or Departmental Provisions in Division 3 of Title 6, Salaries).

The proper administration of bonuses in the County requires that these eligibility conditions be scrupulously adhered to, so that it is unequivocally clear that employees who receive bonuses meet all of the established provisions. This responsibility rests jointly with line managers and personnel administrators, who must ensure that all conditions and necessary approvals, such as approvals from the CEO's office, are obtained prior to payroll staff's entering the bonus into e-HR.

CHAPTER V. SPECIAL PAY PRACTICES (BONUSES)

CHAPTER STRUCTURE

Section I of this chapter defines the types and characteristics of bonuses.

Section II explains how these bonuses are identified within e-HR, and how bonuses for individual employees are entered into e-HR.

Section III consists of a review of the policies and provisions governing the major County-wide bonuses, i.e., those that may be applicable to all positions in the County.

Section IV contains descriptions and parameters of all existing bonuses, listed in numerical order of event codes.

Section V consists of two indices for finding specific bonuses; one which lists them alphabetically by description, and the other by class of bonus.

Finally, Section VI consists of a review of County Code Section 6.28.050 Notes.

I. DEFINING BONUSES IN THE COUNTY

OVERVIEW

All bonuses can be described or defined in terms of several characteristics or variables. In this section, the following characteristics define bonuses: Bonus Class, Kind of Base, Degree of Permanency, Rate Type, and Rate Variability; these characteristics are defined in sub-sections A through E. Operating together, these characteristics determine the kind of bonus and how the bonus is processed by the payroll system, including how the bonus is documented, how long the employee receives the bonus, how it is paid, and how it relates to base salary. Section E describes how these characteristics should be considered in establishing a new bonus.

A. BONUS CLASSES

Bonus Classes describe the reason that a bonus is awarded and/or the purpose for which it is established:

1. Special Certificates: These bonuses are paid to employees who possess certain certificates (usually issued by the State) or who are otherwise certified to perform certain tasks. Examples include Certified Public Accountant, Emergency Medical Technician, and Agricultural or Weights & Measures Inspection Certificates.
2. Special Skills: These bonuses are paid to employees who possess special skills that surpass the basic job-required skills. Examples include law enforcement employees who also serve as

CHAPTER V. SPECIAL PAY PRACTICES (BONUSES)

pilots or observers, and employees who, in addition to their normal duties, operate specialized equipment.

3. Education and Experience: This kind of bonus is paid to employees who possess degrees, including advanced degrees, which exceed the minimum requirements established for the employees' classes, or who have additional desired experience. These bonuses usually result in advanced step placement along the salary range established for the employee's classes, and may be reflected by County Code Section 6.28.050 Notes or specific Departmental provision found in Division 3 of Title 6, Salaries, of the County Code or applicable MOU if the classification is represented.

4. Hazardous or Unpleasant Duties: These bonuses are paid to employees who are assigned to work in unpleasant surroundings, or at undesirable times, or on potentially hazardous tasks. Examples include work in freezers, work involving underwater recovery, working in high places or in tunnels. This class also includes bonuses for unpleasant working hours, such as weekends, evenings, nights, or other restrictive assignments.

5. Location Assignments: These are bonuses paid to employees whose work causes them to live outside of the County in such places as Sacramento or Washington; or assigned to unusual (for the job) locations, e.g., Catalina Island for Sheriff's personnel.

6. Special Assignments: These bonuses are paid to employees who perform certain unique or atypical assignments within their class, often calling for additional training and experience or the exercise of additional responsibility. Examples include those assigned to chauffeur, to perform certain special audits, or those assigned to an Intensive Care Unit or Mental Health Mobile Response Team.

7. Reimbursements for Certain Expenses: These bonuses serve to reimburse employees for work-related expenditures they have made; a salient example is cash for uniforms.

8. Salary Range Extensions: Longevity bonuses lengthen the salary range for classes, either to meet retention needs, or to recognize additional training and experience achieved, or to recognize additional duties and responsibilities.

9. Productivity: These bonuses are paid to employees who meet or exceed established production goals; as an example, pursuant to the BU 111 MOU, Transcriber Typists in Probation who exceed typing output goals are paid a bonus.

10. Miscellaneous: Includes bonuses not otherwise classifiable, e.g., one-time-only lump sum bonuses. Also includes special "administrative" event codes, i.e., event codes established with bonus event code numbers that are required to deliver specified pay

CHAPTER V. SPECIAL PAY PRACTICES (BONUSES)

provisions. For example, to pay hourly rates that differ based on the number of hours worked, the system uses bonus event code processing which allows this provision to be operative.

B. KIND OF BASE

This characteristic, “Base”, denotes how a bonus is treated for overall compensation purposes. There are three kinds of base: Base, Other Base, and Non-Base.

1. Base Rate Bonuses

If a bonus is a “Base Rate” bonus, it means that the bonus is included as part of the normal or base salary. This is the salary used to calculate an employee’s workday or Straight Rate in overtime calculations and is used as the basis for calculating retirement contributions and earnings. Savings/Horizon matches, and cafeteria plan contributions. In e-HR, a base rate bonus is added to the employee’s “base salary”, i.e., the salary determined by a salary ordinance table (e.g., 70A), to determine the “Calculated Salary.”

A Base Rate Bonus, as part of Calculated Salary, is also used in determining an employee’s step placement upon promotion. Thus all Base Rate bonuses are given as percentages (see D. “Rate Type” below). It should be noted that schedule/level bonuses are converted to percentages in e-HR. For example, a bonus that is provided as two schedules or 22 levels will be converted to 5.6468%, which is the approximate value of the bonus.

To be deemed a Base Rate bonus, the language establishing the bonus must specifically state in the County Code or MOU, that the bonus “...constitutes a base rate...”

Note: For information about bonuses that may or may not be pensionable, contact LACERA. A certain base rate bonus may or may not be included in a PEPRA (Public Employees Pension Reform Act) pension plans as determined by LACERA.

2. Other Base Bonuses

“Other Base” bonuses are included in Calculated Salary and count as compensation for most purposes the same as Base Rate bonuses; the only difference is that they do not affect step placement upon promotion.

Thus these bonuses are used in calculating retirement contributions (Note: not all are used for PEPRA plans) and EVENT, Savings/Horizon matches, and cafeteria plan contributions, and are included in Straight Rate part of the overtime calculation.

CHAPTER V. SPECIAL PAY PRACTICES (BONUSES)

These bonuses are typically monthly schedule/level or percentage bonuses (percentages in e-HR), but this category also includes two special bonuses, which may be paid as flat dollar amounts per month, the “Out-of-Class” bonus and “Superior/Subordinate” pay.

3. Non-Base Rate Bonuses

These are bonuses that are not included in Calculated Salary, although they may be received on an ongoing, relatively permanent basis. Typically these are flat dollar amount bonuses paid on an hourly basis, or, in the case of ongoing bonuses, paid regularly on a “pay period” basis (see D. Rate Type).

Weekly EVENT from Non-Base bonuses are included in determining an employee’s Regular Rate for the calculation of premium overtime.

C. DEGREE OF PERMANENCY

This categorization of bonuses generally described the period over which an employee receives a bonus.

1. Recurring Bonuses

These are bonuses that employees tend to receive on a relatively long-term, ongoing basis; the employee does not move into and out of eligibility for the bonus. Such bonuses are typically entered on the Pay Parameters page of the ESMT document, which is associated with (and linked to) the employee’s job. They may be Base, Other Base, or Non-Base bonuses.

2. Non-Recurring Bonuses

These are occasional bonuses; an employee does not regularly receive them.

These bonuses are usually entered each pay period on the timesheet (TIMEI), or as a Timesheet Adjustment (TADJ).

D. RATE TYPE

This bonus characteristic defines the unit of time for which (or kind of rate by which) a bonus is paid.

1. Monthly Bonuses

A bonus with this rate type is paid on a monthly basis by inclusion in an employee’s regular monthly salary, i.e., in Calculated Salary. Accordingly, only Base and Other Base bonuses can be monthly bonuses.

CHAPTER V. SPECIAL PAY PRACTICES (BONUSES)

These bonuses tend to be recurring, i.e., long-term and ongoing bonuses that an employee continues to receive for a longer period. As these are primarily percent bonuses, they can be started or stopped on any day of a month, and their value for a partial month is prorated on a day-by-day basis, according to the duration of time they are in effect. E-HR continues to pay a monthly bonus until the day a Stop Date is entered in the employee's Pay Parameter (PPARM).

Because they are usually ongoing and associated with a specific job, monthly bonuses are entered on the Pay Parameters (PPARM) page.

Monthly bonuses are included in the Straight Rate portion of the overtime calculation.

2. Pay Period Bonuses

Pay period bonuses are flat, dollar-amount bonuses paid for each pay period provided that they are still in effect at the end of the pay period.

Pay period bonuses operate as follows:

- A pay period bonus may be started on any day within the pay period by modifying the pay parameter page. The "To Date" (Stop Date) cannot be the same as the "From Date" (Start Date).
- A pay parameter can be modified retroactively; the system will adjust payroll automatically.
- In contrast to monthly bonuses, which are included in the Straight Rate, pay period bonuses are included as EVENTS in the Regular Rate calculation to determine the premium rate for overtime worked. To determine the weekly value of a pay period bonus, multiply the semi-monthly bonus amount by the scheduled workdays in the FLSA period and divide by the scheduled workdays in the pay period

For example, the weekly value of a \$40 per pay period bonus for an employee working 5 days in FLSA period and 11 days in pay period is:

$$\$40 \times 5 \div 11 = \$18.18$$

- EHR applies the equivalent weekly value of the bonus in determining the FLSA overtime rate for any overtime worked in any FLSA work period ending during that pay period.

3. Hourly Bonuses

These bonuses are paid for each hour worked on a particular job or assignment for which a special bonus has been approved. They tend to be non-recurring, and therefore, they are entered when the timesheet is processed into e-HR on the Timesheet (TIMEI), or Timesheet Adjustment (TADJ). However, some hourly bonuses, such as shift differentials (e.g., an hourly bonus paid to employees

CHAPTER V. SPECIAL PAY PRACTICES (BONUSES)

assigned to work at night) are ongoing. Shift differential bonuses are incorporated into the employee's work cycle pattern. Briefing time (for Deputy Sheriffs) is also embedded in Work Cycle (WKCY) Patterns. (For additional information about bonuses contained in work cycle patterns, see Chapter VII, Work Day and Work Week.)

Any hourly bonuses paid during an employee's FLSA Work Week are included as earnings in the Regular Rate calculation for premium overtime.

Thus, for an employee who receives an hourly bonus of \$0.50 for working an evening shift, and who works 48 evening shift hours during the employee's work week, \$24 is included as Regular Rate earnings.

4. Lump Sum Bonuses

These are bonuses paid, usually irregularly and infrequently, on a set dollar-amount basis. The dollar amount may be paid on a per year, per event, or on a one-time-only basis. Some of these bonuses represent reimbursements or allowances, and others represent an award for an achievement; more often they represent simply an agreement to provide a set amount of additional compensation to certain affected employees.

These bonuses are entered into e-HR for affected employees using the Pay Parameters (PPARM) entry.

Some lump sum bonuses may be included in the Regular Rate calculation for the determination of the premium overtime rate. However, some lump sum bonuses (e.g., those that represent reimbursements) are not included in the overtime calculation. To determine whether the bonus is or is not included, staff must look up the Guaranteed Premium Event setting on the EVNT table EVENTEVENT.

Note also that if the lump sum is awarded based on performance over a period of time, the weekly value of the award must be calculated and used in each of the FLSA Workweeks, ending within the identified period to determine the Regular Rate for any overtime worked during those weeks. For additional information about this, please refer to Chapter VI, Overtime, of this manual.

E. RATE VARIABILITY

This characteristic defines whether the rate for the bonus is constant or varies depending upon circumstances. That is, the amount paid for some bonuses is always the same, whereas for other bonuses the amount paid varies by item or by employee.

For example, the acting department head bonus is always 5.5%; the rate paid for working an evening shift depends upon the item number, since different bargaining units have negotiated

CHAPTER V. SPECIAL PAY PRACTICES (BONUSES)

different rates. Finally, some bonuses vary by employee; e.g., the superior-subordinate bonus, which can range from \$1.00 up, depends upon the difference between the respective salaries of the supervisor and subordinate.

Rate Variability influences the way in which the bonus is set up and entered into e-HR, as discussed below.

II. BONUSES IN E-HR

BACKGROUND INFORMATION

In EHR, each bonus or special pay practice is assigned a unique, three-digit Event Code. The System Administrator establishes these on EVNT table; the entries on this reference table define parameters for a bonus; how it is paid, its rate or rates, overtime applicability, item or sub title eligibility criteria, tax status, how it is established for an individual employee, etc. Most bonuses are entered into the employee's Pay Parameter (PPARM); however, some bonuses, e.g., shift differential, are embedded in the employee's work cycle and paid through the TIMEI or TADJ documents. Other tables in e-HR involved in processing bonuses, including: PPOL, which defines bonus eligibility; and PPET, which defines rates. The document used to support bonuses include ESMT, which is used to enter an ongoing bonus for an individual job; and TIMEI and the TADJ page, which are used to enter occasional bonuses for individual employees. The EVNT table, also, defines whether a bonus is included in calculating overtime, and if it is, whether it is included in the Regular Rate calculation.

The first part of this section (A) describes the bonus-related data found on the table screens and how they are used in processing bonuses.

The second part of this section (B) describes how bonuses are entered for individual employees.

A. E-HR TABLE SCREENS USED FOR BONUSES

1. THE PAY POLICY EVENT TABLE (PPET)

Once a bonus is approved by the Board of Supervisors, it is established in e-HR by the System Administrator through the establishment of an Event Code on the EVNT. Thereafter, staff uses EVNT to obtain information about the bonus (or any event code), by entering only the event code number; the system defaults to the most recent Effective Date, which indicates when the current data elements displayed for the event code.

Note that EVNT maintains history for all EVENT codes since the implementation of e-HR on 4/1/2012. For example, in the case of bonuses, whenever the bonus rate changes, the bonus record

CHAPTER V. SPECIAL PAY PRACTICES (BONUSES)

with the old rate has a Stop Date. A bonus with a Stop Date and no subsequent record means that the bonus is no longer operative.

Pay and Leave Events

Current Timeline

Event Type	Event Type ID	Short Description	From	To	Display Order
------------	---------------	-------------------	------	----	---------------

First Prev Next Last Current Timeline Complete Timeline Custom Timeline

Save Undo Delete Insert Copy Paste Search

General Information

*Event Type :
*Event Type ID :
*Short Description :
Long Description :
*From :
To :
*Category :
Category Desc :
Time and Leave Reporting Category :

Pay Event Information

Pay Input Units :
Employer Paid Fringe :
Accept Negative Pay Parameters :
Use Pay Policy Event Type Rate :
System Generated Pay :
Withholding Subject to :
Store Pay Results at :
Include in Service Hours :
Pay Acceptance Priority Number :
Remove Pay Priority Number :
Guaranteed Premium Event :
Training Reimbursable Indicator :
Salary Event :
Use Calculated Salary Rate :
Paid Time Eligible :
Weekly Frequency :
Weekly Frequency Desc :
Biweekly Frequency :
Biweekly Frequency Desc :
Semi-Monthly Frequency :
Semi-Monthly Frequency Desc :
Monthly Frequency :
Monthly Frequency Desc :
Annual Frequency :
Annual Frequency Desc :
Display Order :
Work Hour Calculation :
Benefit Eligibility Test :
FMLA :

Numbering Scheme Used for Bonuses in e-HR

In order to make e-HR easier to use and to understand, bonus event codes follow a numbering protocol, as follows:

- All monthly schedule/level and percentage bonuses, as well as superior/subordinate pay and out-of-class bonuses, are numbered in the 200's, 300's, and 400's. They are grouped by departments, with County-wide bonuses in the low 200's. (See Section IV below for a table listing departmental numbers). Bonuses with these event code numbers tend to be permanent and ongoing, are paid on a monthly basis, and are entered for the eligible employee on the employee's ESMT. When a bonus is entered with a date and year ending in 9999, it is paid "automatically" by e-HR until it is stopped. These bonuses are included in e-HR's "Calculated Salary", the employee's salary upon which cafeteria contributions, Savings or Horizons contributions, and retirement are based.

CHAPTER V. SPECIAL PAY PRACTICES (BONUSES)

- Hourly or pay period bonuses which are relatively permanent and ongoing, and which are therefore, entered on ESMT, have a number in the 600's. These bonuses are paid every pay period until they are stopped on ESMT. These bonuses are not included in Calculated Salary, but the weekly value of the bonus is included in the Regular Rate (premium) overtime calculation for any FLSA period ending during the pay period. The full amount of these bonuses is paid for the pay period if the bonus' Start Day is the last day of the pay period or earlier. A pay period bonus is not paid if it is stopped before the end of the pay period. These bonuses are not grouped by department.
- Time and attendance bonuses, i.e., those which are occasional hourly, per unit, or flat dollar amount (lump sum) bonuses, and which are entered by using the TIMEI, have a number in the 500's. These bonuses are entered each time they are to be paid by using the TIMEI or TADJ. TADJ is used when there is only one rate for the bonus (although it may vary by item), and TIMEI is used when the bonus rate varies from individual to individual. Some TADJ bonuses may be incorporated into employee work cycles (WKCY) to eliminate repetitive data entry; for example, for employees whose normal job assignment is to a shift qualifying for a shift differential. These time and attendance bonuses are not included in Calculated Salary, but the value of these bonuses is included in the Regular Rate premium overtime calculation for any FLSA period in which these bonuses are paid. These bonuses are not grouped by department.

Finding a Particular Bonus

Since there are many bonuses, finding the correct one that applies to a particular case is sometimes difficult. Major County-wide bonuses are covered in Section III. of this chapter, and the information in a subsequent section (Section IV) defines each bonus and cites its reference/authority. For assistance in finding a particular bonus, the EVNT table provides a search function of four criteria (to be used individually or together): Event Type, Event Type ID, Short Description, and Category.

Users may also use the indices in Section IV to assist in finding a specific kind of bonus; one of these indices lists the bonuses by title, and the other lists them by Bonus Class.

A bonus displayed on EVNT will show the Event Code Number, a full and abbreviated description of the bonus, the date it was first operative in e-HR, and when and when it was stopped, if applicable. If any data pertinent to the bonus changes, a new record with a new effective date is added by the system administrator, and the old bonus record is stopped. It is, therefore, important that when looking at EVNT to get current information, users must be sure that they are looking at a record with a stop date equal to 12/31/9999.

Note that not all data elements on TERN relate to bonuses:

CHAPTER V. SPECIAL PAY PRACTICES (BONUSES)

Event Eligibility in e-HR

To accommodate an MOU or County Code provision and to define EVNT eligibility by Title or Sub-Title, the e-HR application uses the Pay Policy Event Table (PPET) to control which Title and/or Sub-Title can receive the bonus. Bonus entries on PPET with all asterisks in the Pay Policy fields are available for all Titles and Sub-Titles. Otherwise, the event is only available for the Title and Sub-Title combination in the Pay Policy field.

Determining the Rate Source in e-HR

Rates are determined by the following in e-HR

Pay Parameter (PPARM) – Where an event is entered for a particular dollar or percentage amount for an employee. If the rate is the same for everyone, no rate information is entered here. If the rate amount varies from employee to employee, the particular dollar or percentage amount is entered in the employee's Pay Parameter entry.

Pay Policy Event Type (PPET) – Whether an event is expressed as a flat dollar rate or percentage or whether the amount is the same for all employees or differs from employee to employee is determined on the PPET table.

Timesheet Adjustment (TADJ) – The TADJ document allows the timekeeping/payroll units to enter a direct rate of pay.

If a bonus is restricted to certain Sub Titles (STTL), then a "Y" is present on the reference table. If it is not restricted to certain Sub Titles, the indicator is set to "N". For example, some bonuses are applicable only to permanent, full-time employees, and thus only jobs with Item Subs of A, L, N or Z are eligible for the bonus. If the indicator is "Y", then whenever a bonus is reported for an employee, the system checks the Sub Title Reference Table (STTL) to determine that the sub of the employee's job for which the bonus is reported lists the bonus event code as one of the eligible earnings. If it does, then the employee may receive the bonus. If it does not, the employee may not receive the bonus, even though the employee may have earned it while on another job with a different sub title.

Rate Type

The Rate Type depends on the employee's Sub-Title. Entries made on the TADJ or PPARM by a county processing unit must be on the semi-monthly amount appropriate for the Sub-Title. For bonuses that do not vary by employee, the rate will be set on the PPET Table.

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Fields Which Indicate the Amount of a Bonus

There are several fields which contain information about the value of a bonus on the PPET table. They include Maximum and Maximum Unit Amounts, Percentage Bonus Maximum.

If the value of a bonus is fixed, e.g., it is always \$25.00 then the Pay Type Amount set on the percentage fields are the same. If the fields are different, the bonus rate differs from employee to employee, and thus payroll staff must enter the rate that is applicable to the individual employee.

If the Percent value of the bonus is fixed, both Percent and Maximum Percent fields have the same value. If there is a range, then the Percent field has the minimum, and the Maximum Percent has the maximum percent prescribed for the bonus.

Base Rate Indicator

A base rate is included in determining step placement upon promotion and is included in calculated salary.

In e-HR the Base, Other Base, or Non-Base Rate Indicator is in the Salary Event field. The Non-Base flag designated is <blank>, otherwise a Base Bonus is designated as Base Salary Event while an Other Base Bonus is designated as Other Base Salary Event.

Other Base Bonus

An "Other Base" bonus included in Calculated Salary for retirement/savings/cafeteria plan purposes, but is not considered for step placement purposes.

Note: If the indicators are <blank>, then the bonus is a "Non-Base" bonus, included in calculating the Regular Rate premium.

Valid Documents

This section of the EVNT Table shows which screens are used to enter a bonus for an eligible employee into e-HR, e.g., onto TIMEI. Some events can be entered through more than one document. See the following sections for additional information about how these screens are actually used.

For Bonus event codes, only the following three input sources apply:

Timesheet (TIMEI); this code indicates that the event code is entered on the Timesheet (TIMEI).

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Pay Parameter - PPARM; this code indicates that the bonus can be entered on the employee Pay Parameters Page (PPARM), Time Adjustment (TADJ), External Adjustment (EADJ), One-Time Pay (OTPAY), Overload Payment Generator (OPAY).

Bonus Hours Minimum (BON HR MIN)

If the event code for a bonus shows, on TERN, a “Y” in the Sub Eligibility field, it means that the bonus is restricted to employees whose jobs include an eligible sub. For example, some bonuses are paid only to a permanent, full-time employee, which means that the employee’s job’s Item Sub must be “A”, “N” or “Z”.

Guaranteed Premium Event Indicator – GRNTEED_PRM_EVNT

This field is used to indicate that a pay type event is a Guaranteed Premium Event, meaning a guaranteed amount is paid above the premium rate for this pay event.

Valid values are: No, Yes, with FLSA, and Yes without FLSA, then the event is a Guaranteed Premium pay event. The value Yes with FLSA should be used for Guaranteed Premium pay events whose straight component is included in the FLSA calculation. The value Yes without FLSA should be used for Guaranteed Premium pay events whose straight component is not included in the FLSA calculation. The Guaranteed Premium Event should be set to No if the pay event code is to be used as a straight component, or 100% of the regular pay (straight rate).

B. ENTERING BONUSES FOR INDIVIDUAL EMPLOYEES

OVERVIEW

This part of Section II covers the steps used to enter or set up bonuses for individual employees in e-HR. This presumes that the employee meets all conditions established for the bonus and that necessary approvals have been obtained.

Bonuses are entered on the Pay Parameters (PPARM), the Timesheet (TIMEI), or the Time Adjustment screen (TADJ); the parameters of each bonus described above in Section I collectively determine which of these screens are used to establish a specific bonus for a qualified employee. For example, for monthly or pay period bonuses that are more permanent, i.e., those that an employee continues to receive for several-to-many pay periods, entries are made on PPARM. For bonuses that are sporadic, such as those bonuses that are hourly, entries are made via TIMEI; for lump sum bonuses, entries are made on TADJ.

CHAPTER V. SPECIAL PAY PRACTICES (BONUSES)

Note that the entry screen specified for each bonus is included in the section (Section IV, below) where the bonuses are individually described, together with other information related to entering the bonus.

Following are descriptions of how each of these screens is used.

PAY PARAMETERS (PPARM)

PPARM is used to view regular, ongoing bonuses that an employee has, and both to add and to stop bonuses. Also, because PPARM maintains history, it can be used to view bonuses an employee had in the past.

Because bonuses are tied to specific jobs, when a new job is added for an employee, any bonus applicable to the new job must be added, even if the bonus is to be the same as it was on the old job. This part of Section II covers the steps used to enter or set up bonuses for individual employees in e-HR. This presumes that the employee meets all conditions established for the bonus and that necessary approvals have been obtained.

Kinds of Bonuses Entered on PPARM

PPARM is used to enter the following kinds of bonuses:

Note that the entry screen specified for each bonus is included in the section (Section IV, below) where the bonuses are individually described, together with other information related to entering the bonus.

Following are descriptions of how each of these screens is used.

In addition, a PPARM entry may be required for some hourly or unit bonuses where the bonus is recurring or where an entry is required for verification. Please refer to the descriptions of the bonuses, where a remark is included if such PPARM entry is required.

Adding a Bonus for an Employee on PPARM

Payroll staff enters the Event Code first. Staff also enters a specific rate only if the bonus is one which has several rates; otherwise, the system will automatically determine the From Date. PPARM entry must always match the ESMT timeslice it is being entered on.

Stopping a Bonus

Please reference the Bonus processing desk procedures available on the e-HR project website – <http://ecapsweb.co.la.ca.us/Project/RefGuides.asp>

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Changing a Variable Rate Bonus

To change a rate that can be changed on an existing bonus, staff must create a new time slice in ESMT. Note: If the rate is fixed, but the fixed rate changes, this change is made (by the system administrator) on PPET; the rates for individuals receiving the bonus reflect any changes made on PPET automatically.

Correcting Entry Mistakes on PPARM

To change a rate that can be changed on an existing bonus, staff must create a new time slice in ESMT. Note: If the rate is fixed, but the fixed rate changes, this change is made (by the system administrator) on TERN; the rates for individuals receiving the bonus reflect any changes made on TERN automatically.

This screen is used every pay period to enter those Non-Base, hourly or unit bonuses that must be paid for qualifying reasons occurring during the pay period. TIMEI is used where the rate is always the same, i.e., it is fixed; if the rate is variable, TADJ is used.

Like PPARM, the key fields for using this screen are the job keys: Employee Number, Department Number, Item Number, Sub Title, and Job Appointment Date. When these are entered, (together with the pay period accrual date), the screen displays the employee's default work schedule and hours for the pay period. Variations from the work schedule to reflect leaves or other absences and bonuses are added on the lines following the work schedule.

To indicate the bonus rate that is applicable to all employees on the item, for those bonuses where the rate varies from item.

Paying a Bonus

Payroll staff enters the event code, and then, for an hourly bonus, enters the hours on each day when the bonus is earned. For bonuses paid on a unit rate basis, enter the appropriate number of units (usually one) on the day on which the bonus is earned, or on the last day of the pay period.

Special Handling of Shift Differentials

For employees whose regular work shift is an evening or night shift that qualifies for a bonus, the employee's work schedule can be modified to incorporate the appropriate shift event code. This allows the bonus to be automatically displayed as a default, and thus payroll staff does not have to manually enter the bonus hours. See Chapter VII of this manual for additional information about selecting the work cycle to include these shift differentials.

CHAPTER V. SPECIAL PAY PRACTICES (BONUSES)

Fixing Errors

For employees whose regular work shift is an evening or night shift that qualifies for a bonus, the employee's work schedule can be modified to incorporate the appropriate shift event code. This allows the bonus to be automatically displayed as a default, and thus payroll staff does not have to manually enter the bonus hours. See Chapter VII of this manual for additional information about cycle to include these shift differentials.

This screen is used every pay period to enter those Non-Base, hourly or unit bonuses that must be paid for qualifying reasons occurring during the pay period. TADJ is used where the rate is variable and must be entered. If it is fixed, then TIMEI is used.

Like TIMEI, the key fields for using this screen are the job keys: Employee Number, Department Number, Item Number, Sub Title, Job Appointment Date, and pay period accrual date. When these are entered, the screen displays lines which are used to enter the bonus event code, the date on which the bonus is earned (or the last of the pay period), the number of units for which the employee should be paid, and the bonus amount or rate.

III. MAJOR COUNTY-WIDE BONUSES

INTRODUCTION

This section reviews the policies and provisions governing major county-wide bonuses, i.e., those which may be applicable to all positions in the County, including shift differentials, out-of-class bonus, superior-subordinate pay, manpower shortage recruitment rates and ranges, standby pay, and the bilingual bonus.

A. SHIFT DIFFERENTIAL BONUSES

(Refer to County Code Section 6.10.020, Night Service Bonus Rates; 6.08.565 for Nursing Managers and Various MOU's)

1. These bonuses are given to employees who work a regularly established evening or night shift. These shifts are defined as follows:

An evening shift is one at least five-eighths of which falls between 4:00 p.m. and 11:00 p.m. For example, a 5:00 p.m. to 1:00 a.m. shift would qualify as an evening shift.

A night shift is one at least five-eighths of which falls between 9:00 p.m. and 8:00 a.m. For example, a 2:00 a.m. to 10:00 a.m. shift would qualify as a night shift.

CHAPTER V. SPECIAL PAY PRACTICES (BONUSES)

2. In e-HR, these bonuses have separate event codes:

504 for night shifts

517 for evening shifts

3. These bonuses are hourly bonuses, and are paid only for hours actually worked. For example, a person taking a day's vacation or sick leave does not receive the bonus while on such leave.
4. Unless otherwise provided, the basic shift differential rate is \$0.20 per hour. This rate is applicable to all otherwise eligible classes except where different rates have been approved by the Board of Supervisors or established through negotiations. For rates applicable to specific classes, staff can use the Pay Policy Event Table (PPET).
5. These bonuses may be paid to any employee holding status in an eligible class. Typical positions eligible for shift differential bonuses are those found in 24-hour facilities, such as hospitals, probation halls and camps, etc.

However, the following groups, series, or classes are excluded from receiving shift differentials: Fire Protection Series, Human Relations Consultant, Law Enforcement Series, Law Investigation Series, Lifesaving and Harbor Patrol Series; persons assigned to greater than 40-hour workweeks, training positions (such as students, interns and resident physicians), with the exception of Veteran Intern positions under the Veterans' Internship Program, Recreation Series, and Guard Series. (County Code Section 6.10.020.D.)

6. Shift differential bonuses are not base rate bonuses.
7. Entry into e-HR

Only the event code and hours worked are entered on the Timesheet (TIMEI); e-HR selects the appropriate hourly rate based on the Title Reference Table (TITL) for the employee's class.

Note that for those employees who are assigned on a permanent basis to an evening or night shift, departments are advised to use the Work Cycle (WKCY) pattern that incorporates the appropriate shift code as part of the employee's schedule. This enables e-HR to display, on the TIMEI, not only the working days/hours and RDO's for the employee's job, but also the shift hours/earnings. By having these shift hours and earnings displayed, payroll staff needs only to enter exceptions such as leave taken, thus reducing data entry. For additional information about selecting the appropriate Work Cycle, please refer to Chapter VII of this manual.

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B. OUT-OF-CLASS ASSIGNMENT BONUS/ADDITIONAL RESPONSIBILITIES BONUS (Refer to County Code Section 6.10.040, Out-of-Class Assignments and County Code Section 6.10.073 NS 6.08.360; Various MOU's: DHR Policy #1010.)

Note: Departments are advised also to refer to Department of Human Resources Policies, Procedures, and Guidelines for the most recent policy information.)

1. Definition

To receive an Out of Class Assignment bonus, an employee must be assigned to perform, on a full-time basis, all of the significant duties of a vacant, funded position allocated to a higher class, for purposes other than training or because of an emergency. Such an assignment typically occurs when such a position becomes vacant, but the department cannot immediately fill it; however, the duties and responsibilities of the position must be performed.

It is not intended that this bonus provision be used because paying the bonus costs less than filling the position, nor should the bonus be continued for a prolonged period of time. Rather, paying an out-of-class bonus should be regarded as a short-term solution pending the regular appointment of an employee pursuant to Civil Service Rules.

2. Eligibility

This bonus provision applies to any employee, whether in a represented or non-represented class, holding a full-time permanent position and acting on a vacant, higher-level, full-time permanent budgeted position. It does not apply to temporary positions, to persons who are not full-time permanent, (except for RN employees on a D Item Sub), nor to Management Appraisal Pay Plan participants. Note, however, that MAPP participants are eligible for the Additional Responsibilities bonus (203), and a Temporary Assignments bonus (231).

An employee selected for an out-of-class assignment should be on an eligible list, or meet the minimum requirements for the higher level class, or be reasonably expected to meet the requirements in a short period of time. Employees on an out-of-class assignment must meet any license requirements established for the higher-level class.

The employee on an out-of-class assignment must perform all of the significant duties of the higher-level class. "Significant duties" include those duties which are level-defining for the class, i.e., those duties which make the class different from lower level classes within the same occupation. For example, an employee working out-of-class on a supervisory class must fully exercise both technical and administrative supervision.

CHAPTER V. SPECIAL PAY PRACTICES (BONUSES)

3. Operational Provisions

After working on an out-of-class assignment for more than 20 consecutive working days, an affected employee or an Employee Representation Unit may seek relief in writing from having to work an out-of-class assignment.

A department's options when relief is requested are the following. The department may:

Appoint the person to fill the vacancy within 30 calendar days of the request for relief. If this occurs, no out-of-class bonus is paid.

Return the employee to an assignment in his/her own class within 30 calendar days of the request for relief; if this is done, no bonus is paid.

Pay the bonus for each complete 30 calendar day period that the employee continues in the assignment, beginning with the 21st consecutive working day of the assignment or the date relief is requested, whichever occurs last.

Once the department has refused to grant the bonus to an employee and has returned him/her to an assignment in his/her own class, the department should not then place someone else acting out-of-class on the same item. It is not the intent of this provision to allow the department to place a succession of people on an out-of-class assignment for brief periods to avoid having to pay the bonus.

Note that management initiating an out-of-class assignment does not need to wait for the employee or union to make the request for relief; a department can initiate the bonus for an employee thus assigned, providing that all of the conditions for the bonus are met.

4. Conditions Under Which the Bonus is Not Paid:

If the "working out-of-class" definition is not met (i.e., not all of the significant duties of a higher level class are performed, and/or there is no vacant, funded position).

For the first 20 consecutive working days of the out-of-class assignment. (Holidays and weekends do not constitute a break in consecutive working days; but may not be counted as part of the 20 days.

If the person working out-of-class is appointed to the higher-level position within 30 days following the written request for relief.

CHAPTER V. SPECIAL PAY PRACTICES (BONUSES)

If the person working out-of-class is returned to an assignment in his/her own class within 30 days following the written request for relief.

If the class of the person working out-of-class is allocated to the Management Appraisal Pay Plan. (Refer to Chapter XI, Tier I and Tier II Management Appraisal and Performance Plan (MAPP) for more information.

Notes:

An employee, working in an out-of-class assignment, who is not on an eligible list for the same classification as the out-of-class assignment or is on the list but is not reachable, **must** be removed from the out-of-class assignment.

An employee who does not meet performance requirements, such as typing or who does not meet any licensing requirements established for the higher-level position, shall not be placed in an out-of-class assignment.

If an employee is in an out-of-class assignment and a reemployment list becomes available for the same classification, the department shall terminate the out-of-class assignment promptly and appoint an employee from the reemployment list in accordance with CSR's.

5. Examples:

An Intermediate Typist-Clerk is given full-time transcribing duties. She is proficient in her work and is eventually working full-time transcribing reports. Is she eligible for the out-of-class bonus?

No, because there is no budgeted position of Transcriber Typist allocated to the section. However, the employee (or department) may request a classification study of the Intermediate Typist-Clerk position, or consider an Additional Responsibilities bonus.

An Administrative Assistant III is assigned to fill a Supervising Administrative Assistant II position, which is budgeted and vacant. However, because it is an acting assignment, the office supervisor chooses to keep for himself responsibility for hiring, performance evaluations, and discipline of the Supervising Administrative Assistant II's subordinate staff. Is the Administrative Assistant III eligible to receive the out-of-class bonus?

No, because the employee is not performing all of the significant duties of the higher-level position.

This example illustrates that an employee working out-of-class is expected to perform all of the major, level-defining duties of the higher position, not just some of them.

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6. Amount of the Bonus to be Paid

The person is paid the lesser of:

- The difference between his/her current base salary and that of the higher level class as if he or she was being promoted to the higher level class, or
- 5.6468% (or 5% if the employee's class is flat rated, or paid on any basis other than the standard salary schedule grid). The bonus is not to be prorated for incremental periods of less than 30 calendar days.

Payment of the bonus begins the day all necessary conditions are met and continues as long as the conditions are met. Employees are paid the bonus while on such short, temporary paid absences, such as sick days, vacation, or jury duty.

The bonus does not constitute a base rate.

By paying the "lesser of the amount the employee would receive if promoted, or 5.6468%, the Y-rate issue should be resolved. Therefore, it is not necessary to include it here.

7. Entering the Out-of-Class Bonus in e-HR

This monthly bonus is entered as a PPARM bonus in e-HR, with a Start Date equal to the date that the employee meets all conditions as specified above, and a Stop Date equal to the first date that the out-of-class assignment is no longer valid.

Note, however that there are two event codes for this bonus, because there are two values for this bonus:

If the employee receives a bonus equal to the difference between his/her class and the salary he or she would receive if promoted to the higher-level class, then Event Code 214 is used, and the bonus amount must be manually calculated and entered as a rate on PPARM. This also means that payroll staff must monitor salary changes for either class and recalculate the bonus value as necessary. If the bonus value changes, staff must stop the old bonus and start a new bonus with the higher rate.

If the employee receives a 5.6468% or 5% bonus, then Event Code 222 is used. The event code and dates are entered on PPARM, but the rate does not have to be entered; the system selects the appropriate percent bonus based on the employee's job's pay table. Again, payroll staff may need to monitor salary changes to ensure that the difference between the classes remains greater than 5.6468 or 5 percent, as appropriate.

CHAPTER V. SPECIAL PAY PRACTICES (BONUSES)

8. Additional Responsibilities Bonus

Note that if management believes or determines that an employee is performing duties at a higher level, but there is no higher level vacant funded position, then the employee's position may be subject to a classification study, or the employee may be eligible for an additional responsibilities bonus, using Event Code 203, or for represented employees, Event Code 228.

An Additional Responsibilities Bonus (ARB) may be approved when an employee is assigned additional duties of a higher level by the department head, and there is no vacant, funded position. For example, an employee may be assigned the higher level duties during the temporary absence of a higher level employee.

The conditions for paying an ARB are similar to that of Out-of-Class Bonus, with the following exceptions:

- Prior CEO approval is required for all ARBs.
- The amount of the ARB may be 2.7846%, 5.6468%, or 11.6125% above the employee's current base salary, as determined by the CEO.
- All ARBs expire at the end of each Fiscal Year unless an extension is approved by the CEO.

C. MANPOWER SHORTAGE RECRUITMENT RATE (Refer to County Code Section 6.10.050)

1. Definition

A "Manpower Shortage Recruitment Rate", also called "advanced step recruitment" is a special hiring rate which may be any step within the salary range established for a class. Although the rate may be set between steps in the salary range, it is normally set at one of the higher steps in the salary schedule established for the class. This provision should not be confused with a Manpower Shortage Range, which provides a salary above the range established for the class (See Section D., following). It should be noted that a Manpower Recruitment Rate is not a bonus.

2. Provisions

When the County experiences difficulty in recruiting for a specific class resulting in many vacancies, and it is determined that a higher starting salary may facilitate recruitment, the Chief Executive Office may after investigation approve the establishment of a manpower shortage recruitment rate. The CEO establishes the rate, designates subsequent step advances, and determines the positions for which the rate is to apply.

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3. Application of the Rate

As approved by the CEO, the rate may apply to a specific position or positions within a class, or to an entire class of positions, provided that the class is not allocated to the Management Appraisal Pay Plan; but see an exception for MAPP under Manpower Shortage Ranges, below.

The rate may apply to a permanent or temporary position, whether monthly, daily, or hourly.

The rate may apply to any type of appointment except an appointment resulting from an involuntary demotion.

4. Effects on Filled Positions

A person already holding a position to which a manpower shortage recruitment rate applies, whose base rate is less than the new recruitment rate, is advanced to the new recruitment rate.

A person whose base rate equals or is higher than the recruitment rate is not advanced under these provisions.

5. Effects on Change of Assignment or Classification

When a person holding a position to which a manpower shortage recruitment rate applies is assigned to another position in the same class to which the rate does not apply, he/she does not continue to receive the rate following the reassignment.

When a person holding a position to which a manpower shortage recruitment rate applies changes classification (i.e., is administratively reassigned) to a position to which the rate does not apply, he/she does not receive the manpower shortage rate in the new class.

6. Step Advancement and Promotion

Persons being paid under these provisions are entitled to step advancement and step placement upon promotion as designated by the Chief Executive Officer. These provisions are normally included in the CEO's letter approving the establishment of the rate.

This provision does not constitute a base rate, so that it is not considered in setting the step upon promotion to a higher class, unless otherwise specified by the CEO as stated above.

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7. Expiration, Extension, and Discontinuance of the Rate

Manpower shortage recruitment rates are temporary measures. They all expire on June 30 of each year but may be renewed by the CEO if requested by the department, and if the CEO determines that the conditions that resulted in the shortage still exist.

The Chief Executive Office may discontinue the rate authority anytime it is determined a manpower shortage no longer exists.

The current rate of pay of any person already employed is not affected by the expiration, extension, or discontinuation of a manpower shortage recruitment rate. Thus the employee continues on the higher rate of pay. However, subsequent step advances are governed by the employee's underlying step.

Any special step advancement or step placement upon promotion provisions included in the original CEO authorization for the rate are discontinued upon expiration or discontinuation of the rate. Subsequently, step advancement and step placement upon promotion of affected employees are governed by provisions in Chapter II of this manual.

8. Example

A person is employed as an IT Security Specialist on October 6, 2015. The class is on a manpower shortage recruitment rate with entry at the second step of the range, schedule 106L, and the employee is placed on step two at a salary of \$8,029.45 per month. On November 1, 2015, the manpower shortage recruitment rate is changed to entry at the third step of the range, schedule 106L, so the employee is now placed on step 3, \$8,476.36 per month. Should the employee be promoted between January 1, 2016 and October 31, 2016, the step placement for promotion is based on his then-current salary, \$8,476.36 per month, and will follow the regular provisions of step placement on promotion (see Chapter II, Section J of this manual).

9. Entry in e-HR

All Manpower shortage recruitment rates that apply to an individual position or all positions within a class) are reflected by creating an ESMT document to override the automated step placement and advancement processing in the e-HR application; specifically, the Beginning Step field is changed to reflect the new hire-in rate. Any other changes, such as subsequent step advances are also made via an ESMT document.

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D. MANPOWER SHORTAGE RANGE (Refer to County Code Section 6.10.060)

1. Definition

When the number of vacancies in a specific class reaches a critical stage, and the use of a Manpower Shortage Recruitment Rate (See Section C., preceding) has not solved the problem or is not identified as an appropriate solution, the Chief Executive Office may approve the establishment of a "Manpower Shortage Range". A Manpower Shortage Range, referred to as an alternative range, is at least .25 percent, but not more than 20% above the regular salary schedule (range) established for a class. (Refer to County Code Section 6.10.060.A.3.) The CEO approves the range and designates the positions to which the range is to apply.

2. Application of Range

While the manpower shortage range may apply to a specific position or positions within a class, it usually applies to an entire class of positions provided that the class is not allocated to the Management Appraisal Pay Plan. However, pursuant to County Code 6.08.360 D., the CEO may adjust the salaries of individual MAPP participants up to 20% to preserve supervisory differentials over subordinate classes or positions that have received increases as a result of Manpower Shortage Ranges or Manpower Shortage Recruitment Rates. In addition, when a Manpower Shortage range is authorized related supervisory classes are reviewed in order to prevent pay compaction or superior-subordinate pay conflicts.

The range may apply to a permanent or temporary position, whether monthly, daily or hourly.

The range may apply to any type of appointment except an appointment resulting from an involuntary demotion.

3. Effects on Filled Positions

A person already employed in a position to which a manpower shortage range applies, whose base rate is less than the new range, is advanced to the new range, while remaining on his/her previous step.

4. Effects on Change of Assignment or Classification

When a person holding a position to which a manpower shortage range applies is assigned to another position in the same class to which the range does not apply, he/she does not receive compensation at the higher range following the reassignment.

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When a person holding a position to which a manpower shortage range applies changes classification (i.e., is administratively reassigned) to a position to which the range does not apply, he/she does not receive compensation at the higher range in the new class.

5. Step Advancement and Promotion

Persons being paid under these provisions are entitled to step advancement and step placement upon promotion as designated by the CEO. These procedures are normally included in the CEO's letter approving the establishment of the range.

This provision does not constitute a base rate; thus unless otherwise specified by the CEO, an employee's step on promotion is not based on the manpower shortage range.

6. Annual Review and Discontinuance of the Range

The Chief Executive Office must review the need to continue the range at least once a year.

The Chief Executive Office may discontinue the rate authority anytime if it is determined a manpower shortage no longer exists.

The current rate of pay of any person already employed is not affected by the discontinuation of a manpower shortage range. In other words, the employee continues on the higher rate of pay.

7. Entry in e-HR

The event code for a manpower shortage range bonus is 209. When such a range is approved for a class, the e-HR System Administrator adds the bonus 209 to LPRT for the approved class; the rate approved by the CEO is also entered on PPET.

Thus whenever an employee is hired to a class for which a manpower shortage range has been approved, payroll staff needs to add a ESMT record for the new employee, effective on the date of hire. EHR obtains the rate from PPET. Payroll staff also needs to add a bonus 209 and PPARM for existing employees, with an effective date as approved by the CEO.

Note that if a manpower shortage range were approved not for a class, but rather for select positions within a class, the manpower shortage rate bonus would be added only for those employees on approved positions.

When the manpower shortage range ends, the ESMT record is stopped by the system administrator, and the bonus on PPARM stops accordingly.

CHAPTER V. SPECIAL PAY PRACTICES (BONUSES)

E. SUPERIOR-SUBORDINATE PAY (Refer to County Code Section 6.10.070)

1. Definition

When an employee, as part of his/her regular duties, is required to supervise an employee or employees whose base pay (as defined in 5 below) is higher than the supervisor's total compensation, the supervisor is entitled to receive pay at the rate of at least \$1.00 per month more than his/her highest paid subordinate. This difference of at least a dollar is paid as a bonus.

2. Authorization of Superior-Subordinate Pay

While the County Code states that authorization of superior-subordinate pay is granted by the Chief Executive Office, this responsibility, for non-MAPP employees only, has been delegated to departments.

3. Conditions for Eligibility

For an employee to be eligible for superior-subordinate pay, all of the following conditions must be met:

The department head finds that the supervisor is qualified to and is in fact fully exercising both administrative and technical supervision over the subordinate.

The organization including both positions is permanent and has been approved by the Chief Executive Office.

Both the supervisor and subordinate have been appointed to full-time, permanent positions. Note: Also eligible are supervisory or subordinate RN's on D sub titles.

The classes of both the supervisor and subordinate are appropriate to the organization and to their duties and responsibilities.

The supervisor's class is not allocated to the Management Appraisal Pay Plan (MAPP) or compensated in accordance with Part 2 or Part 4 of the Physicians Pay Plan.

4. Payment of Superior-Subordinate Pay

Payment of superior-subordinate pay is effective no sooner than the first of the month in which the request is forwarded to the department's human resources office.

CHAPTER V. SPECIAL PAY PRACTICES (BONUSES)

5. Amount of Bonus

In determining whether a supervisor is entitled to this bonus, and to compute the amount of the superior/subordinate bonus, the supervisor's total pay, i.e., Calculated Salary, which includes all Base and Other Base Bonuses, is compared with whichever is the highest of the following pay rates of his/her highest-paid subordinate:

The subordinate's base rate, which means grid (salary table) salary plus Base bonuses (only);

The subordinate's base rate including a manpower shortage recruitment rate;

The subordinate's base rate including a manpower shortage range bonus.

No other special pay provisions are to be applied in computing superior-subordinate pay.

6. Supervisor's Bonus Pay

Departments can adjust the supervisor's bonus pay without further authorization to reflect changes in either the superior's or the subordinate's pay, in order to maintain the \$1.00 differential.

7. Supervisor/Subordinate Pay Authorization Expiration

Superior/subordinate pay remains in effect only as long as the conditions, as originally approved, exist. In any case, the authorization expires at the end of the fiscal year, but is subject to annual renewal by the department.

8. Payment Provisions

Absences of either supervisor or subordinate more than 60 calendar days void the pay provision during the remaining duration of the absence.

9. Exclusions

Persons employed as physicians and paid under Part 2 and Part 4 of the Physicians Pay Plan, as well as Management Appraisal Pay Plan participants and elected department heads, are excluded from eligibility for superior-subordinate pay.

10. Entry in e-HR

The event code for superior/subordinate pay is 219. This bonus must be entered on PPARM. The difference between the supervisor's pay and the subordinate's pay, as calculated above in

CHAPTER V. SPECIAL PAY PRACTICES (BONUSES)

Paragraph 5, plus one dollar, is entered as the rate on PPARM. If the rate changes because of changes in the supervisor's or the subordinate's salary, the old bonus is stopped and a new one added with the new rate. If the supervisor or subordinate is absent more than 60 calendar days, the bonus is stopped on the 61st day, and resumed when the absentee returns.

F. STANDBY PAY

(Refer to County Code Section 6.10.120)

1. General Provisions

A \$.25-per-hour bonus, not to exceed \$50.00 per month total, may be paid to any employee assigned regularly scheduled periods of standby service at off-duty times, which service causes inconvenience and restricts normal activity. This rate is paid to employees in any class, which does not have a higher standby rate.

Management Appraisal Pay Plan participants, and Exempt Salaried employees, are not eligible for standby pay, nor are employees in certain classes (see below).

Employees called back to work while on periods of standby service are eligible to receive compensation under call-back provisions (see Chapter VI, Overtime, for additional information about call-back).

2. Special Provisions

In lieu of the above generic standby rate, many classes have special standby bonus rates, which may be paid to any person employed in a full-time permanent position when the person is assigned regularly scheduled periods of standby service at off-duty times, and which service causes inconvenience and restricts normal activity. These rates vary from class to class, and are found on the LPRT record for the class.

3. Standby Service and Payment Assignment

Assignment to standby service and payment of the bonus require prior yearly authorization of the Chief Executive Office through the budget process.

4. Ineligibilities

The following are not eligible to receive standby pay:

- Administrative and managerial positions
- Management Appraisal Pay Plan participants
- Exempt Salaried employees

CHAPTER V. SPECIAL PAY PRACTICES (BONUSES)

- Physicians
- Safety Retirement Members, generally
- Employees living in County-owned buildings
- Fire Dispatchers
- Training positions, such as students, interns, and resident physicians.
- Non-competitive positions
- Without compensation positions

5. Entry in e-HR

The Event Code for Standby is 531. The number of hours that an employee has been on Standby during the pay period is entered on the Timesheet (TIMEI), and the system assigns the appropriate rate reflected by the employee's job's LPRT.

Note that in some cases, if the employee's class is otherwise eligible (i.e., it is not in one of the categories excluded in Sec 4. above), but has never been previously authorized for Standby, departments may need to contact e-HR staff to have the LPRT for the class updated, to add event code 531 to reflect that Standby is authorized for the class; otherwise the system will not accept the hours entered on TIMEI. If no County Code or MOU provision specifies a Standby rate for the class, the generic \$0.25 rate is used for PPET record.

G. BILINGUAL BONUS

(Refer to County Code Section 6.10.140)

1. Definition

This bonus is paid to employees who are required to use a language in addition to English. Any person employed on any monthly, temporary or recurrent position may qualify for the Bilingual bonus if:

His/her department finds that the specific assignment requires fluency in both English and a second language (or American Sign Language [AMESLAN]), as well as knowledge of and sensitivity to the culture and needs of the foreign language group clientele of the department, and that such assignment furthers the public service responsibilities of the department.

The assignment requires regular use of both languages.

The department certifies that the employee has the required fluency in both English and the other language, and possesses the required knowledge of and sensitivity toward the culture and needs of the foreign-language group.

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2. Specific Assignments

A specific assignment may require any one or a combination of reading, writing and speaking fluency in the second language. Based on its findings, the department designates which component or components are to be tested for in the proficiency exam given to qualify employees for the assignment.

3. Provision Exclusions

The following classes are excluded from these provisions:

<u>Item No.</u>	<u>Class</u>
1153	Healthcare Interpreter
1154	Interpreter
1160	Sign Language Specialist
1161	Supervising Sign Language Specialist
9084	Child Placement Coordinator

4. Amount of Bonus

For monthly full-time employees, the bonus is a pay period bonus of \$50; the bonus does not constitute a base rate.

For employees compensated on a monthly permanent position Other than full-time (Item Sub Title "D" and "P" through "Z"), the bonus is the Sub Title fractional amount in accordance with **County Code Section 6.28.010**.

For daily and hourly employees, the bonus is an hourly bonus of \$00.57 per hour.

- Units 723/777 have negotiated an additional \$70 per month.

5. Qualifying for the Bonus

A monthly employee is paid the bonus for the first pay period in which:

- The employee is certified by a language proficiency exam
- His/her assignment is made to the approved position
- The department finds that the assignment of the position qualifies for the bonus

CHAPTER V. SPECIAL PAY PRACTICES (BONUSES)

The bonus remains in effect as long as the employee remains on the approved assignment and as long as the assignment continues to require the bilingual proficiency for which it was originally approved.

However, the bonus may be suspended during certain leave periods; an employee who is on a paid absence of 60 calendar days or less continues to receive the bonus. If the absence exceeds 60 calendar days, the bonus is suspended (stopped on PPARM; see below) during the remaining absence (Jury duty excepted – See Chapter I). Note that no prorated portion of a bilingual pay period bonus is paid if that bonus is stopped during the pay period.

An employee on an unpaid leave does not receive the bonus during the absence.

6. EHR Procedures

The bonus for a monthly permanent, Recurrent, or Temporary monthly employee is entered on PPARM, using Event Code 608; only the event code is entered; the rate comes from PPET; for a monthly permanent RN on sub D, use Event Code 631. Any date within the pay period as specified above is used as the Start Date for either Event Code.

The bonus for a temporary non-monthly employee is entered on PPARM as Event Code 628; the rate is not entered, since e-HR gets the hourly rate from PPET. The Start Date is entered, based on the date when all of the conditions are met as described in Paragraph a., above. Payroll staff does not need to enter specific hours each pay period; the system assigns them based on the number of prime hours reflected by the employee's Sub Title (STTL).

IV. BONUS DESCRIPTIONS IN NUMERICAL ORDER

This section includes information about all operative bonuses. It begins with a description of all bonuses in numerical order: Monthly PPARM (200 – 499); Timesheet (500 – 599); Pay Period PPARM (600 – 699). Following this section, are some indices, Section IV, to assist staff in finding a specific bonus, alphabetically by description, or by Class of Bonus (see Section I.A., above).

A. MONTHLY PPARM BONUSES

These bonuses are paid monthly, are either Base or Other Base bonuses, and are entered on the employee's job's Bonus Entitlement Screen (PPARM). Most are schedule/level/percent bonuses. In all cases, the amount of the bonus is included in the employee's Calculated Salary in e-HR, and included in the calculation of the employee's straight rate. Note: At the end of this section covering monthly PPARM bonuses, there is a list which shows bonus numbers by department.

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EVENT CODES 200 – 299

EVENT CODE: 200
TITLE: 76-Inch Mower Bonus
ABBREVIATED TITLE: 76-IN MOWER
DESCRIPTION: Paid to Grounds Maintenance Workers who are assigned on a regular basis to operate 76-inch mowers.
ELIGIBLE ITEMS: 0352, 0354
ELIGIBLE SUBS: All
REFERENCE: 6.10.150 (A)
BONUS CLASS: Special skills
KIND OF BASE: Other Base
RATE TYPE: Monthly; Schedule/Level/Percent
RATE: 5.6468%
ENTRY SCREEN: PPARM
REMARKS: Limited in Parks & Recreation Department to 24 employees.

EARNINGS CODE: 201
TITLE: Acting Department Head
ABBREVIATED TITLE: ACTG DPT HD
DESCRIPTION: This bonus is paid to any employee whom the Board of Supervisors has designated as acting department head on a temporary basis for six months; beginning in the seventh month, the employee is eligible for this bonus. Note: The authorizing code provisions for this bonus may be changing; departments should contact the CEO's office for assistance if they have a circumstance where this bonus may be warranted.
ELIGIBLE ITEMS: All
ELIGIBLE SUBS: A, N
REFERENCE: 6.08.360 (H) (acting as department head)
BONUS CLASS: Special Assignments
KIND OF BASE: Base Rate
RATE TYPE: Monthly; Percent
RATE: 5.5%
ENTRY SCREEN: PPARM
REMARKS: Only the Event Code and Start Date are entered; the system gets the rate from TERN; i.e., there is only one rate.

EARNINGS CODE: 202
TITLE: Acting Medical Director
ABBREVIATED TITLE: ACTG MD DR
DESCRIPTION: This bonus is paid to any physician assigned to act as medical director of a hospital in the absence of the medical director.

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ELIGIBLE ITEMS:	4737, 4735, 4739, 5455, 5456, 5457, 5458, 5459, 5464, 5465, 5466, 5476, 5477, 5478, 5479, 5480, 5481
ELIGIBLE SUBS:	All
REFERENCE:	6.08.250 (D)
BONUS CLASS:	Special Assignments
KIND OF BASE:	Other Base
RATE TYPE:	Monthly; Percent
RATE:	5.5%
ENTRY SCREEN:	PPARM
REMARKS:	Only one physician per hospital receives this bonus. Requires prior annual approval of the Chief Deputy Director, Health Services, Clinical & Medical Affairs (UC), and the CEO.
EARNINGS CODE:	203
TITLE:	Additional Responsibilities
ABBREVIATED TITLE:	ADL RESPNS
DESCRIPTION:	This bonus compensates an employee for additional responsibilities, i.e., responsibilities above those associated with his/her regular assignment, as assigned to the employee by the department head. It is also used to reward an employee for exceptional or extraordinary performance. Finally, upon approval of the Board of Supervisors, this bonus is paid to a department head, who assumes additional responsibilities as assigned by the Board in connection with county-wide reorganization.
ELIGIBLE ITEMS:	All
ELIGIBLE SUBS:	All
REFERENCE:	6.10.073 (A) and 6.08.360 F (for MAPP participants); 6.50.020.B.2.
BONUS CLASS:	Special Assignments (Productivity, for exceptional performance)
KIND OF BASE:	Other Base
RATE TYPE:	Monthly; Schedule/Level/Percent
RATE(S):	2.7846, 5.6468, 8.5887 OR 11.6125 percent and receiving the bonus pursuant to 6.10.073(A); any percentage up to 11% for MAPP participants receiving the bonus pursuant to 6.08.360.F; and up to 17.9150 percent higher for employees receiving the bonus pursuant to 6.50.020.B.2.
ENTRY SCREEN:	PPARM
REMARKS:	The specific number of levels is determined by the department head/Board based on the nature of the additional responsibilities; this rate is entered on the employee's PPARM. It requires prior CEO approval for bonuses awarded to non-department heads. For positions <u>other than</u> department heads, this bonus can also be paid as a lump sum in lieu of a monthly bonus, in which case Event Code 532 is used. This (EC 203) bonus is used for non-represented employees; for represented employees, see EC 228.

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For MAPP Tier I & II participants, who are now eligible for this bonus, any percentage up to 11% can be paid.

Note: this Event Code may also be used to implement other authorized special pay practices: for example, those of 6.64.020 D.

EVENT CODE: 204
TITLE: AMA Board Certification 8.25%
ABBREVIATED TITLE: BRD CRT 825
DESCRIPTION: This bonus is paid to physicians who are certified by the appropriate American Medical Specialty Board and are assigned to that specialty. In addition, physicians receiving this bonus must have been receiving this level of bonus as of June 30, 1979, and must have continued in the same specialty.
ELIGIBLE ITEMS: 4737,4735, 4739, 5455, 5456, 5457, 5458, 5459, 5464, 5465, 5466, 5476, 5477, 5478, 5479, 5480, 5481, 5491, 5492
ELIGIBLE SUBS: All
REFERENCE: 6.08.250 (A1)
BONUS CLASS: Special Certificates
KIND OF BASE: Other Base
RATE TYPE: Monthly; Percent
RATE: 8.25%
ENTRY SCREEN: PPARM
REMARKS: The bonus is paid for only one specialty certification. This bonus is similar to EC 205, except that it is a “grandfather” provision applying only to physicians receiving an 8.25% bonus as of June 30, 1979.

EVENT CODE: 205
TITLE: AMA Board Certification 5.50%
ABBREVIATED TITLE: BRD CRT 550
DESCRIPTION: This bonus is paid to physicians who are certified by the appropriate American Medical Specialty Board and are assigned to that specialty.
ELIGIBLE ITEMS: 4737,4735, 4739, 5405, 5455, 5456, 5457, 5458, 5459, 5464, 5465, 5466, 5476, 5477, 5478, 5479, 5480, 5481
ELIGIBLE SUBS: All
REFERENCE: 6.08.250 (A2)
BONUS CLASS: Special Certificates
KIND OF BASE: Other Base
RATE TYPE: Monthly; Percent
RATE: 5.5%
ENTRY SCREEN: PPARM

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REMARKS: The bonus is paid for only one specialty certification. This bonus is similar to EC 204, except that 204 is a grandfather provision applying only to physicians receiving an 8.25% bonus as of 06/30/79.

EVENT CODE: 206

TITLE: Longevity Bonus 10 Years

ABBREVIATED TITLE: LNG BNS 10

DESCRIPTION: Bonus paid to employees in certain classes who meet service requirements; for this Event code the length of service is 10 years. See also EC 207 and EC 208, which are longevity bonuses for 15 and 20 years, respectively.

ELIGIBLE ITEMS: 0199, 2924, 2949

ELIGIBLE SUBS: All

REFERENCE: 6.10.100

BONUS CLASS: Salary Range Extensions

KIND OF BASE: Base Rate

RATE TYPE: Monthly, Schedule/Level/Percent

RATE: 2.7846%

ENTRY SCREEN: PPARM

REMARKS: Only the event code for this bonus and Start Date are entered on PPARM; the system assigns the rate appropriate to the class from TIER.

Employees may not continue to receive a longevity bonus earned as a Fire Fighter (56-hour), Ocean Lifeguard Specialist or Senior Lake Lifeguard, Parks & Recreation if they transfer to one of the other classes. Eligibility for the bonus is canceled and prior eligible service does not count toward the longevity bonus requirements if any employee's continuous service is interrupted because of unauthorized absence, resignation or termination from County Service. Employees of another public agency who are blanketed into County service in connection with the assumption of functions by the County are eligible to receive the longevity bonus providing that:

-
- The transfer is from a position doing like work (i.e., permanent ocean lifeguard to Senior Ocean Lifeguard, fire fighter to Fire Fighter).
- The length of the combined other agency and County experience qualifies the employee for the bonus.
- The contract with the other public agency to absorb agency functions and transfer employees to the County payroll specifically provides for the transferred employees to receive the longevity bonus.

CHAPTER V. SPECIAL PAY PRACTICES (BONUSES)

- The Board of Supervisors is not the ruling body of the public agency from which the employee is being transferred.

The bonus is paid only when the employee's performance is "competent" or better, as certified by the department. Whenever the employee receives an "improvement needed" performance evaluation, the bonus must be immediately stopped on PPARM and is not restarted until the employee receives a "competent" or better evaluation.

EVENT CODE: 207
TITLE: Longevity Bonus 15 Years
ABBREVIATED TITLE: LNG BNS 15
DESCRIPTION: Bonus paid to employees in certain classes who meet service requirements; for this event code the length of service is 15 years. See also EC 206 and EC 208, which are longevity bonuses for 10 and 20 years, respectively.
ELIGIBLE ITEMS: 0199, 2924, 2949
ELIGIBLE SUBS: All
REFERENCE: 6.10.100
BONUS CLASS: Salary Range Extensions
KIND OF BASE: Base Rate
RATE TYPE: Monthly; Schedule/Level/Percent
RATE: 5.6568
ENTRY SCREEN: PPARM
REMARKS: See REMARKS under EC 206

EVENT CODE: 208
TITLE: Longevity Bonus 20 Years
ABBREVIATED TITLE: LNG BNS 20
DESCRIPTION: Bonus paid to employees in certain classes who meet service requirements; for this Event code the length of service is 20 years. See also EC 206 and EC 207, which are longevity bonuses for 10 and 15 years, respectively.
ELIGIBLE ITEMS: 0199, 2924, 2949
ELIGIBLE SUBS: All
REFERENCE: 6.10.100
BONUS CLASS: Salary Range Extensions
KIND OF BASE: Base Rate
RATE TYPE: Monthly; Schedule/Level/Percent
RATE: 8.5887%
ENTRY SCREEN: PPARM
REMARKS: See REMARKS under EC 206

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EVENT CODE: 209
TITLE: Manpower Shortage Range
ABBREVIATED TITLE: MPWR SHRTG
DESCRIPTION: This bonus provides a special hiring range which is at least .25% but not more than 20% above the regular salary schedule (range) established for a class. Authorized by the CEO because of recruitment difficulties. The CEO approves the range and authorizes the appointment of persons to positions for which the range is to apply.
ELIGIBLE ITEMS: Any item may be eligible. Items currently receiving this bonus display this event code on the item's TIER record.
ELIGIBLE SUBS: All
REFERENCE: 6.10.060
BONUS CLASS: Salary Range Extensions
KIND OF BASE: Other Base
RATE TYPE: Monthly; Schedule/Level/Percent
RATE: .25 to 20%, as reflected on TIER for the item
ENTRY SCREEN: PPARM
REMARKS: See Section III. County-Wide Bonuses, above for additional information.

EVENT CODE: 210
TITLE: Medical Director's Bonus – 2.75
ABBREVIATED TITLE: MED DIR 275
DESCRIPTION: This bonus is paid to any person appointed to one of the various classes of medical director who has one year of experience in any residency.
ELIGIBLE ITEMS: 4567, 4574, 4577, 5447, 5449, 5450, 5452, 5460, 5461, 5462, 5463
ELIGIBLE SUBS: All
REFERENCE: 6.08.250 (C)
BONUS CLASS: Salary Range Extensions
KIND OF BASE: Other Base
RATE TYPE: Percent
RATE: 2.75%
ENTRY SCREEN: PPARM
REMARKS: This bonus is paid to a medical director appointee who has one year of experience in any residency. Note that there are two other bonuses and event codes that are identical in application but with different rates; the rates vary according to the number of years of experience in a residency that the appointee has; see EC 211 and EC 212.

EVENT CODE: 211
TITLE: Medical Director's Bonus – 5.50
ABBREVIATED TITLE: MED DIR 550

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DESCRIPTION: This bonus is paid to any person appointed to one of the various classes of medical director who has two years of experience on any residency.

ELIGIBLE ITEMS: 4567, 4570, 4574, 4577, 5447, 5450, 5452, 5460, 5461, 5462, 5463

ELIGIBLE SUBS: All

REFERENCE: 6.08.250 (C)

BONUS CLASS: Salary Range Extensions

KIND OF BASE: Other Base

RATE TYPE: Percent

RATE: 5.50%

ENTRY SCREEN: PPARM

REMARKS: This bonus is paid to a medical director appointee who has two years of experience in any residency. Note that there are two other bonuses and event codes that are identical in application but with different rates; the rates vary according to the number of years of experience in a residency that the appointee has; see EC 210 and EC 212.

EVENT CODE: **212**

TITLE: Medical Director's Bonus – 8.25

ABBREVIATED TITLE: MED DIR 825

DESCRIPTION: This bonus is paid to any person appointed to one of the various classes of medical director who has three or more years of experience on any residency.

ELIGIBLE ITEMS: 4567, 4574, 4577, 5447, 5449, 5450, 5452, 5460, 5460, 5461, 5462, 5463

ELIGIBLE SUBS: All

REFERENCE: 6.08.250 (C)

BONUS CLASS: Salary Range Extensions

KIND OF BASE: Other Base

RATE TYPE: Percent

RATE: 8.25%

ENTRY SCREEN: PPARM

REMARKS: This bonus is paid to a medical director appointee who has three or more years of experience in any residency. Note that there are two other bonuses and event codes that are identical in application but with different rates; the rates vary according to the number of years of experience in a residency that the appointee has; see EC 210 and EC 211.

EVENT CODE: **213**

TITLE: Psychiatric Technician – P.E.T. Supervisor

ABBREVIATED TITLE: PET SUPV

DESCRIPTION: This bonus is paid to any psychiatric technician who is assigned full administrative and technical responsibility for a psychiatric emergency team.

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ELIGIBLE ITEMS: 8162, 8163
ELIGIBLE SUBS: All
REFERENCE: MOU 221
BONUS CLASS: Special Assignments
KIND OF BASE: Other Base
RATE TYPE: Monthly Schedule/Level/Percent
RATE: 2.75% (one standard salary schedule)
ENTRY SCREEN: PPARM
REMARKS: Only the Event Code and Start Date are entered; the system gets the rate from TERN; i.e., there is only one rate.

EVENT CODE: 214
TITLE: Out of Class Bonus
ABBREVIATED TITLE: OUT CLS BNS
DESCRIPTION: This is a bonus paid to an employee who is performing all of the significant duties of a vacant and funded higher level position, where the pay difference between the employee's class and the higher level class is less than two schedules.

ELIGIBLE ITEMS: All
ELIGIBLE SUBS: A, N, D
REFERENCE: 6.10.040
BONUS CLASS: Special Assignments
KIND OF BASE: Other Base
RATE TYPE: Monthly
RATE: A dollar amount ranging from \$1 to \$1000 (variable, based on the difference between the employee's own class and the higher-level class).
ENTRY SCREEN: PPARM
REMARKS: There are two event codes used to pay an out-of-class bonus; this one is used when the difference that the employee would receive if promoted to the higher level class is less than 5.6486%. This dollar difference is calculated and entered on PPARM when the bonus is initiated. If the difference between the two classes is 5.6468 or more, EC 222 is used. For additional information about out-of-class, see Section III, B, above. Note: not applicable to MAPP participants.

EVENT CODE: 215
TITLE: Post Bonus – Advance/Executive
ABBREVIATED TITLE: PST BNS ADV
DESCRIPTION: This bonus is paid to eligible employees who possess an Advanced or Executive POST Certificate issued by the California Commission on Peace Officer Standardization and Training.

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ELIGIBLE ITEMS: 2708, 2717, 2719, 2721, 2723, 2827, 2828, 2832, 2889, 2890, 2891, 2894, 2896, 9308, 9309, 9968, 9969, 9970, 9977, 9978, 9979, 9980

ELIGIBLE SUBS: All

REFERENCE: 6.10.105

BONUS CLASS: Special Certificates

KIND OF BASE: Other Base

RATE TYPE: Monthly; Schedule/Level/Percent

RATE: 2.7846 to 11.6125%

ENTRY SCREEN: PPARM

REMARKS: The rates vary depending upon the eligible employee's class, the rate for which is found on PPET.

EVENT CODE: **216**

TITLE: Post Bonus – Basic

ABBREVIATED TITLE: PST BNS BSC

DESCRIPTION: This bonus is paid to eligible employees who possess a Basic POST Certificate issued by the California Commission on Peace Officer Standardization and Training

ELIGIBLE ITEMS: 2708, 2717, 2719, 2721, 2723, 2827, 2828, 2832, 2889, 2890, 2891, 2894, 2896, 9308, 9309, 9968, 9969, 9970, 9977, 9978, 9979, 9980

ELIGIBLE SUBS: All

REFERENCE: 6.10.105

BONUS CLASS: Special Certificates

KIND OF BASE: Other Base

RATE TYPE: Monthly; Schedule/Level/Percent

RATE: 2.7846 to 5.1206%

ENTRY SCREEN: PPARM

REMARKS: The rates vary depending upon the eligible employee's class, the rate for which is found on PPET.

EVENT CODE: **217**

TITLE: Post Bonus – Intermediate

ABBREVIATED TITLE: PST BNS INT

DESCRIPTION: This bonus is paid to eligible employees who possess an Intermediate POST Certificate issued by the California Commission on Peace Officer Standardization and Training.

ELIGIBLE ITEMS: 2708, 2717, 2719, 2721, 2723, 2827, 2828, 2832, 2889, 2890, 2891, 2894, 2896, 9308, 9309, 9968, 9969, 9970, 9977, 9978, 9979, 9980

ELIGIBLE SUBS: All

REFERENCE: 6.10.105

BONUS CLASS: Special Certificates

KIND OF BASE: Other Base

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RATE TYPE: Monthly; Schedule/Level/Percent
RATE: 2.7846 to 8.3179%
ENTRY SCREEN: PPARM
REMARKS: The rates vary depending upon the eligible employee's class, the rate for which is found on PPET.

EVENT CODE: 218
TITLE: Top of Range
ABBREVIATED TITLE: PRB TOP RNG
DESCRIPTION: This bonus is paid to DPO I's who have been at the top step of their range for one year and who continue to serve in a juvenile hall, camp, or detention center.
ELIGIBLE ITEMS: 8604, 8608 (Field, Residential Treatment, resp.)
ELIGIBLE SUBS: All
REFERENCE: MOU 701
BONUS CLASS: Salary Range Extensions
KIND OF BASE: Other Base
RATE TYPE: Monthly; Schedule/Level/Percent
RATE: 5.5% (22 levels)
ENTRY SCREEN: PPARM
REMARKS: Only the Event Code and Start Date are entered; the system gets the rate from PPET.

EVENT CODE: 219
TITLE: Superior Subordinate Pay
ABBREVIATED TITLE: SUP SUB PAY
DESCRIPTION: This bonus is paid to ensure that a supervisor's compensation (Calculated Salary) is at least \$1.00 more than the base rate of his/her highest-paid subordinate.
ELIGIBLE ITEMS: All, except MAP employees and Physicians
ELIGIBLE SUBS: A, N; D
REFERENCE: 6.10.070
BONUS CLASS: Salary Range Extensions
KIND OF BASE: Other Base
RATE TYPE: Monthly
RATE: Variable dollar amounts, but at least \$1.00
ENTRY SCREEN: PPARM
REMARKS: The amount of bonus is calculated and entered on PPARM. For additional information, please see Section III.E, above. The County Code indicates that CEO approval is required; however, this authority is delegated to departments.

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EVENT CODE: 220
TITLE: Watchman-Custodian
ABBREVIATED TITLE: WTCHMN-CUST
DESCRIPTION: This bonus is paid to a Custodian who is regularly assigned on a 40-hour basis to serve as a Watchman in addition to his/her regular duties.
ELIGIBLE ITEMS: 6774, 9541
ELIGIBLE SUBS: All
REFERENCE: 6.28.050 Note 10
BONUS CLASS: Special Assignments
KIND OF BASE: Other Base
RATE TYPE: Monthly; Schedule/Level/Percent
RATE: 5.6468%
ENTRY SCREEN: PPARM
REMARKS: Only Event Code and Start Date are entered on PPARM. See also EC 522, which applies to a Custodian acting as Watchman on an hourly basis.

EVENT CODE: 221
TITLE: Welfare Recipient Supervision
ABBREVIATED TITLE: WLFR SUPVR
DESCRIPTION: This bonus is paid to any employee assigned to supervise five or more welfare recipients or poverty program enrollees, and such assignment requires the exercise of skills and responsibilities substantially exceeding those required of the employee's class.
ELIGIBLE ITEMS: All, except items in the Probation or Social Work Series
ELIGIBLE SUBS: All
REFERENCE: 6.28.050 Note 18
BONUS CLASS: Special Assignments
KIND OF BASE: Other Base
RATE TYPE: Monthly; Schedule/Level/Percent
RATE: 5.6468%
ENTRY SCREEN: PPARM
REMARKS: Only Event Code and Start Date are entered on PPARM.

EVENT CODE: 222
TITLE: Out-of-Class Bonus, Schedule/Level/Percent
ABBREVIATED TITLE: OUT CLS SLP
DESCRIPTION: This bonus is paid to any employee assigned to perform on a regular basis all of the significant duties of a vacant, funded position in a higher-level class.
ELIGIBLE ITEMS: All, except MAPP classes (but see remarks)
ELIGIBLE SUBS: A, N, D
REFERENCE: 6.10.040

CHAPTER V. SPECIAL PAY PRACTICES (BONUSES)

BONUS CLASS: Special Assignments
KIND OF BASE: Other Base
RATE TYPE: Monthly; Schedule/Level/Percent
RATE: 5.6468% for classes paid on normal salary grid, and 5% for all others.
ENTRY SCREEN: PPARM
REMARKS: Only Event Code and Start Date are entered on PPARM. This bonus is used when the higher level class is paid at least two schedules higher than the employee's class; otherwise, the bonus amount is the difference between the classes, which is calculated and paid using EC 214; see that event code for additional information. Also, see Section III.B., for additional information about paying out-of-class bonuses. Note: While this bonus is not used for MAPP participants, Section 6.08.360 (A) authorizes a 5.5% bonus for a MAPP employee with a similar temporary assignment. To pay a temporary assignment bonus for MAPP participants, use EC 231, Temporary Assignment MAPP Employee – Flat; see this EC number for specific information on its use.

EVENT CODE: **223**
TITLE: Temporary Clerical and Office Services Employees
ABBREVIATED TITLE: TEMP CLRCAL
DESCRIPTION: This bonus is paid to employees who: Are in classes represented in Units 111 and 112; are on C, F, or O Sub Titles; have completed one year of service as of 9/30/15; continue their County employment on such titles/sub titles.
ELIGIBLE ITEMS: Classes in Bargaining Units 111 and 112
ELIGIBLE SUBS: C, F, O
REFERENCE: MOU 111 & 112
BONUS CLASS: Salary Range Extensions/Misc.
KIND OF BASE: Base Rate
RATE TYPE: Monthly; Schedule/Level/Percent
RATE: One schedule (11 levels) or 2.75% for items not on salary grid
ENTRY SCREEN: PPARM
REMARKS: Only Event Code and Start Date are entered on PPARM.

EVENT CODE: **224**
TITLE: PBP (MAP) Non-Base Merit Adjustment
ABBREVIATED TITLE: PBP (MAP) NONBASE
DESCRIPTION: Used to pay a MAPP participant only that portion of his/her annual Management Salary Adjustment, which exceeds the base salary of the participant's appointed department head.
ELIGIBLE ITEMS: All MAPP Participants
ELIGIBLE SUBS: All

CHAPTER V. SPECIAL PAY PRACTICES (BONUSES)

REFERENCE: 6.08.360(G)
BONUS CLASS: Miscellaneous
KIND OF BASE: Base Rate
RATE TYPE: Monthly
RATE: A set dollar amount ranging from \$00.10 to \$1000
ENTRY SCREEN: PPARM
REMARKS: Rate is calculated and entered on PPARM. While this bonus counts as a Base Rate bonus for promotional purposes, it is not counted in determining subsequent Management Salary Adjustments.

EVENT CODE: 225
TITLE: Executive Secretary Added Salary Schedules
ABBREVIATED TITLE: E/S ADD S/S
DESCRIPTION: Provides extra compensation to any employee in the class of Executive Secretary V
ELIGIBLE ITEMS: 2124
ELIGIBLE SUBS: All
REFERENCE: 6.28.050, Note 29
BONUS CLASS: Salary Range Extensions
KIND OF BASE: Base Rate
RATE TYPE: Monthly; Schedule/Level/Percent
RATE: (2, 4, 6, 8 OR 10 standard salary schedules (22 to 110 Levels)
ENTRY SCREEN: PPARM
REMARKS: The specific desired rate is entered on PPARM. Requires CEO approval.

EVENT CODE: 228
TITLE: Additional Responsibilities – Represented
ABBREVIATED TITLE: ADL RESPNS
DESCRIPTION: This bonus compensates an employee for additional responsibilities, i.e., responsibilities above those associated with his/her regular assignment, as assigned to the employee by the department head. For example, where an employee is working out-of-class, i.e., performing all of the significant duties of a higher level job, but because there exists no vacant, budgeted position at the higher level, the employee does not qualify for the out-of-class bonus (EC 222).
ELIGIBLE ITEMS: All
ELIGIBLE SUBS: All
REFERENCE: Various MOU's
BONUS CLASS: Special Assignments
KIND OF BASE: Other Base
RATE TYPE: Monthly; Scheduled/Level/Percent

CHAPTER V. SPECIAL PAY PRACTICES (BONUSES)

RATE: 22 Levels, for employees compensated on the standard salary schedule, or 5.5% for all others.

ENTRY SCREEN: PPARM

REMARKS: Only Event Code and Start Date are entered on PPARM. This bonus for represented employees is similar to that provided by EC 203, which is used for non-represented employees.

EVENT CODE: 231

TITLE: Temporary Assignment, MAPP Employee

ABBREVIATED TITLE: TMP MAP FLT

DESCRIPTION: This bonus is used for MAPP participants who are entitled to a bonus of 5.5% as a result of any temporary higher level assignment, including a temporary promotion or an assignment to act as a department head on a temporary basis.

ELIGIBLE ITEMS: All MAPP classes

ELIGIBLE SUBS: All

REFERENCE: 6.08.360 A., H.

BONUS CLASS: Special Assignments

KIND OF BASE: Other Base

RATE TYPE: Flat Monthly

RATE: 5.5%

ENTRY SCREEN: PPARM

REMARKS: Calculate the flat amount of dollars needed to achieve the appropriate salary pursuant to the above reference and enter this dollar amount on PPARM, as well as this event code. Note also that this bonus should be used for a temporary promotion from one MAPP class to another in lieu of an actual appointment (promotion) to a permanent position on a temporary basis; this bonus is used in lieu of EC's 358, 361, which are used to reflect temporary promotions from non-MAPP classes.

EVENT CODE: 235

TITLE: Longevity Bonus 20 Years

ABBREVIATED TITLE: LNGVTY 20

DESCRIPTION: Provides a longevity bonus to certain peace officers, DPO's represented by BU's 701, 702, Public Defender Investigators (BU 613) and Lieutenant, PD Investigator, who have completed 19 years of aggregated service. Such service may include previous safety employee service for employees who come into County service as the result of mergers or consolidations, but does not include lateral law enforcement, military, or general experience.

ELIGIBLE ITEMS: All items in BU's 611, 612, 613, 701, 702, non-represented peace officers in Sheriff and DA, and 2906.

ELIGIBLE SUBS: All

CHAPTER V. SPECIAL PAY PRACTICES (BONUSES)

REFERENCE: MOU 611, 612, 613, 701, 702; County Code sections 6.08.365.D., 6.10.115.A., and 6.33.020.C.

BONUS CLASS: Salary Range Extensions

KIND OF BASE: Base Rate

RATE TYPE: Monthly Schedule/Level/Percent

RATE: 12 levels or 3%

ENTRY SCREEN: PPARM

REMARKS: Enter Event Code only. Note that this bonus is distinguished from EC 208 in that it is paid in addition to POST bonuses.

EVENT CODE: 236

TITLE: Longevity Bonus 25 Years

ABBREVIATED TITLE: LNGVTY 25

DESCRIPTION: Provides a longevity bonus to certain peace officers, DPO's represented by BU's 701, 702, Public Defender Investigators (BU 613) and Lieutenant, PD Investigator, who have completed 24 years of aggregated service. Such service may include previous safety employee service for employees who come into County service as the result of mergers or consolidations, but does not include lateral law enforcement, military, or general experience.

ELIGIBLE ITEMS: All items in BU's 611, 612, 613, 701, 702, non-represented peace officers in Sheriff and DA, and 2906.

ELIGIBLE SUBS: All

REFERENCE: MOU 611, 612, 613, 701, 702; County Code sections 6.08.365.D., 6.10.115.A., and 6.33.020.C.

BONUS CLASS: Salary Range Extensions

KIND OF BASE: Base Rate

RATE TYPE: Monthly Schedule/Level/Percent

RATE: 16 levels or 4%

ENTRY SCREEN: PPARM

REMARKS: Enter Event Code only; note that this bonus is paid in addition to EC 235, after the completion of 24 years' service. Note also that this bonus is distinguished from EC 208 in that it is paid in addition to POST bonuses.

EARNINGS CODE: 237

TITLE: Longevity Bonus 30 Years

ABBREVIATED TITLE: LNGVTY 30

DESCRIPTION: Provides a longevity bonus to certain peace officers, DPO's represented by BU's 701, 702, Public Defender Investigators (BU 613) and Lieutenant, PD Investigator, who have completed 29 years of aggregated service. Such service may include previous safety employee service for employees who come into County service as the result of mergers or consolidations, but does not include lateral law enforcement, military, or general experience.

CHAPTER V. SPECIAL PAY PRACTICES (BONUSES)

ELIGIBLE ITEMS: All items in BU's 611, 612, 613, 701, 702, non-represented peace officers in Sheriff and DA, and 2906.

ELIGIBLE SUBS: All

REFERENCE: MOU 611, 612, 613, 701, 702; County Code sections 6.08.365.D., 6.10.115.A., and 6.33.020.C.

BONUS CLASS: Salary Range Extensions

KIND OF BASE: Base Rate

RATE TYPE: Monthly Schedule/Level/Percent

RATE: 16 levels or 4%

ENTRY SCREEN: PPARM

REMARKS: Enter Event Code only; note that this bonus is paid in addition to EC's 235 and 236, and after the completion of 29 years' service. Note that this bonus is distinguished from EC 208 in that it is paid in addition to POST bonuses.

EVENT CODE: 238

TITLE: Command Pay – 24 years

ABBREVIATED TITLE: COMDPAY24

DESCRIPTION: Provides a longevity bonus to Fire, Forester, and Lifeguard Managers who have completed 24 years of aggregated safety firefighting service. Such service may include previous safety employee service for employees who come into County service as the result of mergers or consolidations, but does not include lateral firefighting experience, military service buy-back, or non-safety experience.

ELIGIBLE ITEMS: 0217, 0219, 0220, 0224, 0335, 0336, 2932, 2934, 2935, 2959, 2960

ELIGIBLE SUBS: All

REFERENCE: County Code 6.76.020.(Q)

BONUS CLASS: Salary Range Extensions

KIND OF BASE: Other Base

RATE TYPE: Monthly Schedule/Level/Percent

RATE: 3.5574%

ENTRY SCREEN: PPARM

REMARKS: Enter Event Code only

EVENT CODE: 239

TITLE: Command Pay – 29 years

ABBREVIATED TITLE: COMDPAY29

DESCRIPTION: Provides a longevity bonus to Fire, Forester, and Lifeguard Managers who have completed 29 years of aggregated safety firefighting service. Such service may include previous safety employee service for employees who come into County service as the result of mergers or consolidations, but does not include lateral firefighting experience, military service buy-back, or non-safety experience.

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ELIGIBLE ITEMS: 0217, 0219, 0220, 0224, 0335, 0336, 2932, 2934, 2935, 2959, 2960
ELIGIBLE SUBS: All
REFERENCE: County Code 6.76.020.(Q)
BONUS CLASS: Salary Range Extensions
KIND OF BASE: Other Base
RATE TYPE: Monthly Schedule/Level/Percent
RATE: 7.7783%
ENTRY SCREEN: PPARM
REMARKS: Enter Event Code only, and do not stop EC 238; this bonus is paid in addition to 238 to those with requisite service.

EVENT CODE: 240
TITLE: Agriculture Inspector Bonus
ABBREVIATED TITLE: AG INSPCTR
DESCRIPTION: Paid to Agriculture Inspectors who possess eight certificates of eligibility issued by the State for agricultural regulatory work.
ELIGIBLE ITEMS: 0007, 0008, 0010, 0011, 0012
ELIGIBLE SUBS: All
REFERENCE: MOU 821
BONUS CLASS: Special Certificates
KIND OF BASE: Other Base
RATE TYPE: Monthly; Schedule/Level/Percent
RATE: Four Levels
ENTRY SCREEN: PPARM
REMARKS: Event Code and Start Date are entered.

EARNINGS CODE: 241
TITLE: Weights and Measures Inspector
ABBREVIATED TITLE: W&M INSPCTR
DESCRIPTION: Paid to Weights and Measures Inspectors who possess all of the licenses required for weights and measures regulatory work.
ELIGIBLE ITEMS: 3091, 3093, 3095
ELIGIBLE SUBS: All
REFERENCE: MOU 121
BONUS CLASS: Special Certificates
KIND OF BASE: Other Base
RATE TYPE: Monthly; Schedule/Level/Percent
RATE: Four Levels
ENTRY SCREEN: PPARM
REMARKS: Event Code and Start Date only are entered.

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EVENT CODE: 242
TITLE: Weights and Measures Inspector Commercial Truck Drivers
ABBREVIATED TITLE: W&M C DRV L
DESCRIPTION: Paid to Agricultural / Weights & Measures inspectors who are assigned on a permanent, full-time basis to an assignment which requires that the inspector possess a Commercial Truck Drivers' License. The bonus stops when the inspector is reassigned to a position not requiring such license, or when the inspector fails to qualify for the license.
ELIGIBLE ITEMS: 0007, 0009, 0011, 3091, 3093
ELIGIBLE SUBS: A, N (per MOU, but not restricted in e-HR)
REFERENCE: MOU 121, 821
BONUS CLASS: Special Certificates
KIND OF BASE: Other Base
RATE TYPE: Monthly; Schedule/Level/Percent
RATE: 12 levels
ENTRY SCREEN: PPARM
REMARKS: Enter Event Code and Start Date.

EVENT CODE: 244
TITLE: Longevity Bonus 20 Years – Social Workers
ABBREVIATED TITLE: LGVTY 20 SW
DESCRIPTION: Provides a longevity bonus for certain social worker classes who have completed 19 years of service.
ELIGIBLE ITEMS: All items in BU 711, 723, 777
ELIGIBLE SUBS: All
REFERENCE: MOU 711, 723, 777
BONUS CLASS: Salary Range Extensions
KIND OF BASE: Base Rate
RATE TYPE: Monthly; Schedule/Level/Percent
RATE: 8 levels
ENTRY SCREEN: PPARM
REMARKS: Enter the Event Code and Start Date. (Bonus first effective on 10/01/06)

EVENT CODE: 245
TITLE: Longevity Bonus 25 Years – Social Workers
ABBREVIATED TITLE: LGVTY 25 SW
DESCRIPTION: Provides a longevity bonus for certain social worker classes who have completed 24 years of service.
ELIGIBLE ITEMS: All items in BU 711, 723, 777
ELIGIBLE SUBS: All
REFERENCE: MOU 711, 723, 777
BONUS CLASS: Salary Range Extensions

CHAPTER V. SPECIAL PAY PRACTICES (BONUSES)

KIND OF BASE: Base Rate
RATE TYPE: Monthly; Schedule/Level/Percent
RATE: 8 levels
ENTRY SCREEN: PPARM
REMARKS: Enter the Event Code and Start Date. (Bonus first effective on 10/01/07). This bonus is paid in addition to EC 244 upon completion of 24 years of service.

EVENT CODE: **246**
TITLE: Longevity Bonus 30 Years – Social Workers
ABBREVIATED TITLE: LGVTY 25 SW
DESCRIPTION: Provides a longevity bonus for certain social worker classes who have completed 29 years of service.
ELIGIBLE ITEMS: All items in BU 711, 723, 777
ELIGIBLE SUBS: All
REFERENCE: MOU 711, 723, 777
BONUS CLASS: Salary Range Extensions
KIND OF BASE: Base Rate
RATE TYPE: Monthly; Schedule/Level/Percent
RATE: 8 levels
ENTRY SCREEN: PPARM
REMARKS: Enter the Event Code and Start Date. (Bonus first effective on 10/01/07). This bonus is paid in addition to EC 244 and 245 upon completion of 29 years of service.

EVENT CODE: **247**
TITLE: Dispatcher EMD Certification Bonus
ABBREVIATED TITLE: DSP EMD BON
DESCRIPTION: Paid to full-time permanent employees in the Fire Dispatching series who are certified as Emergency Medical Dispatchers, who have met continuing education requirements, and who have been rated as Competent or higher.
ELIGIBLE ITEMS: All in Fire Dispatcher Series – 2432, 2433, 2434, 2435, 2437
ELIGIBLE SUBS: All
REFERENCE: MOU 603
BONUS CLASS: Special Certificates
KIND OF BASE: Other Base
RATE TYPE: Monthly Schedule/Level/Percent
RATE: 29 Levels
ENTRY SCREEN: PPARM
REMARKS: Enter Event Code and Start Date

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EVENT CODE: 248
TITLE: Regional Planning AICP Certification Bonus
ABBREVIATED TITLE: AICP CERT
DESCRIPTION: Paid to professional employees in the Department of Regional Planning who possess a current American Institute of Certified Planners (AICP) Certification issued by the American Institute of Certified Planners, provided that they have been rated at least Competent or Met Expectations, or if they are probationary employees, are not rated as Improvement Needed.
ELIGIBLE ITEMS: Classes in the Regional Planning Series
ELIGIBLE SUBS: A, N, L
REFERENCE: 6.112.030
BONUS CLASS: Special Certificates
KIND OF BASE: Other Base
RATE TYPE: Monthly Schedule/Level/Percentage Bonus
RATE: 2.7846%
ENTRY SCREEN: PPARM
REMARKS: Enter Event Code and Start Date.

EVENT CODE: 250
TITLE: Accounting Certificate – Auditor
ABBREVIATED TITLE: ACTG CERT
DESCRIPTION: Paid to certain employees of the Auditor/Controller’s department who possess one of the following certificates or licenses and who are performing applicable financial, systems, or accounting functions:
Certified Public Accountant;
Certified Internal Auditor Certificate;
Certified Information Systems Auditor
ELIGIBLE ITEMS: All in Auditor/Controller
ELIGIBLE SUBS: All
REFERENCE: 6.40.020 (A) & (B)
BONUS CLASS: Special Certificates/Special Assignments
KIND OF BASE: Other Base
RATE TYPE: Monthly, Schedule/Level/Percent
RATE: 5.6468%
ENTRY SCREEN: PPARM
REMARKS: Enter only Event Code and Start Date. Bonus is paid for only one certificate.

EVENT CODE: 252
TITLE: 6th and 7th Step, Financial Specialist
ABBREVIATED TITLE: 6/7 STP F/S

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DESCRIPTION: This bonus is paid to certain Financial Specialists at the discretion of the appointing authority. The rate may be either two or four schedules above the fifth step rate of the class.

ELIGIBLE ITEMS: 0748, 0749, 0750

ELIGIBLE SUBS: All

REFERENCE: 6.28.050, Note 27

BONUS CLASS: Salary Range Extensions

KIND OF BASE: Base Rate

RATE TYPE: Monthly; Schedule/Level/Percent

RATE: 22 Levels or 44 Levels

ENTRY SCREEN: PPARM

REMARKS: The rate (either 22 or 44) is entered, along with Start Date.

EVENT CODE: 256

TITLE: Animal Control Mgr – Board Liaison Bonus

ABBREVIATED TITLE: AN CNTRL BON

DESCRIPTION: Paid to an Animal Control Manager who is assigned on a permanent, full-time basis as the Board liaison for the unincorporated areas of the County.

ELIGIBLE ITEMS: 3004

ELIGIBLE SUBS: A, F, N

REFERENCE: 6.34.020

BONUS CLASS: Special Assignments

KIND OF BASE: Base Rate

RATE TYPE: Monthly; Schedule/Level/Percent

RATE: 5.5%

ENTRY SCREEN: PPARM

REMARKS: Enter only Event Code and Start Date

EVENT CODE: 260

TITLE: Catalina Island Living – Lifeguard/Firefighter

ABBREVIATED TITLE: CTLN IS L&F

DESCRIPTION: This bonus is paid to employees in the Fire Department who are assigned on a regular basis to beach and rescue boat operations in Catalina and who are required to reside there during the assignment.

ELIGIBLE ITEMS: All

ELIGIBLE SUBS: A, B, E, N, P-Z

REFERENCE: 6.76.020 (L)

BONUS CLASS: Location Assignments

KIND OF BASE: Other Base

RATE TYPE: Monthly; Schedule/Level/Percent

RATE: 11.6125

ENTRY SCREEN: PPARM

REMARKS: Only Event Code and Start Date are entered.

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EVENT CODE: 261
TITLE: Lifeguard - EMT
ABBREVIATED TITLE: LF GRD-EMT
DESCRIPTION: Paid to employees in various Lifeguard classes who are certified as Emergency Medical Technician I or Emergency Medical Technician P.
ELIGIBLE ITEMS: 2923, 2924, 2925, 2926, 2927, 2930, 2948, 2949, 2950
ELIGIBLE SUBS: All
REFERENCE: MOU 641
BONUS CLASS: Special Certificates
KIND OF BASE: Base Rate
RATE TYPE: Monthly; Schedule/Level/Percent
RATE: 44 Levels
ENTRY SCREEN: PPARM
REMARKS: Only Event Code and Start Date are entered.

EVENT CODE: 262
TITLE: Underwater Recovery – Beaches and Harbors & Fire
ABBREVIATED TITLE: UWRCVRY-B&H
DESCRIPTION: Paid to employees in various Lifeguard classes who are assigned on a regular basis to the Underwater Recovery Unit and actively engaged in diving operations.
ELIGIBLE ITEMS: 2924, 2925, 2926, 2927, 2949, 2950
ELIGIBLE SUBS: A, N, P-Z
REFERENCE: MOU 641, 642
BONUS CLASS: Hazardous or Unpleasant Duties
KIND OF BASE: Other Base
RATE TYPE: Monthly; Schedule/Level/Percent
RATE: Two schedules (22 Levels)
ENTRY SCREEN: PPARM
REMARKS: Only Event Code and Start Date are entered.

EVENT CODES 263 through 268

The following Event Codes are used to implement provisions of Notes 38 and 39, found in County Code Section 6.28.050, which authorize the Auditor-Controller to provide additional compensation to certain employees in the department at his/her sole discretion. Note 38 provides that the additional compensation can range from one to six schedules above the top of the range, whereas Note 39 provides that the additional compensation can range from one to four schedules above the top of the range. The bonus that provides the requisite additional compensation is selected, as indicated by its title. These bonuses are not used cumulatively; only one is operative at any given time. Thus if the

CHAPTER V. SPECIAL PAY PRACTICES (BONUSES)

amount of the additional compensation is to be increased or decreased, the previous bonus should be stopped on the same date as the new bonus is started.

EVENT CODE: 263
TITLE: Auditor–Controller Merit - One Schedule
ABBREVIATED TITLE: A/C MERIT 1
ELIGIBLE ITEMS 0649, 0652, 0654, 0682, 0685, 0714, 0716, 0717, 2652, 2653
RATE: 1 schedule
REFERENCE: Notes 38, 39

EVENT CODE: 264
TITLE: Auditor–Controller Merit - Two Schedules
ABBREVIATED TITLE: A/C MERIT 2
ELIGIBLE ITEMS 0649, 0652, 0654, 0682, 0685, 0714, 0716, 0717, 2652, 2653
RATE: 2 schedules
REFERENCE: Notes 38, 39

EVENT CODE: 265
TITLE: Auditor–Controller Merit - Three Schedules
ABBREVIATED TITLE: A/C MERIT 3
ELIGIBLE ITEMS 0649, 0652, 0654, 0682, 0685, 0714, 0716, 0717, 2652, 2653
RATE: 3 schedules
REFERENCE: Notes 38, 39

EVENT CODE: EVENT
TITLE: Auditor–Controller Merit – Four Schedules
ABBREVIATED TITLE: A/C MERIT 4
ELIGIBLE ITEMS 0649, 0652, 0654, 0682, 0685, 0714, 0716, 0717, 2652, 2653
RATE: 4 schedules
REFERENCE: Notes 38, 39

EVENT CODE: 267
TITLE: Auditor–Controller Merit – Five Schedules
ABBREVIATED TITLE: A/C MERIT 5
ELIGIBLE ITEMS 0649, 0654, 0682, 0714, 2652
RATE: 5 schedules
REFERENCE: Note 38

EVENT CODE: 268
TITLE: Auditor–Controller Merit – Six Schedules
ABBREVIATED TITLE: A/C MERIT 6
ELIGIBLE ITEMS 0649, 0654, 0682, 0714, 2652

CHAPTER V. SPECIAL PAY PRACTICES (BONUSES)

RATE: 6 schedules
REFERENCE: Note 38

The following are the same for all bonuses 263-268:

ELIGIBLE SUBS: All
BONUS CLASS: Salary Range Extensions
KIND OF BASE: Base Rate
RATE TYPE: Monthly, Schedule/Level/Percent
ENTRY SCREEN: PPARM
REMARKS: Enter Event Code and Start Date; and stop any previous bonuses 263-268.

EVENT CODE: 270
TITLE: Board of Supervisors Special Assignments
ABBREVIATED TITLE: BS SPC ASGN
DESCRIPTION: Paid to employees of the Board while on special assignment or because of exceptional or extraordinary performance, or in the Executive Office, for special achievement or exceptional contribution in the performance of duties.

ELIGIBLE ITEMS: All
ELIGIBLE SUBS: All
REFERENCE: 6.44.015, 6.44.200 (G)
BONUS CLASS: Special Assignments
KIND OF BASE: Other Base
RATE TYPE: Monthly; Schedule/Level/Percent
RATE: 2.7846%, 5.6568%, 8.5887%, 11.6125%
ENTRY SCREEN: PPARM
REMARKS: The specific number of levels is determined by the appointing authority, based on the nature of the special assignment or level of exceptional performance; this specific rate (2.7846%, 5.6568%, 8.5887%, 11.6125%) is entered on the employee's PPARM. This bonus can also be paid as a lump sum in lieu of a monthly bonus, in which case Event Code 511 is used. Requires CEO approval for Executive Office employees. Not to exceed 11.6125% of an employee's base salary.

EVENT CODE: 271
TITLE: Assessment Appeals Board Assignment
ABBREVIATED TITLE: AS AP B ASN
DESCRIPTION: Paid to any employee of the Executive Office who is assigned to serve full time as clerk to an Assessment Appeals Board.
ELIGIBLE ITEMS: 1098, 1099, 1100, 1108
ELIGIBLE SUBS: All

CHAPTER V. SPECIAL PAY PRACTICES (BONUSES)

REFERENCE: 6.44.210 (B)
BONUS CLASS: Special Assignments
KIND OF BASE: Other Base
RATE TYPE: Monthly; Schedule/Level/Percent
RATE: 5.6468%
ENTRY SCREEN: PPARM
REMARKS: Enter Event Code and Start Date only.

EVENT CODE: 272
TITLE: Head Board Specialist Additional Steps
ABBREVIATED TITLE: HD BD AD SP
DESCRIPTION: This bonus is paid only to an employee appointed to the class of Head Board Specialist prior to July 1, 1999, and who has been on the stop step of the class for one year. Such employees receive annual increments of 11 levels, to a maximum total of 33 levels, effective on their anniversary dates.

ELIGIBLE ITEMS: 1108
ELIGIBLE SUBS: All
REFERENCE: 6.44.210 (A.5)
BONUS CLASS: Salary Range Extensions
KIND OF BASE: Base Rate
RATE TYPE: Monthly; Schedule/Level/Percent
RATE: 11 to 33 Levels
ENTRY SCREEN: PPARM
REMARKS: The rate (either 11, 22 or 33) is entered, along with Start Date. Staff must manually enter each successive year's bonus.

EVENT CODE: 273 – 278
TITLE: MAPP TIER II STEP 13 – 18
ABBREVIATED TITLE: MAPP ST 13 – 18
DESCRIPTION: These six bonus event codes are used in lieu of steps on a table to provide pay increases to Tier II MAPP participants who are already at step 12 (or higher) and who have earned an additional step because of their superior performance. For example, they have received an Exceeded Expectation or Far Exceeded Expectations in their performance evaluation. Each of these bonuses constitutes a 1.5% step, so they are added cumulatively whenever an individual MAPP participant earns an advance to the next step.

ELIGIBLE ITEMS: All MAPP classes assigned to Tier II.
ELIGIBLE SUBS: All
REFERENCE: 6.08 (various MAPP provisions)
BONUS CLASS: Salary Range Extensions

CHAPTER V. SPECIAL PAY PRACTICES (BONUSES)

KIND OF BASE: Base Rate
RATE TYPE: Percentage Only
RATE: 1.5%
ENTRY SCREEN: PPARM
REMARKS: Enter each bonus earned on PPARM, with a Start Date equal to the Co-Wide Merit Salary Adjustment effective date, generally October 1 of each year. Bonuses are added cumulatively; for example, if a participant has achieved step 14, both Event Codes 273 and 274 already appear on PPARM. If the participant later earns a step advance to step 15, Event Code 275 is added without stopping 273 & 274.

EVENT CODE: 280
TITLE: Catalina Island Living
ABBREVIATED TITLE: CTL IS LVNG
DESCRIPTION: Paid to Library employees assigned to work and residing on Catalina Island.
ELIGIBLE ITEMS: All items represented in Bargaining Unit 811
ELIGIBLE SUBS: All
REFERENCE: MOU 811
BONUS CLASS: Location Assignments
KIND OF BASE: Other Base
RATE TYPE: Monthly; Schedule/Level/Percent
RATE: Four salary schedules (44 Levels)
ENTRY SCREEN: PPARM
REMARKS: Enter Event Code and Start Date only.

EVENT CODE: 281
TITLE: MAP TO SCHD FLAT AMOUNT
ABBREVIATED TITLE: MAP TO SCH
DESCRIPTION: With the implementation of MAPP Tiers I & II, many classes were reassigned from MAPP to the Standardized Salary Schedule. This bonus is paid to incumbents in these classes whose outgoing MAPP salaries were already higher than the top (fifth) step rate of the Standardized Salary Schedules to which their classes were reassigned. The code provides that for such employees, the percentage difference between their last MAPP rate and the fifth step rate of the standardized salary schedule to which they were reassigned must be maintained as long as such employees remain in the same class. In other words, this is a rolling rate, as opposed to a fixed "Y" rate. This provision was complicated due to because of additional steps that would decrease the Y-rate amount and general salary increases that would increase the Y-rate amount which will be implemented in the near future. To account for these transitional problems, it was necessary that a series of bonus rates be calculated on a

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flat amount basis (that would be different for each affected employee) until the final percentage difference could be established. These calculations and entries were performed centrally by Auditor/Controller staff by individually adjusting the EC 281 bonus rate for each affected employee. See Remarks below for specific actions taken.

ELIGIBLE ITEMS: All
ELIGIBLE SUBS: All
REFERENCE: 6.28.150
BONUS CLASS: Miscellaneous
KIND OF BASE: Base
RATE TYPE: Flat Dollar Amount
RATE: Varies, for each individual, as calculated.
ENTRY SCREEN: PPARM
REMARKS: At the time of implementation, April 1, 2007, this bonus was first calculated in the same manner as any Y-rate, as the dollar difference between such employee's MAPP rate and the fifth step of the employee's new schedule. It is entered as a flat amount using this bonus via PPARM in lieu of a Y rate.
On July 1, 2007, when these employees received a 6th step increase of 2.75%, the A/C recalculated the rate of EC 281 for each employee by subtracting the dollar amount of the step increase from the previous dollar amount of EC 281.
On January 1, 2008, the A/C increased the rate of EC 281 for each employee by 3%, to reflect the general salary increase.
On July 1, 2008, when these employees received a 7th step increase of 2.75%, the A/C recalculated the rates of EC 281 for each employee by subtracting the dollar amount of the step increase; and if this calculation resulted in a positive amount, this amount was recalculated as a percentage of each employee's 7th step rate, and the resulting percentage became the rate of a new bonus, EC 282, which was added to PPARM in lieu of EC 281. If, as a result of subtracting the dollar amount of the step increase, the value of EC 281 was a negative amount, the bonus was simply stopped on PPARM.

EVENT CODE: 282
TITLE: MAP TO SCHD PERCENTAGE
ABBREVIATED TITLE: MAP TO SCH
DESCRIPTION: This bonus is paid to employees who were former MAPP participants, i.e., employees whose classes on April 1, 2007, were converted to the Standardized Salary Schedule pay plan. It is paid only to those employees whose MAPP salary was higher than the fifth step rate on the schedule to which their classes were assigned; thus it is in essence a "Y" Rate. But unlike most Y Rates, which are fixed amounts and which will eventually be superseded when the underlying step catches up, this bonus, established as a percentage bonus, continues to preserve the percentage difference

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that existed at time of conversion, but only as long as the individual employee continues in the same class.

ELIGIBLE ITEMS: All
ELIGIBLE SUBS: All
REFERENCE: 6.28.150
BONUS CLASS: Miscellaneous
KIND OF BASE: Base
RATE TYPE: Flat Percentage
RATE: Various, as calculated for each individual and entered on PPARM
ENTRY SCREEN: PPARM
REMARKS: Entered by A/C staff as a percentage bonus on PPARM; see EC 281, above for information on the derivation of the percentage. The rate, as a percentage, was fixed on July 1, 2008, and needs no further adjustment. It continues until the incumbent's class (item number) changes.

EVENT CODE: 295
TITLE: Management Trainee
ABBREVIATED TITLE: MGMT TRNEE
DESCRIPTION: Paid to any employee of the CEO who possesses an appropriate master's degree and is participating in the Management Trainee Program.

ELIGIBLE ITEMS: All
ELIGIBLE SUBS: All
REFERENCE: 6.50.020 (A)
BONUS CLASS: Education and Experience
KIND OF BASE: Base Rate
RATE TYPE: Monthly; Schedule/Level/Percent
RATE: Up to 35.2727%
ENTRY SCREEN: PPARM
REMARKS: Enter Event Code, designated number of levels, and Start Date.

Event Codes 300 - 399

EVENT CODE: 300
TITLE: Curator Bonus
ABBREVIATED TITLE: CURATOR BNS
DESCRIPTION: Paid to certain Curator classes in the Museum of Natural History who are assigned to perform the duties of an assistant division chief.

ELIGIBLE ITEMS: 8463
ELIGIBLE SUBS: All
REFERENCE: 6.92.020
BONUS CLASS: Special Assignments

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KIND OF BASE: Other Base
RATE TYPE: Monthly; Schedule/Level/Percent
RATE: 5.6468
ENTRY SCREEN: PPARM
REMARKS: Enter Event Code and Start Date only.

EVENT CODE: 310
TITLE: Legislative Advocate – County Counsel
ABBREVIATED TITLE: LGS ADV C/C
DESCRIPTION: Paid to any employee of the County Counsel designated to be a legislative advocate and required to be in Sacramento at least 10 nights in a calendar month.
ELIGIBLE ITEMS: 9204, 9206, 9207, 9208, 9217, 9218
ELIGIBLE SUBS: A, F, N
REFERENCE: 6.64.020 A
BONUS CLASS: Location Assignments
KIND OF BASE: Other Base
RATE TYPE: Monthly; Schedule/Level/Percent
RATE: 11.6125%
ENTRY SCREEN: PPARM
REMARKS: Limited to three employees in any one month. Enter Event Code and Start Date only.

EVENT CODE: 320
TITLE: Accounting Certificate – DA
ABBREVIATED TITLE: ACTG CRT DA
DESCRIPTION: Paid to employees in certain classes in the DA who possess a Certified Public Accountant or Public Accountant license and who are assigned to perform audits.
ELIGIBLE ITEMS: 0681, 0683
ELIGIBLE SUBS: All
REFERENCE: 6.70.020 (E)
BONUS CLASS: Special Certificates/Special Assignments
KIND OF BASE: Other Base
RATE TYPE: Monthly; Schedule/Level/Percent
RATE: 5.6468%
ENTRY SCREEN: PPARM
REMARKS: Enter Event Code and Start Date only.

EVENT CODE: 321
TITLE: District Attorney – Out-of-Class Bonus
ABBREVIATED TITLE: DA O CL BNS

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DESCRIPTION: Paid to certain supervisory DA investigators assigned in an acting capacity to fill a vacant, higher level class.

ELIGIBLE ITEMS: 2891, 2894, 2896

ELIGIBLE SUBS: All

REFERENCE: 6.70.020 (C)

BONUS CLASS: Special Assignments

KIND OF BASE: Other Base

RATE TYPE: Monthly; Schedule/Level/Percent

RATE: 2.7846%

ENTRY SCREEN: PPARM

REMARKS: Enter Event Code and Start Date only. Employees must be on a promotional list for the class on which they are acting, and appointments from this list must have been enjoined or stayed.

EVENT CODE: 323

TITLE: Antelope Valley Assignment, 30 Miles from Residence

ABBREVIATED TITLE: ANT VAL ASN

DESCRIPTION: Provides additional compensation to certain attorneys in all legal departments who are assigned on a full-time basis to the Antelope Valley area and who reside more than 30 miles from the courthouse from which they work.

ELIGIBLE ITEMS: 9202, 9204, 9206, 9207, 9251-9253, 9273, 9274, 9277, 9286-9288

ELIGIBLE SUBS: All

REFERENCE: 6.33.020 A., 6.55.020 C., 6.64.020 C., 6.70.020 B., 6.104.020 B.

BONUS CLASS: Location Assignments

KIND OF BASE: Other Base

RATE TYPE: Monthly; Schedule/Level/Percent

RATE: 5.64685%

ENTRY SCREEN: PPARM

REMARKS: Enter Event Code and Start Date.

EVENT CODE: 331

TITLE: Custodian – Inmate Trustee Supervisor

ABBREVIATED TITLE: INMATE SUPV

DESCRIPTION: Paid to Custodians in ISD assigned to instruct, observe, or direct the work of inmate trustees.

ELIGIBLE ITEMS: 6774

ELIGIBLE SUBS: All

REFERENCE: 6.81.020

BONUS CLASS: Special Assignments

KIND OF BASE: Other Base

RATE TYPE: Monthly; Schedule/Level/Percent

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RATE: 5.6468
ENTRY SCREEN: PPARM
REMARKS: Enter Event Code and Start Date only. Payment of bonus is subject to CEO approval.

EVENT CODE: 332
TITLE: Journey Employees Bonus – FMD (ISD)
ABBREVIATED TITLE: JRNY BONUS
DESCRIPTION: Paid to journey or senior journey level workers in building trades who are assigned to full time design, planning, estimating, or energy management functions in ISD.
ELIGIBLE ITEMS: All classes represented by BU 411.
ELIGIBLE SUBS: A, N, P-Z
REFERENCE: MOU 411
BONUS CLASS: Special Assignments
KIND OF BASE: Other Base
RATE TYPE: Monthly; Percent
RATE: 10%
ENTRY SCREEN: PPARM
REMARKS: Enter Event Code and Start Date only; system calculates 10% bonus. Also see EC 377, for employees in Health Services.

EVENT CODE: 333
TITLE: Refuse Truck Drive Bonus
ABBREVIATED TITLE: RFS TRK BNS
DESCRIPTION: Paid to employees regularly assigned to drive vehicles loaded with liquid waste materials.
ELIGIBLE ITEMS: 6052
ELIGIBLE SUBS: All
REFERENCE: MOU 431
BONUS CLASS: Hazardous or Unpleasant Duties
KIND OF BASE: Other Base
RATE TYPE: Monthly; Schedule/Level/Percent
RATE: One Schedule (11 Levels)
ENTRY SCREEN: PPARM
REMARKS: Enter Event Code and Start Date only.

EVENT CODE: 337
TITLE: Transportation Supervisor Bonus
ABBREVIATED TITLE: TRANS SUPVR
DESCRIPTION: Paid to any Transportation Services Supervisor I employed in ISD.
ELIGIBLE ITEMS: 5976

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ELIGIBLE SUBS: All
REFERENCE: MOU 432
BONUS CLASS: Location Assignments
KIND OF BASE: Other Base
RATE TYPE: Monthly; Schedule/Level/Percent
RATE: One Schedule (11 Levels)
ENTRY SCREEN: PPARM
REMARKS: Enter Event Code and Start Date only.

EVENT CODE: 338
TITLE: Elevator Adjuster
ABBREVIATED TITLE: ELEV ADJUST
DESCRIPTION: Paid to any Elevator Mechanic regularly performing elevator-adjusting duties.

ELIGIBLE ITEMS: 6504
ELIGIBLE SUBS: A, N
REFERENCE: MOU 411
BONUS CLASS: Special Skills
KIND OF BASE: Other Base
RATE TYPE: Monthly; Percent
RATE: 5%
ENTRY SCREEN: PPARM
REMARKS: Enter Event Code and Start Date only.

EVENT CODE: 340
TITLE: Class A or B Motor Vehicle License Bonus
ABBREVIATED TITLE: VEH LIC A/B
DESCRIPTION: Paid to employees who, with management approval, obtain or renew a Class "A" or "B" motor vehicle license, although neither are required for employment in their classes.

ELIGIBLE ITEMS: All items in BU's 421, 431, 432
ELIGIBLE SUBS: All
REFERENCE: MOU 421, 431, 432
BONUS CLASS: Special Skills
KIND OF BASE: Other Base
RATE TYPE: Monthly; Schedule/Level/Percent
RATE: 3%
ENTRY SCREEN: PPARM
REMARKS: Enter Event Code and Start Date.

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EVENT CODE: 349
TITLE: Wellness/Fitness For Life Bonus
ABBREVIATED TITLE: WEL/FIT4LIF
DESCRIPTION: Paid to permanent safety employees in firefighting and lifeguard classes provided that they annually complete the Wellness/Fitness for Life Program as specified in the MOU's for these classes. Also applies to related non-represented classes.
ELIGIBLE ITEMS: All safety classes in MOU's following, and related non-represented classes
ELIGIBLE SUBS: A, N
REFERENCE: MOU 601, 602, 641, 642, 6.76.020 S.(2) & (3); 6.94.020 G.
BONUS CLASS: Salary Range Extensions
KIND OF BASE: Other Base
RATE TYPE: Monthly; Schedule/Level/Percent
RATE: Up to 12 levels- represented employees/3% - Non-rep.
ENTRY SCREEN: PPARM
REMARKS: Enter Event Code and Start Date.

EVENT CODE: 350
TITLE: Air Operations Bonus
ABBREVIATED TITLE: AIR OPRTN
DESCRIPTION: Paid to employees in Fire Department regularly assigned and certified as required by the department in Air Operations.
ELIGIBLE ITEMS: 0199, 0201, 0205, 0211, 0213, 0215, 0232, 0234, 0236, 0328, 0331, 0334, 7498
ELIGIBLE SUBS: All
REFERENCE: MOU 601, 602, Fire Protection District Salary Resolution
BONUS CLASS: Hazardous or Unpleasant Duties
KIND OF BASE: Other Base
RATE TYPE: Monthly; Schedule/Level/Percent
RATE: 20 Levels
ENTRY SCREEN: PPARM
REMARKS: Enter Event Code and Start Date only. See Also EC 354.

EVENT CODE: 351
TITLE: Driver-County Forester and Fire Warden
ABBREVIATED TITLE: DRVR-F&FWRN
DESCRIPTION: Paid to any employee assigned to act as driver for the Fire Department Head.
ELIGIBLE ITEMS: All
ELIGIBLE SUBS: All
REFERENCE: 6.76.020 (E)
BONUS CLASS: Special Assignments
KIND OF BASE: Other Base

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RATE TYPE: Monthly; Schedule/Level/Percent
RATE: 5.6458%
ENTRY SCREEN: PPARM
REMARKS: Enter Event Code and Start Date only.

EVENT CODE: 353
TITLE: Fire-fighter – EMT
ABBREVIATED TITLE: FR FGHT EMT
DESCRIPTION: Paid to professional employees in Fire who are certified as Emergency Medical Technician I
ELIGIBLE ITEMS: 0196, 0197, 0199, 0201, 0205, 0211, 0213, 0215, 0217, 0219, 0220, 0224, 0232, 0234, 0236, 0328, 0331, 0335, 0336, 2932, 2934, 2935
ELIGIBLE SUBS: All
REFERENCE: MOU 601 & 602
BONUS CLASS: Special Certificates
KIND OF BASE: Base Rate
RATE TYPE: Monthly; Schedule/Level/Percent
RATE: 12 or 44 Levels – depends on classification
ENTRY SCREEN: PPARM
REMARKS: Enter Event Code and Start Date only; e-HR gets rate from PPET.

EVENT CODE: 354
TITLE: Fire-fighter – Hazardous Materials.
ABBREVIATED TITLE: FR-HZRD MTL
DESCRIPTION: Paid to professional employees in the Fire Department regularly assigned and certified as required by the department to the Hazardous Materials Task Force/Coordinator, Urban Search and Rescue.
ELIGIBLE ITEMS: 0199, 0201, 0205, 0211, 0213, 0232, 0234, 0236, 0328, 0331
ELIGIBLE SUBS: A, N
REFERENCE: MOU 601, 602
BONUS CLASS: Hazardous or Unpleasant Duties
KIND OF BASE: Other Base
RATE TYPE: Monthly; Schedule/Level/Percent
RATE: 20 Levels
ENTRY SCREEN: PPARM
REMARKS: Enter Event Code and Start Date only. Also see EC 566, used for paying a hazardous materials bonus for employees not regularly assigned.

EVENT CODE: 355
TITLE: Fire-fighter – Paramedic
ABBREVIATED TITLE: FR FGHT PAR

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DESCRIPTION: Paid to fire-fighting employees certified as Paramedics and assigned to work on a regular basis on a paramedic rescue unit.

ELIGIBLE ITEMS: 0199, 0201, 0205, 0211, 0213, 0232, 0234, 0236, 0328, 0331

ELIGIBLE SUBS: All

REFERENCE: MOU 601, 602

BONUS CLASS: Special Certificates/Special Assignments

KIND OF BASE: Other Base

RATE TYPE: Monthly; Schedule/Level/Percent

RATE: 6 Standard Salary Schedules (66 Levels)

ENTRY SCREEN: PPARM

REMARKS: Enter Event Code and Start Date only.

EVENT CODE: 356

TITLE: Fire Safety Personnel Bonus

ABBREVIATED TITLE: FR SFTY PRS

DESCRIPTION: Paid to sworn personnel in Unit 602 if assigned to Dispatching prior to January 1, 1997. Sworn personnel thus assigned after that date are not eligible.

ELIGIBLE ITEMS: 0205

ELIGIBLE SUBS: All

REFERENCE: MOU 602 (only)

BONUS CLASS: Special Assignments

KIND OF BASE: Other Base

RATE TYPE: Monthly; Schedule/Level/Percent

RATE: 11 Levels

ENTRY SCREEN: PPARM

REMARKS: Currently received by two employees.

EVENT CODE: 357

TITLE: Helicopter Inspection License

ABBREVIATED TITLE: HLCPTR INSP

DESCRIPTION: Paid to helicopter mechanics who have an Inspection Authorization license issued by the FAA.

ELIGIBLE ITEMS: 7492

ELIGIBLE SUBS: All

REFERENCE: MOU 421

BONUS CLASS: Special Certificates

KIND OF BASE: Other Base

RATE TYPE: Monthly; Percent

RATE: 5.5%

ENTRY SCREEN: PPARM

REMARKS: Enter Event Code and Start Date only.

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EVENT CODE:	358
TITLE:	Temporary Promotion Bonus
ABBREVIATED TITLE:	TEMP PROMO
DESCRIPTION:	This bonus is paid to a permanent, non-MAPP employee who is promoted on a temporary basis (sometimes referred to as being on a “dual status” item). It is used in lieu of the previous practice of making an actual temporary promotion and placing the employee on the higher item with an “O” sub. Instead, the employee remains on his/her item and receives this bonus calculated as the number of levels or percentage increase the employee would receive if actually promoted based on the County Code’s step-placement-on-promotion rules.
ELIGIBLE ITEMS:	All
ELIGIBLE SUBS:	All
REFERENCE:	CEO policy, and, by inference, County Code Section 6.08.140, which authorizes temporary promotions.
BONUS CLASS:	Special Assignments
KIND OF BASE:	Other Base
RATE TYPE:	Monthly; Schedule/Level/Percent
RATE:	11 to 201 Levels; 2.75% - 50.25%
ENTRY SCREEN:	PPARM
REMARKS:	Enter rate (number of levels or percentage [if applicable] increase the employee would receive if actually promoted) and Start Date. Note that employees temporarily promoted are entitled to step advances or other across-the-board adjustments, and thus this bonus may have to be recalculated if the employee remains on the temporary promotion assignment for a prolonged period, e.g., past one year (or possibly six months). This bonus is used when the difference between the employee’s current salary and the salary he/she would receive if promoted to the higher level class can be reflected by a number of levels or a percentage. For other cases, see EC 361, which is an analogous bonus used when the difference between the two classes must be calculated and paid as a dollar amount. This bonus is not used for MAPP participants; see EC 231, which is exclusively used for temporary assignments (including temporary promotions) of MAPP participants.
EVENT CODE:	359
TITLE:	Lifeguard Paramedic Catalina Bonus
ABBREVIATED TITLE:	LFGD PA CAT
DESCRIPTION:	Paid to lifeguards who are certified by DHS as paramedics and assigned to work on a regular basis as a paramedic in a Mobil Intensive Care Unit based on Catalina.

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ELIGIBLE ITEMS: 2923, 2924, 2925, 2926, 2927, 2948, 2949, 2950
ELIGIBLE SUBS: All
REFERENCE: MOU 641, 642
BONUS CLASS: Special Certificates/Special Assignments
KIND OF BASE: Other Base
RATE TYPE: Monthly; Schedule/Level/Percent
RATE: 6 Standard Salary Schedules (66 Levels)
ENTRY SCREEN: PPARM
REMARKS: Enter Event Code and Start Date only.

EVENT CODE: 360
TITLE: Urban Search and Rescue
ABBREVIATED TITLE: URBAN S&R
DESCRIPTION: Paid to employees in Fire Department regularly assigned and certified as required by the department to Urban Search and Rescue.
ELIGIBLE ITEMS: 0198, 0199, 0201, 0205, 0211, 0213, 0232, 0234, 0236, 0328, 0331, 2432, 2433, 2434, 2435, 3772, 3773, 3777, 4400, 4401, 4402, 4403
ELIGIBLE SUBS: All
REFERENCE: MOU 601, 602
BONUS CLASS: Special Assignments
KIND OF BASE: Other Base
RATE TYPE: Monthly; Schedule/Level/Percent
RATE: 20 Salary Levels
ENTRY SCREEN: PPARM
REMARKS: Enter Event Code and Start Date only.

EVENT CODE: 361
TITLE: Temporary Promotion Bonus – Non Schedule
ABBREVIATED TITLE: TEMP PRO NS
DESCRIPTION: This bonus is paid to any permanent, non-MAPP employee, who is promoted on a temporary basis (sometimes referred to as being on a “dual status” item). It is used in lieu of the previous practice of making an actual temporary promotion and placing the employee on the higher item with an “O” sub. Instead, the employee remains on his/her item and receives this bonus calculated as the dollar amount increase the employee would receive if actually promoted based on the County Code’s promotion rules.
ELIGIBLE ITEMS: All
ELIGIBLE SUBS: All
REFERENCE: CEO policy, and, by inference, County Code Section 6.08.140, which authorizes temporary promotions.
BONUS CLASS: Special Assignments
KIND OF BASE: Other Base

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RATE TYPE: Monthly
RATE: A set dollar amount ranging from \$1.00 to \$2000
ENTRY SCREEN: PPARM
REMARKS: This bonus is used when both the employee's class and the higher level class are not paid on the same or similar salary table, and thus a dollar amount must be calculated; e.g., when an employee on a regular salary schedule is assigned on an in-lieu-of-temporary-promotion basis to perform the duties of a MAPP class. Enter as the rate the dollar amount difference between the employee's current rate and the rate he/she would receive if promoted, and Start Date. Note that employees temporarily promoted are entitled to annual step or across-the-board adjustments, and thus this bonus may have to be recalculated if the employee remains on the temporary promotion assignment for a prolonged time, (e.g., over six months or over one year). For situations where both classes are paid on the same basis, see EC 358, which is an analogous bonus used when the two classes are paid on the same salary table, or where a percentage increase is applicable. This bonus is not used for MAPP classes; instead, please see EC 231, which is used to provide a bonus for a MAPP employee on any kind of temporary assignment to higher-level work.

EVENT CODE: **368**
TITLE: RN Assigned to Sheriff's Department
ABBREVIATED TITLE: RN SHERIFF
DESCRIPTION: On implementation of the RN 20-Step salary range, nurses who are assigned to a Sheriff's custody facility on a permanent, full-time position are paid a 5.5% bonus.
ELIGIBLE ITEMS: All classes in BU 311, 312
ELIGIBLE SUBS: A, N, D
REFERENCE: MOU 311, 312
BONUS CLASS: Location Assignment
KIND OF BASE: Other Base
RATE TYPE: Percent
RATE: 5.5%
ENTRY SCREEN: PPARM
REMARKS: Enter Event Code and Start Date; bonus stops if employee is no longer assigned to a Sheriff's facility.

EVENT CODE: **369**
TITLE: RN Advanced Educational Degree Bonus
ABBREVIATED TITLE: NR ADV DEGR
DESCRIPTION: On implementation of the RN 20-step salary range, any employee on a permanent full-time position who has a Bachelor's Degree or an

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“accelerated” Master’s Degree (in the absence of a Bachelor’s degree) in Nursing or a closely-related health field are paid a 2% bonus, provided that the minimum requirement established for the employee’s class does not include a degree. Note: Public Health Nurses who obtain a Master’s degree in lieu of a Bachelor’s degree via an accelerated program shall not qualify for the bonus.

ELIGIBLE ITEMS: All classes in BU 311, 312, 701, 702
ELIGIBLE SUBS: A, N, D
REFERENCE: MOU 311, 312
BONUS CLASS: Education and Experience
KIND OF BASE: Other Base
RATE TYPE: Percent
RATE: 2%
ENTRY SCREEN: PPPARM
REMARKS: Enter Event Code and Start Date

EVENT CODE: 371
TITLE: Clinical Instructor – General
ABBREVIATED TITLE: CLNINSTRGL
DESCRIPTION: Paid to employees in various nursing instructor classes required to have a master’s degree in Nursing. **NOTE: Stopped for all BU employees 04/01/07**
ELIGIBLE ITEMS: 6208, 5214, 5216
ELIGIBLE SUBS: A, N
REFERENCE: MOU 311
BONUS CLASS: Education and Experience
KIND OF BASE: Other Base
RATE TYPE: Monthly; Schedule/Level/Percent
RATE: 11 Levels
ENTRY SCREEN: PPARM
REMARKS: Enter Event Code and Start Date only.

EVENT CODE: 372
TITLE: Clinical Instructor – LAC/USC Medical Center
ABBREVIATED TITLE: CLN INSTRMC
DESCRIPTION: Paid to employees on a permanent, full-time position of Clinical Instructor and permanently assigned to the LAC/USC School of Nursing.
NOTE: Stopped for all BU employees 04/01/07
ELIGIBLE ITEMS: 5208
ELIGIBLE SUBS: A, N
REFERENCE: MOU 311
BONUS CLASS: Special Assignments
KIND OF BASE: Other Base

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RATE TYPE: Monthly; Schedule/Level/Percent
RATE: 12 Levels
ENTRY SCREEN: PPARM
REMARKS: Enter Event Code and Start Date only.

EVENT CODE: 374
TITLE: Emergency Medicine – Board Cert 5.5%
ABBREVIATED TITLE: EMRG MED550
DESCRIPTION: Paid to certain physicians who were appointed before 06/30/81, assigned to emergency medicine, and completed three years of specialized experience in emergency medicine. This bonus is paid in lieu of any other Board certification bonus. Employees appointed to emergency medicine after 07/01/81 are not eligible for this bonus.
ELIGIBLE ITEMS: 5478, 5479, 5480, 5481
ELIGIBLE SUBS: All
REFERENCE: 6.08.250 (B)
BONUS CLASS: Special Assignments
KIND OF BASE: Other Base
RATE TYPE: Monthly; Percent
RATE: 5.5%
ENTRY SCREEN: PPARM
REMARKS: Enter Event Code and Start Date only.

EVENT CODE: 376
TITLE: High Desert Hospital Physician Bonus
ABBREVIATED TITLE: HIDIHO PHYS
DESCRIPTION: Paid to any physician assigned to work at High Desert Hospital before 01/01/86
ELIGIBLE ITEMS: 5447, 5449, 5477, 5478, 5479, 5480, 5481
ELIGIBLE SUBS: All
REFERENCE: 6.08.250(E), 6.08.450(E)
BONUS CLASS: Location Assignments
KIND OF BASE: Other Base
RATE TYPE: Monthly; Percent
RATE: 8.25%
ENTRY SCREEN: PPARM
REMARKS: Enter Event Code and Start Date. Note that this bonus is not paid to any physician who is also employed with a manpower shortage recruitment rate, or a manpower shortage range. Available to physicians assigned to High Desert prior to January 1, 1986.

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EVENT CODE: 377
TITLE: Journey Employee Bonus – Dept of Health Services
ABBREVIATED TITLE: JRNYEMP-DHS
DESCRIPTION: Paid to journey or senior journey level workers in building trades who are assigned to full-time design, planning, estimating or energy management functions in DHS or Sheriff.
ELIGIBLE ITEMS: All in classes represented by BU 411.
ELIGIBLE SUBS: All
REFERENCE: MOU 411
BONUS CLASS: Special Assignments
KIND OF BASE: Other Base
RATE TYPE: Monthly; Percent
RATE: 10%
ENTRY SCREEN: PPARM
REMARKS: Enter Event Code and Start Date only, system calculates 10% bonus. Also see EC 332, for employees in ISD.

EVENT: 378
TITLE: Licensed Vocational Nurse – Intensive Care
ABBREVIATED TITLE: LVC ICU
DESCRIPTION: Paid to any LVN assigned on a permanent basis to an intensive care unit.
ELIGIBLE ITEMS: 5104, 5105
ELIGIBLE SUBS: A, N
REFERENCE: 6.78.350 (G)
BONUS CLASS: Special Assignments
KIND OF BASE: Other Base
RATE TYPE: Percent
RATE: 1.0038%
ENTRY SCREEN: PPARM
REMARKS: Enter Event Code and Start Date only; this bonus requires CEO approval.

EVENT CODE: 380
TITLE: Supervising Radiologic Technologist – Diagnostic Ultrasound
ABBREVIATED TITLE: SPG RAD TEC
DESCRIPTION: This bonus is paid to a supervising radiologic technologist assigned to supervise diagnostic ultrasound technicians.
ELIGIBLE ITEMS: 5804
ELIGIBLE SUBS: A, N
REFERENCE: MOU 222
BONUS CLASS: Special Assignments
KIND OF BASE: Other Base

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RATE TYPE: Monthly; Schedule/Level/Percent
RATE: 22 Levels
ENTRY SCREEN: PPARM
REMARKS: Enter Event Code and Start Date only; this bonus is in lieu of an out-of-class bonus.

EVENT CODE: **382**
TITLE: Public Health Investigator Assignment Bonus
ABBREVIATED TITLE: PHI ASN BN
DESCRIPTION: Paid to PHI's assigned to the following specialized or difficult-to-recruit assignments: 1) AIDS Partner Notification; 2) STD Custody Facilities; 3) TB Control
ELIGIBLE ITEMS: 5645
ELIGIBLE SUBS: All
REFERENCE: MOU 331
BONUS CLASS: Hazardous or Unpleasant Duties
KIND OF BASE: Other Base
RATE TYPE: Monthly; Schedule/Level/Percent
RATE: 22 Levels
ENTRY SCREEN: PPARM
REMARKS: Enter Event Code and Start Date only.

EVENT CODE: **385**
TITLE: Psychiatric Specialty Bonus
ABBREVIATED TITLE: PSYCH SP BN
DESCRIPTION: Paid to physicians assigned to work as medical specialists in psychiatry.
ELIGIBLE ITEMS: 5478, 5479, 5480, 5481
ELIGIBLE SUBS: All
REFERENCE: 6.08.240 (I)
BONUS CLASS: Salary Range Extensions
KIND OF BASE: Base Rate
RATE TYPE: Monthly; Percent
RATE: 4%
ENTRY SCREEN: PPARM
REMARKS: Enter Event Code and Start Date only.

EVENT CODE: **386**
TITLE: Physician Specialty Bonus
ABBREVIATED TITLE: PHY SPC BNS
DESCRIPTION: Paid to certain physicians working in one of the following medical specialties: Emergency Medicine, Obstetrics and Gynecology, Pathology, Urology, General Surgery, Anesthesiology, Orthopedics, Dermatology.

CHAPTER V. SPECIAL PAY PRACTICES (BONUSES)

ELIGIBLE ITEMS: 5478, 5479, 5480, 5481
ELIGIBLE SUBS: All
REFERENCE: 6.08.240 (H); 6.08.240 (J)
BONUS CLASS: Salary Range Extensions
KIND OF BASE: Base Rate
RATE TYPE: Monthly; Percent
RATE: 3%
ENTRY SCREEN: PPARM
REMARKS: Enter Event Code and Start Date only.

EVENT CODE: 387

TITLE: Pharmacy Specialty Assignments
ABBREVIATED TITLE: PHARM SP AS
DESCRIPTION: Paid to employees on the Item 5512, Pharmacist, who are on a specialty assignment with criteria established by DHS on 07/01/92. This bonus terminates when all 5512 Pharmacists are promoted to Clinical Pharmacist, Item #5513.

ELIGIBLE ITEMS: 5512
ELIGIBLE SUBS: All
REFERENCE: MOU 301
BONUS CLASS: Special Assignments
KIND OF BASE: Other Base
RATE TYPE: Monthly; Schedule/Level/Percent
RATE: 22 Levels
ENTRY SCREEN: PPARM
REMARKS: Enter Event Code and Start Date only.

EVENT CODE: 388

TITLE: Psychiatry Jail Bonus
ABBREVIATED TITLE: PSYCH JL BN
DESCRIPTION: Paid to certain psychiatrists in the Mental Health Department who are permanently assigned to work in a Sheriff's jail facility.

ELIGIBLE ITEMS: 4735, 4737, 4739
ELIGIBLE SUBS: All
REFERENCE: MOU 325; 6.08.450 (H)
BONUS CLASS: Location Assignments
KIND OF BASE: Other Base
RATE TYPE: Percent
RATE: 5.5%
ENTRY SCREEN: PPARM
REMARKS: Enter Event Code and Start Date only.

CHAPTER V. SPECIAL PAY PRACTICES (BONUSES)

EVENT CODE: 390
TITLE: Bookmobile Bonus
ABBREVIATED TITLE: BK MBL BNS
DESCRIPTION: Paid to any employee of the Public Library Department who performs professional librarian work on a Bookmobile and who also drives such vehicle.
ELIGIBLE ITEMS: All
ELIGIBLE SUBS: All
REFERENCE: 6.106.020
BONUS CLASS: Special Assignments
KIND OF BASE: Other Base
RATE TYPE: Percent
RATE: 5.6468%
ENTRY SCREEN: PPARM
REMARKS: Enter Event Code and Start Date only.

EVENT CODE: 392
TITLE: Librarian Bonus
ABBREVIATED TITLE: LIBRN BONUS
DESCRIPTION: Paid to various librarian classes where employees, in addition to regular in-charge duties, are responsible for more than one library or serve as regional coordinators, or serve as regional coordinators for more than one area.
ELIGIBLE ITEMS: 8335, 8336, 8337, 8339
ELIGIBLE SUBS: A, N
REFERENCE: MOU 811
BONUS CLASS: Special Assignments
KIND OF BASE: Other Base
RATE TYPE: Percent
RATE: 2 Schedules (22 Levels)
ENTRY SCREEN: PPARM
REMARKS: Enter Event Code and Start Date only.

EVENT CODE: 395
TITLE: Physician Specialty Bonus - 5.75%
ABBREVIATED TITLE: PHY SP BN J
DESCRIPTION: This bonus is paid to any physician who is employed on any of the eligible classes listed below and who is also assigned to the medical specialty of neurosurgery or thoracic surgery during such assignment.
ELIGIBLE ITEMS: Senior Physician, MD (5478), Chief Physician I, MD (5479), Chief Physician II, MD (5480), Chief Physician III, MD (5481)
ELIGIBLE SUBS: All

CHAPTER V. SPECIAL PAY PRACTICES (BONUSES)

REFERENCE: 6.08.240 J.
BONUS CLASS: Salary Range Extension
KIND OF BASE: Base Rate
RATE TYPE: Monthly Percentage
RATE: 5.75%
ENTRY SCREEN: PPARM
REMARKS: Enter Event Code and Start Date

EVENT CODE: 396

TITLE: Physician's Additional Compensation
ABBREVIATED TITLE: PHY AD COMP
DESCRIPTION: Used to provide additional compensation to employees on various physician items in lieu of the Deferred Event Plan county match such employees previously earned.
ELIGIBLE ITEMS: 4562, 4563, 4564, 4565, 4566, 4567, 4737, 4739, 4776, 4777, 5404, 5447, 5449, 5451, 5475,. Physician Specialist, MD (I5477), Senior Physician, MD (5478), Chief Physician I, MD (5479), Chief Physician II, MD (5480), Chief Physician III, MD(5481) 5491, 5492

ELIGIBLE SUBS: All

REFERENCE: 6.08.240 K.
BONUS CLASS: Miscellaneous
KIND OF BASE: Base Rate
RATE TYPE: Percentage
RATE: 3%
ENTRY SCREEN: PPARM
REMARKS: Enter Event Code and Start Date only

EARNINGS CODE: 397

TITLE: Physician Forensic Pathology Bonus
ABBREVIATED TITLE: PH FOR PATH
DESCRIPTION: This bonus is paid to any physician who is employed as a permanent employee on one of the eligible classes and who is also assigned to work in the medical specialty of pathology as a forensic pathologist in the Department of Coroner.

ELIGIBLE ITEMS: Senior Physician, MD (5478), Chief Physician I, MD (5479), Chief Physician II, MD (5480), Chief Physician III, MD (5481)

ELIGIBLE SUBS: A, N

REFERENCE: 6.08.240 L.
BONUS CLASS: Salary Range Extension
KIND OF BASE: Base Rate
RATE TYPE: Percentage
RATE: 3%
ENTRY SCREEN: PPARM
REMARKS: Enter Event Code and Start Date

CHAPTER V. SPECIAL PAY PRACTICES (BONUSES)

Event Codes 400 - 499

EVENT CODE: 400
TITLE: Deputy Court Administrator – Opinion/Advisor
ABBREVIATED TITLE: DPY ADM BNS
DESCRIPTION: Paid to a Deputy Court Administrator who, in addition to his/her normal duties, as a member of the California Bar provides legal advice to the Court Administrator.
ELIGIBLE ITEMS: 9695
ELIGIBLE SUBS: All
REFERENCE: California Government Code 72608
BONUS CLASS: Special Assignments
KIND OF BASE: Other Base
RATE TYPE: Monthly; Percent
RATE: 16.5%
ENTRY SCREEN: PPARM
REMARKS: Enter Event Code and Start Date only.

EVENT CODE: 401
TITLE: Deputy Marshal, Level I Bonus
ABBREVIATED TITLE: MRSHL LVI
DESCRIPTION: Paid to Deputies Sheriff who are assigned to certain positions, which were designated as Bonus I positions in the Marshal’s Department because they required special skills or entailed additional responsibilities. This bonus is used only for those who were formerly Deputy Marshals and were receiving the bonus before the Marshal’s Department was absorbed into Sheriff.
ELIGIBLE ITEMS: 2708, 9627
ELIGIBLE SUBS: All
REFERENCE: California Government Code
BONUS CLASS: Special Assignments
KIND OF BASE: Base Rate
RATE TYPE: Monthly; Schedule/Level/Percent
RATE: 22 Levels
ENTRY SCREEN: PPARM
REMARKS: Enter Event Code and Start Date only. If the employee has been reassigned from a Level II position, use the Y-rate field to set the appropriate level.

Note: This bonus is analogous to EC 443, which is used for employees who are on positions originally in the Sheriff’s Department that were designated as Level I assignments.

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EVENT CODE: 404
TITLE: Electronic Recording Equipment
ABBREVIATED TITLE: ELCT RCRDNG
DESCRIPTION: Paid to employees in various court clerk classes at the Deputy Clerk I – III level who in addition to their regular courtroom duties, are required to operate and monitor electronic recording equipment used to produce the official record of court proceedings. An analogous bonus at a lower rate is paid to Deputy Clerk IV – level employees, see EC 414.
ELIGIBLE ITEMS: 3169, 9542, 9549, 9550, 9552, 9619
ELIGIBLE SUBS: All
REFERENCE: California Govt. Code Sec 72608
BONUS CLASS: Special Skills
KIND OF BASE: Other Base
RATE TYPE: Monthly; Schedule/Level/Percent
RATE: 22 Levels
ENTRY SCREEN: PPARM
REMARKS: Enter Earnings Code and Start Date only. Employees are not eligible for this bonus if they are also receiving EC 407 bonus, unless they are Deputy Clerk III's acting as Deputy Clerk IV or Court Clerk, and receiving the EC 408 bonus.

EVENT CODE: 406
TITLE: Deputy Marshal Special Training – Sixth Step
ABBREVIATED TITLE: DP MR 6 STP
DESCRIPTION: Paid to Deputies Sheriff who were formerly Deputy Marshals and who as Deputy marshals completed special training required by the former Marshal's Department and met a six-year service requirement. Originally, this provided a sixth step; it now constitutes an eighth step, but the title has not been changed.
ELIGIBLE ITEMS: 2708, 9627
ELIGIBLE SUBS: A, N
REFERENCE: California Government Code
BONUS CLASS: Salary Range Extensions
KIND OF BASE: Base Rate
RATE TYPE: Monthly; Schedule/Level/Percent
RATE: 22 Levels
ENTRY SCREEN: PPARM
REMARKS: Enter Event Code and Start Date only.

EVENT CODE: 407
TITLE: Skill and Responsibility Bonus
ABBREVIATED TITLE: SKILL&RESPN

CHAPTER V. SPECIAL PAY PRACTICES (BONUSES)

DESCRIPTION: Paid to employees in various court clerk classes who are assigned in divisions of a court to positions requiring greater skills and responsibilities.

ELIGIBLE ITEMS: 3169, 9542, 9549, 9550, 9552

ELIGIBLE SUBS: All

REFERENCE: California Government Code 72705(b): (For Deputy Clerk IV or Municipal Court Clerk Trainee in LAMC)
California Government Code 72755(m): (For Deputy Clerk I-III in all courts).

BONUS CLASS: Special Assignments

KIND OF BASE: Other Base

RATE TYPE: Monthly; Schedule/Level/Percent

RATE: 22 Levels

ENTRY SCREEN: PPARM

REMARKS: Enter Event Code and Start Date only. This bonus is limited to 29 positions of Deputy Clerk IV in LAMC, and at the Deputy Clerk I, II, or III level, to two employees in each of the other court. Also see EC 413, which provides an equivalent bonus to Deputy Clerk IV's in the outlying courts.

EVENT CODE: 408

TITLE: Deputy Clerk III Out-of-Class Bonus

ABBREVIATED TITLE: DPY CLK III

DESCRIPTION: Paid to any Deputy Clerk III who is assigned the regular duties of a Deputy Clerk IV or Court Clerk MC and who continues on the assignment after 30 days.

ELIGIBLE ITEMS: 9542

ELIGIBLE SUBS: All

REFERENCE: California Govt. Code Sec 72755(j)

BONUS CLASS: Special Assignments

KIND OF BASE: Other Base

RATE TYPE: Monthly; Schedule/Level/Percent

RATE: 44 Levels

ENTRY SCREEN: PPARM

REMARKS: Enter Event Code and Start Date only.

EVENT CODE: 409

TITLE: Stenographic Skills

ABBREVIATED TITLE: STENO SKILS

DESCRIPTION: Paid to various court clerks who meet stenographic skills proficiency qualifications and who are regularly assigned to provide stenographic or secretarial services to judges.

ELIGIBLE ITEMS: 9549, 9550

ELIGIBLE SUBS: All

REFERENCE: California Govt. Code Sec 72755(k)

CHAPTER V. SPECIAL PAY PRACTICES (BONUSES)

BONUS CLASS: Special Skills
KIND OF BASE: Other Base
RATE TYPE: Monthly; Schedule/Level/Percent
RATE: 44 Levels
ENTRY SCREEN: PPARM
REMARKS: Enter Event Code and Start Date only. Bonus limited to one employee in courts with six or fewer judges.

EVENT CODE: 413
TITLE: Deputy Clerk IV – Greater Skills
ABBREVIATED TITLE: DPY CLK IV
DESCRIPTION: Used in outlying courts to pay Deputy Clerk IV's (or equivalent classes) a bonus for assignments requiring greater skills and responsibilities.
ELIGIBLE ITEMS: 3169, 3173, 9552
ELIGIBLE SUBS: All
REFERENCE: California Govt. Code Sec 72755(I)
BONUS CLASS: Special Assignments
KIND OF BASE: Other Base
RATE TYPE: Monthly; Schedule/Level/Percent
RATE: 22 Levels
ENTRY SCREEN: PPARM
REMARKS: Enter Event Code and Start Date only. This bonus may be paid to only one employee in courts with six or fewer judges, and two employees in courts with seven or more judges. Also see EC 407, which applies to Deputy Clerk IV or equivalent, in LAMC.

EVENT CODE: 414
TITLE: Recording Equipment – Deputy Clerk IV MC
ABBREVIATED TITLE: RCRD EQPMNT
DESCRIPTION: Paid to employees on Deputy Clerk IV or equivalent level classes who, in addition to their regular courtroom duties, operate and monitor electronic recording equipment used to produce the official record of court proceedings.
ELIGIBLE ITEMS: 3169, 3173, 9542
ELIGIBLE SUBS: All
REFERENCE: California Govt. Code Sec 72608
BONUS CLASS: Special Skills
KIND OF BASE: Other Base
RATE TYPE: Monthly; Schedule/Level/Percent
RATE: Eight Levels
ENTRY SCREEN: PPARM

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REMARKS: Enter Event Code and Start Date only. For an analogous bonus at a higher rate for lower level classes, see EC 404.

EARNINGS CODE: 420
TITLE: Catalina Island Living – Parks and Recreation
ABBREVIATED TITLE: CTL IS LVNG
DESCRIPTION: Paid to Parks and Recreation employees assigned on a permanent basis to the Santa Catalina Island Open Space Easement to provide recreation, maintenance, and security services and required to reside there.
ELIGIBLE ITEMS: All in the department
ELIGIBLE SUBS: All
REFERENCE: 6.94.020 (A)
BONUS CLASS: Location Assignments
KIND OF BASE: Other Base
RATE TYPE: Percent
RATE: 11.6125%
ENTRY SCREEN: PPARM
REMARKS: Enter Event Code and Start Date only.

EVENT CODE: 421
TITLE: Lake Aquatics EMT Certificate
ABBREVIATED TITLE: LKE AQU EMT
DESCRIPTION: Paid to Aquatics managers in the Parks and Recreation Department who are certified as an Emergency Medical Technician I or Emergency Medical Technician-P.
ELIGIBLE ITEMS: 2959, 2960
ELIGIBLE SUBS: All
REFERENCE: 6.94.020 (C)
BONUS CLASS: Special Certificates
KIND OF BASE: Base Rate
RATE TYPE: Percent
RATE: 3.5574%
ENTRY SCREEN: PPARM
REMARKS: Enter Event Code and Start Date only.

EVENT CODE: 422
TITLE: Lake Lifeguard – EMT Certified
ABBREVIATED TITLE: LKLFGRD-EMT
DESCRIPTION: Paid to Lake Lifeguards in the Parks and Recreation Department who are certified as an Emergency Medical Technician I or Emergency Medical Technician-P.
ELIGIBLE ITEMS: 2948, 2949, 2950

CHAPTER V. SPECIAL PAY PRACTICES (BONUSES)

ELIGIBLE SUBS: All
REFERENCE: MOU 641
BONUS CLASS: Special Certificates
KIND OF BASE: Base Rate
RATE TYPE: Percent
RATE: 44 Levels
ENTRY SCREEN: PPARM
REMARKS: Enter Event Code and Start Date only.

EVENT CODE: 423
TITLE: Underwater Recovery – Parks and Recreation
ABBREVIATED TITLE: UWRCVRY – P&R
DESCRIPTION: Paid to senior and supervising Lake Lifeguards regularly assigned on a permanent basis to an underwater recovery team and actively engaged in diving operations, including search and recovery, salvage, and underwater maintenance.

ELIGIBLE ITEMS: 2949, 2950
ELIGIBLE SUBS: A, N
REFERENCE: 6.94.020 (B); BU 641 MOU
BONUS CLASS: Hazardous or Unpleasant Duties
KIND OF BASE: Other Base
RATE TYPE: Percent
RATE: 5.6468%
ENTRY SCREEN: PPARM
REMARKS: Enter Event Code and Start Date only.

EVENT CODE: 430
TITLE: Assistant Director, Public Social Services
ABBREVIATED TITLE: AST DIR DSS
DESCRIPTION: Paid to any Assistant Director of DPSS designated by the department head to perform regularly special assignments on the director's behalf.

ELIGIBLE ITEMS: 8013
ELIGIBLE SUBS: All
REFERENCE: 6.108.020 (E)
BONUS CLASS: Special Assignments
KIND OF BASE: Other Base
RATE TYPE: Percent
RATE: 5.6468%
ENTRY SCREEN: PPARM
REMARKS: Enter Event Code and Start Date only. Requires CEO approval.

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EVENT CODE: 431
TITLE: Legislation Consultant – DPSS
ABBREVIATED TITLE: LGSL CNSLT
DESCRIPTION: Paid to a Human Services Administrator III assigned to DPSS’s welfare legislation consultant in Washington, DC.
ELIGIBLE ITEMS: 8023
ELIGIBLE SUBS: A, N
REFERENCE: 6.108.020 (D)
BONUS CLASS: Location Assignments
KIND OF BASE: Other Base
RATE TYPE: Percent
RATE: 11.6125%
ENTRY SCREEN: PPARM
REMARKS: Enter Event Code and Start Date only.

EVENT CODE: 432
TITLE: Deputy District Director Trainee
ABBREVIATED TITLE: DPY DIR TRN
DESCRIPTION: Paid to Eligibility Supervisors who are directed to perform all of the duties of a Human Services Administrator I for training purposes.
ELIGIBLE ITEMS: 9181
ELIGIBLE SUBS: All
REFERENCE: MOU 732
BONUS CLASS: Special Assignments
KIND OF BASE: Other Base
RATE TYPE: Monthly; Schedule/Level/Percent
RATE: 2 Schedules (22 Levels)
ENTRY SCREEN: PPARM
REMARKS: Enter Event Code and Start Date only.

EVENT CODE: 433
TITLE: Twelve Level Bonus
ABBREVIATED TITLE: 12 LVL BNS
DESCRIPTION: Provides extra compensation to incumbents in various social worker classes who have been on the top step of their class for 12 months.
ELIGIBLE ITEMS: 9035, 9037, 9038, 9040, 9041, 9043, 9073, 9074
ELIGIBLE SUBS: All
REFERENCE: MOU 721, 723, 724; County Code Sec. 6.78. 350 (M)
BONUS CLASS: Salary Range Extensions
KIND OF BASE: Base Rate
RATE TYPE: Monthly; Schedule/Level/Percent
RATE: 12 Levels

CHAPTER V. SPECIAL PAY PRACTICES (BONUSES)

ENTRY SCREEN: PPARM
REMARKS: Enter Event Code and Start Date only.

EVENT CODE: 434
TITLE: Deputy Sheriff Field Training Officer
ABBREVIATED TITLE: DEP SHF FTO
DESCRIPTION: Paid to Deputies in a patrol station upon appointment as a Field Training Officer; paid in 3-month increments.
ELIGIBLE ITEMS: 2708
ELIGIBLE SUBS: All
REFERENCE: MOU 611
BONUS CLASS: Special Skills
KIND OF BASE: Base Rate
RATE TYPE: Monthly Schedule /Level/Percent
RATE: 2 Schedules (22 levels)
ENTRY SCREEN: PPem
REMARKS: Enter Event Code and Start Date; paid in three-month increments.

EVENT CODE: 435
TITLE: Senior Field Training Officer, 12 Months
ABBREVIATED TITLE: SFTO 12 MOS
DESCRIPTION: Paid to Deputies that have at least 12 months' aggregated service as an active Field Training Officer
ELIGIBLE ITEMS: 2708
ELIGIBLE SUBS: All
REFERENCE: MOU 611
BONUS CLASS: Special Skills
KIND OF BASE: Other Base
RATE TYPE: Monthly Schedule /Level/Percent
RATE: 4 Schedules (44 levels)
ENTRY SCREEN: PPARM
REMARKS: Enter Event Code and Start Date; and Stop EC 434 on the same date. Bonus is paid in three-month increments.

EVENT CODE: 436
TITLE: Master Field Training Officer, Level 1, 18 Months
ABBREVIATED TITLE: MFTO1 18MOS
DESCRIPTION: Paid to Deputies who have completed 18 months as an active FTO and who are appointed as Master Field Training Officer.
ELIGIBLE ITEMS: 2708
ELIGIBLE SUBS: All
REFERENCE: MOU 611

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BONUS CLASS: Special Skills
KIND OF BASE: Other Base
RATE TYPE: Monthly Schedule /Level/Percent
RATE: 6 Schedules (66 levels)
ENTRY SCREEN: PPARM
REMARKS: Enter Event Code and Start Date; and Stop EC 435 on the same date.

EVENT CODE: 437
TITLE: Master Field Training Officer, Level 2, 30 Months
ABBREVIATED TITLE: MFTO2 30MOS
DESCRIPTION: Paid to Deputies who have completed 12 months as an active Master FTO.
ELIGIBLE ITEMS: 2708
ELIGIBLE SUBS: All
REFERENCE: MOU 611
BONUS CLASS: Special Skills
KIND OF BASE: Other Base
RATE TYPE: Monthly Schedule /Level/Percent
RATE: 8 Schedules (88 levels)
ENTRY SCREEN: PPARM
REMARKS: Enter Event Code and Start Date; and Stop EC 436 on the same date.

EVENT CODE: 438
TITLE: Patrol and Custody Training – Seventh Step
ABBREVIATED TITLE: P&C STEP 7
DESCRIPTION: Paid to Deputies who have completed both Patrol and Custody training and who have at least one year of service at the sixth step. Basically constitutes a seventh step to fully-qualified deputies (Replaced EC 448 in 04/2007)
ELIGIBLE ITEMS: 2708
ELIGIBLE SUBS: A, N
REFERENCE: 6.120.020 (C2), and MOU 611
BONUS CLASS: Salary Range Extensions
KIND OF BASE: Base Rate
RATE TYPE: Monthly; Schedule/Level/Percent
RATE: 2 Schedules (22 Levels)
ENTRY SCREEN: PPARM
REMARKS: Enter Event Code and Start Date only.

EARNINGS CODE: 440
TITLE: Aerial Patrol Observer Duty
ABBREVIATED TITLE: AIR PATROL
DESCRIPTION: Paid to Sheriff employees who have completed special training and are assigned on a regular or relief basis to aerial patrol observer duty.

CHAPTER V. SPECIAL PAY PRACTICES (BONUSES)

ELIGIBLE ITEMS: 2708, 2717
ELIGIBLE SUBS: A, N
REFERENCE: 6.120.020 (B2)
BONUS CLASS: Special Skills
KIND OF BASE: Other Base
RATE TYPE: Percent
RATE: 5.6468%
ENTRY SCREEN: PPARM
REMARKS: Enter Event Code and Start Date only.

EVENT CODE: 441
TITLE: Catalina Island Living – Sheriff
ABBREVIATED TITLE: CT IS LVNG
DESCRIPTION: Paid to Sheriff employees assigned permanently to work on Catalina and required to live there during such assignment.
ELIGIBLE ITEMS: All
ELIGIBLE SUBS: A, N
REFERENCE: 6.120.020 (B3)
BONUS CLASS: Location Assignments
KIND OF BASE: Other Base
RATE TYPE: Percent
RATE: 11.6125%
ENTRY SCREEN: PPARM
REMARKS: Enter Event Code and Start Date only. This bonus is not paid if the employee resides in housing provided at no cost to the employee by the County.

EVENT CODE: 442
TITLE: Cooks, Bakers, Butchers Bonus
ABBREVIATED TITLE: CK-BK-BTCHR
DESCRIPTION: Extra compensation provided for employees in the Sheriff's Department on positions in certain supervisory culinary classes.
ELIGIBLE ITEMS: 6377, 6378, 6386, 6402, 6405
ELIGIBLE SUBS: All
REFERENCE: MOU 432
BONUS CLASS: Location Assignments
KIND OF BASE: Other Base
RATE TYPE: Monthly; Schedule/Level/Percent
RATE: 1 Schedule (11 Levels)
ENTRY SCREEN: PPARM
REMARKS: Enter Event Code and Start Date only.

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EVENT CODE: 443
TITLE: Deputy Sheriff, Level Bonus
ABBREVIATED TITLE: SHRFLVL BNS
DESCRIPTION: Paid to Deputies who are assigned to certain positions which have been designated as Bonus I positions because they require special skills or entail additional responsibilities.
ELIGIBLE ITEMS: 2708
ELIGIBLE SUBS: All
REFERENCE: 6.120.020 (C3)
BONUS CLASS: Special Assignments
KIND OF BASE: Base Rate
RATE TYPE: Monthly; Schedule/Level/Percent
RATE: 5.6468%
ENTRY SCREEN: PPARM
REMARKS: Enter Event Code and Start Date only. If the employee has been reassigned from a Level II position, use the Y-rate field to set the appropriate level.

EVENT CODE: 444
TITLE: Deputy Sheriff, Level II Bonus
ABBREVIATED TITLE: SHRFLVIBNS
DESCRIPTION: Paid to Deputies who are assigned to certain positions, which have been designated as Bonus II positions because they require special skills or entail additional responsibilities that surpass those at the Bonus I level.
ELIGIBLE ITEMS: 2708, 2712
ELIGIBLE SUBS: All
REFERENCE: 6.120.020 (C3)
BONUS CLASS: Special Assignments
KIND OF BASE: Base Rate
RATE TYPE: Percent
RATE: 11.6125% up to top step of Sergeant's pay
ENTRY SCREEN: PPARM
REMARKS: Enter Event Code and Start Date only. The rate on initial assignment to a position, which is entitled to this level of bonus is 11.6125% for Deputies. 5.6468% is added for each year of satisfactory performance, but the Deputy's Calculated Salary with the last increment cannot exceed the top step base salary of Sergeant. When a Deputy is reassigned from a Bonus II position to a non-Bonus II position, the amount of bonus is reduced in the same manner and order in which it was increased. Note that whenever the bonus rate is changed (either up or down), the old bonus is stopped and a new one added; stop and start dates are the same.

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EVENT CODE: 446
TITLE: Explosives Detail Bonus
ABBREVIATED TITLE: EXPL DETAIL
DESCRIPTION: Paid to law enforcement personnel who have completed special training and who are assigned on a permanent basis to explosives detail duty.
ELIGIBLE ITEMS: 2708, 2717, 2719
ELIGIBLE SUBS: A, N
REFERENCE: 6.120.020 (B5)
BONUS CLASS: Hazardous or Unpleasant Duties
KIND OF BASE: Other Base
RATE TYPE: Percent
RATE: 11.6125%
ENTRY SCREEN: PPARM
REMARKS: Enter Event Code and Start Date only.

EVENT CODE: 447
TITLE: Helicopter Detail
ABBREVIATED TITLE: HLCPTR DTL
DESCRIPTION: Paid to law enforcement personnel assigned on a permanent, full-time basis as helicopter pilots and required to fly on a regular basis.
ELIGIBLE ITEMS: 2708, 2717, 2719, 2721
ELIGIBLE SUBS: A, N
REFERENCE: 6.120.020 (B1)
BONUS CLASS: Special Skills
KIND OF BASE: Other Base
RATE TYPE: Percent
RATE: 5.6468% to 17.9150%
ENTRY SCREEN: PPARM
REMARKS: The bonus rate depends on the employee's class, as follows: Deputy Sheriff, 5.6568%; Sergeant, 17.9150%; Lieutenant, 11.6125%; Captain, 11.6125%. Enter Start Date and the Event Code; the system gets the appropriate bonus rate from the Item Event Table. Note that for Deputies Sheriff, a bonus using EC 444, Level II Bonus, must also be added.

EVENT CODE: 449
TITLE: Senior Cook Bonus, Sheriff
ABBREVIATED TITLE: SR COOK BNS
DESCRIPTION: Paid to persons employed as Senior Cooks in the Sheriff's department.
ELIGIBLE ITEMS: 6399
ELIGIBLE SUBS: All
REFERENCE: MOU 211
BONUS CLASS: Location Assignments

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KIND OF BASE: Other Base
RATE TYPE: Monthly; Schedule/Level/Percent
RATE: 2 Schedules (22 Levels)
ENTRY SCREEN: PPARM
REMARKS: Enter Event Code and Start Date only.

EVENT CODE: 450
TITLE: Sheriff Out-of-Class Bonus
ABBREVIATED TITLE: SHRF O/C BN
DESCRIPTION: Paid to Sergeants and above who are assigned in an acting capacity to a vacant position in a higher level class where appointments from the list for such class have been enjoined or stayed. Employees receiving this bonus must be on the list; the bonus starts on the 31st day of such assignment.
ELIGIBLE ITEMS: 2717, 2719, 2721, 2723
ELIGIBLE SUBS: All
REFERENCE: 6.120.020 (F)
BONUS CLASS: Special assignments
KIND OF BASE: Other Base
RATE TYPE: Percent
RATE: 2.7846%
ENTRY SCREEN: PPARM
REMARKS: Enter Event Code and Start Date only.

EVENT CODE: 451
TITLE: Underwater Recovery – Sheriff
ABBREVIATED TITLE: UWRCVRY – SHF
DESCRIPTION: Paid to law enforcement employees assigned on a permanent basis to the emergency services detail or the marine underwater recovery unit and actively engaged in diving operations.
ELIGIBLE ITEMS: 2708, 2717, 2719
ELIGIBLE SUBS: A, N
REFERENCE: 6.120.020 (B4)
BONUS CLASS: Hazardous or Unpleasant Duties
KIND OF BASE: Other Base
RATE TYPE: Percent
RATE: 5.6468%
ENTRY SCREEN: PPARM
REMARKS: Enter Event Code and Start Date only.

EVENT CODE: 452
TITLE: Supervisory Bonus
ABBREVIATED TITLE: SUPVR BONUS

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DESCRIPTION: Paid to any Sergeant who is assigned to work regularly with or supervise a Bonus II Deputy, unless the Sergeant's compensation already exceeds that of the Deputy by 2.7846%.

ELIGIBLE ITEMS: 2717

ELIGIBLE SUBS: All

REFERENCE: 6.120.020 (E)

BONUS CLASS: Special Assignments

KIND OF BASE: Base Rate

RATE TYPE: Monthly; Schedule/Level/Percent

RATE: 2.7846%

ENTRY SCREEN: PPARM

REMARKS: Enter Event Code and Start Date only.

EVENT CODE: 453

TITLE: Sergeant-At-Arms, Board of Supervisors

ABBREVIATED TITLE: SRGT-AT-ARM

DESCRIPTION: Paid to a Deputy who is regularly assigned on a permanent basis to serve as Sergeant-At-Arms for the Board of Supervisors. The bonus compensates the Deputy as if he/she were temporarily promoted to Sergeant.

ELIGIBLE ITEMS: 2708

ELIGIBLE SUBS: A, N

REFERENCE: 6.120.020 (B6)

BONUS CLASS: Special Assignments

KIND OF BASE: Other Base

RATE TYPE: Monthly; Schedule/Level/Percent

RATE: 11 to 44 Levels

ENTRY SCREEN: PPARM

REMARKS: Enter the required rate (that which provides the Deputy with the compensation he/she would receive if promoted to Sergeant) and the Start Date.

EVENT CODE: 454

TITLE: Sheriff Internal Equity

ABBREVIATED TITLE: SRF INT EQU

DESCRIPTION: Paid to any person in certain law enforcement classes in Sheriff or DA for internal equity considerations.

ELIGIBLE ITEMS: 2721, 2723, 2896

ELIGIBLE SUBS: All

REFERENCE: 6.10.150 (D)

BONUS CLASS: Miscellaneous

KIND OF BASE: Base Rate

RATE TYPE: Percent

CHAPTER V. SPECIAL PAY PRACTICES (BONUSES)

RATE: Up to 5.6468%
ENTRY SCREEN: PPARM
REMARKS: Requires CEO and Department Head approval. Enter Rate and Start Date.

EVENT CODE: 455
TITLE: Motorcycle Patrol Unit Bonus
ABBREVIATED TITLE: MTR CYC BNS
DESCRIPTION: Paid to law enforcement employees assigned full duty to motorcycle patrol.
ELIGIBLE ITEMS: 2708, 2712, 2717
ELIGIBLE SUBS: A, B, M, N, O
REFERENCE: MOU 611, 612
BONUS CLASS: Special Skills
KIND OF BASE: Base Rate
RATE TYPE: Monthly; Schedule/Level/Percent
RATE: 22 Levels
ENTRY SCREEN: PPARM
REMARKS: Enter Event Code and Start Date only.

EVENT CODE: 457
TITLE: Patrol Station Retention Bonus
ABBREVIATED TITLE: PAT STA RET
DESCRIPTION: Paid to Deputies Sheriff who have been assigned to a patrol station for 36 consecutive months, and who also have been at the seventh step (i.e., getting the Patrol and Custody Bonus, Event Code 438), for twelve months. For Deputies Sheriff IV, paid to those who have been assigned to a patrol station for 36 months.
ELIGIBLE ITEMS: 2708
ELIGIBLE SUBS: All
REFERENCE: MOU 611
BONUS CLASS: Salary Range Extensions
KIND OF BASE: Other Base
RATE TYPE: Monthly; Schedule/Level/Percent
RATE: 8 Levels
ENTRY SCREEN: PPARM
REMARKS: Enter Event Code, and both Start and Stop Dates. Although this is set up as a monthly PPARM bonus, it is actually paid as a lump sum on September 15 by entry of a retro bonus for deputies who meet the criteria on the 8/31 accrual.

CHAPTER V. SPECIAL PAY PRACTICES (BONUSES)

EVENT CODE: 458
TITLE: Acting Capacity Bonus
ABBREVIATED TITLE: ACTING CAP
DESCRIPTION: Used to pay any employee in Bargaining Unit 611 a bonus of one standard salary schedule when assigned to the full-time performance of all the significant duties of an allocated, vacant, funded higher-level position. Analogous to the out-of-class bonus, but specifically, applicable to this unit, with a unique rate of one schedule.
ELIGIBLE ITEMS: 2707, 2708, 2712, 2889, 2890
ELIGIBLE SUBS: All
REFERENCE: MOU 611
BONUS CLASS: Special Assignments
KIND OF BASE: Other Base
RATE TYPE: Monthly; Schedule/Level/Percent
RATE: 1 Schedule (11 Levels)
ENTRY SCREEN: PPARM
REMARKS: Enter Event Code and Start Date only.

EVENT CODE: 459
TITLE: Sheriff's Station Jailer Bonus
ABBREVIATED TITLE: SHER JAILER
DESCRIPTION: This bonus is paid to any Custody Assistant assigned to a Sheriff's station jailer position on a regular basis.
ELIGIBLE ITEMS: Custody Assistant, Sheriff (2749)
ELIGIBLE SUBS: All
REFERENCE: MOU 621
BONUS CLASS: Special Assignments
KIND OF BASE: Other Base
RATE TYPE: Monthly Schedule/Level bonus
RATE: 2 Schedules
ENTRY SCREEN: PPARM
REMARKS: Enter Event Code and Start Date

EVENT CODE: 460
TITLE: Sheriff – Maintenance Worker
ABBREVIATED TITLE: SHF MAINT W
DESCRIPTION: Paid to employees in the Sheriff who are assigned on a permanent basis to perform a variety of building maintenance and repair at various Sheriff facilities, including custody, station, or court lock-up.
ELIGIBLE ITEMS: General Maintenance Worker (6619) and Senior General Maintenance Worker (6622)
ELIGIBLE SUBS: A, N

CHAPTER V. SPECIAL PAY PRACTICES (BONUSES)

REFERENCE: MOU 431
BONUS CLASS: Special Skills
KIND OF BASE: Other Base
RATE TYPE: Monthly Schedule/Level/Percentage
RATE: 2 Schedules (22 Levels)
ENTRY SCREEN: PPARM
REMARKS: Enter Event Code and Start Date.

EVENT CODE: 461
TITLE: Sheriff Business Machine Technician
ABBREVIATED TITLE: SHF BUS TEC
DESCRIPTION: Paid to a Sr. BMT in the Sheriff assigned on a permanent basis to perform the more difficult maintenance, repair, modification, or overhaul of a variety of business machines throughout the department.

ELIGIBLE ITEMS: Senior Business Machines Technician (6926)
ELIGIBLE SUBS: A, N
REFERENCE: MOU 431
BONUS CLASS: Special Skills
KIND OF BASE: Other Base
RATE TYPE: Monthly Schedule/Level/Percentage
RATE: 2 Schedules (22 Levels)
ENTRY SCREEN: PPARM
REMARKS: Enter Event Code and Start Date.

EVENT CODE: 462
TITLE: Manpower Shortage – Sheriff Catalina Island
ABBREVIATED TITLE: MPWR CAT-SH
DESCRIPTION: Provides a manpower shortage bonus to supplement the current 11 percent bonus already provided to Sheriff's employees permanently assigned to work on Catalina.
ELIGIBLE ITEMS: 1133, 1228, 2704, 2708, 2717, 2719, 2745, 2749
ELIGIBLE SUBS: All
REFERENCE: CEO approval memo dated 07/23/08
BONUS CLASS: Location Assignments
KIND OF BASE: Other Base
RATE TYPE: Monthly Schedule/Level/Percentage
RATE: 22 levels for sworn classes, 44 levels for non-sworn classes
ENTRY SCREEN: PPARM
REMARKS: Enter Event Code and Start Date. This bonus was effective April 1, 2007, and was scheduled to expire June 30, 2009; however, this bonus was extended through June 30, 2010, by CEO, consistent with established Manpower Shortage provisions.

CHAPTER V. SPECIAL PAY PRACTICES (BONUSES)

EVENT CODE: 464
TITLE: State of California Structural Engineer License Bonus
ABBREVIATED TITLE: STR ENG BON
DESCRIPTION: Paid to certain registered Civil Engineers who obtain a Structural Engineer's License and who, although they are not classified as Structural Engineers, are nevertheless assigned by management to perform duties requiring knowledge and skills commensurate with the Structural Engineer License.
ELIGIBLE ITEMS: 3433, 3435, 3436
ELIGIBLE SUBS: All
REFERENCE: MOU 501/502 (Authorizing letter incorporated therein from CAO)
BONUS CLASS: Special Certificates
KIND OF BASE: Base rate
RATE TYPE: Monthly Schedule/Level/Percentage
RATE: 22 levels
ENTRY SCREEN: PPARM
REMARKS: Enter Event Code and Start Date.

EVENT CODE: 466
TITLE: Sewer Maintenance Assignment
ABBREVIATED TITLE: SWER MT ASG
DESCRIPTION: Paid to certain workers in the Public Works Department who are assigned on a regular basis to sewer maintenance duties.
ELIGIBLE ITEMS: 5922, 5923, 5924, 6349, 6490, 6492, 6495, 6498
ELIGIBLE SUBS: All
REFERENCE: 6.109.020 J.1.
BONUS CLASS: Hazardous or Unpleasant Duties
KIND OF BASE: Base Rate
RATE TYPE: Percent
RATE: 5.6468%
ENTRY SCREEN: PPARM
REMARKS: Enter Event Code and Start Date only; system gets rate from PPRT.

EVENT CODE: 467
TITLE: Underground Storm Drain Assignment
ABBREVIATED TITLE: UND ST DR A
DESCRIPTION: Paid to Public Works workers who are assigned to a crew engaged in the inspection, repair and maintenance of underground storm drains.
ELIGIBLE ITEMS: 5922, 5923, 5924, 6349, 6490, 6492, 6495, 6498
ELIGIBLE SUBS: All
REFERENCE: 6.109.020 J.2.
BONUS CLASS: Hazardous or Unpleasant Duties

CHAPTER V. SPECIAL PAY PRACTICES (BONUSES)

KIND OF BASE: Other Base
RATE TYPE: Percent
RATE: 5.6468%
ENTRY SCREEN: PPARM
REMARKS: Enter Event Code and Start Date. Paid for each pay period when the employee is primarily engaged in these duties.

EVENT CODE: 468
TITLE: Licensed Land Surveyor Bonus
ABBREVIATED TITLE: LBNE SVY BON
DESCRIPTION: Paid to Public Works employees assigned to the Survey Division, or Mapping and Property Division, who hold a valid license as a Land Surveyor and who are assigned to performing work or supervising such work that requires the knowledge and skills commensurate with licensure as a Land Surveyor.
ELIGIBLE ITEMS: 3310, 3433, 3435, 3436, 3438, 3631, 3634, 3637, 3638.
ELIGIBLE SUBS: All
REFERENCE: 6.109.020 K.1.; MOU's 501, 502, 511, 512 (CAO's letter incorporated therein).

BONUS CLASS: Special Certificates
KIND OF BASE: Base Rate
RATE TYPE: Percent
RATE: 5.6468%
ENTRY SCREEN: PPARM
REMARKS: Enter Event Code and Start Date.

EVENT CODE: 469
TITLE: Licensed Registered Traffic Engineer Bonus
ABBREVIATED TITLE: TRF ENG BON
DESCRIPTION: Paid to certain employees of Public Works who hold a valid California license as a Registered Traffic Engineer, who are assigned to the Traffic and Lighting Division, and who perform work requiring the knowledge and skill commensurate with the Traffic Engineer's license.
ELIGIBLE ITEMS: 3310, 3424, 3430, 3432, 3438, 3701, 3705, and 3712
ELIGIBLE SUBS: All
REFERENCE: 6.109.020 K.2.; MOU's 501, 502, 511, 512 (CAO's letter incorporated therein).

BONUS CLASS: Special Certificates
KIND OF BASE: Base Rate
RATE TYPE: Monthly; Schedule/Level/Percent
RATE: 2.7846%
ENTRY SCREEN: PPARM
REMARKS: Enter Event Code and Start Date.

CHAPTER V. SPECIAL PAY PRACTICES (BONUSES)

EVENT CODE:	475
TITLE:	Certification Bonus – LACERA
ABBREVIATED TITLE:	CERT – LACERA
DESCRIPTION:	<p>Paid to employees of LACERA who are licensed or certified in various ways and who hold related jobs in specified classes as follows:</p> <ol style="list-style-type: none">1. Possession of a California Certified Public Accountant license or a valid Certified Governmental Financial Manager certification issued by Association of Government Accountants and holding a job in one of the following classes: Internal Auditor #0765, Assistant Chief Internal Audit #0766, Assistant Division Manager #0771, Division Manager #0773, Chief, Internal Audit #0774, or Special Assistant #0775.2. Possession of a valid Certified Internal Auditor certification from the Institute of Internal Auditors or a valid Certified Information Systems Auditor certification from the Information Systems Audit and Control Association and holding a job in one of the following classes: Internal Auditor #0765, Assistant Chief Internal Audit #0766, Assistant Division Manager #0771, Chief, Internal Audit #0774, or Special Assistant #0775.3. Possession of a valid Certified Public Finance Officer certification from the Government Finance Officers Association and holding a job in one of the following classes: Internal Auditor #0765, Assistant Chief Internal Audit #0766, Assistant Division Manager #0771, Division Manager #0773, or Chief, Internal Audit #0774.4. Possession of a valid Certified Employee Benefits Specialist from the International Foundation of Employee Benefit Plans and the Wharton School of the University of Pennsylvania, and holding a job in one of the following classes: Assistant Division Manager #0771, Division Manager #0773, Special Assistant #0775, or Supervising Administrative Assistant II.5. Possession of a valid Worker’s Compensation Claims Professional certification from the Insurance Education Association, and holding a job in one of the following classes: Assistant Division Manager #0771, Senior Disability Retirement Specialist #1632, Disability Retirement Specialist Supervisor #1643, or Disability Retirement Specialist #1648.6. Possession of a valid Chartered Financial Analyst certification from the Association for Investment Management and Research and holding a job in one of the following classes: Chief Investment Officer #0493, Principal Investment Officer #0495, Principal Investment Officer, LACERA (UC), #0496, Finance Analyst I #0767, Finance Analyst II #0768, or Finance Analyst III #0769.
ELIGIBLE ITEMS:	Various: See Description
ELIGIBLE SUBS:	All
REFERENCE:	6.127.030 D.6.
BONUS CLASS:	Special Certificates/Special Assignments

CHAPTER V. SPECIAL PAY PRACTICES (BONUSES)

KIND OF BASE: Other Base
RATE TYPE: Percent
RATE: 5.6468%
ENTRY SCREEN: PPARM
REMARKS: Enter Event Code and Start Date, which is no earlier than when employee first presents applicable certificate to management. An employee receives this bonus only once, i.e., for one certificate, regardless of the number of certificates actually possessed.

EVENT CODE: 481
TITLE: Court Reporters Real-Time Certification
ABBREVIATED TITLE: CRT R RELTM
DESCRIPTION: Paid to court reporters (Municipal and Superior) who are annually certified as Real Time Reporters (where court proceedings are typed and displayed as typed)
ELIGIBLE ITEMS: 9553, 9727
ELIGIBLE SUBS: All
REFERENCE: Court Reporters MOU
BONUS CLASS: Special Skills
KIND OF BASE: Other Base
RATE TYPE: Monthly; Schedule/Level/Percent
RATE: 11 Levels
ENTRY SCREEN: PPARM
REMARKS: Enter Event Code and Start Date only.

EVENT CODE: 482
TITLE: Judicial Assistant Bonus
ABBREVIATED TITLE: JUDICL ASST
DESCRIPTION: Paid to experienced Judicial Assistants who are regularly exercising additional skills and responsibilities in performing duties such as various kinds of training, working in a high-volume court, using specialized expertise, etc.
ELIGIBLE ITEMS: Judicial Assistant (9841; MC Judicial Asst (3173)
ELIGIBLE SUBS: All
REFERENCE: JA MOU
BONUS CLASS: Special Skills/Special Assignments
KIND OF BASE: Other Base
RATE TYPE: Monthly Schedule/Level/Percentage
RATE: 22 Levels
ENTRY SCREEN: PPARM
REMARKS: Enter Event Code only.

CHAPTER V. SPECIAL PAY PRACTICES (BONUSES)

EVENT CODE: 483
TITLE: Real Time Writing Bonus
ABBREVIATED TITLE: RLTM WRITN
DESCRIPTION: Paid to Court Reporters who regularly prepare real-time transcripts, i.e., the transcripts are produced as the notes are transcribed during the trial.
ELIGIBLE ITEMS: Court Reporter (9727) Municipal Court Reporter (9553)
ELIGIBLE SUBS: All
REFERENCE: Court Reporters' MOU
BONUS CLASS: Special Skills
KIND OF BASE: Other Base
RATE TYPE: Monthly Schedule/Level/Percentage
RATE: 22 Levels
ENTRY SCREEN: PPARM
REMARKS: Enter event code only. See also 481, which is paid for obtaining the real-time certification.

EVENT CODE: 490
TITLE: Senior Cook – Probation
ABBREVIATED TITLE: SR COOK-PRB
DESCRIPTION: Paid to permanent, full-time Senior Cooks assigned on a permanent basis to any probation camp.
ELIGIBLE ITEMS: 6399
ELIGIBLE SUBS: A, N
REFERENCE: MOU 211
BONUS CLASS: Location Assignments
KIND OF BASE: Other Base
RATE TYPE: Monthly; Schedule/Level/Percent
RATE: 2 Schedules (22 Levels)
ENTRY SCREEN: PPARM
REMARKS: Enter Event Code and Start Date only.

EVENT CODE: 491
TITLE: Group Supervisor, Probation
ABBREVIATED TITLE: GROUP SPVR
DESCRIPTION: Paid to any group supervisor in the Probation Department
ELIGIBLE ITEMS: 8602
ELIGIBLE SUBS: All
REFERENCE: 6.100.020 (C)
BONUS CLASS: Location Assignments
KIND OF BASE: Base Rate
RATE TYPE: Monthly; Schedule/Level/Percent
RATE: 8 Levels
ENTRY SCREEN: PPARM
REMARKS: Enter Event Code and Start Date only.

CHAPTER V. SPECIAL PAY PRACTICES (BONUSES)

EVENT CODE: 492
TITLE: Head Cook, Probation Department
ABBREVIATED TITLE: HD COOK/PRB
DESCRIPTION: Paid to any Head Cook employed in the Probation Department.
ELIGIBLE ITEMS: 6402
ELIGIBLE SUBS: All
REFERENCE: MOU 432
BONUS CLASS: Location Assignments
KIND OF BASE: Other Base
RATE TYPE: Monthly; Schedule/Level/Percent
RATE: 1 Schedule (11 Levels)
ENTRY SCREEN: PPARM
REMARKS: Enter Event Code and Start Date only.

EVENT CODE: 493
TITLE: Senior Probation Director – Central Juvenile Hall
ABBREVIATED TITLE: SR PR D-CJH
DESCRIPTION: Paid to the Senior Probation Director who is employed on a permanent, full-time basis and assigned overall administration of Central Juvenile Hall.
ELIGIBLE ITEMS: 8621
ELIGIBLE SUBS: A, N
REFERENCE: 6.100.020 (D.1.)
BONUS CLASS: Location Assignments
KIND OF BASE: Other Base
RATE TYPE: Monthly; Percent
RATE: 7.5%
ENTRY SCREEN: PPARM
REMARKS: Enter Event Code and Start Date only.

EVENT CODE: 494
TITLE: Senior Probation Director – Los Padrinos/San Fernando Juvenile Halls
ABBREVIATED TITLE: SR DR-LP/SF
DESCRIPTION: Paid to a Senior Probation Director who is employed on a permanent, full-time basis and is assigned overall administration of either Los Padrinos or San Fernando Juvenile Halls.
ELIGIBLE ITEMS: 8621
ELIGIBLE SUBS: A, N
REFERENCE: 6.100.020 (D.2.)
BONUS CLASS: Location Assignments
KIND OF BASE: Other Base
RATE TYPE: Percent
RATE: 5.0%
ENTRY SCREEN: PPARM
REMARKS: Enter Event Code and Start Date only.

CHAPTER V. SPECIAL PAY PRACTICES (BONUSES)

EVENT CODE: 495
TITLE: Probation Director – Admin. Responsibility /Foothill Juvenile Area
ABBREVIATED TITLE: PRB DR AD/F
DESCRIPTION: Paid to permanent, full-time Probation Directors who are assigned overall administration of one of several entities in the Probation Department, including Intake and Detention Control, Central Adult Investigations, East San Fernando Valley Adult Area Office, and Foothill Juvenile Area Office.
ELIGIBLE ITEMS: 8620
ELIGIBLE SUBS: A, N
REFERENCE: 6.100.020 (E1 & E3) [Foothill]
BONUS CLASS: Location Assignments
KIND OF BASE: Other Base
RATE TYPE: Percent
RATE: 5.5%
ENTRY SCREEN: PPARM
REMARKS: Enter Event Code and Start Date only.

EVENT CODE: 496
TITLE: Institutional Incentive
ABBREVIATED TITLE: INST INCEN
DESCRIPTION: Paid to various employees on certain items in Probation or Children’s/ Family Services Departments assigned to juvenile halls, probation camps, or MacLaren Children’s Center, after they have completed two years of continuous service at these institutions on any of the eligible items. The bonus essentially provides a one-step increase, which remains effective as long as they are at the institution.
ELIGIBLE ITEMS: 8602, 8608, 8609, 8618, 8619, 8661, 9070, 9071, 9072, 9073
ELIGIBLE SUBS: All
REFERENCE: MOU 701, 723
BONUS CLASS: Location Assignments
KIND OF BASE: Other Base
RATE TYPE: Monthly; Schedule/Level/Percent
RATE: One Step (22 Levels)
ENTRY SCREEN: PPARM
REMARKS: Enter Event Code and Start Date only.

EVENT CODE: 498
TITLE: Probation Director – Challenger Youth Center
ABBREVIATED TITLE: PRB DR-CYC
DESCRIPTION: Paid to a permanent, full-time Probation Director who is assigned overall administration of the Challenger Memorial Youth Center in Probation.
ELIGIBLE ITEMS: 8620

CHAPTER V. SPECIAL PAY PRACTICES (BONUSES)

ELIGIBLE SUBS: A, N
REFERENCE: 6.100.020 (E2)
BONUS CLASS: Location Assignments
KIND OF BASE: Other Base
RATE TYPE: Percent
RATE: 7.5%
ENTRY SCREEN: PPARM
REMARKS: Enter Event Code and Start Date only.

Department Numbers for Base and Other Base Bonuses (Event Codes 200 - 499)

Following is a list which shows, for each department, the range of Event Code numbers for bonuses unique to a department; County-Wide bonuses are assigned numbers ranging from 200 to 239.

AGRICULTURE/WEIGHTS & MEAS
(240 - 249)
AUDITOR - CONTROLLER
(250 - 259)
BEACHES AND HARBORS
(260 - 269)
BOARD OF SUPERVISORS
(270 - 279)
COUNTY CLERK
(285 - 289)
CHIEF ADMINISTRATIVE OFFICER
(290 - 299)
COUNTY COUNSEL
(310 - 319)
DISTRICT ATTORNEY
(320 - 329)
INTERNAL SERVICES
(330 - 349)
FORESTER AND FIRE WARDEN
(350 - 369)
HEALTH SERVICES
(370 - 389)
PUBLIC LIBRARY
(390 - 399)
MUNICIPAL COURT
(400 - 409)
MUSEUM OF NATURAL HISTORY
(410 - 419)

CHAPTER V. SPECIAL PAY PRACTICES (BONUSES)

PARKS AND RECREATION

(420 - 429)

PUBLIC SOCIAL SERVICES

(430 - 439)

SHERIFF DEPARTMENT

(440 - 459)

PUBLIC WORKS

(465 - 469)

TREASURER - TAX COLLECTOR

(470 - 479)

SUPERIOR COURT

(480 - 489)

PROBATION (490 – 499)

B. TIMESHEET BONUSES (500)

These bonuses are usually temporary or occasional, and the event codes and hours/units are entered using the time card screens, either the Daily Timesheet (TIMEI), which is used when the rate is fixed, or the Additional Event Screen (TADJ), where the rates must be entered. In addition, some of these bonuses may require an entry on PPARM for verification. All of these bonuses are Non-Base, and the amounts paid during the FLSA week are included in the Regular Rate calculation for premium overtime.

EVENT CODE: 501

TITLE:	Board of Retirement Case Review
ABBREVIATED TITLE:	RET BD REV
DESCRIPTION:	This bonus provides additional compensation to Members of the Board Retirement for each hour spent in reviewing and analyzing disability retirement cases, not to exceed 32 hours each month. This compensation is in addition to their established stipend of \$100 per meeting, not to exceed 5 meetings per month, because of the extra time involved in handling the disability retirement workload.
ELIGIBLE ITEMS:	9394
ELIGIBLE SUBS:	J
REFERENCE:	Govt. Code 31521.3
BONUS CLASS:	Salary Range Extensions
KIND OF BASE:	Non Base
RATE TYPE:	Hourly
RATE:	\$12.50 (adjusted every two years; next adjustment: 03/31/2010)
ENTRY SCREEN:	TADJ, EADJ, OTPAY, OPAY, TIMEI, PPARM
REMARKS:	Enter Event Code and total number of hours worked for the pay period, not to exceed 32 hours per month.

CHAPTER V. SPECIAL PAY PRACTICES (BONUSES)

EVENT CODE: 502
TITLE: Relocation Allowance
ABBREVIATED TITLE: RELOC ALLOW
DESCRIPTION: To reimburse certain employees for relocation expenses
ELIGIBLE ITEMS: 3424, 3482, 3542, 5121, 5125, 5126, 5133, 5134, 5135, 5139, 5140, 5141, 5172, 5174, 5175, 5208, 5210, 5212, 5214, 5215, 5216, 5230, 5233, 5236, 5237, 5276, 5278, 5280, 5284, 5286, 5287, 5288, 5295, 5296, 5297, 5298, 5299, 5300, 5304, 5308, 5309, 5314, 5320, 5329, 5330, 5332, 5338, 5339, 5340, 5341, 5350, 5354, 5356, 5357, 5359, 5360, 5362, 5365, 5366, 5707, 5708, 5708
ELIGIBLE SUBS: A, N
REFERENCE: County Code Section 5.40.335; 6.109.110
BONUS CLASS: Reimbursements for Certain Expenses
KIND OF BASE: Non-Base
RATE TYPE: Flat Amount
RATE: Variable flat amounts from \$1 to \$999
ENTRY SCREEN: TADJ, EADJ, OTPAY, OPAY, PPARMEVENT
REMARKS:

1. The amount to which the employee is entitled is determined pursuant to code and entered as a flat dollar amount, and as one unit.
2. Before this Event Code can be entered on TIMEI, it must first be entered on the employee TADJ, EADJ, OTPAY, OPAY, PPARM screen for verification and reporting.

EVENT CODE: 503
TITLE: Uniform Allowance
ABBREVIATED TITLE: UNI ALLOW
DESCRIPTION: For lump sum payments made to employees in lieu of furnishing uniforms.
ELIGIBLE ITEMS: Bargaining Units 611, 612, 613, 631, 632;
Titles 0196, 0197, 0199, 0201, 0205, 0208, 0211, 0213, 0215, 0217, 0219, 0220, 0224, 0232, 0234, 0236, 0328, 0331, 0335, 0336, 2450, 2451, 2452, 2453, 2707, 2708, 2717, 2719, 2721, 2723, 2744, 2745, 2749, 2827, 2828, 2832, 2889, 2890, 2891, 2894, 2896, , 2990, 2901, 2901, 2902, 2924, 2925, 2926, 2927, 2932, 2934, 2935, 2949, 2950, 2959, 2960, 8602, 8604, 8607, 8608, 8609, 8610, 8618, 8619, 8626, 8627, 8629, 8655, 8657, 8659, 8670, 8671, 8672, 8897, 8999, 9968, 9969, 9970, 9977, 9978, 9979, 9980
ELIGIBLE SUBS: A, N
REFERENCE: County Code Section 5.72. (010 – 200)
BONUS CLASS: Reimbursements for Certain Expenses
KIND OF BASE: Non-Base
RATE TYPE: Flat Amount
RATE: Various flat amounts, from \$1 to \$2500, as specified on TIER
ENTRY SCREEN: TADJ, EADJ, OTPAY, OPAY, PPARMEVENT

CHAPTER V. SPECIAL PAY PRACTICES (BONUSES)

REMARKS: Entered as one unit, without a rate. EHR will get the amount applicable to the employee's item from PPET.

EVENT CODE: 504
TITLE: Night Shift Differential
ABBREVIATED TITLE: NITE SHIFT
DESCRIPTION: An additional hourly increment paid for each hour assigned to a night shift, as defined by Code; see Section III.A., above.
ELIGIBLE ITEMS: Various; rates are on PPET.
ELIGIBLE SUBS: All
REFERENCE: MOU's, County Code Section 6.10.020
BONUS CLASS: Hazardous or Unpleasant Duties
KIND OF BASE: Non-Base
RATE TYPE: Hourly Rate
RATE: Various hourly amounts ranging from \$0.20 to \$5.25, as specified on PPET.
ENTRY SCREEN: TADJ, EADJ, OTPAY, OPAY, TIMEI, PPARM
REMARKS:

1. Hours only are entered; EHR gets the rate for the employee's item from PPET.
2. If the employee's assignment is regular and ongoing, the bonus could be set up as part of the employee's work pattern.
3. If a rate for an item is not specified in either an MOU or the County Code, then the generic rate of .20 applies.

EVENT CODE: 505
TITLE: Coroner's Inquest Reporter
ABBREVIATED TITLE: INST. REPORT
DESCRIPTION: To compensate department employees at the appropriate rate of Court Reporter for duties performed in conjunction with an inquest.
ELIGIBLE ITEMS: All
ELIGIBLE SUBS: All
REFERENCE:
BONUS CLASS: Special Assignments
KIND OF BASE: Non-Base
RATE TYPE: Hourly Rate
RATE: The hourly differential between the employee's item and step and the higher step of Court Reporter.
ENTRY SCREEN: TADJ, EADJ, OTPAY, OPAY, PPARMEVENT
REMARKS:

1. The difference between the employee's normal hourly rate and the hourly rate for the appropriate step of Court reporter is determined and entered as the rate.
2. The hours that the employee performed the duties are entered.

CHAPTER V. SPECIAL PAY PRACTICES (BONUSES)

EVENT CODE: 506
TITLE: Allowance in Lieu of Vehicle Use
ABBREVIATED TITLE: ALW VEH USE
DESCRIPTION: Paid to four Head Attorney, Child Support Services who were formerly in the DA, and who lost assigned cars as a result of the transfer of functions to the new department.
This payment is in lieu of the assigned cars, since the cited code specified that such employees were entitled to receive the same salaries and benefits.
ELIGIBLE ITEMS: All
ELIGIBLE SUBS: All
REFERENCE: County Counsel Opinion based on California Family Code Section 137954 (e) (1) (a).
BONUS CLASS: Miscellaneous
KIND OF BASE: Non-Base
RATE TYPE: Pay Period, Flat Amount
RATE: \$27.75
ENTRY SCREEN: TADJ, EADJ, OTPAY, OPAY, PPARM
REMARKS: This bonus applies only to four employees in the Child Support Services Department who were previously in the District Attorney, and lost assigned cars upon reassignment to the new department.

EVENT CODE: 507
TITLE: Co-generation or Hydro-Electric Operations & Maintenance
ABBREVIATED TITLE: COGENT/HYDRO
DESCRIPTION: Provides additional hourly compensation for employees engaged in co-generation or hydroelectric duties.
ELIGIBLE ITEMS: Items in BU 401, and related items in BU 412 (7202, 7203, 7227)
ELIGIBLE SUBS: All
REFERENCE: MOU
BONUS CLASS: Special Assignments
KIND OF BASE: Non-Base
RATE TYPE: Hourly Rate
RATE: \$3.00
ENTRY SCREEN: TADJ, EADJ, OTPAY, OPAY, TIMEI, PPARM
REMARKS:
1. Only hours are entered.
2. If the employee's assignment is regular and ongoing, this bonus could be set up as part of the employee's work pattern.

EVENT CODE: 508
TITLE: Henninger Flats Watchman
ABBREVIATED TITLE: HENNG FLATS

CHAPTER V. SPECIAL PAY PRACTICES (BONUSES)

DESCRIPTION: To pay a flat amount for each 16-hour shift that employees perform additional service as a watchman at Henninger Flats Nursery.

ELIGIBLE ITEMS: Items in BU 601 & 602

ELIGIBLE SUBS: All

REFERENCE: County code Section 6.76.020

BONUS CLASS: Special Assignments

KIND OF BASE: Non-Base

RATE TYPE: Unit Rate

RATE: \$70.00 per shift

ENTRY SCREEN: TIMEI

REMARKS: One unit is entered for each shift that the employee works as watchman.

EVENT CODE: 509

TITLE: Freezer Work

ABBREVIATED TITLE: FREEZ WORK

DESCRIPTION: Hourly bonus for ISD employees who spend a majority of their shift in a freezer.

ELIGIBLE ITEMS: All

ELIGIBLE SUBS: All

REFERENCE: MOU 431

BONUS CLASS: Hazardous or Unpleasant Duties

KIND OF BASE: Non-Base

RATE TYPE: Hourly Rate

RATE: \$1.00/hr

ENTRY SCREEN: TIMEI

REMARKS: For each shift which qualifies, the number of hours comprising the employee's shift are entered.

EVENT CODE: 511

TITLE: Board of Supervisors Performance Lump Sum

ABBREVIATED TITLE: B/S PERF LS

DESCRIPTION: To pay a lump sum bonus to employees of the Board of Supervisors for exceptional performance or for a special assignment. This Event Code is used in lieu of the schedule/level bonus, Event Code 270, if the bonus is to be paid as a lump sum.

ELIGIBLE ITEMS: All

ELIGIBLE SUBS: All

REFERENCE: County Code Section 6.44.015, and 6.44.200 (G)

BONUS CLASS: Special Assignments

KIND OF BASE: Non-Base

RATE TYPE: Flat Amount

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RATE: Variable flat amount ranging from 2.7846 to 11.6125%, as specified by the Board.

ENTRY SCREEN: TADJ, EADJ, OTPAY, OPAY, PPARMEVENT

REMARKS:

1. The dollar amount to which an Exempt employee is entitled is determined and entered as one unit of a pay period amount for one pay period, i.e., as a one-time-only lump sum.
2. If the bonus is to be paid to a Covered employee, and one who has worked overtime during the period for which the bonus is paid, then the bonus should be spread over the pay periods in the performance period. In this case, the total lump sum is divided by the number of pay periods in the performance period, and the resulting amount is entered on the last day of each of the pay periods in the performance period. This allows e-HR to calculate properly the employee's Regular Overtime rate.
3. Before this Event Code can be entered on TIMEI, it must first be entered on the employee job's TADJ EADJ, OTPAY, OPAY, PPARM screens for verification and reporting.
 4. Also see Event Code 270, which is used to pay a schedule/level bonus under the same circumstances.
 5. Requires CEO approval for Executive Office employees.

EVENT CODE: **512**

TITLE: Fire Suppression Transportation Truck Driver

ABBREVIATED TITLE: FIR SUP DRV

DESCRIPTION: To pay an hourly bonus for Transportation Truck Drivers when they are assigned to active fire suppression.

ELIGIBLE ITEMS: 6054

ELIGIBLE SUBS: All

REFERENCE: County Code Section 6.76.020 (G)

BONUS CLASS: Hazardous or Unpleasant Duties

KIND OF BASE: Non-Base

RATE TYPE: Hourly

RATE: .50/hr

ENTRY SCREEN: TADJ, EADJ, OTPAY, OPAY, TIMEI, PPARM

REMARKS: Only hours are entered.

EVENT CODE: **514**

TITLE: Backhoe Operator

ABBREVIATED TITLE: BACKHO OPER

DESCRIPTION: To pay certain employees at the appropriate rate of Utility Tractor Operator while operating a backhoe.

ELIGIBLE ITEMS: 7849

ELIGIBLE SUBS: All

REFERENCE: MOU 411

BONUS CLASS: Special Skills

CHAPTER V. SPECIAL PAY PRACTICES (BONUSES)

KIND OF BASE: Non-Base
RATE TYPE: Hourly Rate
RATE: The hourly differential between the employee's item and step and the higher step of Utility Tractor Operator.
ENTRY SCREEN: TADJ, EADJ, OTPAY, OPAY, PPARMEVENT
REMARKS: 1. The difference between the employee's normal hourly rate and the hourly rate for the appropriate step of Utility Tractor Operator is determined and entered as the rate.
2. The hours that the employee performed the duties are entered.

EVENT CODE: 515
TITLE: Weekend Bonus
ABBREVIATED TITLE: WKND BONUS
DESCRIPTION: An hourly bonus paid for each hour worked on a weekend by any employee in a class represented by either Bargaining Unit 221 (Paramedical Technical), or BU 222 (Supv. Paramedical Technical), for this bonus, a "weekend" is defined as any hours occurring between the hours of 7:00 p.m. Friday and 7:00 a.m. Monday.
ELIGIBLE ITEMS: All in BU 221, 222, 311, 312
ELIGIBLE SUBS: All
REFERENCE: MOU 221, 222
BONUS CLASS: Hazardous or Unpleasant Duties
KIND OF BASE: Non-base
RATE TYPE: Hourly
RATE: \$1.00 (increasing by 5% effective 10/1/17).
ENTRY SCREEN: TADJ, EADJ, OTPAY, OPAY, TIMEI, PPARM
REMARKS: Enter the event code and the number of hours worked between 7 p.m. Friday and 7 a.m. Monday.

EVENT CODE: 516
TITLE: Explosives Work
ABBREVIATED TITLE: EXPLOS WRK
DESCRIPTION: To pay an hourly bonus for those hours that an employee is assigned to work with explosives.
ELIGIBLE ITEMS: All in BU 431, 432
ELIGIBLE SUBS: All
REFERENCE: MOU
BONUS CLASS: Hazardous or Unpleasant Duties
KIND OF BASE: Non-Base
RATE TYPE: Hourly Bonus
RATE: .50/hr
ENTRY SCREEN: TADJ, EADJ, OTPAY, OPAY, TIMEI, PPARM

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REMARKS:	Only hours are entered.
EVENT CODE:	517
TITLE:	Evening Shift Differential
ABBREVIATED TITLE:	EVE SHIFT
DESCRIPTION:	An additional hourly increment for hours worked on an evening shift, as defined by the Code; see Section III.A., above.
ELIGIBLE ITEMS:	Various
ELIGIBLE SUBS:	All
REFERENCE:	County Code Section 6.10.020, MOU's
BONUS CLASS:	Hazardous or Unpleasant Duties
KIND OF BASE:	Non-Base
RATE TYPE:	Hourly Bonus
RATE:	Various hourly amounts from \$0.20 to \$2.71, as specified on TIER.
ENTRY SCREEN:	TADJ, EADJ, OTPAY, OPAY, TIMEI, PPARM
REMARKS:	<ol style="list-style-type: none">1. Hours only are entered; EHR gets the rate for the employee's item from PPRT.2. If the employee's assignment is regular and ongoing, this bonus could be set up as part of the employee's work pattern.3. If a rate for an item is not specified in either an MOU or the County Code, then the generic rate of .20 applies.
EVENT CODE:	518
TITLE:	Power Equipment Repair, Snow Conditions
ABBREVIATED TITLE:	EQP RPR SNO
DESCRIPTION:	To pay an hourly bonus to employee while repairing power equipment in the field under snow conditions.
ELIGIBLE ITEMS:	All in BU 421
ELIGIBLE SUBS:	All
REFERENCE:	MOU 421
BONUS CLASS:	Hazardous or Unpleasant Duties
KIND OF BASE:	Non-Base
RATE TYPE:	Hourly Bonus
RATE:	.75 per hour
ENTRY SCREEN:	TADJ, EADJ, OTPAY, OPAY, TIMEI, PPARM
REMARKS:	Only hours are entered.
EVENT CODE:	519
TITLE:	Engineering Employee, Hazard Pay
ABBREVIATED TITLE:	ENG EMP HAZ
DESCRIPTION:	Hourly bonus for engineering employees engaged in occasional hazardous, high scale and rigging operations
ELIGIBLE ITEMS:	3424, 3428, 3434, 3608, 4364

CHAPTER V. SPECIAL PAY PRACTICES (BONUSES)

ELIGIBLE SUBS: All
REFERENCE: County Code Section 6.109.020 (B1)
BONUS CLASS: Hazardous or Unpleasant Duties
KIND OF BASE: Non-Base
RATE TYPE: Hourly Bonus
RATE: .50/hr
ENTRY SCREEN: TADJ, EADJ, OTPAY, OPAY, TIMEI, PPARM
REMARKS: Only hours are entered. Also see EC 555, which is used for other employees, i.e., other than engineering employees, engaged in hazardous, high scale and rigging operations.

EVENT CODE: 520
TITLE: Home Care Compensation
ABBREVIATED TITLE: HOM CR COMP
DESCRIPTION: To provide a physician with a flat amount for each home call.
ELIGIBLE ITEMS: All Physicians in Groups 5407, 5442.
ELIGIBLE SUBS: All
REFERENCE: County Code Section 6.08.240 (B)
BONUS CLASS: Hazardous or Unpleasant Duties
KIND OF BASE: Non-Base
RATE TYPE: Unit Bonus
RATE: \$30.00 per home call
ENTRY SCREEN: TADJ, EADJ, OTPAY, OPAY, TIMEI, PPARM
REMARKS: One unit is entered for each home call made. Requires CEO approval.

EVENT CODE: 522
TITLE: Custodian Acting as Watchman
ABBREVIATED TITLE: CUSTD WATCH
DESCRIPTION: To provide an hourly bonus to a custodian who is also acting as a Watchman more than 16 hours a month but less than 40 hours a week.
ELIGIBLE ITEMS: Any in Custodial Group 6772 (6774, 6776, 6777, 6778, 6779, 6780, 6781, 6790, 6796, 9541)
ELIGIBLE SUBS: All
REFERENCE: County Code Section 6.28.050, Note 10
BONUS CLASS: Special Assignments
KIND OF BASE: Non-Base
RATE TYPE: Hourly Bonus
RATE: .10/hr
ENTRY SCREEN: TADJ, EADJ, OTPAY, OPAY, TIMEI, PPARM
REMARKS: Only hours are entered. If a Custodian acts as Watchman on a regular, 40-hour basis, then Earnings Code 220 applies.

CHAPTER V. SPECIAL PAY PRACTICES (BONUSES)

EVENT CODE: 524
TITLE: On Call for Court Appearance, Sheriff
ABBREVIATED TITLE: ON CAL CORT
DESCRIPTION: To provide pay at one-half the employee's normal rate for each hour the subpoenaed employee remains on call.
ELIGIBLE ITEMS: All
ELIGIBLE SUBS: All
REFERENCE: County Code Section 6.120.020 (J)
BONUS CLASS: Miscellaneous
KIND OF BASE: Non-Base
RATE TYPE: Hourly Bonus
RATE: 50% of the employees' item/step hourly rate/hr
ENTRY SCREEN: TADJ, EADJ, OTPAY, OPAY, TIMEI, PPARM
REMARKS: Only the hours that the employee was on-call need to be entered; e-HR calculates the ½ rate based on the employee's Calculated Salary (using "Event Value" from PPET).

EVENT CODE: 525
TITLE: Contracting and Productivity Improvement Incentive for Managers
ABBREVIATED TITLE: MGR PRD INC
DESCRIPTION: To provide a lump sum bonus for designated managers (other than MAPP participants) as an incentive for savings through contracting and productivity improvements.
ELIGIBLE ITEMS: All, except MAPP participants
ELIGIBLE SUBS: All
REFERENCE: County Code Section 6.10.075
BONUS CLASS: Productivity
KIND OF BASE: Non-Base
RATE TYPE: Flat Amount
RATE: Variable flat amount ranging from \$1.00 to \$999.00
ENTRY SCREEN: TADJ, EADJ, OTPAY, OPAY, TIMEI, PPARMEVENT
REMARKS:

1. The amount to which the employee is entitled, is entered as a flat dollar amount, and as one unit.
2. Before this Event Code can be entered on TIMEI, it must first be entered on the employee's TADJ, EADJ, OTPAY, OPAY, PPARM for verification and reporting.
3. This bonus is funded by savings achieved, with CEO and Board approval required for the proportion of the savings that is available for incentives.

EVENT CODE: 527
TITLE: Relief Dam Operator, On Call
ABBREVIATED TITLE: REL DAM OP

CHAPTER V. SPECIAL PAY PRACTICES (BONUSES)

DESCRIPTION: To pay a lump sum for each 24-hour shift that an employee assigned as a relief operator is required to remain on call.

ELIGIBLE ITEMS: All

ELIGIBLE SUBS: All

REFERENCE: MOU 401

BONUS CLASS: Hazardous or Unpleasant Duties

KIND OF BASE: Non-Base

RATE TYPE: Unit Bonus

RATE: \$45.00/shift

ENTRY SCREEN: TADJ, EADJ, OTPAY, OPAY, TIMEI, PPARM

REMARKS: One unit is entered for each 24-hour shift that a relief dam operator remains on call.

EVENT CODE: 528

TITLE: WEBCOM Press Operator

ABBREVIATED TITLE: WBCM PRESS

DESCRIPTION: To provide an hourly bonus to a printer for each hour assigned to operate a WEBCOM press.

ELIGIBLE ITEMS: 7576

ELIGIBLE SUBS: A, F, N

REFERENCE: MOU 431

BONUS CLASS: Special Skills

KIND OF BASE: Non-Base

RATE TYPE: Hourly Bonus

RATE: \$1.50/hour

ENTRY SCREEN: TADJ, EADJ, OTPAY, OPAY, TIMEI, PPARM

REMARKS: 1. Only hours are entered.
2. If the employee's assignment is regular and ongoing, this bonus could be set up as part of the employee's work pattern.

EVENT CODE: 529

TITLE: Power Equipment Operator, Fire Suppression

ABBREVIATED TITLE: PEO FIR SUP

DESCRIPTION: To compensate a Power Equipment Operator at the appropriate step of Fire Fighter Specialist for that portion of the time spent in fire suppression duties.

ELIGIBLE ITEMS: 7374

ELIGIBLE SUBS: A, F, N, O

REFERENCE: County Code Section 6.109.020 (C)

BONUS CLASS: Hazardous or Unpleasant Duties

KIND OF BASE: Non-Base

RATE TYPE: Hourly Bonus

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RATE:	The hourly differential between the employee's item and step and the higher step of Fire Fighter Specialist
ENTRY SCREEN:	TADJ, EADJ, OTPAY, OPAY, PPARMEVENT
REMARKS:	1. The difference between the employee's normal hourly rate and the hourly rate for the appropriate step of Fire Fighter Specialist is calculated and entered as the rate. 2. The hours that the employee performed the duties are entered.
EVENT CODE:	531
TITLE:	Standby
ABBREVIATED TITLE:	STANDBY
DESCRIPTION:	To provide a bonus for each hour that an employee is assigned to scheduled periods of standby service at off-duty times and who must remain available to return to work when called.
ELIGIBLE ITEMS:	Various (not applicable to MAPP participants)
ELIGIBLE SUBS:	All
REFERENCE:	County Code Section 6.10.120, MOU's
BONUS CLASS:	Hazardous or Unpleasant Duties
KIND OF BASE:	Non-Base
RATE TYPE:	Hourly Bonus
RATE:	Various hourly amounts ranging from \$0.25 to \$7.00, as specified on PPRT
ENTRY SCREEN:	TADJ, EADJ, OTPAY, OPAY, TIMEI, PPARM
REMARKS:	Hours only are entered; e-HR gets the rate for the employee's item from PPRT. If a rate for an item is not specified in either an MOU or the County Code, then the generic rate of .25 applies. This bonus is paid whether or not the employee is recalled to duty.

Note: There are maximum amounts of Standby that can be paid each month, which vary by item. These limits are not enforced by e-HR, so payroll staff must monitor them manually. The CEO must approve standby for specific items in advance; this is usually accomplished in the budget process.

EVENT CODE:	532
TITLE:	Additional Responsibilities or Exceptional Performance, Lump Sum
ABBREVIATED TITLE:	RESP & PERF
DESCRIPTION:	This bonus compensates an employee for additional responsibilities, i.e., responsibilities beyond those associated with his/her regular assignment, as assigned to the employee by the department head. It is also used to reward an employee for exceptional or extraordinary performance. This Event Code is used in lieu of the schedule/level or percentage bonus, Event Code 203, if the bonus is to be paid as a lump sum.
ELIGIBLE ITEMS:	All
ELIGIBLE SUBS:	All
REFERENCE:	County Code Section 6.10.073 (B)

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BONUS CLASS: Special Assignments
KIND OF BASE: Non-Base
RATE TYPE: Flat Amount
RATE: Variable flat amounts, ranging from \$1.00 to \$16,000.
ENTRY SCREEN: TADJ, EADJ, OTPAY, OPAY, PPARMEVENT
REMARKS:
1. The amount to which the employee is entitled, is entered as a flat dollar amount, and as one unit.
2. Before this Event Code can be entered on TIMEI, it must first be entered on the employee's TADJ, EADJ, OTPAY, OPAY, PPARM screen for verification and reporting.
3. See Event Code 203, used for a schedule/level bonus.

EVENT CODE: 533
TITLE: Power Sweeper Operator in Emergency Conditions
ABBREVIATED TITLE: PSO EMERG
DESCRIPTION: To compensate a Power Sweeper at the appropriate rate of Power Equipment Operator (7374) when assigned such duties because of emergency conditions.
ELIGIBLE ITEMS: 7384
ELIGIBLE SUBS: A, F, N
REFERENCE: County Code Section 6.109.020 (D)
BONUS CLASS: Special Skills
KIND OF BASE: Non-Base
RATE TYPE: Hourly Rate
RATE: The hourly differential between the employee's step and the higher step of Power Equipment Operator
ENTRY SCREEN: TADJ, EADJ, OTPAY, OPAY, PPARMEVENT
REMARKS:
1. The difference between the employee's normal hourly rate and the hourly rate for the first step of Power Equipment Operator, which provides an increase, is calculated and entered as the rate.
2. The hours that the employee performed the duties are entered.

EVENT CODE: 534
TITLE: Power Plant Relief Engineer
ABBREVIATED TITLE: REL ENG PWR
DESCRIPTION: To provide extra hourly pay for a Stationary engineer assigned as relief engineer
ELIGIBLE ITEMS: 7197, 7198, 7200, 7202, 7203)
ELIGIBLE SUBS: All
REFERENCE: MOU 401, 412
BONUS CLASS: Special Assignments
KIND OF BASE: Non-Base
RATE TYPE: Hourly Rate

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RATE: 1.50 /hr
ENTRY SCREEN: TADJ, EADJ, OTPAY, OPAY, TIMEI, PPARM
REMARKS: 1. Only hours are entered. E-HR gets the rate from PPRT.
2. If the employee's assignment is regular and ongoing, the bonus could be set up as part of the employee's work pattern.

EVENT CODE: 538
TITLE: RN Assigned as Acting or Relief Charge Nurse
ABBREVIATED TITLE: RN ACT CHRG
DESCRIPTION: To provide additional compensation for each shift that an RN acts as a relief or acting charge nurse.
ELIGIBLE ITEMS: All in BU 311
ELIGIBLE SUBS: All
REFERENCE: MOU 311
BONUS CLASS: Special Assignments
KIND OF BASE: Non-Base
RATE TYPE: Unit Rate
RATE: \$2.50 per hour
ENTRY SCREEN: TADJ, EADJ, OTPAY, OPAY, TIMEI, PPARM
REMARKS: Enter one unit for each hour that the RN acts as charge nurse.

EVENT CODE: 539
TITLE: RN Weekend Differential
ABBREVIATED TITLE: RN WKND DIF
DESCRIPTION: To provide an hourly bonus for each hour that an RN (other than Relief Nurse) works on a weekend.
ELIGIBLE ITEMS: All in BU's 311 & 312
ELIGIBLE SUBS: All
REFERENCE: MOU 311, 312
BONUS CLASS: Hazardous or Unpleasant Duties
KIND OF BASE: Non-Base
RATE TYPE: Hourly Rate
RATE: \$2.25/hr
ENTRY SCREEN: TADJ, EADJ, OTPAY, OPAY, TIMEI, PPARM
REMARKS: Only hours (that the RN works on a weekend) are entered.

EVENT CODE: 540
TITLE: Relief Nurse Holiday Differential
ABBREVIATED TITLE: REL RN HOL
DESCRIPTION: To provide an hourly bonus for each hour that a Relief Nurse works on a holiday.
ELIGIBLE ITEMS: 5261

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ELIGIBLE SUBS: F, H
REFERENCE: MOU 311
BONUS CLASS: Hazardous or Unpleasant Duties
KIND OF BASE: Non-Base
RATE TYPE: Hourly Rate
RATE: \$2.00/hr
ENTRY SCREEN: TADJ, EADJ, OTPAY, OPAY, TIMEI, PPARM
REMARKS: Only hours worked on a holiday are entered.

EVENT CODE: 541
TITLE: Relief Nurse Weekend Differential
ABBREVIATED TITLE: RELRN WKND
DESCRIPTION: To provide an hourly bonus for each hour that a Relief Nurse works on a weekend.

ELIGIBLE ITEMS: 5261
ELIGIBLE SUBS: F, H
REFERENCE: MOU 311
BONUS CLASS: Hazardous or Unpleasant Duties
KIND OF BASE: Non-Base
RATE TYPE: Hourly Rate
RATE: \$1.00/hr
ENTRY SCREEN: TADJ, EADJ, OTPAY, OPAY, TIMEI, PPARM
REMARKS: Only hours worked on a holiday are entered.

EVENT CODE: 543
TITLE: Call Back Extra Compensation
ABBREVIATED TITLE: CL BCK XTRA
DESCRIPTION: To provide an additional flat amount to certain employees for each time they are called back.

ELIGIBLE ITEMS: 4896, 4974, 4975, 4976, 4977, 4978, 4979, 4980, 4981, 4982, 4983, 4986, 4987, 5064, 5065, 5066, 5068, 5071, 5087, 5088, 5089, 5090, 5094, 5097, 5098, 5100, 5101, 5103, 5104, 5105, 5106, 5107, 5111, 5340, 5341, 5791, 5792, 5794, 5798, 5799, 5801, 5802, 5803, 5804, 5808, 5810, 5811, 5812, 5814, 5815, 5816
ELIGIBLE SUBS: All
REFERENCE: County Code Section 6.78.350 (E);6.120.020 (I)
BONUS CLASS: Hazardous or Unpleasant Duties
KIND OF BASE: Non-Base
RATE TYPE: Unit Rate
RATE: \$5.00/call back
ENTRY SCREEN: TADJ, EADJ, OTPAY, OPAY, TIMEI, PPARM

CHAPTER V. SPECIAL PAY PRACTICES (BONUSES)

REMARKS:	<ol style="list-style-type: none">1. Enter one unit for each occasion that an employee is entitled to Call Back compensation.2. For the eligible items above, this Event code is used in addition to overtime Event Codes 746 (Call Back Actual) and 747 (Call Back Guaranteed).
EVENT CODE:	544
TITLE:	Appraisers Laundry and Dry Cleaning Allowance
ABBREVIATED TITLE:	APP LDC ALL
DESCRIPTION:	To provide a weekly flat amount to Appraisers who are assigned outside of LA County for more than 14 days.
ELIGIBLE ITEMS:	In BU's 131 & 132
ELIGIBLE SUBS:	All
REFERENCE:	MOU 131, 132
BONUS CLASS:	Reimbursements for Certain Expenses
KIND OF BASE:	Non-Base
RATE TYPE:	Unit Rate
RATE:	\$20.00/wk
ENTRY SCREEN:	TADJ, EADJ, OTPAY, OPAY, TIMEI, PPARM
REMARKS:	Enter one unit for each qualifying week.
EVENT CODE:	545
TITLE:	Heavy Duty Tow Truck Driver
ABBREVIATED TITLE:	HVY TOW TRK
DESCRIPTION:	Provides additional per hour compensation to employees of Public Works who are assigned to drive a heavy-duty tow truck.
ELIGIBLE ITEMS:	All
ELIGIBLE SUBS:	All
REFERENCE:	MOU 431
BONUS CLASS:	Special Skills
KIND OF BASE:	Non-Base
RATE TYPE:	Hourly Bonus
RATE:	.75/hr
ENTRY SCREEN:	TADJ, EADJ, OTPAY, OPAY, TIMEI, PPARM
REMARKS:	<ol style="list-style-type: none">1. Only hours are entered.2. If the employee's assignment is regular and ongoing, this bonus could be set up as part of the employee's work pattern.
EVENT CODE:	546
TITLE:	Slurry Seal Truck Driver
ABBREVIATED TITLE:	SLRY SL TRK
DESCRIPTION:	Provides additional per hour compensation to employees of Public Works who are assigned to drive a slurry seal truck.

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ELIGIBLE ITEMS: All
ELIGIBLE SUBS: All
REFERENCE: MOU 431
BONUS CLASS: Special Skills
KIND OF BASE: Non-Base
RATE TYPE: Hourly Bonus
RATE: .75/hr
ENTRY SCREEN: TADJ, EADJ, OTPAY, OPAY, TIMEI, PPARM
REMARKS: 1. Only hours are entered.
2. If the employee's assignment is regular and ongoing, this bonus could be set up as part of the employee's work pattern.

EVENT CODE: 548
TITLE: Lifeguard Paramedic - Relief
ABBREVIATED TITLE: LG PARA /RLF
DESCRIPTION: Provides an hourly increment for each hour that a Lifeguard is assigned as relief to a paramedic shift; the increment is the hourly value of a 66-level paramedic bonus.

ELIGIBLE ITEMS: 2923, 2924, 2025, 2926, 2927
ELIGIBLE SUBS: All
REFERENCE: MOU 641, 642
BONUS CLASS: Special Skills
KIND OF BASE: Non-Base
RATE TYPE: Hourly Bonus
RATE: Variable, depending upon employee's step
ENTRY SCREEN: TADJ, EADJ, OTPAY, OPAY, PPARMEVENT
REMARKS: The amount of the bonus is calculated by taking the difference between the employee's hourly rate and the hourly rate, which is 6 schedules (66 levels) higher. This rate is entered, together with the number of relief hours worked.

EVENT CODE: 552
TITLE: Standby – Emergency Roll Out Program
ABBREVIATED TITLE: STBY ERO PG
DESCRIPTION: Used to pay a special Standby rate for Social Workers assigned to the emergency roll out program.

ELIGIBLE ITEMS: 9050, 9051, 9058
ELIGIBLE SUBS: A, F, N
REFERENCE: MOU 711, 777
BONUS CLASS: Hazardous or Unpleasant Duties
KIND OF BASE: Non-Base
RATE TYPE: Hourly Bonus

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RATE: \$2.00
ENTRY SCREEN: TADJ, EADJ, OTPAY, OPAY, TIMEI, PPARM
REMARKS: There is a \$300 per month maximum for this bonus, which must be controlled manually by the department. Also, this rate is effective only through September 30, 2001, after which the rate reverts to the 711 unit's standard rate (now \$1.00). Only hours are entered.

EVENT CODE: 553
TITLE: Pioneer Excavation, Tunnel Operations, Fire Suppression, and Snow Removal —Construction Inspection and Surveying Groups
ABBREVIATED TITLE: MT OPS CI&S
DESCRIPTION: To provide additional hourly compensation for construction inspection and surveying employees in Public Works during the time that they are engaged in the operations specified in the title above.
ELIGIBLE ITEMS: 3887, 3889, 3890, 3893, 3895, 3901, 3907, 3912, 4195, 4197, 4199, 4203
ELIGIBLE SUBS: All
REFERENCE: County Code Section 6.109.020 (A1)
BONUS CLASS: Hazardous or Unpleasant Duties
KIND OF BASE: Non-Base
RATE TYPE: Hourly Bonus
RATE: .50/hr
ENTRY SCREEN: TADJ, EADJ, OTPAY, OPAY, TIMEI, PPARM
REMARKS: Only hours are entered. Also see EC 554 for other classes.

EVENT CODE: 554
TITLE: Pioneer Excavation, Tunnel Operations, Fire Suppression, and Snow Removal
ABBREVIATED TITLE: MT OPS VAR
DESCRIPTION: To provide additional hourly compensation for employees in various classes (other than those specified in EC 553) in Public Works during the time that they are engaged in those operations listed in title.
ELIGIBLE ITEMS: All
ELIGIBLE SUBS: All
REFERENCE: County Code Section 6.109.020 (A2)
BONUS CLASS: Hazardous or Unpleasant Duties
KIND OF BASE: Non-Base
RATE TYPE: Hourly Bonus
RATE: .18/hr
ENTRY SCREEN: TADJ, EADJ, OTPAY, OPAY, TIMEI, PPARM
REMARKS: Only hours are entered. Also see EC 553 for Construction Inspector and Surveying classes.

CHAPTER V. SPECIAL PAY PRACTICES (BONUSES)

EVENT CODE: 555
TITLE: Scaffold or Swing Stage, 30 feet Above Grade
ABBREVIATED TITLE: SWNG STG 30
DESCRIPTION: To provide an hourly bonus to employees who work on a ladder scaffold, swing stage, etc., 30 feet above grade.
ELIGIBLE ITEMS: Various Public Works employees in BU 431 & 432, and various building crafts workers in BU 411
ELIGIBLE SUBS: All
REFERENCE: MOU 411, 431, 432
BONUS CLASS: Hazardous or Unpleasant Duties
KIND OF BASE: Non-Base
RATE TYPE: Hourly Rate
RATE: .50/hr
ENTRY SCREEN: TADJ, EADJ, OTPAY, OPAY, TIMEI, PPARM
REMARKS: Only hours are entered.

EVENT CODE: 556
TITLE: High Scale and Rigging Operations, General
ABBREVIATED TITLE: HI SCL RIG
DESCRIPTION: To pay an hourly bonus to any employee engaged in hazardous, high scale and rigging operations.
ELIGIBLE ITEMS: All
ELIGIBLE SUBS: All
REFERENCE: County Code Section 6.109.020 (B2)
BONUS CLASS: Hazardous or Unpleasant Duties
KIND OF BASE: Non-Base
RATE TYPE: Hourly Bonus
RATE: .18/hr
ENTRY SCREEN: TADJ, EADJ, OTPAY, OPAY, TIMEI, PPARM
REMARKS: Only hours are entered. Also see EC 519, which is used for engineering employees engaged in similar operations.

EVENT CODE: 557
TITLE: Evening Shift, Med Tech
ABBREVIATED TITLE: EVSFT MDTCH
DESCRIPTION: To pay certain Med Tech employees at a rate which is 15% higher than his/her item rate for each hour worked on an evening shift.
ELIGIBLE ITEMS: 4903, 4895, 4896
ELIGIBLE SUBS: All
REFERENCE: MOU 341, 342
BONUS CLASS: Hazardous or Unpleasant Duties
KIND OF BASE: Non-Base
RATE TYPE: Hourly Bonus

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RATE:	15% of the employee's item/step hourly rate/hr.
ENTRY SCREEN:	TADJ, EADJ, OTPAY, OPAY, TIMEI, PPARM
REMARKS:	<ol style="list-style-type: none">1. Only hours are entered. EHR calculates the bonus using the employee's Calculated Salary.2. If the employee's assignment is regular and ongoing, this bonus could be set up as part of the employee's work pattern.
EVENT CODE:	558
TITLE:	Night Shift, Med Tech
ABBREVIATED TITLE:	NISFT MDTCH
DESCRIPTION:	To pay certain Med Tech employees at a rate which is 20% higher than his/her item rate for each hour worked on a night shift.
ELIGIBLE ITEMS:	4903, 4895, 4896
ELIGIBLE SUBS:	All
REFERENCE:	MOU 341, 342
BONUS CLASS:	Hazardous or Unpleasant Duties
KIND OF BASE:	Non-Base
RATE TYPE:	Hourly Bonus
RATE:	20% of the employee's item/step hourly rate/hr.
ENTRY SCREEN:	TADJ, EADJ, OTPAY, OPAY, TIMEI, PPARM
REMARKS:	<ol style="list-style-type: none">1. Only hours are entered. EHR calculates the bonus using the employee's Calculated Salary.2. If the employee's assignment is regular and ongoing, this bonus could be set up as part of the employee's work pattern.
EVENT CODE:	559
TITLE:	Miscellaneous Lump Sum Included in Regular Rate for Overtime
ABBREVIATED TITLE:	MIS LP SM Y
DESCRIPTION:	To make a lump sum payment not otherwise specifically identified; the payment is determined to be part of the Regular Rate calculation.
ELIGIBLE ITEMS:	All
ELIGIBLE SUBS:	All
REFERENCE:	N/A
BONUS CLASS:	Miscellaneous
KIND OF BASE:	Non-Base
RATE TYPE:	Flat Amount
RATE:	Variable Flat Amounts
ENTRY SCREEN:	TADJ, EADJ, OTPAY, OPAY, PPARMEVENT
REMARKS:	<ol style="list-style-type: none">1. This Event Code is to be used for flat dollar payments, such as one-time-only lump sum payments, where there is no other Event Code established that can be used to pay the required amount.

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2. The amount to be paid is entered as the rate, and a unit of one is also entered.

3. This Event Code should be used if it has been determined that the amount to be paid should be included in the premium rate calculation for any overtime worked in the FLSA period during which this bonus is paid, and the payment is to be made to Covered employees.

Otherwise, the conceptually identical Event Code 560 can be used.

EVENT CODE: 560
TITLE: Miscellaneous Lump Sum Not Included in Regular Rate for Overtime
ABBREVIATED TITLE: MIS LP SM N
DESCRIPTION: To make a lump sum payment not otherwise specifically identified; the payment is determined to be not a part of the Regular Rate calculation.
ELIGIBLE ITEMS: All
ELIGIBLE SUBS: All
REFERENCE: N/A
BONUS CLASS: Miscellaneous
KIND OF BASE: Non-Base
RATE TYPE: Flat Amount
RATE: Variable Flat Amounts
ENTRY SCREEN: TADJ, EADJ, OTPAY, OPAY, PPARMEVENT
REMARKS:
1. This Event Code is to be used for flat dollar payments, such as one-time-only lump sum payments, where there is no other Event Code established that can be used to pay the required amount.
2. The amount to be paid is entered as the rate, and a unit of one is also entered.
3. This Event Code should be used if it has been determined that the amount to be paid should not be included in the premium rate calculation for any overtime worked in the FLSA period during which this bonus is paid. If the bonus should be included as event for overtime calculation purposes, then Event Code 559 must be used.
4. If the lump sum bonus is authorized by a specific provision in an MOU, then Event Code 572 is used to make the payment.

EVENT CODE: 561
TITLE: Hours Paid but Not Worked
ABBREVIATED TITLE: HR PD NO WK
DESCRIPTION: To provide an hourly bonus with a rate based on the employee's item/step rate, for use in cases where employees are guaranteed certain number of hours of pay even though they do not actually work the hours. Some examples include Lifeguards who receive two or four hours pay for shifts not completed, or Matrons who are guaranteed certain hours.
ELIGIBLE ITEMS: All
ELIGIBLE SUBS: All

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REFERENCE: N/A
BONUS CLASS: Miscellaneous
KIND OF BASE: Non-Base
RATE TYPE: Hourly Bonus
RATE: Hourly Rate for the employee's item and step
ENTRY SCREEN: TADJ, EADJ, OTPAY, OPAY, PPARM
REMARKS: Enter only the number of hours that the employee should be paid. E-HR will use the employee's Calculated Salary to determine the hourly rate.

EVENT CODE: **562**
TITLE: Mental Health Alert and Psychiatric Mobile Response Team Standby
ABBREVIATED TITLE: MH PMRT SBY
DESCRIPTION: To provide an hourly bonus for employees on certain items in the Mental Health Department whenever they are assigned standby duty in connection with either the Mental Health Alert Team or the Psychiatric Mobile Response Team. The rate provided by this code supersedes that rate which would otherwise be paid based on the employees' items.
ELIGIBLE ITEMS: 4739, 5455, 5469, 5470, 5471, 5475, 5477, 5492, 8161, 8162, 8697, 8711, 9001, 9002, 9013, 9019, 9024, 9034, 9035, 9038
ELIGIBLE SUBS: All
REFERENCE: County Code Section 6.86.020 (A), various MOU
BONUS CLASS: Hazardous or Unpleasant Duties
KIND OF BASE: Non-Base
RATE TYPE: Hourly Bonus
RATE: \$1.00 Per Hour
ENTRY SCREEN: TADJ, EADJ, OTPAY, OPAY, TIMEI, PPARM
REMARKS: Only hours are entered.

EVENT CODE: **563**
TITLE: Relief Dam Operator Standby
ABBREVIATED TITLE: RLF DM STBY
DESCRIPTION: To provide a bonus which compensates employees in the Public Works who are assigned as Relief Dam Operators for the six hours that they are in Standby during each 24-hour relief shift.
ELIGIBLE ITEMS: 5922, 5923, 5924, 6049, 6051, 7180, 7183
ELIGIBLE SUBS: All
REFERENCE: MOU 401, 431
BONUS CLASS: Hazardous or Unpleasant Duties
KIND OF BASE: Non-Base
RATE TYPE: Hourly Bonus, not fixed
RATE: 50% of the employees' item/step hourly rate/hr
ENTRY SCREEN: TIMEI (Timesheet)

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REMARKS: Enter the number of hours, up to six, that the employee is on Standby; CWTAPPS will calculate the value of the bonus based on one-half of the employee's calculated salary rate. Note: The employee also receives eight hours of paid overtime for each 24-hour shift; the balance of time (10 hours) is not recorded on timesheet.

EVENT CODE: 564
TITLE: Tuition Reimbursement
ABBREVIATED TITLE: TUIT REIMBR
DESCRIPTION: To reimburse employees for all or part of the tuition that they have paid for successfully completed courses related to their work. This code is used for tuition reimbursement that is taxable. Use Event Code 573 to reimburse employees for Non-Taxable Tuition Reimbursement.
ELIGIBLE ITEMS: All
ELIGIBLE SUBS: A, F, L, N
REFERENCE: County Code Chapter 5.52
BONUS CLASS: Reimbursements for Certain Expenses
KIND OF BASE: Non-Base
RATE TYPE: Flat Amount
RATE: Flat Amounts from \$0.001 to \$5250.00
ENTRY SCREEN: TADJ, EADJ, OTPAY, OPAY, PPARMEVENT
REMARKS: The amount of tuition reimbursement to which the employee is entitled is entered as a flat dollar amount in the Rate field, and as 1 unit. The Date is the last day of the accrual period.

EVENT CODE: 565
TITLE: Paramedic Re-certification
ABBREVIATED TITLE: PARA RECERT
DESCRIPTION: To provide a lump sum bonus to firefighters who maintain their paramedic certification, but who are not receiving any other paramedic compensation. The bonus is paid each time that the employee completes the re-certification training.
ELIGIBLE ITEMS: 0199, 0201, 0205
ELIGIBLE SUBS: A, F, N
REFERENCE: MOU 601, 602
BONUS CLASS: Special Certificates
KIND OF BASE: Non-Base
RATE TYPE: Flat Amount
RATE: \$400
ENTRY SCREEN: TADJ, EADJ, OTPAY, OPAY, TIMEI, PPARM
REMARKS: 1. Enter one unit, without a rate, each time the employee is re-certified. E-HR will get the amount applicable from TERN.

CHAPTER V. SPECIAL PAY PRACTICES (BONUSES)

2. Before this Event Code can be entered on PDTC, it must first be entered on the employee's TADJ, EADJ, OTPAY, OPAY, TIMEI, PPARM screen for verification and reporting.

EVENT CODE: 566
TITLE: Qualified for Hazardous Material Bonus Inclusion in Overtime Rate Calculation
ABBREVIATED TITLE: HAZ MAT OT
DESCRIPTION: To provide the Fire Department with a means of identifying those firefighters who are eligible for having the Hazardous Materials Bonus, (Monthly Bonus, Event Code 354) included in their Regular Rate computation for overtime. These are firefighters who are not normally on an assignment which qualified for the bonus, but who may be given such an assignment on an overtime basis, in which case their overtime rate must include the value of the bonus.
ELIGIBLE ITEMS: 0199, 0201, 0205
ELIGIBLE SUBS: A, F, N
REFERENCE: MOU 601, 602
BONUS CLASS: Miscellaneous
KIND OF BASE: Non-Base
RATE TYPE: Flat Amount
RATE: No rate is assigned, except nominal .01
ENTRY SCREEN: TADJ, EADJ, OTPAY, OPAY, TIMEI, PPARM
REMARKS:
1. This bonus has no specific value, because it varies on an individual basis, and is included within the overtime rate, which is manually calculated and entered. This event code only serves to identify those employees for whom the Hazardous Materials Bonus should be included in the overtime rate because overtime is worked on a hazardous materials assignment.
2. This Event Code must be entered on the employee's PPARM screen for verification of the overtime rate.

EVENT CODE: 567
TITLE: Deputy Sheriff Reserve Annual Compensation
ABBREVIATED TITLE: DS RES ANNL
DESCRIPTION: To pay the annual compensation of \$1 provided in the Code to Reserve Deputies Sheriff.
ELIGIBLE ITEMS: 9308
ELIGIBLE SUBS: F
REFERENCE: County Code Section 6.120.020 (A2)
BONUS CLASS: Miscellaneous
KIND OF BASE: Non-Base
RATE TYPE: Flat Amount

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RATE: \$1.00
ENTRY SCREEN: TADJ, EADJ, OTPAY, OPAY, TIMEI, PPARM
REMARKS: For each full day worked by the employee, enter 1 unit (session) of 099 event and 1 unit of this bonus.

EVENT CODE: 568
TITLE: Assessment Appeals Full-Day Increment
ABBREVIATED TITLE: ASM AP FLDY
DESCRIPTION: To provide a bonus which, when added to eligible items' base session (1/2 day) rate of \$150, provides the extra to compensation required to compensate employees for a hearing which lasts a full day.
ELIGIBLE ITEMS: 9389, 9443
ELIGIBLE SUBS: J
REFERENCE: County Code Section 6.44.020 (A)
BONUS CLASS: Miscellaneous
KIND OF BASE: Non-Base
RATE TYPE: Unit Rate
RATE: \$75.00
ENTRY SCREEN: TADJ, EADJ, OTPAY, OPAY, TIMEI, PPARM
REMARKS: For each full day worked by the employee, enter 1 unit (session) of 099 event and 1 unit of this bonus.

EVENT CODE: 570
TITLE: Home Care Program Standby
ABBREVIATED TITLE: HOM CR STBY
DESCRIPTION: To provide a lump sum for each 12-hour shift that a physician remains on standby in connection with the Home Care Program.
ELIGIBLE ITEMS: 5455, 5474, 5475, 5476, 5477
ELIGIBLE SUBS: All
REFERENCE: 6.08.240 (D3)
BONUS CLASS: Hazardous or Unpleasant Duties
KIND OF BASE: Non-Base
RATE TYPE: Unit Rate
RATE: \$24.00/qualifying 12-hour shift
ENTRY SCREEN: TADJ, EADJ, OTPAY, OPAY, TIMEI, PPARM
REMARKS: One unit is entered for each qualifying shift on standby.

EVENT CODE: 571
TITLE: CSW Licensure Supervision
ABBREVIATED TITLE: CSW LIC SUP

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DESCRIPTION: Provides a per pay period stipend to employees who provide LCSW or MFCC licensure supervision to one or more CSW's for at least one hour weekly up to four hours.

ELIGIBLE ITEMS: 9070, 9071, 9072, 9073, 9074

ELIGIBLE SUBS: All

REFERENCE: MOU's 723, 777

BONUS CLASS: Special Assignments

KIND OF BASE: Non-Base

RATE TYPE: Unit Flat Amount/Pay Period

RATE: \$12.50 per pay period to \$50 per pay period

ENTRY SCREEN: TADJ, EADJ, OTPAY, OPAY, TIMEI, PPARM

REMARKS: The MOU describes this as a "monthly bonus", but it is paid as if it were a unit bonus. Enter one unit per pay period, or units if the employee is entitled to the \$100 per month because he/she has supervised for an average of four hours per week. There is a budgetary limit on the amount that can be spent for this bonus; for 1999-2000, the figure is \$120,000. This is not controlled by e-HR; this payroll staff should request reports periodically to monitor expenditures under this Event Code.

EVENT CODE: **572**

TITLE: MOU Lump Sum Bonus

ABBREVIATED TITLE: MOU LP SUM

DESCRIPTION: Used to make a one-time-only lump sum payment to certain employees as required by a negotiated MOU provision.

ELIGIBLE ITEMS: All

ELIGIBLE SUBS: All

REFERENCE: Various MOU, as negotiated

BONUS CLASS: Miscellaneous

KIND OF BASE: Non-Base

RATE TYPE: Flat Amount

RATE: Variable, ranging from \$0.10 to \$4000.00

ENTRY SCREEN: TADJ, EADJ, OTPAY, OPAY, PPARMEVENT

REMARKS:

1. This Event Code is to be used for flat dollar, one-time-only lump sum payments provided by an MOU, where there is no other Event code established that can be used to pay the required amount.
2. The dollar amount to be paid is entered as the rate, and a unit of one is also entered.
3. Generally, these negotiated lump sums are not included in calculating overtime worked during the week in which this bonus is paid. However, if the negotiated agreement provides that the bonus should be included as event for overtime calculation purposes, then Event Code 559 must be used.

CHAPTER V. SPECIAL PAY PRACTICES (BONUSES)

4. For the payments of other lump sums not authorized by a specific MOU provision, see EC 560.

EVENT CODE: 573
TITLE: Tuition Reimbursement – Non-Taxable
ABBREVIATED TITLE: TUIT REM NT
DESCRIPTION: To reimburse employees for all or part of the Non-Taxable tuition that they have paid for successfully completed courses related to their work. To provide tuition reimbursement that is taxable, use Event Code 564.
ELIGIBLE ITEMS: All
ELIGIBLE SUBS: All
REFERENCE: County Code Chapter 5.52
BONUS CLASS: Reimbursements for Certain Expenses
KIND OF BASE: Non-Base
RATE TYPE: Flat Amount
RATE: Flat Amounts from \$0.001 to \$5250.00
ENTRY SCREEN: PATC (Additional EVENT)
REMARKS: The amount of tuition reimbursement to which the employee is entitled is entered as a flat dollar amount in the Rate field, and as 1 unit. (For Date, use last day of accrual period)

EVENT CODE: 574
TITLE: Standby – INS Witness Program
ABBREVIATED TITLE: STBY INS WT
DESCRIPTION: To provide a bonus for each hour that a public defender investigator is assigned to scheduled periods of standby service at off-duty times while assigned to the INS Parole Witness Program.
ELIGIBLE ITEMS: 2901, 2902
ELIGIBLE SUBS: A, F, N
REFERENCE: MOU 613
BONUS CLASS: Hazardous or Unpleasant Duties
KIND OF BASE: Non-Base
RATE TYPE: Hourly Bonus
RATE: \$2.00
ENTRY SCREEN: TADJ, EADJ, OTPAY, OPAY, TIMEI, PPARM
REMARKS: Hours only are entered, e-HR gets the rate from TERN. This bonus is paid whether or not the employee is recalled to duty. This bonus applies to PD Investigators only when assigned to the INS Parole Witness program; otherwise, the standard standby rate applies.
Note: There is a maximum amount of \$600 Standby that can be paid each month under this bonus. This limit is not enforced by e-HR, so payroll staff must monitor it manually.

CHAPTER V. SPECIAL PAY PRACTICES (BONUSES)

EVENT CODE:	575
TITLE:	Wastewater Plant Relief Bonus
ABBREVIATED TITLE:	WAST RL BON
DESCRIPTION:	Paid to Wastewater Treatment Plant Operators assigned to act as a relief operator.
ELIGIBLE ITEMS:	Wastewater Treatment Plant Operator, #7224
ELIGIBLE SUBS:	A, F, N
REFERENCE:	MOU 401
BONUS CLASS:	Hazardous or Unpleasant Duties
KIND OF BASE:	Non-Base
RATE TYPE:	Hourly
RATE:	\$1.00/hr
ENTRY SCREEN:	TADJ, EADJ, OTPAY, OPAY, TIMEI, PPARM
REMARKS:	Only hours worked as a relief operator are entered
EVENT CODE:	576
TITLE:	Solo Daily Event
ABBREVIATED TITLE:	SOLO DA ERN
DESCRIPTION:	Paid to Court Reporters who have to prepare a transcript for the next day's proceedings (criminal trials), or who prepare transcripts on a real-time basis, e.g., for hearing-impaired persons.
ELIGIBLE ITEMS:	Court Reporters
ELIGIBLE SUBS:	All
REFERENCE:	
BONUS CLASS:	Special Assignments
KIND OF BASE:	Non Base
RATE TYPE:	Hourly Bonus
RATE:	The hourly rate of the employee's Calculated Salary
ENTRY SCREEN:	TADJ, EADJ, OTPAY, OPAY, TIMEI, PPARM
REMARKS:	Enter hours (4 or 8) worked under above circumstances; EHR calculates bonus from employee's item and step.
EVENT CODE:	577
TITLE:	Interpreter Half-Day Bonus
ABBREVIATED TITLE:	INT HALF DA
DESCRIPTION:	Paid to Interpreters in the Superior Court who work only a half-day shift. Because this class is shown with one hourly rate in CWTAPPS for those who work a standard eight-hour shift, but the half-day rate is higher, this hourly bonus is paid for each of the four hours worked by a half-time Interpreter, i.e., in addition to the four hours 099.
ELIGIBLE ITEMS:	Interpreter (9555)

CHAPTER V. SPECIAL PAY PRACTICES (BONUSES)

ELIGIBLE SUBS: F
REFERENCE:
BONUS CLASS: Miscellaneous
KIND OF BASE: Non-Base
RATE TYPE: Hourly
RATE: \$14.96
ENTRY SCREEN: TIMEI
REMARKS: Enter four hours of this bonus for each half-day shift worked by an Interpreter.

EVENT CODE: 581
TITLE: Swimming Proficiency Bonus
ABBREVIATED TITLE: SWM PFCY BS
DESCRIPTION: Paid to permanent, full-time ocean and lake lifeguards and their supervisors upon successful completion of a winter re-check as follows:
- Lifeguards must complete a 550-yd swim in nine minutes or less.
2924, 2925, 2926, 2927, 2949, 2950.
ELIGIBLE ITEMS: 2924, 2925, 2926, 2927, 2949, 2950.
ELIGIBLE SUBS: A, N
REFERENCE: MOU 641, 642
BONUS CLASS: Special Skills
KIND OF BASE: Non-Base
RATE TYPE: Flat Dollar Amount
RATE: \$500 for 2016, \$700 for 2017
ENTRY SCREEN: TADJ, EADJ, OTPAY, OPAY, PPARMEVENT
REMARKS: One unit is entered when employee completes annual re-check swim.

EVENT CODE: 582
TITLE: Interpreter Regular Multiple Language Same Day
ABBREVIATED TITLE: INT MUL LAN
DESCRIPTION: Paid to monthly Interpreters in the Superior Court assigned to perform in more than one language in the same day.
ELIGIBLE ITEMS: 9887
ELIGIBLE SUBS: All
REFERENCE: Superior Court Rules
BONUS CLASS: Special Skills
KIND OF BASE: Non-Base
RATE TYPE: Hourly – Unit Rate
RATE: \$3.52 (rate is based on 10% of Item hourly rate)
ENTRY SCREEN: PDTC
REMARKS: Enter Event Code and number of qualifying hours worked on TIMEI.

CHAPTER V. SPECIAL PAY PRACTICES (BONUSES)

EVENT CODE: 583
TITLE: Interpreter Hourly / Daily Language Same Day
ABBREVIATED TITLE: INT MUL LAN
DESCRIPTION: Paid to hourly/daily interpreters in the Superior Court assigned to perform in more than one language in the same day.
ELIGIBLE ITEMS: 9555, 9920
ELIGIBLE SUBS: F, C
REFERENCE: Superior Court Rules
BONUS CLASS: Special Skills
KIND OF BASE: Non-Base
RATE TYPE: Hourly – Unit Rate
RATE: \$3.53 (rate is based on 10% of Item hourly rate)
ENTRY SCREEN: TADJ, EADJ, OTPAY, OPAY, TIMEI, PPARM
REMARKS: Enter Event Code and number of qualifying hours worked on TIMEI.

EVENT CODE: 584
TITLE: Physicians Stipends
ABBREVIATED TITLE: PHYS STIP
DESCRIPTION: This bonus is used to provide extra compensation to Physician Specialists, Senior Physicians, Chief Physicians, and Medical Directors who hold positions for which employees are in extremely short supply, pursuant to County Code Section 6.10.150 C.
ELIGIBLE ITEMS: 5422, 5447, 5449, 5450, 5452, 5457, 5477, 5478, 5479, 5480, 5481
ELIGIBLE SUBS: All
REFERENCE: 6.10.150 C.
BONUS CLASS: Salary Range Extension
KIND OF BASE: Non Base
RATE TYPE: Flat Dollar Amount
RATE: Varies \$1.00 - \$11,000
ENTRY SCREEN: TADJ, EADJ, OTPAY, OPAY, PPARM
REMARKS: Before this bonus can be paid, it requires an entry on the employee's TADJ, EADJ, OTPAY, OPAY, PPARM documents. Thereafter, the bonus is entered as a flat dollar amount, and as 1 unit, on each TIMEI.

C. PPARM PAY PERIOD BONUSES (600)

These bonuses tend to be relatively permanent and ongoing, and therefore, are entered on PPARM so that e-HR can pay them regularly without the necessity of manual processing by payroll staff. However, most of these bonuses are pay period flat dollar amounts; some are hourly. In all cases, the values of these bonuses for an FLSA week are included in the Regular Rate computation for overtime, since these are all non-base bonuses.

CHAPTER V. SPECIAL PAY PRACTICES (BONUSES)

EVENT CODE: 600
TITLE: RN Mobile Intensive Care Certification – Sub D
ABBREVIATED TITLE: RN MICN D
DESCRIPTION: For RN’s who are certified as Mobil Intensive Care Nurse and assigned on Item Sub D to work in an emergency room or in the Emergency Medical Systems Division. In the case of the Emergency Medical Systems Program Head, assigned to direct the Pre-Hospital Care Program.
ELIGIBLE ITEMS: 5133, 5134, 5135, 5208, 5121, 5314
ELIGIBLE SUBS: D
REFERENCE: MOU 311, 312; County Code Section 6.78.350 (H)
BONUS CLASS: Special Certificates, Special Assignments
KIND OF BASE: Non-Base
RATE TYPE: Pay Period
RATE: \$75.00
ENTRY SCREEN: TADJ, EADJ, OTPAY, OPAY, PPARM
REMARKS: Enter Event Code and Start Date only; EHR uses the rate from TERN. Also see EC 633, which pays a \$50 bonus to RN’s on Sub D assigned to Emergency Rooms, but who are not also MICN certified.

EVENT CODE: 602
TITLE: Supervising Transportation Deputy Performing Dispatcher Duties
ABBREVIATED TITLE: StranD Disp
DESCRIPTION: Provides additional compensation for Probation Department transportation employees regularly assigned as a dispatcher.
ELIGIBLE ITEMS: 8627
ELIGIBLE SUBS: A, F, N
REFERENCE: MOU 702
BONUS CLASS: Special Assignments
KIND OF BASE: Non-Base
RATE TYPE: Per month
RATE: \$30.00 (\$15.00 per pay period)
ENTRY SCREEN: TADJ, EADJ, OTPAY, OPAY, PPARM
REMARKS: Enter Event Code and Start Date only; e-HR will use the rate from PPRT.

EVENT CODE: 603
TITLE: Automotive Service Excellence Certificates
ABBREVIATED TITLE: ASE CERT
DESCRIPTION: Provides additional compensation for each ASE certificate that certain employees engaged in automotive repair work possess.
ELIGIBLE ITEMS: 7427, 7433, 7434, 7436, 7437, 7472, 7473
ELIGIBLE SUBS: A, F, N
REFERENCE: MOU 421

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BONUS CLASS: Special Certificates
KIND OF BASE: Non-Base
RATE TYPE: Hourly
RATE: \$0.25 per hour per certificate
ENTRY SCREEN: TADJ, EADJ, OTPAY, OPAY, PPARM
REMARKS:
1. Enter the Event Code and Start Date.
2. Enter the rate that is calculated by multiplying the number of certificates that the employee has (up to nine) by the hourly rate specified.
3. E-HR will apply this rate to regular and paid leave hours.

EVENT CODE: **604**
TITLE: RN Mobile Intensive Care Certification
ABBREVIATED TITLE: RN MICN CRT
DESCRIPTION: For RN's who are certified as Mobil Intensive Care Nurse and assigned permanently to work in an emergency room or in the Emergency Medical Systems Division. In the case of the Emergency Medical Systems Program Head, assigned to direct the Pre-Hospital Care Program.

ELIGIBLE ITEMS: 4596, 5121, 5133, 5134, 5135, 5139, 5140, 5141, 5208, 5214, 5216, 5314, 5329, 5330, 5338, 5339

ELIGIBLE SUBS: A, N

REFERENCE: MOU 311, 312; County Code Section 6.78.350 (H)

BONUS CLASS: Special Certificates, Special Assignments

KIND OF BASE: Non-Base

RATE TYPE: Pay Period

RATE: \$75.00

ENTRY SCREEN: TADJ, EADJ, OTPAY, OPAY, PPARM

REMARKS: Enter Event Code and Start Date only; e-HR uses the rate from PPRT. Also see EC 609, which pays a \$50 bonus to RN's assigned to Emergency Rooms, but who are not also MICN certified.

EVENT CODE: **605**
TITLE: Custodian Floor Waxing Bonus
ABBREVIATED TITLE: CUS FLR WAX
DESCRIPTION: For Custodians assigned to full-time floor waxing duties

ELIGIBLE ITEMS: 6774

ELIGIBLE SUBS: A, N

REFERENCE: MOU 201

BONUS CLASS: Special Skills

KIND OF BASE: Non-Base

RATE TYPE: Pay Period

RATE: \$120/month; \$60.00/pay period

ENTRY SCREEN: TADJ, EADJ, OTPAY, OPAY, PPARM

REMARKS: Enter Event Code and Start Date only; EHR uses the rate from TERN.

CHAPTER V. SPECIAL PAY PRACTICES (BONUSES)

EVENT CODE: 606
TITLE: Fire Equipment Mechanic Assigned Field Repair Duties
ABBREVIATED TITLE: FEM FIELD
DESCRIPTION: For those Fire Equipment Mechanics who are assigned on a regular basis to field repair duties.
ELIGIBLE ITEMS: 7472, 7473
ELIGIBLE SUBS: A, F, N
REFERENCE: MOU 421
BONUS CLASS: Special Assignments
KIND OF BASE: Non-Base
RATE TYPE: Hourly
RATE: \$0.60
ENTRY SCREEN: TADJ, EADJ, OTPAY, OPAY, PPARM
REMARKS:
1. Enter Event Code and Start Date only; e-HR uses the rate from PPRT.
2. E-HR will apply this rate to regular and paid leave hours.

EVENT CODE: 607
TITLE: SDPO Assigned Acting Director in a Camp
ABBREVIATED TITLE: SDPO ACTDIR
DESCRIPTION: For those Supervising Deputy Probation Officers who work a 56-hour work week and are assigned acting director duties in addition to their regular duties in a Probation camp.
ELIGIBLE ITEMS: 8610
ELIGIBLE SUBS: A, F, N, O
REFERENCE: MOU 702
BONUS CLASS: Special Assignments
KIND OF BASE: Non-Base
RATE TYPE: Pay Period
RATE: \$30/month; \$15.00/pay period
ENTRY SCREEN: TADJ, EADJ, OTPAY, OPAY, PPARM
REMARKS: Enter Event Code and Start Date only; e-HR uses the rate from PPRT.

EVENT CODE: 608
TITLE: Bilingual Bonus
ABBREVIATED TITLE: BILNGL BONS
DESCRIPTION: To provide additional compensation to monthly employees who are skilled in and must use a second language. (See separate hourly bonus, Event Code 628, for other-than-monthly employees).
ELIGIBLE ITEMS: All
ELIGIBLE SUBS: A, B, L-Z
REFERENCE: County Code Section 6.10.140
BONUS CLASS: Special Skills

CHAPTER V. SPECIAL PAY PRACTICES (BONUSES)

KIND OF BASE: Non-Base
RATE TYPE: Pay Period
RATE: \$50.00
ENTRY SCREEN: TADJ, EADJ, OTPAY, OPAY, PPARM
REMARKS: Enter Event Code and Start Date only; e-HR uses the rate from PPRT. Also see Section III, County-Wide Bonuses, above.

EVENT CODE: 609
TITLE: RN Assigned to Emergency Room
ABBREVIATED TITLE: RN EMERG RM
DESCRIPTION: To provide additional compensation to Assistant Nursing Director permanently assigned to work in a recognized emergency room.
ELIGIBLE ITEMS: 5314
ELIGIBLE SUBS: A, N
REFERENCE: MOU 311, 312 County Code Section 6.78.350 (H1)
BONUS CLASS: Special Assignments
KIND OF BASE: Non-Base
RATE TYPE: Pay Period
RATE: \$50.00
ENTRY SCREEN: TADJ, EADJ, OTPAY, OPAY, PPARM
REMARKS: Enter Event Code and Start Date only; e-HR uses the rate from TERN. Also see EC 604, paid to MICN-certified AND's assigned to emergency rooms.

EVENT CODES 612 – 615

These event codes are used to provide pay period bonuses for various law enforcement employees who are required to demonstrate proficiency in pistol shooting.

Persons eligible for these bonuses are:

- Sworn peace officers in the Sheriff's Department
- Safety police and park rangers in other departments who are required to qualify in pistol or revolver shooting
- Sworn peace officers in the District Attorney's office who are required to qualify in pistol or revolver shooting

Some employees qualify for the bonus in accordance with rules adopted by the Sheriff, while others qualify for the bonus in accordance with rules adopted by the District Attorney.

The person is eligible to receive the bonus from the first of the month during which he/she qualifies, and the bonus continues for one calendar year. The employee may re-qualify anytime during that year and extend his/her eligibility to receive the bonus for another year from the first of the month during which

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he/she re-qualifies. A person who qualifies in a lower shooting category may re-qualify anytime in a higher category and be paid the higher bonus effective the first of the following month. However, he/she may only be paid the bonus for one category at a time, so payroll staff must stop the former shooting bonus in the TADJ, EADJ, OTPAY, OPAY, PPARM documents before adding the new bonus.

The rates and required scores are specified under each bonus.

Also see Event Codes 641 – 644, which are used for Reserve Deputies Sheriff.

EVENT CODE: 612
TITLE: Shooting Bonus Expert
ABBREVIATED TITLE: SHOOT EXPER
DESCRIPTION: To provide additional compensation for employees required to qualify in pistol shooting. This code requires a score of 275 – 289, except for DA employees, in which case the required score is 91.6 – 96.5.
ELIGIBLE ITEMS: 0201, 0205, 2707, 2708, 2717, 2719, 2721, 2723, 2827, 2828, 2832, 2884, 2889, 2890, 2891, 2894, 2896, 9309, 9968, 9969, 9970, 9977, 9978, 9979, 9980
ELIGIBLE SUBS: All
REFERENCE: County Code Section 6.10.110, BU 601, 602, 611 & 612 MOUs
BONUS CLASS: Special Skills
KIND OF BASE: Non-Base
RATE TYPE: Pay Period
RATE: \$8.00
ENTRY SCREEN: TADJ, EADJ, OTPAY, OPAY, PPARM
REMARKS: Enter Event Code and Start Date only; e-HR uses the rate from PPRT.

EVENT CODE: 613
TITLE: Shooting Bonus, Distinguished Expert
ABBREVIATED TITLE: SHOOT DISTX
DESCRIPTION: To provide additional compensation for employees required to qualify in pistol shooting. This code requires a score of 290 – 300, except for DA employees, in which case the required score is 96.6 – 100.
ELIGIBLE ITEMS: 0201, 0205, 2707, 2708, 2717, 2719, 2721, 2723, 2727, 2828, 2832, 2884, 2889, 2890, 2891, 2894, 2896, 9309, 9968, 9969, 9970, 9977, 9978, 9979, 9980, 9994
ELIGIBLE SUBS: All
REFERENCE: County Code Section 6.10.110, BU 601, 602, 611 & 612 MOUs.
BONUS CLASS: Special Skills
KIND OF BASE: Non-Base
RATE TYPE: Pay Period
RATE: \$16.00

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ENTRY SCREEN: TADJ, EADJ, OTPAY, OPAY, PPARM
REMARKS: Enter Event Code and Start Date only; e-HR uses the rate from PPRT.

EVENT CODE: 614

TITLE: Shooting Bonus, Marksman

ABBREVIATED TITLE: SHOOT MARKS

DESCRIPTION: To provide additional compensation for employees required to qualify in pistol shooting. This code requires a score of 240 – 259, except for DA employees, in which case the required score is 80 – 86.5

ELIGIBLE ITEMS: 0201, 0205, 2707, 2708, 2717, 2719, 2721, 2723, 2827, 2828, 2832, 2884, 2889, 2890, 2891, 2894, 2896, 9309, 9968, 9969, 9970, 9977, 9978, 9979, 9980, 9994

ELIGIBLE SUBS: All

REFERENCE: County Code Section 6.10.110, BU 601, 602, 611 & 612

BONUS CLASS: Special Skills

KIND OF BASE: Non-Base

RATE TYPE: Pay Period

RATE: \$2.00

ENTRY SCREEN: TADJ, EADJ, OTPAY, OPAY, PPARM

REMARKS: Enter Event Code and Start Date only; e-HR uses the rate from PPRT.

EVENT CODE: 615

TITLE: Shooting Bonus, Sharpshooter

ABBREVIATED TITLE: SHOOT SHART

DESCRIPTION: To provide additional compensation for employees required to qualify in pistol shooting. This code requires a score of 260 – 274, except for DA employees, in which case the required score is 86.6 – 91.5

ELIGIBLE ITEMS: 0201, 0205, 2707, 2708, 2717, 2719, 2721, 2721, 2723, 2827, 2828, 2832, 2884, 2889, 2890, 2891, 2894, 2896, 9309, 9968, 9969, 9970, 9977, 9978, 9979, 9980, 9994

ELIGIBLE SUBS: All

REFERENCE: County Code Section 6.10.110, BU 601, 602, 611, 612 MOUs

BONUS CLASS: Special Skills

KIND OF BASE: Non-Base

RATE TYPE: Pay Period

RATE: \$4.00

ENTRY SCREEN: TADJ, EADJ, OTPAY, OPAY, PPARM

REMARKS: Enter Event Code and Start Date only; e-HR uses the rate from PPRT.

EVENT CODE: 617

TITLE: Clinic Nurse Assigned to Probation Camp

ABBREVIATED TITLE: RN PRB CMP

CHAPTER V. SPECIAL PAY PRACTICES (BONUSES)

DESCRIPTION: To provide additional compensation for certain Clinic RN's assigned to a Probation Camp.
ELIGIBLE ITEMS: 5133, 5134, 5135, 5139, 5140, 5141, 5329, 5330
ELIGIBLE SUBS: A, D, N
REFERENCE: MOU 311, 312
BONUS CLASS: Location Assignments
KIND OF BASE: Non-Base
RATE TYPE: Pay Period
RATE: \$50.00
ENTRY SCREEN: TADJ, EADJ, OTPAY, OPAY, PPARM
REMARKS: Enter Event Code and Start Date only; e-HR uses the rate from TERN.

EVENT CODE: 618
TITLE: Transportation Bus Driver, Sheriff
ABBREVIATED TITLE: BS DRV LASO
DESCRIPTION: To provide additional compensation for Deputies Sheriff assigned to drive busses in the Sheriff's Transportation Bureau.
ELIGIBLE ITEMS: 2708, 2712
ELIGIBLE SUBS: A, N,
REFERENCE: MOU 611
BONUS CLASS: Special Skills
KIND OF BASE: Non-Base
RATE TYPE: Pay Period
RATE: \$25.00
ENTRY SCREEN: TADJ, EADJ, OTPAY, OPAY, PPARM
REMARKS: Enter Event Code and Start Date only; e-HR uses the rate from PPRT.

EVENT CODE: 620
TITLE: San Gabriel Dam Operator
ABBREVIATED TITLE: SG Dam Oper
DESCRIPTION: Provides additional compensation to a Dam Operator who is permanently assigned to operate San Gabriel Dam.
ELIGIBLE ITEMS: 7183
ELIGIBLE SUBS: A, N
REFERENCE: County Code Section 6.109.020 (H)
BONUS CLASS: Location Assignments
KIND OF BASE: Non-Base
RATE TYPE: Pay Period
RATE: \$5.00
ENTRY SCREEN: TADJ, EADJ, OTPAY, OPAY, PPARM
REMARKS: Enter Event Code and Start Date only; E-HR uses the rate from PPRT.

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EVENT CODE: 622
TITLE: Advanced Appraiser Certification
ABBREVIATED TITLE: ADV APP CRT
DESCRIPTION: Provides additional compensation to Appraisers who possess an Advanced Appraiser Certification issued by the State Board of Equalization.
ELIGIBLE ITEMS: All in BU's 131, 132; and full time permanent Non-Rep Assessor Staff
ELIGIBLE SUBS: A, N for non-represented; All for BUs 131 & 132
REFERENCE: MOU 131; 6.38.020
BONUS CLASS: Special Certificates
KIND OF BASE: Non-Base
RATE TYPE: Pay Period
RATE: \$67.00
ENTRY SCREEN: TADJ, EADJ, OTPAY, OPAY, PPARM
REMARKS: Enter Event Code and Start Date only; e-HR uses the rate from PPRT.

EVENT CODE: 624
TITLE: Bilingual Additional Bonus, Children's Social Workers
ABBREVIATED TITLE: CSW BILINGL
DESCRIPTION: This bonus is applicable to those Children's Social Workers who are required to exercise bilingual skills; they receive it in addition to the County-Wide Bilingual Bonus, (EC 608).
ELIGIBLE ITEMS: 9070, 9071, 9072, 9073, 9074
ELIGIBLE SUBS: A, C, F, N, O
REFERENCE: MOU 723, 777
BONUS CLASS: Special Skills
KIND OF BASE: Non-Base
RATE TYPE: Pay Period
RATE: \$35.00
ENTRY SCREEN: TADJ, EADJ, OTPAY, OPAY, PPARM
REMARKS: Enter Event Code and Start Date only; e-HR uses the rate from PPRT.

EVENT CODE: 625
TITLE: Agriculture inspectors Assigned to Standardization
ABBREVIATED TITLE: AG INS STND
DESCRIPTION: Provides Additional compensation to Agricultural Inspectors who are assigned for a majority of their time to the Standardization Division.
ELIGIBLE ITEMS: 0004, 0005, 0007, 0009, 0011, 0012
ELIGIBLE SUBS: All
REFERENCE: MOU 821
BONUS CLASS: Special Assignments
KIND OF BASE: Non-Base
RATE TYPE: Pay Period

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RATE: \$12.50
ENTRY SCREEN: TADJ, EADJ, OTPAY, OPAY, PPARM
REMARKS: Enter Event Code and Start Date only; e-HR uses the rate from PPRT.

EVENT CODE: 626
TITLE: Firefighter Paramedic Not Assigned to a Paramedic Post
ABBREVIATED TITLE: FF NOPARA
DESCRIPTION: Provides additional compensation to firefighters who retain their certification as paramedics but who are not assigned to paramedic post (pertains to employees assigned to a non-post position prior to July 1, 1988.

ELIGIBLE ITEMS: 0199, 0201, 0205
ELIGIBLE SUBS: A, F, N
REFERENCE: MOU 601, 602
BONUS CLASS: Special Certificates
KIND OF BASE: Non-Base
RATE TYPE: Pay Period
RATE: \$50.00
ENTRY SCREEN: TADJ, EADJ, OTPAY, OPAY, PPARM
REMARKS: Enter Event Code and Start Date only; e-HR uses the rate from PPRT.

EVENT CODE: 627
TITLE: Detention and Transportation Extra Supervision Bonus
ABBREVIATED TITLE: D&T EX SUP
DESCRIPTION: Used to pay Supv. Detention Services Officers and Supv. Transportation Deputies a bonus for supervising more subordinates than usual; i.e., their "span of supervision exceeds historically established supervision ratios".

ELIGIBLE ITEMS: 8627, 8659
ELIGIBLE SUBS: A, F, N
REFERENCE: MOU 702
BONUS CLASS: Special Assignments
KIND OF BASE: Non-Base
RATE TYPE: Pay Period
RATE: \$75.00 (\$150/mo)
ENTRY SCREEN: TADJ, EADJ, OTPAY, OPAY, PPARM
REMARKS: Enter Event Code and Start Date only; e-HR uses the rate from PPRT.

EVENT CODE: 628
TITLE: Bilingual Bonus for Other than Monthly Employees
ABBREVIATED TITLE: BILINGL NOMO

CHAPTER V. SPECIAL PAY PRACTICES (BONUSES)

DESCRIPTION: To pay an hourly bilingual bonus to employees on other than monthly subs who otherwise qualify for the bilingual bonus. Employees on monthly sub titles are paid the bonus by using Event Code 608.

ELIGIBLE ITEMS: All

ELIGIBLE SUBS: C, E, F, G, H, J

REFERENCE: County Code Section 6.10.140

BONUS CLASS: Special Skills

KIND OF BASE: Non-Base

RATE TYPE: Hourly

RATE: \$0.57/hr

ENTRY SCREEN: TADJ, EADJ, OTPAY, OPAY, PPARM

REMARKS:

1. Enter Event Code and Start Date only; e-HR uses the rate from PPRT.
2. EHR will apply this rate to regular and paid leave hours.
3. Also see Section III, County-Wide Bonuses.

EVENT CODE: **629**

TITLE: Mortuary Attendant at LAC/USC MC

ABBREVIATED TITLE: MR ATT MDCT

DESCRIPTION: Provides additional compensation to Mortuary Attendants assigned on a permanent basis to the LAC/USC Medical Center

ELIGIBLE ITEMS: 5055

ELIGIBLE SUBS: A, N,

REFERENCE: MOU 211

BONUS CLASS: Location Assignments

KIND OF BASE: Non-Base

RATE TYPE: Pay Period

RATE: \$25.00

ENTRY SCREEN: TADJ, EADJ, OTPAY, OPAY, PPARM

REMARKS: Enter Event Code and Start Date only; e-HR uses the rate from PPRT.

EVENT CODE: **631**

TITLE: Bilingual Bonus – Sub D

ABBREVIATED TITLE: BIL BON D

DESCRIPTION: Used to pay RN's on Item Sub D who are approved to receive Bilingual Pay (This code provides 90% of full-time bonus).

ELIGIBLE ITEMS: 5133, 5134, 5172

ELIGIBLE SUBS: D

REFERENCE: 6.10.140. A.

BONUS CLASS: Special Skills

KIND OF BASE: Non-Base

RATE TYPE: Pay Period

RATE: \$45.00

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ENTRY SCREEN:	PPARM
REMARKS:	Enter Event Code and Start Date only; e-HR uses the rate from PPRT. Also see Section III, County-Wide Bonuses, above.
EVENT CODE:	632
TITLE:	Mental Health Workers Assigned to Sheriff's Detention Facilities
ABBREVIATED TITLE:	DMH SHF DET
DESCRIPTION:	Provides additional compensation to certain employees of the Department of Mental Health who are assigned to work full time in various Sheriff's detention facilities.
ELIGIBLE ITEMS:	5856, 5857, 5871, 5872, 8148, 8695, 8697, 8711, 8712, 9014, 9015, 9029, 9030 9034, 9035
ELIGIBLE SUBS:	A, N
REFERENCE:	MOU 721, 341, 342
BONUS CLASS:	Location Assignments
KIND OF BASE:	Non-Base
RATE TYPE:	Pay Period
RATE:	\$50.00 (\$100/mo)
ENTRY SCREEN:	TADJ, EADJ, OTPAY, OPAY, PPARM
REMARKS:	Enter Event Code and Start Date only; e-HR uses the rate from PPRT.
EVENT CODE:	634
TITLE:	Supervising Detention Services Officer of the Day
ABBREVIATED TITLE:	SDSO OOD
DESCRIPTION:	Provides additional compensation to Supervising Detention Services Officers in the Probation Department who are assigned on a full-time basis as officer-of-the-day.
ELIGIBLE ITEMS:	8659
ELIGIBLE SUBS:	All
REFERENCE:	MOU 702
BONUS CLASS:	Special Assignments
KIND OF BASE:	Non-Base
RATE TYPE:	Pay Period
RATE:	\$15.00 (\$30/mo)
ENTRY SCREEN:	TADJ, EADJ, OTPAY, OPAY, PPARM
REMARKS:	Enter Event Code and Start Date only; e-HR uses the rate from PPRT.
EVENT CODE:	635
TITLE:	Transportation Deputy Bus Driver, Probation
ABBREVIATED TITLE:	TR DP BS DV
DESCRIPTION:	Provides additional compensation to Transportation Deputies in the Probation Department who are assigned to drive a bus for a majority of their time.

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ELIGIBLE ITEMS: 8626
ELIGIBLE SUBS: A, F, M, N
REFERENCE: MOU 701
BONUS CLASS: Special Skills
KIND OF BASE: Non-Base
RATE TYPE: Pay Period
RATE: \$25.00 (\$50/mo)
ENTRY SCREEN: TADJ, EADJ, OTPAY, OPAY, TIMEI, PPARM
REMARKS: 1. This bonus is an exception to the CWTAPPS numbering scheme. Originally, it was a pay period bonus entered on PPARM, but because of the high frequency of transactions as employees moved through this assignment, the bonus was changed to a timesheet bonus to simplify entry.
2. Enter only one unit, without a rate, each pay period that the employee works as a bus driver for a majority of that pay period. E-HR will get the amount applicable from PPRT.

EVENT CODE: 636
TITLE: INCIDENTAL EXPENSE ALLOWANCE
ABBREVIATED TITLE: INC EXP ALL
DESCRIPTION: Provides a pay period allowance, to Lieutenants designated by the Sheriff as station commander, or to Captains and above, to offset expenses incidental to assignment as station commander, or to management classes in the Fire Department, to offset expenses incidental to those assignments.
ELIGIBLE ITEMS: 0217, 0219, 0220, 0224, 0225, 0336, 0997, 1066, 1069, 2719, 2721, 2723, 2935, 9968, 9969, 9070
ELIGIBLE SUBS: A, F, N, O
REFERENCE: County Code Section 5.40.490 for Sheriff, 5.40.495 for Fire
BONUS CLASS: Reimbursements for Certain Expenses
KIND OF BASE: Non-Base
RATE TYPE: Pay Period
RATE: \$38.00, effective 02/01/01.
Note: This rate is indexed to the CPI, and is adjusted as necessary in February.
ENTRY SCREEN: TADJ, EADJ, OTPAY, OPAY, PPARM
REMARKS: Enter Event Code and Start Date only; e-HR uses the rate from PPRT.

EVENT CODE: 637
TITLE: Professional Development Expenses
ABBREVIATED TITLE: PRF DEV EXP
DESCRIPTION: Provides a pay period allowance to offset professional development expenses
ELIGIBLE ITEMS: Judges and Commissioners, all courts - 9741, 9799, 9882, 9883, 9929
ELIGIBLE SUBS: C, F, L

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REFERENCE: County Code Section 5.40.500
BONUS CLASS: Reimbursements for Certain Expenses
KIND OF BASE: Non-Base
RATE TYPE: Pay Period
RATE: \$308.50, effective 02/01/08.
Note: This rate is indexed to the CPI, and is adjusted as necessary in February by the Auditor.
ENTRY SCREEN: PPARM
REMARKS: Enter Event Code and Start Date only; e-HR uses the rate from PPRT

EVENT CODE: 638
TITLE: Probation Telecommuting and Equipment Bonus
ABBREVIATED TITLE: PRB TEL EQP
DESCRIPTION: Provides a pay period bonus to certain Probation employees who purchased computer equipment and continue to telecommute. Bonus to be phased out through attrition.
ELIGIBLE ITEMS: 8604, 8607, 8608, 8609, 8655, 8657, 8670, 8671, 8672, 8673
ELIGIBLE SUBS: All
REFERENCE: Board letter from Probation dated 03/22/91, adopted 04/23/91, containing amendment to MOU 701
BONUS CLASS: Reimbursements for Certain Expenses
KIND OF BASE: Non-Base
RATE TYPE: Pay Period
RATE: \$50.00
ENTRY SCREEN: TADJ, EADJ, OTPAY, OPAY, PPARM
REMARKS: Enter Event Code and Start Date only; e-HR uses the rate from PPRT.

EVENT CODE: 640
TITLE: Children's Services ERCP Retention
ABBREVIATED TITLE: CS ERCP RET
DESCRIPTION: Paid to CSW's regularly assigned to an evening or night shift at the Emergency response Command Post; it is paid in addition to regular shift differential.
ELIGIBLE ITEMS: 9070, 9071, 9072, 9073
ELIGIBLE SUBS: A, C, F, N, O
REFERENCE: MOU 723
BONUS CLASS: Special Assignments
KIND OF BASE: Non-Base
RATE TYPE: Pay Period Bonus
RATE: \$75.00 (\$150 monthly)
ENTRY SCREEN: TADJ, EADJ, OTPAY, OPAY, PPARM
REMARKS: Enter Event Code and Start Date only; e-HR uses the rate from PPRT.

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EVENT CODES 641 – 644

The following Event Codes 641 – 644, are shooting bonuses paid to Reserve Deputies (Item No. 9308, all sub titles) only. They have the same rates and qualification requirements as bonuses applicable to other law enforcement employees, as indicated in EC 612 – 615. They are non-base, pay period bonuses, which must be entered on TADJ, EADJ, OTPAY, OPAY, PPARM, using only the Event Code and the Start Date.

Event Code:	641	642	643	644
Title:	Shooting Bonus, Expert-Reserve	Shooting Bonus, Distinguished Expert-Reserve	Shooting Bonus, Marksman- Reserve	Shooting Bonus, Sharpshooter- Reserve
Abbreviated Title:	Shoot Exp-R	Shoot Dis-R	Shoot Mar-R	Shoot Sha-R
Rate:	\$8.00	\$16.00	\$2.00	\$4.00

EVENT CODE: **645**
TITLE: Emergency Room Bonus / Pat Fin Svcs Wkr/ Pat Res Wkr
ABBREVIATED TITLE: ER Bonus
DESCRIPTION: Paid to Patient Financial Services Workers and Patient Resource Workers who are permanently assigned to work in a hospital emergency department.
ELIGIBLE ITEMS: 9192, 9193
ELIGIBLE SUBS: A, N
REFERENCE: MOU 729
BONUS CLASS: Hazardous or Unpleasant Duties
KIND OF BASE: Non-Base
RATE TYPE: Pay Period
RATE: \$60
ENTRY SCREEN: TADJ, EADJ, OTPAY, OPAY, PPARM
REMARKS: Enter Event Code only.

EVENT CODE: **647**
TITLE: Bilingual Additional Bonus, Psych Social Worker
ABBREVIATED TITLE: PSY BILINGL
DESCRIPTION: Provides an additional bilingual bonus (i.e., in addition to the County-Wide Bilingual Bonus) to Psychiatric Social Workers, supervisory professional social workers, and related classes

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ELIGIBLE ITEMS: 8148, 9014, 9015, 9029, 9030, 9034, 9035, 9037, 9038, 9040, 9041, 9132
ELIGIBLE SUBS: All
REFERENCE: MOU 721&724
BONUS CLASS: Special Skills
KIND OF BASE: Non-Base
RATE TYPE: Pay Period
RATE: \$25 (\$50/mo.)
ENTRY SCREEN: TADJ, EADJ, OTPAY, OPAY, PPARM
REMARKS: Enter Event Code only

EVENT CODE: 648
TITLE: Defibrillation Airway Bonus
ABBREVIATED TITLE: DEFIB BONUS
DESCRIPTION: Paid to ambulance staff who complete EMT-Defibrillation/Advanced Airway training and are assigned to perform such duties.

ELIGIBLE ITEMS: 5065, 5066
ELIGIBLE SUBS: A, F, N
REFERENCE: MOU 221
BONUS CLASS: Special Skills
KIND OF BASE: Non-Base
RATE TYPE: Pay Period
RATE: \$25 (\$50/mo.)
ENTRY SCREEN: TADJ, EADJ, OTPAY, OPAY, PPARM
REMARKS: Enter only Event Code only

EVENT CODE: 649
TITLE: Mammography Bonus
ABBREVIATED TITLE: MAMM BONUS
DESCRIPTION: Paid to radiology tech's who are certified to perform, and are assigned on a full-time basis to perform, mammography.

ELIGIBLE ITEMS: 5798, 5804, 5810
ELIGIBLE SUBS: A, F, N, O, U
REFERENCE: MOU 221, 222
BONUS CLASS: Special Skills
KIND OF BASE: Non-Base
RATE TYPE: Pay Period
RATE: \$25 (\$50/mo)
ENTRY SCREEN: TADJ, EADJ, OTPAY, OPAY, PPARM
REMARKS: Enter Event Code only

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EVENT CODE: 650
TITLE: Presiding Judge 4% Bonus
ABBREVIATED TITLE: PRS JDG 4%
DESCRIPTION: Paid to the Superior Court Judge serving as the Court's Presiding Judge, for the duration of this assignment.
ELIGIBLE ITEMS: Superior Court Judge (9799)
ELIGIBLE SUBS: L
REFERENCE:
BONUS CLASS: Special Assignments
KIND OF BASE: Non-Base
RATE TYPE: Pay Period
RATE: \$239.73
ENTRY SCREEN: TADJ, EADJ, OTPAY, OPAY, PPARM
REMARKS: Enter Event Code only.

EARNINGS CODE: 651
TITLE: Meal Reimbursement – Residents
ABBREVIATED TITLE: MEAL-RESID
DESCRIPTION: To provide reimbursement to resident physicians on rotation outside of County facilities for meals purchased, not to exceed \$25.00 per day if meals are not provided by the host hospital.
ELIGIBLE ITEMS: 4760, 5408, 5411
ELIGIBLE SUBS: M
REFERENCE: MOU 323
BONUS CLASS: Reimbursements for Certain Expenses
KIND OF BASE: Non-Base
RATE TYPE: Lump sum bonus
RATE: Varies up to \$25.00
ENTRY SCREEN: TADJ, EADJ, OTPAY, OPAY, PPARM
REMARKS: Enter Event Code and amount to be reimbursed.

EVENT CODE: 652
TITLE: Meal Reimbursement – Plant Engineers
ABBREVIATED TITLE: MEAL – ENGIN
DESCRIPTION: Provides reimbursement to an employee in a post shift assignment who is required to remain on duty to cover an additional unscheduled shift of four or more hours for a meal purchased not to exceed \$15.00; payment must be approved by management.
ELIGIBLE ITEMS: 7180, 7183, 7193, 7194, 7196, 7197, 7198, 7200, 7222, 7224
ELIGIBLE SUBS: A, F, N
REFERENCE: MOU
BONUS CLASS: Special Assignments

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KIND OF BASE: Non-Base
RATE TYPE: Pay Period
RATE: Varies to \$15.00
ENTRY SCREEN: TADJ, EADJ, OTPAY, OPAY, PPARM
REMARKS: Enter Event Code only.

EVENT CODE: 653
TITLE: Animal Care Pay/Care & Maintenance
ABBREVIATED TITLE: ANIMAL CARE PAY
DESCRIPTION: Paid to Deputies Sheriff who are K-9 handlers in the Special Enforcement Bureau for up to three hours per week for the care and maintenance of their dogs.
ELIGIBLE ITEMS: 2708, 2717
ELIGIBLE SUBS: All
REFERENCE: LACERA Resolution adopted June 15, 2006, but effective 11/21/2002
BONUS CLASS: Special Assignments
KIND OF BASE: Non-Base
RATE TYPE: Hourly
RATE: Varies by employee
ENTRY SCREEN: TADJ, EADJ, OTPAY, OPAY, TIMEI, PPARM
REMARKS: Enter Event Code and the employee's hourly rate (monthly salary divided by 174) for up to three hours per week.

EVENT CODE: 691
TITLE: Personal Use of County Vehicles – Commuting Rule
ABBREVIATED TITLE: COM RULE
DESCRIPTION: Paid to eligible employees who have and assigned vehicle to reflect the "personal use" value of the car when driven to and from home. The IRS sets this value at \$3.00 per day (\$1.50 each way). This code is used to report the monthly total value at the end of every month.
ELIGIBLE ITEMS: Determined by each department.
ELIGIBLE SUBS: All
REFERENCE: Auditor Controller Countywide Payroll procedures.
BONUS CLASS: Miscellaneous
KIND OF BASE: Non-Base
RATE TYPE: Unit
RATE: \$1.50
ENTRY SCREEN: TADJ, EADJ, OTPAY, OPAY, PPARM
REMARKS: Enter Event Code, the date (the last day of the current accrual month), and the total units (each way per day); enter rate of 1.50.

CHAPTER V. SPECIAL PAY PRACTICES (BONUSES)

EVENT CODE: 692
TITLE: Personal Use of County Vehicles – Lease Value Rule
ABBREVIATED TITLE: LEASE VALUE
DESCRIPTION: Paid to eligible employees who have an assigned vehicle and who earn more than \$136,000 annually. Such employees must report as event a “Monthly Estimated Lease Value Amount, which is calculated by departments and reported monthly using this event code.”
ELIGIBLE ITEMS: Determined by each department
ELIGIBLE SUBS: All
REFERENCE: Auditor Controller Countywide Payroll Procedures
BONUS CLASS: Miscellaneous
KIND OF BASE: Non-Base
RATE TYPE: Flat Amount
RATE: Varies by employee
ENTRY SCREEN: TADJ, EADJ, OTPAY, OPAY, PPARM
REMARKS: Enter Event Code and date (last day of month); enter a “1” in the “Units” field and the estimated lease value amount in the “Rate” field.

V. INDICES

Following are two indices to help in finding a bonus. The first is alphabetic by title or description, and the second is by class of bonus. Note that in the alphabetic section, a bonus may be listed more than once.

A. BONUSES IN ALPHABETIC ORDER BY DESCRIPTION

TITLE/DESCRIPTION	EVENT CODE	ENTRY SCREEN	BONUS CLASS
Accounting Certificate, Auditor	250	PPARM	Special Certificates/ Special Assignments
Accounting Certificate, District Attorney	320	PPARM	Special Certificates/ Special Assignments
Acting (as) Department Head	201	PPARM	Special Assignments
Acting Capacity, Deputy Sheriff or Investigator	458	PPARM	Special Assignments
Acting Medical Director	202	PPARM	Special Assignments
Additional Responsibilities, Schedule/Level	203	PPARM	Special Assignments
Additional Responsibilities, Lump Sum	532	TADJ, EADJ, OTPAY, OPAY, PPARM	Special Assignments

CHAPTER V. SPECIAL PAY PRACTICES (BONUSES)

Additional Responsibilities, Represented Employees	228	PPARM	Special Assignments
Aerial Patrol Observer, Sheriff	440	PPARM	Special Skills
Agriculture Inspector Certificates	240	PPARM	Special Certificates
Agriculture Inspectors, Standardization Division	625	TADJ, EADJ, OTPAY, OPAY, PPARM	Special Assignments
Air Operations, Fire	350	PPARM	Hazardous or Unpleasant Duties
AMA Board Certification, 5.5%	205	PPARM	Special Certificates
AMA Board Certification, 8.25%	204	PPARM	Special Certificates
Animal Control Mgr – Board Liaison Bonus	256	PPARM	Special Assignments
Annual Compensation, Reserve Deputy Sheriff	567	TADJ, EADJ, OTPAY, OPAY, TIMEI, PPARM	Miscellaneous
Antelope Valley Assignment, 30 Miles from Residence	323	PPARM	Location Assignments
Appraiser Certification, Advanced	622	TADJ, EADJ, OTPAY, OPAY, TIMEI, PPARM	Special Certificates
Appraiser, Laundry and Dry Clean Allowance	544	TADJ, EADJ, OTPAY, OPAY, TIMEI, PPARM	Reimbursements
Assessment Appeals Board Assignment	271	PPARM	Special Assignments
Assessment Appeals Full Day Compensation	568	TADJ, EADJ, OTPAY, OPAY, TIMEI, PPARM	Miscellaneous
Assistant Director, Public Social Services	430	PPARM	Special Assignments
Auditor–Controller Merit – One to Six Schedules	263 – 268	PPARM	Salary Range Extensions

CHAPTER V. SPECIAL PAY PRACTICES (BONUSES)

Auto Service Excellence	603	TADJ, EADJ, OTPAY, OPAY, TIMEI, PPARM	Special Certificates
Backhoe Operator	514	TADJ, EADJ, OTPAY, OPAY, TIMEI, PPARM	Special Skills
Bakers, Butchers, Cooks in Sheriff	442	PPARM	Location Assignments
Bilingual, Children's Social Workers	624	TADJ, EADJ, OTPAY, OPAY, PPARM	Special Skills
Bilingual, Monthly Employees	608	TADJ, EADJ, OTPAY, OPAY, PPARM	Special Skills
Bilingual, Non-Monthly Employees	628	TADJ, EADJ, OTPAY, OPAY, PPARM	Special Skills
Bilingual, Additional, Psychiatric Social Worker	647	TADJ, EADJ, OTPAY, OPAY, PPARM	Special Skills
Board of Retirement Case Review	501	TADJ, EADJ, OTPAY, OPAY, PPARM	Salary Range Extensions
Board of Supervisors Performance	511	TADJ, EADJ, OTPAY, OPAY, PPARM	Special Assignments
Board of Supervisors Special Assignment	270	PPARM	Special Assignments
Bookmobile Driving, Library	390	PPARM	Special Assignments

CHAPTER V. SPECIAL PAY PRACTICES (BONUSES)

Bus Driver, Probation, Transportation Deputy	635	TADJ, EADJ, OTPAY, OPAY, PPARM	Special Skills
Bus Driver, Sheriff	618	TADJ, EADJ, OTPAY, OPAY, PPARM	Special Skills
Business Machines Technician, Sheriff	461	PPARM	Special Skills
Butchers, Cooks in Sheriff	442	PPARM	Location Assignments
Call Back Extra Compensation	543	TADJ, EADJ, OTPAY, OPAY, TIMEI, PPARM	Hazardous or Unpleasant Duties
Catalina Island Living, Library Employees	280	PPARM	Location Assignments
Catalina Island Living, Lifeguard/Firefighter	260	PPARM	Location Assignments
Catalina Island Living, Parks and Recreation	420	PPARM	Location Assignments
Catalina Island Living, Sheriff	441	PPARM	Location Assignments
Catalina Island, Manpower Shortage – Sheriff	462	PPARM	Location Assignments
Certification Bonuses, LACERA	475	PPARM	Special Certificates/ Special Assignments
Class A or B Motor Vehicle License Bonus	340	PPARM	Special Skills
Clinic Physician, MD, First Hour	535	TADJ, EADJ, OTPAY, OPAY, TIMEI, PPARM	Miscellaneous
Co-Generation or Hydro-Electric Operations	507	TADJ, EADJ, OTPAY, OPAY, TIMEI, PPARM	Special Assignments
Command Pay – 24 years	238	PPARM	Salary Range Extensions

CHAPTER V. SPECIAL PAY PRACTICES (BONUSES)

Command Pay – 29 years	239	PPARM	Salary Range Extensions
Consulting Specialist, MD, First and Fifth Hour	536	TADJ, EADJ, OTPAY, OPAY, TIMEI, PPARM	Miscellaneous
Contracting and Productivity Improvement	525	TADJ, EADJ, OTPAY, OPAY, TIMEI, PPARM	Productivity
Cooks, Bakers, Butchers, in Sheriff	442	PPARM	Location Assignments
Court Clerks, Additional Skills & Responsibilities	407	PPARM	Special Assignments
Court Clerks, Stenographic Skills	409	PPARM	Special Skills
Court Reporters Real-Time Certification	481	PPARM	Special Skills
Court Reporters Real-Time Writing	483	PPARM	Special Skills
Court Reporters Solo Daily Earnings	576	TADJ, EADJ, OTPAY, OPAY, TIMEI, PPARM	Special Assignments
CSW's Assigned to ERCP	640	TADJ, EADJ, OTPAY, OPAY, PPARM	Special Assignments
CSW Licensure Supervision	571	TADJ, EADJ, OTPAY, OPAY, TIMEI, PPARM	Special Assignments
Curator Acting as Assistant Division Chief	300	PPARM	Special Assignments
Custodian, Floor Waxing	605	TADJ, EADJ, OTPAY, OPAY, PPARM	Special Skills
Custodian, Inmate Trustee Supervisor	331	PPARM	Special Assignments
Custodian, Watchman, 40-Hour	220	PPARM	Special Assignments

CHAPTER V. SPECIAL PAY PRACTICES (BONUSES)

Custodian, Watchman, Hourly	522	TADJ, EADJ, OTPAY, OPAY, TIMEI, PPARM	Special Assignments
(Custody Assistant) Sheriff's Station Jailer	459	PPARM	Special Assignments
Dam Operator, San Gabriel	620	TADJ, EADJ, OTPAY, OPAY, PPARM	Location Assignments
Defibrillation Airway Bonus	648	TADJ, EADJ, OTPAY, OPAY, PPARM	Special Skills
Department Head, Acting (for, as)	201	PPARM	Special Assignments
Department Head Merit	510	TADJ, EADJ, OTPAY, OPAY, PPARM	Productivity
Deputy Clerk, III, Out-of-Class	408	PPARM	Special Assignments
Deputy Clerk IV, Additional Skills and Responsibilities	413	PPARM	Special Assignments
Deputy Marshal Level I Bonus	401	PPARM	Special Assignments
Deputy Marshall Special Training (top step)	406	PPARM	Salary Range Extensions
Deputy Probation Officer I, Top of Range	218	PPARM	Salary Range Extensions
Deputy Sheriff, Acting Capacity	458	PPARM	Special Assignments
Deputy Sheriff/Sgt Aerial Patrol Observer, Sheriff	440	PPARM	Special Skills
Deputy Sheriff Assigned as Sergeant-at-Arms	453	PPARM	Special Assignments
Deputy Sheriff, Field Training Officer	434	PPARM	Special Skills
Deputy Sheriff K-9 Pay	653	TADJ, EADJ, OTPAY, OPAY, TIMEI, PPARM	Special Assignments
Deputy Sheriff, Level I Assignments	443	PPARM	Special Assignments
Deputy Sheriff, Level II Assignments	444	PPARM	Special Assignments
Deputy Sheriff, Master Field Training Officer – Level 1 18 Months	436	PPARM	Special Skills

CHAPTER V. SPECIAL PAY PRACTICES (BONUSES)

Deputy Sheriff, Master Field Training Officer – Level 2 30 Months	437	PPARM	Special Skills
Deputy Sheriff Motorcycle Patrol	455	PPARM	Special Skills
Deputy Sheriff, Patrol Station Retention	457	PPARM	Salary Range Extensions
Deputy Sheriff, Reserve Annual Compensation	567	TADJ, EADJ, OTPAY, OPAY, TIMEI, PPARM	Miscellaneous
Deputy Sheriff, Senior Field Training Officer – 12 Months	435	PPARM	Special Skills
Deputy Sheriff Top Step, Patrol and Custody Training Completion	438	PPARM	Salary Range Extensions
Detention & Transportation Extra Supervision	627	TADJ, EADJ, OTPAY, OPAY, PPARM	Special Assignments
Diagnostic Ultrasound, Supervising Rad Tech	380	PPARM	Special Assignments
Dispatcher Duties, Supervising Transportation Deputy	602	TADJ, EADJ, OTPAY, OPAY, PPARM	Special Assignments
Dispatcher EMD Certification Bonus	247	PPARM	Special Certificates
Dispatching, Firefighters Assigned to	356	PPARM	Special Assignments
Driver for Fire Chief	351	PPARM	Special Assignments
Electronic Recording Equipment, Deputy Clerk IV	414	PPARM	Special Skills
Electronic Recording Equipment, Various Court Clerks	404	PPARM	Special Skills
Elevator Adjusting	338	PPARM	Special Skills
Eligibility Supervisors Training for Deputy District Director	432	PPARM	Special Assignments
Emergency Conditions, Power Sweeper Operator	533	TADJ, EADJ, OTPAY, OPAY, PPARM	Special Skills
Emergency Medical Technician, Aquatics Managers	421	PPARM	Special Certificates
Emergency Medical Technician, Firefighters	353	PPARM	Special Certificates
Emergency Medical Technician, Lake Lifeguard	422	PPARM	Special Certificates

CHAPTER V. SPECIAL PAY PRACTICES (BONUSES)

Emergency Medical Technician, Lifeguard	261	PPARM	Special Certificates
Emergency Roll Out Program, Standby	552	TADJ, EADJ, OTPAY, OPAY, TIMEI, PPARM	Hazardous or Unpleasant Duties
Emergency Room Bonus / Pat Fin Svcs Wkr/ Pat Res Wkr	645	TADJ, EADJ, OTPAY, OPAY, PPARM	Special Assignments
Evening Shift, CSW's Assigned to ERCP	640	TADJ, EADJ, OTPAY, OPAY, PPARM	Special Assignments
Evening Shift Differential	517	TADJ, EADJ, OTPAY, OPAY, TIMEI, PPARM	Hazardous or Unpleasant Duties
Evening Shift, Med Tech	557	TADJ, EADJ, OTPAY, OPAY, TIMEI, PPARM	Hazardous or Unpleasant Duties
Exceptional Performance, Lump Sum	532	TADJ, EADJ, OTPAY, OPAY, PPARM	Special Assignments
Exceptional Performance, Schedule/Level	203	PPARM	Special Assignments
Executive Secretary Added Salary Schedules	225	PPARM	Salary Range Extensions
Explosives Detail, Sheriff	446	PPARM	Hazardous or Unpleasant Duties
Explosives Work	516	TADJ, EADJ, OTPAY, OPAY, TIMEI, PPARM	Hazardous or Unpleasant Duties
Financial Specialist Sixth and Seventh Step	252	PPARM	Salary Range Extensions

CHAPTER V. SPECIAL PAY PRACTICES (BONUSES)

Fire Command Pay – 24 Years	238	PPARM	Salary Range Extensions
Fire Command Pay – 29 Years	239	PPARM	Salary Range Extensions
Fire Commander/Sheriff Expenses	636	TADJ, EADJ, OTPAY, OPAY, PPARM	Reimbursements
Fire Equipment Mechanic, Field	606	TADJ, EADJ, OTPAY, OPAY, PPARM	Special Assignments
Fire Managers Expenses	636	TADJ, EADJ, OTPAY, OPAY, PPARM	Reimbursements
Fire Suppression, Construction Inspection and Surveying	553	TADJ, EADJ, OTPAY, OPAY, TIMEI, PPARM	Hazardous or Unpleasant Duties
Fire Suppression, Power Equipment Operator	529	TADJ, EADJ, OTPAY, OPAY, PPARM	Hazardous or Unpleasant Duties
Fire Suppression, Public Works, General	554	TADJ, EADJ, OTPAY, OPAY, TIMEI, PPARM	Hazardous or Unpleasant Duties
Fire Suppression, Transportation Truck Driver	512	TADJ, EADJ, OTPAY, OPAY, TIMEI, PPARM	Hazardous or Unpleasant Duties
Firefighters Assigned to Dispatching	356	PPARM	Special Assignments
Firefighters, Hazardous Materials	354	PPARM	Hazardous or Unpleasant Duties

CHAPTER V. SPECIAL PAY PRACTICES (BONUSES)

Floor Waxing, Custodian	605	TADJ, EADJ, OTPAY, OPAY, PPARM	Special Skills
Freezer Work	509	TADJ, EADJ, OTPAY, OPAY, TIMEI, PPARM	Hazardous or Unpleasant Duties
Full Day Compensation, Assessment Appeals	568	TADJ, EADJ, OTPAY, OPAY, TIMEI, PPARM	Miscellaneous
Group Supervisor, Probation	491	PPARM	Location Assignments
Hazardous Materials, Firefighters	354	PPARM	Hazardous or Unpleasant Duties
Hazardous Materials Overtime Qualification	566	TADJ, EADJ, OTPAY, OPAY, TIMEI, PPARM	Miscellaneous
Head Board Specialist Additional Steps	272	PPARM	Salary Range Extensions
Head Cook, Probation	492	PPARM	Location Assignments
Helicopter Inspection License	357	PPARM	Special Certificates
Helicopter Pilot, Sheriff	447	PPARM	Special Skills
High Scale, Hazardous, Rigging, Engineering Employees	519	TADJ, EADJ, OTPAY, OPAY, TIMEI, PPARM	Hazardous or Unpleasant Duties
High Scale and Rigging, General Employees	556	TADJ, EADJ, OTPAY, OPAY, TIMEI, PPARM	Hazardous or Unpleasant Duties

CHAPTER V. SPECIAL PAY PRACTICES (BONUSES)

High Work, Building Crafts	555	TADJ, EADJ, OTPAY, OPAY, TIMEI, PPARM	Hazardous or Unpleasant Duties
Home Care, Physician	520	TADJ, EADJ, OTPAY, OPAY, TIMEI, PPARM	Hazardous or Unpleasant Duties
Home Care program Standby	570	TADJ, EADJ, OTPAY, OPAY, TIMEI, PPARM	Hazardous or Unpleasant Duties
Hospital Administrator, Additional Compensation	398	PPARM	Salary Range Extensions
Hours Paid But Not Worked	561	TADJ, EADJ, OTPAY, OPAY, PPARM	Miscellaneous
In lieu of Vehicle Use, Allowance	506	TADJ, EADJ, OTPAY, OPAY, PPARM	Miscellaneous
Information Specialist Certificate, Auditor	250	PPARM	Special Certificates/ Special Assignments
Inquest Reporter, Coroner	505	TADJ, EADJ, OTPAY, OPAY, PPARM	Special Assignments
Institutional Retention Incentive, Probation and DC&FS Facilities	496	PPARM	Location Assignments
Internal Equity, Sheriff or DA	454	PPARM	Miscellaneous
Interpreter – Half-Day Bonus	577	TADJ, EADJ, OTPAY, OPAY, TIMEI, PPARM	Miscellaneous

CHAPTER V. SPECIAL PAY PRACTICES (BONUSES)

Interpreter Hourly / Daily Language Same Day	583	TADJ, EADJ, OTPAY, OPAY, TIMEI, PPARM	Special Skills
Interpreter Regular Multiple Language Same Day	582	TADJ, EADJ, OTPAY, OPAY, TIMEI, PPARM	Special Skills
Journey Employees Assigned to Planning, Health Services	377	PPARM	Special Assignments
Journey Employees Assigned to Planning, ISD	332	PPARM	Special Assignments
Judge, Presiding	650	TADJ, EADJ, OTPAY, OPAY, PPARM	Special Assignments
Judicial Assistant Bonus	482	PPARM	Special Skills/Special Assignments
Land Surveyor (Licensed as a) Bonus	468	PPARM	Special Certificates
Legal advisor, Deputy Court Administrator	400	PPARM	Special Assignments
Legislative Advocate, County Counsel	310	PPARM	Location Assignments
Legislative Consultant, DPSS	431	PPARM	Location Assignments
Librarians, Additional Duties	392	PPARM	Special Assignments
Licensed Vocational Nurse, Intensive Care	378	PPARM	Special Assignments
Longevity Bonus, 10 Years	206	PPARM	Salary Range Extensions
Longevity Bonus, 15 Years	207	PPARM	Salary Range Extensions
Longevity Bonus, 20 Years	208	PPARM	Salary Range Extensions
Longevity Bonus, 20 Yrs (new 2005)	235	PPARM	Salary Range Extensions
Longevity Bonus, 25 Yrs	236	PPARM	Salary Range Extensions
Longevity Bonus, 30 Yrs	237	PPARM	Salary Range Extensions
Longevity Bonus 20 Years – Social Workers	244	PPARM	Salary Range Extensions

CHAPTER V. SPECIAL PAY PRACTICES (BONUSES)

Longevity Bonus 25 Years – Social Workers	245	PPARM	Salary Range Extensions
Longevity Bonus 30 Years – Social Workers	246	PPARM	Salary Range Extensions
Lump Sum, Miscellaneous, Included in Overtime	559	TADJ, EADJ, OTPAY, OPAY, PPARM	Miscellaneous
Lump Sum, Miscellaneous, Not Included in Overtime	560	TADJ, EADJ, OTPAY, OPAY, PPARM	Miscellaneous
Lump Sum, MOU Bonus	572	TADJ, EADJ, OTPAY, OPAY, PPARM	Miscellaneous
Maintenance Worker, Sheriff	460	PPARM	Special Skills
Mammography Bonus	649	TADJ, EADJ, OTPAY, OPAY, PPARM	Special Skills
Management Trainee, Masters’ Degree, CAO	295	PPARM	Education and Experience
Manpower Shortage Range	209	PPARM	Salary Range Extensions
MAPP Non-Base Merit Adjustment	224	PPARM	Miscellaneous
MAPP Temporary Special Achievement, Flat Dollar	229	PPARM	Salary Range Extensions
MAPP Temporary Special Achievement, Percentage	230	PPARM	Salary Range Extensions
MAPP Temporary Assignment, Flat	231	PPARM	Special Assignments
MAPP Tier II Step 13	273	PPARM	Salary Range Extensions
MAPP Tier II Step 14	274	PPARM	Salary Range Extensions
MAPP Tier II Step 15	275	PPARM	Salary Range Extensions
MAPP Tier II Step 16	276	PPARM	Salary Range Extensions

CHAPTER V. SPECIAL PAY PRACTICES (BONUSES)

MAPP Tier II Step 17	277	PPARM	Salary Range Extensions
MAPP Tier II Step 18	278	PPARM	Salary Range Extensions
MAPP To Schedule Flat Amount	281	PPARM	Miscellaneous
MAPP To Schedule Percentage	282	PPARM	Miscellaneous
Meal Reimbursement – Plant Engineers	652	TADJ, EADJ, OTPAY, OPAY, PPARM	Reimbursements
Meal Reimbursement – Residents	651	TADJ, EADJ, OTPAY, OPAY, PPARM	Reimbursements
Med Tech, Evening Shift	557	TADJ, EADJ, OTPAY, OPAY, TIMEI, PPARM	Hazardous or Unpleasant Duties
Med Tech, Night Shift	558	TADJ, EADJ, OTPAY, OPAY, TIMEI, PPARM	Hazardous or Unpleasant Duties
Medical Director’s Bonus, 2.75%	210	PPARM	Salary Range Extensions
Medical Director’s Bonus, 5.5%	211	PPARM	Salary Range Extensions
Medical Director’s Bonus, 8.25%	212	PPARM	Salary Range Extensions
Mental Health Alert Team Standby	562	TADJ, EADJ, OTPAY, OPAY, TIMEI, PPARM	Hazardous or Unpleasant Duties

CHAPTER V. SPECIAL PAY PRACTICES (BONUSES)

Mental Health Consultant, MD, First and Fifth Hour	536	TADJ, EADJ, OTPAY, OPAY, TIMEI, PPARM	Miscellaneous
Mental Health Workers Assigned to Sheriff	632	TADJ, EADJ, OTPAY, OPAY, PPARM	Location Assignments
Mortuary Attendant at LAC/USC/MC	629	TADJ, EADJ, OTPAY, OPAY, PPARM	Location Assignments
MOU Lump Sum Bonus	572	TADJ, EADJ, OTPAY, OPAY, PPARM	Miscellaneous
Mower Operator, 76-Inch	200	PPARM	Special Skills
Night Shift, CSW's Assigned to ERCP	640	TADJ, EADJ, OTPAY, OPAY, PPARM	Special Assignments
Night Shift Differential	504	TADJ, EADJ, OTPAY, OPAY, TIMEI, PPARM	Hazardous or Unpleasant Duties
Night Shift, Med Tech	558	TADJ, EADJ, OTPAY, OPAY, TIMEI, PPARM	Hazardous or Unpleasant Duties
Officer of the Day, Supervising DSO	634	TADJ, EADJ, OTPAY, OPAY, PPARM	Special Assignments
On Call Subpoena, Sheriff	524	TADJ, EADJ, OTPAY, OPAY, TIMEI, PPARM	Miscellaneous

CHAPTER V. SPECIAL PAY PRACTICES (BONUSES)

Out-of-Class, Deputy Clerk III	408	PPARM	Special Assignments
Out-of-Class, District Attorney Supervisory Investigators	321	PPARM	Special Assignments
Out-of-Class, General, Less Than Two Schedule Difference	214	PPARM	Special Assignments
Out-of-Class, General, Schedule/Level/Percent	222	PPARM	Special Assignments
Out-of-Class, Sheriff Sergeants and Above	450	PPARM	Special Assignments
Paramedic, Firefighter, Not on Para Post	626	TADJ, EADJ, OTPAY, OPAY, PPARM	Special Certificates
Paramedic, Firefighter, Re-Certification	565	TADJ, EADJ, OTPAY, OPAY, TIMEI PPARM	Special Certificates
Paramedic, Lifeguard Hourly	548	TADJ, EADJ, OTPAY, OPAY, PPARM	Special Certificates/ Special Assignments
Paramedic, Lifeguard on Catalina	359	PPARM	Special Certificates/ Special Assignments
Paramedic Unit Assignment, Fire	355	PPARM	Special Certificates/ Special Assignments
Paramedical Technical Weekend Bonus	515	TADJ, EADJ, OTPAY, OPAY, TIMEI, PPARM	Hazardous or Unpleasant Duties
Patrol Station Retention, Deputy Sheriff	457	PPARM	Salary Range Extensions
Personal Use of County Vehicles – Commuting Rule	691	TADJ, EADJ, OTPAY, OPAY, PPARM	Miscellaneous
Personal Use of County Vehicles – Lease Value Rule	692	TADJ, EADJ, OTPAY, OPAY, PPARM	Miscellaneous
Pharmacists, Special Assignments	387	PPARM	Special Assignments
Physicians, Additional Compensation	396	PPARM	Miscellaneous
Physicians, AMA Board Certification, 5.5%	205	PPARM	Special Certificates

CHAPTER V. SPECIAL PAY PRACTICES (BONUSES)

Physicians, AMA Board Certification, 8.25%	204	PPARM	Special Certificates
Physicians, Clinic Physician, MD, First Hour	535	TADJ, EADJ, OTPAY, OPAY, TIMEI, PPARM	Miscellaneous
Physicians, Consulting Specialist , MD, First and Fifth Hour	536	TADJ, EADJ, OTPAY, OPAY, TIMEI, PPARM	Miscellaneous
Physicians, Emergency Medicine, in lieu of Board Certification, 5.50%	374	PPARM	Special Assignments
Physicians, Emergency Medicine, in lieu of Board Certification, 8.25%	375	PPARM	Special Assignments
Physicians, ER Attending Physician/OT Day Rate	578	TADJ, EADJ, OTPAY, OPAY, TIMEI, PPARM	Hazardous or Unpleasant Duties
Physicians, ER Attending Physician/OT Weekday Eve/Weekend, Holiday Day	579	TADJ, EADJ, OTPAY, OPAY, TIMEI, PPARM	Hazardous or Unpleasant Duties
Physicians, ER Attending Physician/OT Weekday Night/Weekend, Holiday Evening, Night	580	TADJ, EADJ, OTPAY, OPAY, TIMEI, PPARM	Hazardous or Unpleasant Duties
Physicians, Extra pay for Various Specialties	386	PPARM	Salary Range Extensions
Physicians, Extra Pay for Psychiatric Specialty	385	PPARM	Salary Range Extensions
Physicians, Forensic Pathology Bonus	397	PPARM	Salary Range Extensions
Physicians, High Desert Hospital	376	PPARM	Location Assignments

CHAPTER V. SPECIAL PAY PRACTICES (BONUSES)

Physicians, Home Care	520	TADJ, EADJ, OTPAY, OPAY, TIMEI, PPARM	Hazardous or Unpleasant Duties
Physicians, Mental Health Consultant, MD First and Fifth Hour	536	TADJ, EADJ, OTPAY, OPAY, TIMEI, PPARM	Miscellaneous
Physicians, Mental Health Psychiatrists, Assigned to Sheriff	388	PPARM	Location Assignments
Physician Specialty Bonus – 5.75%	395	PPARM	Salary Range Extensions
Physician Stipends	584	TADJ, EADJ, OTPAY, OPAY, PPARM	Salary Range Extensions
Pioneer Excavation, Construction Inspection and Surveying Employees	553	TADJ, EADJ, OTPAY, OPAY, TIMEI, PPARM	Hazardous or Unpleasant Duties
Pioneer Excavation, Public Works, General Employees	554	TADJ, EADJ, OTPAY, OPAY, TIMEI, PPARM	Hazardous or Unpleasant Duties
Post Bonus, Advanced/Executive	215	PPARM	Special Certificates
Post Bonus, Basic	216	PPARM	Special Certificates
Post Bonus, Intermediate	217	PPARM	Special Certificates
Probation Camp Acting Director, SDPO	607	PPARM	Special Assignments
Probation, Detention & Transportation Extra Supervision	627	PPARM	Special Assignments
Probation Director, Administrative Responsibility/Foothill Juvenile Area	495	PPARM	Location Assignments
Probation Director, Challenger Youth Center	498	PPARM	Location Assignments
Probation, Officer of the Day, Supervising DSO	634	PPARM	Special Assignments
Professional Development Expenses	637	PPARM	Reimbursements

CHAPTER V. SPECIAL PAY PRACTICES (BONUSES)

Psychiatric Mobile Response Team Standby	562	PDTC	Hazardous or Unpleasant Duties
Psychiatric Social Worker, Bilingual Add'l	647	PPARM	Special Skills
Psychiatric Technician – P.E.T. Supervisor	213	PPARM	Special Assignments
Public Defender Investigator Standby – INS Witness Program	574	PDTC	Hazardous or Unpleasant Duties
Public Health Investigator, Special Assignments	382	PPARM	Hazardous or Unpleasant Duties
Radiology Technologists, Mammography	649	PPARM	Special Skills
Refuse Truck Driver	333	PPARM	Hazardous or Unpleasant Duties
Regional Planning AICP Certification Bonus	248	PPARM	Special Certificates
Relief Dam Operator	527	PDTC	Hazardous or Unpleasant Duties
Relief Dam Operator, Standby	563	PDTC	Hazardous or Unpleasant Duties
Relief Nurse, Holiday Differential	540	PDTC	Hazardous or Unpleasant Duties
Relief Nurse, Weekend Differential	541	PDTC	Hazardous or Unpleasant Duties
Relief Power Plant Engineer	534	PDTC	Special Assignments
Relocation Allowance	502	PATC	Reimbursements
Reserve Deputy Sheriff Annual Compensation	567	PDTC	Miscellaneous
RN Acting or Relief Charge Nurse	538	PDTC	Special Assignments
RN Advanced Educational Degree	369	PPARM	Education And Experience
RN Assigned to Sheriff's Dept	368	PPARM	Location Assignment
RN Clinic Nurse, Probation Camp	617	PPARM	Location Assignments
RN Clinic Nurse Standby, Antelope Valley/Catalina	370	PPARM	Location Assignments
RN Clinic Instructor with Masters' Degree	371	PPARM	Education and Experience
RN Emergency Room	609	PPARM	Special Assignments
RN Instructor at LAC/USC School of Nursing	372	PPARM	Special Assignments
RN Longevity Bonus, 5 Years	232	PPARM	Salary Range Extensions
RN Longevity Bonus, 10 Years	233	PPARM	Salary Range Extensions

CHAPTER V. SPECIAL PAY PRACTICES (BONUSES)

RN Longevity Bonus, 15 Years	234	PPARM	Salary Range Extensions
RN Mobil Intensive Care Certification	604	PPARM	Special Certificates/ Special Assignments
RN Retention Incentive	621	PPARM	Salary Range Extensions
RN Supervising Nurse Assigned to ICU or CCU	379	PPARM	Special Assignments
RN Weekend Differential	539	PDTC	Hazardous or Unpleasant Duties
Safety Police Training Officer or Investigator	456	PPARM	Special Assignments
Scaffold or Swing Stage	555	PDTC	Hazardous or Unpleasant Duties
Senior Cook, Probation	490	PPARM	Location Assignments
Senior Cook, Sheriff	449	PPARM	Location Assignments
Senior Probation Director, Bureau Administration	497	PPARM	Location Assignments
Senior Probation Director, Central Juvenile	493	PPARM	Location Assignments
Senior Probation Director, Los Padrinos/San Fernando	494	PPARM	Location Assignments
Sergeant Supervising Bonus Level II Deputy	452	PPARM	Special Assignments
Sewer Maintenance Duties	466	PPARM	Hazardous or Unpleasant Duties
Sheriff/Fire Commander Expenses	636	PPARM	Reimbursements
Shooting, Distinguished Expert	613	PPARM	Special Skills
Shooting, Distinguished Expert, Reserve	644	PPARM	Special Skills
Shooting, Expert	612	PPARM	Special Skills
Shooting, Expert Reserve	641	PPARM	Special Skills
Shooting, Marksman	614	PPARM	Special Skills
Shooting, Marksman, Reserve	642	PPARM	Special Skills
Shooting, Sharpshooter	615	PPARM	Special Skills
Shooting, Sharpshooter, Reserve	643	PPARM	Special Skills
Snow Condition, Power Equipment Repair	518	PDTC	Hazardous or Unpleasant Duties
Snow Removal, Public Works, General	554	PDTC	Hazardous or Unpleasant Duties
Snow Removal, Construction Inspection and Surveying	553	PDTC	Hazardous or Unpleasant Duties

CHAPTER V. SPECIAL PAY PRACTICES (BONUSES)

Social Worker Twelve Level Bonus	433	PPARM	Salary Range Extensions
Social Worker, Emergency Rollout Program and Shift Bonus	646	PPARM	Hazardous or Unpleasant Duties
Standby	531	PDTC	Hazardous or Unpleasant Duties
Standby, Emergency Roll Out Program	552	PDTC	Hazardous or Unpleasant Duties
Standby, Home Care Program	570	PDTC	Hazardous or Unpleasant Duties
Standby, Mental Health Alert Team	562	PDTC	Hazardous or Unpleasant Duties
Standby, Public Defender Investigator – INS Witness Program	574	PDTC	Hazardous or Unpleasant Duties
Standby, Relief Dam Operator	563	PDTC	Hazardous or Unpleasant Duties
Standby, RN Clinic Nurse, Antelope Valley/ Catalina	370	PPARM	Location Assignments
State of California Structural Engineer License Bonus	464	PPARM	Special Certificates
Superior – Subordinate Pay	219	PPARM	Salary Range Extensions
Supervising DPO, Probation Camp Acting Director	607	PPARM	Special Assignments
Supervising DSO, Officer of the Day	634	PPARM	Special Assignments
Supervising Rad Tech, Diagnostic Ultrasound	380	PPARM	Special Assignments
Supervising Transportation Deputy, Dispatcher Duties	602	PPARM	Special Assignments
Swimming Proficiency	581	PATC	Special Skills
Telecommuting Equipment, Probation	638	PPARM	Reimbursements
Temporary Clerical and Office Services Employees	223	PPARM	Salary Range Extensions
Temporary Assignment, MAP, Flat	231	PPARM	Special Assignments
Temporary Promotion, Dollar Amount	361	PPARM	Special Assignments
Temporary Promotion, Schedule/Level/Percent	358	PPARM	Special Assignments
Traffic Engineer, (Registered as a Licensed Traffic Engineer) Bonus	469	PPARM	Special Certificates
Transportation Services Supervisor, ISD	337	PPARM	Location Assignments
Truck Driver, Heavy Duty Tow Truck	545	PDTC	Special Skills

CHAPTER V. SPECIAL PAY PRACTICES (BONUSES)

Truck Driver, Refuse	333	PPARM	Hazardous or Unpleasant Duties
Truck Driver, Slurry Seal	546	PDTC	Special Skills
Tuition Reimbursement	564	PATC	Reimbursements
Tunnel Operations, Construction Inspection and Surveying Employees	553	PDTC	Hazardous or Unpleasant Duties
Tunnel Operations, Public Works, General	554	PDTC	Hazardous or Unpleasant Duties
Underground Storm Drain Assignment	467	PPARM	Hazardous or Unpleasant Duties
Underwater Recovery, Fire/Lifeguards	262	PPARM	Hazardous or Unpleasant Duties
Underwater Recovery, Sheriff	451	PPARM	Hazardous or Unpleasant Duties
Underwater Recovery, Various Lake Lifeguards	423	PPARM	Hazardous or Unpleasant Duties
Uniform Allowance	503	PATC	Reimbursements
Urban Search and Rescue, Fire	360	PPARM	Special Assignments
Vehicle Use, In Lieu of, Allowance	506	PPARM	Miscellaneous
Veterinary Medicine, Board Certification	383	PPARM	Special Certificates
Wastewater Plant Relief Bonus	575	PDTC	Hazardous or Unpleasant Duties
Watchman, Custodian, 40-Hour	220	PPARM	Special Assignments
Watchman, Custodian, Hourly	522	PDTC	Special Assignments
Watchman, Henninger Flats	508	PDTC	Special Assignments
Webcom Press Operator	528	PDTC	Special Skills
Weekend Bonus, Paramedical Technical	515	PPARM	Hazardous or Unpleasant Duties
Weights and Measures Inspector- Commercial Truck Driver	242	PPARM	Special Certificates
Weights and Measures Inspector Licenses	241	PPARM	Special Certificates
Welfare Recipient Supervision	221	PPARM	Special Assignments
Wellness/Fitness For Life Bonus	349	PPARM	Salary Range Extensions

CHAPTER V. SPECIAL PAY PRACTICES (BONUSES)

B. BONUSES BY CLASS OF BONUS

This index groups bonuses by bonus Class, e.g., Special Skills

BONUS CLASS	TITLE/DESCRIPTION	EARNINGS CODE	ENTRY SCREEN
Education and Experience	Management Trainee, Masters' Degree, CAO	295	PPARM
Education and Experience	RN Advanced Educational Degree	369	PPARM
Education and Experience	RN Clinical Instructor with Masters' Degree	371	PPARM
Hazardous or Unpleasant Duties	Air Operations, Fire	350	PPARM
Hazardous or Unpleasant Duties	Call Back Extra Compensation	543	PDTC
Hazardous or Unpleasant Duties	Emergency Roll Out Program, Standby	552	PDTC
Hazardous or Unpleasant Duties	Evening Shift Differential	517	PDTC
Hazardous or Unpleasant Duties	Evening Shift, Med Tech	557	PDTC
Hazardous or Unpleasant Duties	Explosives Detail, Sheriff	446	PPARM
Hazardous or Unpleasant Duties	Explosives Work	516	PDTC
Hazardous or Unpleasant Duties	Fire Suppression, Construction Inspection and Surveying	553	PDTC
Hazardous or Unpleasant Duties	Fire Suppression, Power Equipment Operator	529	PATC
Hazardous or Unpleasant Duties	Fire Suppression, Public Works, General	554	PDTC
Hazardous or Unpleasant Duties	Fire Suppression, Transportation Truck Driver	512	PDTC
Hazardous or Unpleasant Duties	Freezer Work	509	PDTC
Hazardous or Unpleasant Duties	Hazardous, High Scale, Rigging, Engineering Employees	519	PDTC
Hazardous or Unpleasant Duties	Hazardous Materials, Firefighters	354	PPARM

CHAPTER V. SPECIAL PAY PRACTICES (BONUSES)

Hazardous or Unpleasant Duties	High Scale and Rigging, General Employees	556	PDTC
Hazardous or Unpleasant Duties	High Work, Building Crafts	555	PDTC
Hazardous or Unpleasant Duties	Home Care, Physician	520	PDTC
Hazardous or Unpleasant Duties	Home Care Program Standby	570	PDTC
Hazardous or Unpleasant Duties	Mental Health Alert Team Standby	562	PDTC
Hazardous or Unpleasant Duties	Night Shift Differential	504	PDTC
Hazardous or Unpleasant Duties	Night Shift, Med Tech	558	PDTC
Hazardous or Unpleasant Duties	Paramedical Technical Weekend Bonus	515	PPARM
Hazardous or Unpleasant Duties	Physicians, ER Attending Physician/OT Day Rate	578	PDTC
Hazardous or Unpleasant Duties	Physicians, ER Attending Physician/OT Weekday Eve/Weekend, Holiday Day	579	PDTC
Hazardous or Unpleasant Duties	Physicians, ER Attending Physician/OT Weekday Night/Weekend, Holiday Evening, Night	580	PDTC
Hazardous or Unpleasant Duties	Pioneer Excavation, Construction Inspection/ Surveying Employees	553	PDTC
Hazardous or Unpleasant Duties	Pioneer Excavation, Public Works, General Employees	554	PDTC
Hazardous or Unpleasant Duties	Psychiatric Mobile Response Team Standby	562	PDTC
Hazardous or Unpleasant Duties	Public Defender Investigator Standby – INS Witness Program	574	PDTC
Hazardous or Unpleasant Duties	Public Health Investigator, Special Assignments	382	PPARM
Hazardous or Unpleasant Duties	Refuse Truck Driver	333	PPARM
Hazardous or Unpleasant Duties	Relief Dam Operator	527	PDTC
Hazardous or Unpleasant Duties	Relief Dam Operator, Standby	563	PDTC
Hazardous or Unpleasant Duties	Relief Nurse, Holiday Differential	540	PDTC

CHAPTER V. SPECIAL PAY PRACTICES (BONUSES)

Hazardous or Unpleasant Duties	Relief Nurse, Weekend Differential	541	PDTC
Hazardous or Unpleasant Duties	RN Weekend Differential	539	PDTC
Hazardous or Unpleasant Duties	Scaffold or Swing Stage	555	PDTC
Hazardous or Unpleasant Duties	Sewer Maintenance Duties	466	PPARM
Hazardous or Unpleasant Duties	Snow Conditions, Power Equipment Repair	518	PDTC
Hazardous or Unpleasant Duties	Snow Removal, Construction Inspection/ Surveying	553	PDTC
Hazardous or Unpleasant Duties	Snow Removal, Public Works, General	554	PDTC
Hazardous or Unpleasant Duties	Social Worker, Emergency Rollout Program and Shift Bonus	646	PPARM
Hazardous or Unpleasant Duties	Standby	531	PDTC
Hazardous or Unpleasant Duties	Tunnel Operations, Construction Inspection/ Surveying Employees	553	PDTC
Hazardous or Unpleasant Duties	Tunnel Operations, Public Works, General	554	PDTC
Hazardous or Unpleasant Duties	Underground Storm Drain Assignment	467	PPARM
Hazardous or Unpleasant Duties	Underwater Recovery, Fire/Ocean Lifeguards	262	PPARM
Hazardous or Unpleasant Duties	Underwater Recovery, Lake Lifeguards	423	PPARM
Hazardous or Unpleasant Duties	Underwater Recovery, Sheriff	451	PPARM
Hazardous or Unpleasant Duties	Wastewater Plant Relief Bonus	575	PDTC
Location Assignments	Antelope Valley Assignment, 30 Miles from Residence	323	PPARM
Location Assignments	Catalina Island Living, Lifeguard/Firefighter	260	PPARM
Location Assignments	Catalina Island Living, (Library Employees)	280	PPARM
Location Assignments	Catalina Island Living, Parks and Recreation	420	PPARM

CHAPTER V. SPECIAL PAY PRACTICES (BONUSES)

Location Assignments	Catalina Island Living, Sheriff	441	PPARM
Location Assignments	Catalina Island, Manpower Shortage – Sheriff	462	PPARM
Location Assignments	Cooks, Bakers, Butchers in Sheriff	442	PPARM
Location Assignments	Dam Operator, San Gabriel	620	PPARM
Location Assignments	Group Supervisor, Probation	491	PPARM
Location Assignments	Head Cook, Probation	492	PPARM
Location Assignments	Institutional Retention Incentive, Probation and DC&FS Facilities	496	PPARM
Location Assignments	Legislative Advocate, County Counsel	310	PPARM
Location Assignments	Legislative Consultant, DPSS	431	PPARM
Location Assignments	Mental Health Workers Assigned to Sheriff	632	PPARM
Location Assignments	Mortuary Attendant at LAC/USC/MC	629	PPARM
Location Assignments	Physicians, High Desert hospital	376	PPARM
Location Assignments	Physicians, Mental Health Psychiatrists, Assigned to Sheriff	388	PPARM
Location Assignments	Probation Director Administrative Responsibility/Foothill Juvenile Area	495	PPARM
Location Assignments	Probation Director, Challenger Youth Center	498	PPARM
Location Assignments	RN Assigned to Sheriff	368	PPARM
Location Assignments	RN Clinic Nurse, Probation Camp	617	PPARM
Location Assignments	RN Clinic Nurse Standby, Antelope Valley/ Catalina	370	PPARM
Location Assignments	Senior Probation Director, Bureau Administration	497	PPARM
Location Assignments	Senior Probation Director, Central Juvenile	493	PPARM

CHAPTER V. SPECIAL PAY PRACTICES (BONUSES)

Location Assignments	Senior Probation Director, Los Padrinos/San Fernando	494	PPARM
Location Assignments	Senior Cook, Probation	490	PPARM
Location Assignments	Senior Cook, sheriff	449	PPARM
Location Assignments	Transportation Services Supervisor, ISD	337	PPARM
Miscellaneous	Annual Compensation, Reserve Deputy Sheriff	567	PDTC
Miscellaneous	Assessment Appeals Full Day Comp	568	PDTC
Miscellaneous	Clinic Physician, MD, First Hour	535	PDTC
Miscellaneous	Consulting Specialist, MD, first and Fifth Hour	536	PDTC
Miscellaneous	Full Day Compensation, Assessment Appeals	568	PDTC
Miscellaneous	Hazardous Materials Overtime Qualification	566	PATC (IN OT RATE)
Miscellaneous	Hours Paid But Not Worked	561	PDTC
Miscellaneous	In Lieu of Vehicle Use, Allowance	506	PPARM
Miscellaneous	Internal Equity, Sheriff or DA	454	PPARM
Miscellaneous	Interpreter 3.2% Bonus- Superior Court	484	PPARM
Miscellaneous	Interpreter – Half-Day Bonus	577	PDTC
Miscellaneous	Lump Sum, Miscellaneous, Included in Overtime	559	PATC
Miscellaneous	Lump Sum, Miscellaneous, Not Included in Overtime	560	PATC
Miscellaneous	MAPP Non-Base Merit Adjustment	224	PPARM
Miscellaneous	MAPP To Schedule Flat Amount	281	PPARM
Miscellaneous	MAPP To Schedule Percentage	282	PPARM
Miscellaneous	Mental Health Consultant, MD First and Fifth Hour	536	PDTC
Miscellaneous	MOU Lump Sum Bonus	572	PATC
Miscellaneous	On Call Subpoena, Sheriff	524	PDTC
Miscellaneous	Personal Use of County Vehicles – Commuting Rule	691	PATC
Miscellaneous	Personal Use of County Vehicles – Lease Value Rule	692	PATC
Miscellaneous	Physicians, Additional Compensation	396	PPARM

CHAPTER V. SPECIAL PAY PRACTICES (BONUSES)

Miscellaneous	Reserve Deputy Sheriff Annual Compensation	567	PDTC
Productivity	Contracting and Productivity Improvement	525	PATC
Productivity	Department Head Merit	510	PATC
Productivity	Exceptional Performance, Lump Sum	532	PATC
Productivity	Exceptional Performance Schedule/Level	203	PPARM
Reimbursements	Appraiser, Laundry and Dry Clean Allowance	544	PDTC
Reimbursements	Meal Reimbursement – Plant Engineers	652	PATC
Reimbursements	Meal Reimbursement – Residents	651	PATC
Reimbursements	Professional Development Expenses	637	PPARM
Reimbursements	Relocation Allowance	502	PATC
Reimbursements	Sheriff/Fire Commander Expenses	636	PPARM
Reimbursements	Telecommuting Equipment, Probation Tuition Reimbursement	638	PPARM
Reimbursements	Tuition Reimbursement	564	PATC
Reimbursements	Uniform Allowance	503	PATC
Salary Range Extensions	Auditor–Controller Merit – One to Six Schedules	263 – 268	PPARM
Salary Range Extensions	Board of Retirement Case Review	501	PDTC
Salary Range Extensions	Command Pay – 24 years	238	PPARM
Salary Range Extensions	Command Pay – 29 years	239	PPARM
Salary Range Extensions	Deputy Marshal Special Training (Top Step)	406	PPARM
Salary Range Extensions	Deputy Probation Officer I, Top of Range	218	PPARM
Salary Range Extensions	Deputy Sheriff Top Step, Patrol and Custody Training Completion	438	PPARM
Salary Range Extensions	Executive Secretary added Salary Schedules	225	PPARM
Salary Range Extensions	Financial Specialist Sixth and Seventh Step	252	PPARM
Salary Range Extensions	Head Board Specialist Additional Steps	272	PPARM

CHAPTER V. SPECIAL PAY PRACTICES (BONUSES)

Salary Range Extensions	Hospital Administrator, Additional Compensation	398	PPARM
Salary Range Extensions	Longevity Bonus, 15 Years	207	PPARM
Salary Range Extensions	Longevity Bonus, 10 Years	206	PPARM
Salary Range Extensions	Longevity Bonus, 20 Years	208	PPARM
Salary Range Extensions	Longevity Bonus, 20 Yrs (new 2005)	235	PPARM
Salary Range Extensions	Longevity Bonus, 25 Yrs	236	PPARM
Salary Range Extensions	Longevity Bonus, 30 Yrs	237	PPARM
Salary Range Extensions	Longevity Bonus 20 Years – Social Workers	244	PPARM
Salary Range Extensions	Longevity Bonus 25 Years – Social Workers	245	PPARM
Salary Range Extensions	Longevity Bonus 30 Years – Social Workers	246	PPARM
Salary Range Extensions	Manpower Shortage Range	209	PPARM
Salary Range Extensions	MAPP Temporary Special Achievement Flat Dollar	229	PPARM
Salary Range Extensions	MAPP Temporary Special Achievement, Percentage	230	PPARM
Salary Range Extensions	MAPP Tier II Step 13 - 18	273 - 278	PPARM
Salary Range Extensions	Medical Director's Bonus, 5.5%	211	PPARM
Salary Range Extensions	Medical Director's Bonus, 8.25%	212	PPARM
Salary Range Extensions	Medical Director's Bonus, 2.75%	210	PPARM
Salary Range Extensions	Patrol Station Retention, Deputy Sheriff	457	PPARM
Salary Range Extensions	Physicians, Extra Pay for Psychiatric Specialty	385	PPARM
Salary Range Extensions	Physicians, Extra Pay for Various Specialty	386	PPARM

CHAPTER V. SPECIAL PAY PRACTICES (BONUSES)

Salary Range Extensions	Physicians, Forensic Pathology Bonus	397	PPARM
Salary Range Extensions	Physician Specialty Bonus – 5.75%	395	PPARM
Salary Range Extensions	Physician Stipends	584	PATC
Salary Range Extensions	RN Longevity Bonus, 5 Years	232	PPARM
Salary Range Extensions	RN Longevity Bonus, 10 Years	233	PPARM
Salary Range Extensions	RN Longevity Bonus, 15 Years	234	PPARM
Salary Range Extensions	RN Retention Incentive	621	PPARM
Salary Range Extensions	Social Worker Twelve Level Bonus	433	PPARM
Salary Range Extensions	Superior-Subordinate pay	219	PPARM
Salary Range Extensions	Temporary Clerical and Office Services Employees	223	PPARM
Salary Range Extensions	Wellness/Fitness For Life Bonus	349	PPARM
Special Assignments	Acting Capacity, Deputy Sheriff or Investigator	458	PPARM
Special Assignments	Acting Department Head	201	PPARM
Special Assignments	Acting Medical Director	202	PDTC
Special Assignments	Additional Responsibilities or Exceptional Performance Schedule/Level	203	PPARM
Special Assignments	Additional Responsibilities, Represented Employees	228	PPARM
Special Assignments	Additional Responsibilities or Exceptional Performance, Lump Sum	532	PDTC
Special Assignments	Agriculture Inspectors, Standardization Division	625	PPARM
Special Assignments	Animal Control Mgr – Board Liaison Bonus	256	PPARM
Special Assignments	Assessment Appeals Board Assignment	271	PPARM
Special Assignments	Assistant Director, Public Social Services	430	PPARM

CHAPTER V. SPECIAL PAY PRACTICES (BONUSES)

Special Assignments	Board of Supervisors Performance	511	PATC
Special Assignments	Board of Supervisors Performance	270	PPARM
Special Assignments	Bookmobile Driving	390	PPARM
Special Assignments	Co-Generation or Hydro-Electric Operations	507	PDTC
Special Assignments	Court Clerks, Additional Skills and Responsibilities	407	PPARM
Special Assignments	Court Reporters Solo Daily Earnings	576	PDTC
Special Assignments	CSW's Assigned to ERCP	640	PPARM
Special Assignments	CSW Licensure Supervision	571	PDTC
Special Assignments	Curator Acting as Assistant Division Chief	300	PPARM
Special Assignments	Custodian, Inmate Trustee Supervisor	331	PPARM
Special Assignments	Custody Ass't Sheriff Station Jailer	459	PPARM
Special Assignments	Deputy Clerk IV, Additional Skills and Responsibilities	413	PPARM
Special Assignments	Deputy Marshal Level I Bonus	401	PPARM
Special Assignments	Deputy Sheriff Assigned as Sergeant-at-Arms	453	PPARM
Special Assignments	Deputy Sheriff K-9 Pay	653	PDTC
Special Assignments	Detention & Transportation Extra Supervision	627	PPARM
Special Assignments	Diagnostic Ultrasound, Supervising Rad Tech	380	PPARM
Special Assignments	Dispatcher Duties, Supervising Transportation Deputy	602	PPARM
Special Assignments	Driver for Fire Chief	351	PPARM
Special Assignments	Eligibility Supervisors Training for Deputy District Director	432	PPARM
Special Assignments	Emergency Room Bonus / Pat Fin Svcs Wkr/ Pat Res Wkr	645	PPARM
Special Assignments	Fire Equipment Mechanic, Field	606	PPARM
Special Assignments	Firefighters Assigned to Dispatching	356	PPARM
Special Assignments	Inquest Reporter, Coroner	505	PATC
Special Assignments	Journey Employees Assigned to Planning, Health Services	377	PPARM
Special Assignments	Journey Employees Assigned to Planning, ISD	332	PPARM
Special Assignments	Legal Advisor, Deputy Court Administrator	400	PPARM
Special Assignments	Level I Assignments, Deputy Sheriff	443	PPARM

CHAPTER V. SPECIAL PAY PRACTICES (BONUSES)

Special Assignments	Level II Assignments, Deputy Sheriff	444	PPARM
Special Assignments	Librarians, Additional Duties	392	PPARM
Special Assignments	Licensed Vocational Nurse, Intensive Care	378	PPARM
Special Assignments	Officer of the Day, Supervising DSO	634	PPARM
Special Assignments	Out-of-Class, Deputy Clerk III	408	PPARM
Special Assignments	Out-of-Class, District Attorney Supervisory Investigators	321	PPARM
Special Assignments	Out-of-Class, General, Schedule/Level/Percent	222	PPARM
Special Assignments	Out-of-Class, General, Less than Two Schedule Difference	214	PPARM
Special Assignments	Out-of-Class, Sheriff Sergeants and Above	450	PPARM
Special Assignments	MAP Temporary Assignment, Flat	231	PPARM
Special Assignments	Pharmacists, Special Assignments	387	PPARM
Special Assignments	Physicians, Emergency Medicine, in lieu of Board Certification, 5.50%	374	PPARM
Special Assignments	Physicians, Emergency Medicine, in lieu of Board Certification, 8.25%	375	PPARM
Special Assignments	Judge, Presiding	650	PPARM
Special Assignments	Probation Camp Acting Director, SDPO	607	PPARM
Special Assignments	Psychiatric Technician – P.E.T. Supervisor	213	PPARM
Special Assignments	Relief power Plant Engineer	534	PDTC
Special Assignments	RN Acting or Relief Charge Nurse	538	PDTC
Special Assignments	RN Emergency Room	609	PPARM
Special Assignments	RN Instructor at LAC/USC School of Nursing	372	PPARM
Special Assignments	RN Supervising Nurse Assigned to ICU or CCU	379	PPARM
Special Assignments	Safety Police Training Officer or Investigator	456	PPARM
Special Assignments	Sergeant Supervising Bonus Level II Deputy	452	PPARM
Special Assignments	Temporary Promotion, Dollar Amount	361	PPARM
Special Assignments	Temporary Promotion, Schedule/Level/Percent	358	PPARM
Special Assignments	Urban Search and Rescue, Fire	360	PPARM
Special Assignments	Watchman-Custodian, 40-Hour	220	PPARM
Special Assignments	Watchman, Custodian, Hourly	522	PDTC

CHAPTER V. SPECIAL PAY PRACTICES (BONUSES)

Special Assignments	Watchman, Henninger Flats	508	PDTC
Special Assignments	Welfare Recipient Supervision	221	PPARM
Special Certificates	Agriculture Inspector Certificates	240	PPARM
Special Certificates	AMA Board Certification, 5.5%	205	PPARM
Special Certificates	AMA Board Certification, 8.25%	204	PPARM
Special Certificates	Appraiser Certification, Advanced	622	PPARM
Special Certificates	Auto Service Excellence	603	PPARM
Special Certificates	Dispatcher EMD Certification Bonus	247	PPARM
Special Certificates	Emergency Medical Technician, Aquatics Managers	421	PPARM
Special Certificates	Emergency Medical Technician, Firefighters	353	PPARM
Special Certificates	Emergency Medical Technician, Lake Lifeguard	422	PPARM
Special Certificates	Emergency Medical Technician, Lifeguard	261	PPARM
Special Certificates	Helicopter Inspection License	357	PPARM
Special Certificates	Land Surveyor (Licensed as a) Bonus	468	PPARM
Special Certificates	Paramedic, Firefighter, Not on Para Post	626	PPARM
Special Certificates	Paramedic, Firefighter, Re-certification	565	PDTC
Special Certificates	Post Bonus, Advanced/Executive	215	PPARM
Special Certificates	Post Bonus, Basic	216	PPARM
Special Certificates	Post Bonus, Intermediate	217	PPARM
Special Certificates	Regional Planning AICP Certification Bonus	248	PPARM
Special Certificates	State of California Structural Engineer License Bonus	464	PPARM
Special Certificates	Traffic Engineer, (Registered as a Licensed Traffic Engineer) Bonus	469	PPARM
Special Certificates	Veterinary Medicine, Board Certification	383	PPARM
Special Certificates	Weights and Measures Inspector Licenses	241	PPARM
Special Certificates	Weights and Measures Inspector Commercial Truck Driver	242	PPARM
Special Certificates/ Special Assignments	Accounting Certificate – Auditor	250	PPARM
Special Certificates/ Special Assignments	Accounting Certificate, District Attorney	320	PPARM

CHAPTER V. SPECIAL PAY PRACTICES (BONUSES)

Special Certificates/ Special Assignments	Certification Bonuses, LACERA	475	PPARM
Special Certificates/ Special Assignments	Information Specialist Certificate, Auditor	250	PPARM
Special Certificates/ Special Assignments	Paramedic, Lifeguard on Catalina	359	PPARM
Special Certificates/ Special Assignments	Paramedic, Lifeguard, Hourly	548	PDTC
Special Certificates/ Special Assignments	Paramedic Unit Assignment, Fire	355	PPARM
Special Certificates/ Special Assignments	RN Mobil Intensive Care Certification	604	PPARM
Special Skills	76-inch Mower	200	PPARM
Special Skills	Aerial Patrol Observer, Sheriff	440	PPARM
Special Skills	Backhoe Operator	514	PATC
Special Skills	Bilingual, Children's Social Workers	624	PPARM
Special Skills	Bilingual, Monthly Employees	608	PPARM
Special Skills	Bilingual, Non-Monthly	628	PPARM
Special Skills	Bilingual, Additional, Psychiatric Social Worker	647	PPARM
Special Skills	Bus Driver, Probation, Transportation Deputy	635	PDTC
Special Skills	Bus Driver, Sheriff	618	PPARM
Special Skills	Business Machines Technician, Sheriff	461	PPARM
Special Skills	Class A or B Motor Vehicle License Bonus	340	PPARM
Special Skills	County Police/Coroner Bonus Position	339	PPARM
Special Skills	Court Clerks, Stenographic Skills	409	PPARM
Special Skills	Court Reporters Real-Time Certification	481	PPARM
Special Skills	Court Reporters Real-Time Writing	483	PPARM
Special Skills	Defibrillation Airway Bonus	648	PPARM
Special Skills	Deputy Sheriff, Field Training Officer	434	PPARM
Special Skills	Deputy Sheriff, Senior Field Training Officer – 12 Months	435	PPARM
Special Skills	Deputy Sheriff, Master Field Training Officer – Level 1 18 Months	436	PPARM
Special Skills	Deputy Sheriff, Master Field Training Officer – Level 2 30 Months	437	PPARM
Special Skills	Electronic Recording Equipment, Deputy Clerk IV	414	PPARM

CHAPTER V. SPECIAL PAY PRACTICES (BONUSES)

Special Skills	Electronic Recording Equipment, Various Court Clerks	404	PPARM
Special Skills	Elevator Adjusting	338	PPARM
Special Skills	Emergency Conditions, Power Sweeper Operator	533	PATC
Special Skills	Floor Waxing, Custodian	605	PPARM
Special Skills	Helicopter Pilot, Sheriff	447	PPARM
Special Skills	Interpreter Hourly / Daily Language Same Day	583	PATC
Special Skills	Interpreter Regular Multiple Language Same Day	582	PATC
Special Skills	Maintenance Worker, Sheriff	460	PPARM
Special Skills	Mammography Bonus	649	PPARM
Special Skills	Motorcycle Patrol	455	PPARM
Special Skills	Shooting, Distinguished Expert	613	PPARM
Special Skills	Shooting, Distinguished Expert, Reserve	644	PPARM
Special Skills	Shooting, Expert	612	PPARM
Special Skills	Shooting, Expert, Reserve	641	PPARM
Special Skills	Shooting, Marksman	614	PPARM
Special Skills	Shooting, Marksman, Reserve	642	PPARM
Special Skills	Shooting, Sharpshooter	615	PPARM
Special Skills	Shooting, Sharpshooter, Reserve	643	PPARM
Special Skills	Swimming Proficiency	581	PATC
Special Skills	Truck Driver, Heavy Duty Tow Truck	545	PDTC
Special Skills	Truck Driver, Slurry Seal	546	PDTC
Special Skills	Webcom Press Operator	528	PDTC
Special Skills/Special Assignments	Judicial Assistant Bonus	482	PPARM

VI. NOTES

Chapter 6.28.050 of the County Code consists of a list of non-represented classes and their salaries. Some of these classes, as well as some Represented classes, may also be paid in accordance with what is called a “Note”; notes are shown next to the salary and are explained at the end of the section. The notes may add extra compensation or govern step placement. In all cases, the rates constitute base rates. Following is a table of these notes, what they do and, under “Remarks”, how they are reflected in e-HR.

CHAPTER V. SPECIAL PAY PRACTICES (BONUSES)

NOTE	DESCRIPTION	REMARKS
1	Indicates that a class is paid in accordance with 6.28.050, or in accordance with State or Federal Minimum Wage, whichever is higher. Typically, this note is found on low-level or intrinsically part-time jobs. Currently includes items 1131, 4891, 8244, 8246, 8737, 9302, 9320, 9321, 9332, 9328, 9339, 9340, 9342, 9343, 9344, 9345.	The applicable higher rate is reflected as the item's salary on TITM, whenever the Code or either of the Minimum Wages is changed.
2	This note indicates that employees appointed to a class with this note start on the second step of the prescribed range. Subsequent step advances are based on one year's service. This note, and Notes 3, 4 and 5, following, are similar in application to Manpower Shortage Recruitment Rate, except that the latter is more temporary and step advances may be deferred until service equates to step. For additional information about Manpower Shortage Rates, refer to Section III above.	The Begin Step field on TITM for classes with this note will show a "2".
3	Indicates that for this class, the third step is the entry level. Subsequent step advances are based on one year's service.	The Begin Step field on TITM for classes with this note will show a "3".
4	Indicates that for this class, the fourth step is the entry level. The subsequent step advance occurs after on years' service.	The Begin Step field on TITM for classes with this note will show a "4".
5	Indicates that for this class, the fifth step is the entry level.	The Begin Step field on TITM for classes with this note will show a "5".
6	Used to denote items that are designated (in the class title) as "OOA" which means owner and authorized agent. These NC items are primarily trades and other blue-collar-type jobs used in Public Works. They are paid the prevailing wage for their job, as determined by the State. Employees are not eligible for County fringe benefits, but are paid in lieu the amount private employers have agreed to pay for health and welfare, pension, and vacation and holiday.	Because the rate including wages and fringes are so variable, the rates are not carried in CWTAPPS; when hired, these employees are paid by using the Y-Rate field on JHST.

CHAPTER V. SPECIAL PAY PRACTICES (BONUSES)

8	Defines variable step placement for new employees hired as Physician's Assistant, Item 5047. The initial step is based on the amount of technical experience the appointee has; if the employee has at least 24 months' experience, placement is at step two, with 36 at step three, and with 48 at step four; all others begin at the first step.	Implemented by entering the appropriate step placement on the employee's initial JHST record.
10	Used on various custodian classes to specify that such classes are entitled to the watchman bonus. See Earnings Codes 220, 522.	Implemented by adding the bonus (monthly or hourly) for the employee.
13	Indicates classes that entitle new employees to advanced step placement (at step three) if they have a master's degree in engineering. Otherwise, the entry step is the second.	The appropriate step is entered on the employee's JHST record.
17	Specifies step placement for appointees to Chief Nurse-Midwife (#5360); a person with six years' experience is placed at fifth step; with five years, fourth step; four years, third step; all others enter at second step. A master's degree in a Nursing field may be substituted for one year of the experience specified for determining step placement.	The appropriate step is entered on the employee's JHST record. NOTE: This provision stopped 04/01/07
18	Provides a bonus for supervising welfare recipients or other poverty program enrollees. See Earnings Code 221.	Implemented by adding the bonus for the employee.

CHAPTER V. SPECIAL PAY PRACTICES (BONUSES)

19	Classes with this note are assigned to the Physician's Pay plan and are paid in accordance with the provisions of part 2 of Chapter 6.08 (6.08.190 et al). Physicians' rates are contained in a special table comprising 15 P-Ranges, each of which has 13 steps; see County Code Section 6.26.030. Also, see Chapter III of the Interpretive Manual.	Reflected on TITM in CWTAPPS by a Pay Table Type = "D" (Physician's Salary Table, TPSL); also reflected by an entry in the "Physician Indicator" field, where a "Y" indicates that the employee's pay is based on a medical specialty, and an "N" indicates that it is not. If the indicator field is <u>blank</u> , the item is <u>not</u> a physician item. For items with an "N", an entry in the "Sched No" field shows the item's P-Range. For items with a "Y", a code for the employee's specialty must be entered on JHST, and the system obtains the P-Range for the specialty from the Physician Specialty Table, TPSP.
21	Classes with this note are allocated to the Registered Nurse series and paid on the basis of a 20 - step, 30 - pay grade table, the Registered Nursing Schedule, found in Section 6.26.040. There is a 2% differential between steps and a 3% differential between grades.	Reflected in CWTAPPS with a Pay Table of D, (Physicians Salary Table, now used generally for any table other than TALT, MAPP Tier I, or the standardized salary schedule), an "N" in the Physician Indicator field, and in the SCHED NO field, an "N" followed by the pay level for the class.
22	Provides hourly rates for various types of shifts for Relief Nurse, Item #5261. Also provides for special compensation if a Relief Nurse works, over a period of six months, 112 out of 626 hours on a weekend. In this case, the employee receives a lump sum bonus of \$450 and four hours at the Relief Nurse Weekday Day rate.	The Weekday Day shift rate is reflected for the Relief Nurse item on TITM. Employees working other shifts are paid the appropriate rate for the shift worked through one or more hourly bonuses added to the Weekday Day rate: EC 517 for evening, 504 for night, 540 for Holiday, and 541 for weekend. The \$450 special compensation is paid by using EC 560 (Misc Lump Sum) and entering four hours of EC 099 on PDTC.

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23	Classes with this note are assigned to the Management Appraisal and Performance Plan (MAPP) and are paid in accordance with the provisions of Part 3 of Chapter 6.08 (6.08.300 et al).	Reflected on TITM in CWTAPPS as follows: for Tier I classes by a Pay Table Type = "C" (Management Appraisal Table, TMAP), and an entry in the "Range No." field; for Tier II classes, by a Pay Table Type "D" (Physician's Salary Table), and an "S" followed by the pay grade in the SCHED NO field.
24	Indicates a class paid in accordance with a performance-based pay system described in 6.50.021, the personnel staffing ordinance section for the CAO department.	Currently applies to only one class, 0838, which is set on a special MAP range of R100. The employee's salary is determined in accordance with 6.50.021 and entered on JHST.
25	Indicates a class paid in accordance with a performance-based pay system described in 6.44.200, the personnel staffing ordinance section for the Board of Supervisors department.	Currently applies to several Supervisors' deputy classes, with are set on special MAP ranges. Employees' salaries are determined in accordance with 6.44.200 and entered on JHST.
26	Provides that employees appointed to classes with this note who have a master's degree enter at the fourth step.	The fourth step is entered on the employee's JHST record for those having the master's degree.
27	Indicates classes where an individual employee (but not necessarily all persons on the item) may be paid an additional sixth step (5.5% above the fifth step of the assigned salary schedule) or seventh step (11% above the fifth step of the assigned salary schedule), solely at the discretion of the department head.	Currently applies to financial specialists. Implemented through the use of a bonus, added for the selected employee. See EC 252.
27M	Indicates classes where an individual employee (but not necessarily all persons on the item) may be paid an additional eighth or ninth step of a nine step range, solely at the discretion of the department head. The eighth step is defined as being the fifth step of the salary schedule which is two standard salary schedules above the indicated salary range, with the ninth step being the fifth step of the salary schedule which is four standard salary schedules above the indicated salary range.	Currently applies to classes on Note 27 (financial specialists). Provides for these classes the additional steps enacted on a general basis by notes M and N

CHAPTER V. SPECIAL PAY PRACTICES (BONUSES)

27N	Indicates classes where an individual employee (but not necessarily all persons on the item) may be paid an additional seventh or eighth step of an eight step range, solely at the discretion of the department head. The seventh step is defined as being the fifth step of the salary schedule which is two standard salary schedules above the indicated salary range, with the eighth step being the fifth step of the salary schedule which is four standard salary schedules above the indicated salary range.	Currently applies to classes on Note 27 (financial specialists). Provides for these classes the additional steps enacted on a general basis by notes M and N
29	Indicates that an employee in the class may be compensated two, four, six, eight, or ten schedules higher than the rate established for the employee's class, with CAO approval. Applies to Executive Secretary V.	Implemented by adding a bonus with the requisite number of levels, using EC 225.
30	Indicates an apprentice class paid in accordance with special tables.	The table rates for classes with this note are found on the Alternate Salary Table, TALT.
32	Contains the provisions used for determining the annual salaries for the three elected officials: Assessor, District Attorney, and Sheriff.	Implemented on TITM.
33	Provides the following special step placement provisions for appointees to Clinical Social Worker (#9013), who are licensed or licensed-eligible: With five years' experience, including two years in health care delivery, entry is at fifth step; with three years' experience and one year's health care experience, entry is at the fourth step; with two years of clinical social work experience, entry is at third step; all others enter at second step.	The appropriate step is entered on the employee's JHST record.
34	Employees appointed to items with this note may be placed at steps one, two or three at the discretion of the department head.	The appropriate step is entered on the employee's JHST record.
35	Indicates a class paid in accordance with a modified step pay system described in 6.50.022, the personnel staffing ordinance section for the CAO department.	The appropriate step is entered on the employee's JHST record.
36	Indicates a class paid in accordance with a modified step pay system described in 6.44.200, the personnel staffing ordinance section for the Board of Supervisors department.	Applies to various board specialist classes. The appropriate step is entered on the employee's JHST record.

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37	Indicates a class paid in accordance with the provisions of 6.127.020 (A), the personnel staffing ordinance section for LACERA.	Applies to the Retirement Administrator and Assistant Retirement Administrator. The appropriate salary is entered on the employee's JHST record.
38	Provides the following unique and individual compensation rules: An employee (but not necessarily all persons on any item) who has been on the fifth step or higher for at least one year may be granted additional compensation of one, two, three, four, five, or six schedules above the indicated salary range. In addition, any employee who has been compensated at the first, second, or third step for at least one year may be placed at any other step up to the top step of the indicated salary range. All of the foregoing step placements are solely at the discretion of the Auditor-Controller.	Applies only to certain high-level Auditor–Controller classes as indicated by the note in 6.28.050. For employees at or above the top step, the appropriate compensation is achieved by using one of these bonus earnings codes: 263 – 268. For employees below the top of the established range, the compensation is achieved by changing the employee’s step on JHST.
39	Provides the following unique and individual compensation rules: An employee (but not necessarily all persons on any item) who has been on the fifth step or higher for at least one year may be granted additional compensation of one, two, three, or four schedules above the indicated salary range. In addition, any employee who has been compensated at the first, second, or third step for at least one year may be placed at any other step up to the top step of the indicated salary range. All of the foregoing step placements are solely at the discretion of the Auditor-Controller.	Applies only to certain high-level Auditor–Controller classes as indicated by the note in 6.28.050. For employees at or above the top step, the appropriate compensation is achieved by using one of these bonus earnings codes: 263 – 266. For employees below the top of the established range, the compensation is achieved by changing the employee’s step on JHST.
40	Provides a 5.5% increase (over the salary provided in Section 6.28.050) to employees who have completed 12 months of service on the item of Career Development Intern (Item # 8250).	To receive this increase, employees must have performance ratings of at least “Competent.”

CHAPTER V. SPECIAL PAY PRACTICES (BONUSES)

41	This note indicates that the class is paid in accordance with the New Nursing Management Pay Plan, as set forth in 6.08, Part 5; these are management classes which are not allocated to MAPP. Although they are paid on a grid on the 20-step Registered Nursing Schedule, found in Section 6.26.040, and used for all other RN classes, they are paid in accordance with 6.08, Part 5. On the RN Schedule, there is a 2% differential between steps and a 3% differential between grades.	Reflected in CWTAPPS with a Pay Table of D, (Physicians Salary Table, now used generally for any table other than TALT, MAPP Tier I, or the standardized salary schedule), an "N" in the Physician Indicator field, and in the SCHED NO field, an "N" followed by the pay level for the class.
42	This note indicates that the class is paid in accordance with the New Management Physician's Pay Plan, as set forth in 6.08, Part 4.	In CWTAPPS, the item is shown with a Pay Table Type of "D", Physician's Salary Table.
43	This note applies to two physician items (5474, 5476) that are paid in accordance with the New Management Physician's Pay Plan (6.08, Part 4) which are not eligible for Flex/MegaFlex.	In CWTAPPS, the item is shown with a Pay Table Type of "D", Physician's Salary Table, and an "N" in the FLEX IND field.
A	Persons employed on a class with this note are compensated on a one-step salary range, with that step being the first step of the indicated schedule/level.	Reflected on TITM.
AB	Provides the following special step placement provisions for appointees to Assistant Mental Health Counselor, RN (Item #5276): Appointees with a bachelor's degree in Nursing plus 48 months' RN psychiatric experience are appointed a fifth step; those with a bachelor's and 36 months' experience are appointed at the fourth step; a bachelor's degree and 24 months' experience at the third step, and all others at the second step.	The appropriate step is entered on the employee's JHST record. NOTE: This provision stopped 04/01/07
AC	Provides special step placement for appointees to Clinic Nurse I, Clinic Nurse II, Intravenous Therapy Nurse, Operating Room Nurse I, Operating Room Nurse II, Staff Nurse, or Staff Nurse, Sheriff: With 24 months' RN experience, or with a bachelor's degree and 12 months' RN experience, appointment is at the fifth step; with either a bachelor's degree or 12 months' RN experience, appointment is at the fourth step; for all others, appointment is at the third step.	The appropriate step is entered on the employee's JHST record. NOTE: This provision stopped 04/01/07

CHAPTER V. SPECIAL PAY PRACTICES (BONUSES)

AE	<p>Provides the following special step placement provisions for appointees to Mental Health Counselor, RN (Item #5278): Appointees with a bachelor's degree in Nursing plus 60 months' mental health counseling experience are appointed at fifth step; appointees with a bachelor's degree plus 48 months' experience are appointed at fourth step; those with a bachelor's and 36 months' experience are appointed at the third step. A master's degree in psychiatric nursing, mental health, public health, social work, psychology, or marriage and family counseling can be substituted for 24 months of the experience. All others are appointed at the second step.</p>	<p>The appropriate step is entered on the employee's JHST record. NOTE: This provision stopped 04/01/07</p>
AF	<p>Provides the following special step placement provisions for appointees to Nurse Anesthetist II (Item #5172): Appointees with 48 months' experience are appointed at fifth step; those with 36 months' experience are appointed at the fourth step; with 12 months' experience at the third step, and all others at the second step. A master's degree in pharmacology, physiology, nursing, or anesthesiology can be substituted for 36 months of experience, or a bachelor's degree in these fields can be substituted for 24 months' experience.</p>	<p>The appropriate step is entered on the employee's JHST record. NOTE: This provision stopped 04/01/07</p>
AH	<p>Provides the following special step placement provisions for appointees to Nurse-Midwife (Item #5359): Appointees with 72 months' experience are appointed at fifth step; those with 48 months' experience are appointed at the fourth step; with 24 months' experience at the third step, and all others at the second step. A master's degree in nursing or public health can be substituted for 24 months of experience, or bachelor's degree in these fields can be substituted for 12 months' experience.</p>	<p>The appropriate step is entered on the employee's JHST record. NOTE: This provision stopped 04/01/07</p>

CHAPTER V. SPECIAL PAY PRACTICES (BONUSES)

AI	Provides the following special step placement provisions for appointees to Nurse Practitioner (Item #5121): Appointees with 60 months' experience, of which 12 months must have been in the area of specialty for which they are appointed, are appointed at fifth step; those with 48 months' experience are appointed at the fourth step; with 24 months' experience, at the third step, and all others at the second step. A master's degree in nursing or public health can be substituted for 24 months of experience, or bachelor's degree in these fields can be substituted for 12 months' experience.	The appropriate step is entered on the employee's JHST record. NOTE: This provision stopped 04/01/07
AJ	Provides the following special step placement provisions for appointees to Nursing Instructor, School of Nursing (Item 5210): Appointees who have, in addition to the minimum requirements established for the class, 48 months' experience as an instructor in a State-accredited school for registered nursing are appointed at fifth step; those with 36 months of such experience are appointed at the fourth step; those with 24 months' experience at the third step, and all others at the second step.	The appropriate step is entered on the employee's JHST record. NOTE: This provision stopped 04/01/07
AK	Provides the following special step placement provisions for appointees to Public Health Nurse (Item #5230): Appointees who have 24 months' experience as a registered nurse are appointed at fifth step; those with 12 months of such experience are appointed at the fourth step; and all others at the third step.	The appropriate step is entered on the employee's JHST record. NOTE: This provision stopped 04/01/07
AL	Persons employed on an RN class with this note are compensated on a six-step salary range, with the sixth step being the fifth step of the standard salary schedule which is 6 levels above the indicated schedule/level; advancement to this step requires completion of 5 years' continuous service.	EC 232 is used to pay the 6 th step. NOTE: This provision stopped 04/01/07

CHAPTER V. SPECIAL PAY PRACTICES (BONUSES)

AM	<p>Persons employed on an RN class with this note are compensated on a seven-step salary range, with the sixth step being the fifth step of the standard salary schedule which is 6 levels above the indicated schedule/level, and the seventh step being the fifth step of the standard salary schedule which is 14 levels above the indicated schedule/level.</p> <p>Advancement to the seventh step requires completion of 10 years' continuous service.</p>	<p>EC 233 is used in conjunction with EC 232 to pay the 7th step.</p> <p>NOTE: This provision stopped 04/01/07</p>
AN	<p>Persons employed on an RN class with this note are compensated on an eight-step salary range, with the sixth step being the fifth step of the standard salary schedule which is 6 levels above the indicated schedule/level, the seventh step being the fifth step of the standard salary schedule which is 14 levels above the indicated schedule/level, and the eighth step being the fifth step of the standard salary schedule, which is 22 levels above the indicated schedule/level.</p> <p>Advancement to the eighth step requires completion of 15 years' continuous service</p>	<p>EC 234 is used in conjunction with EC 232 and EC 233 to pay the 8th step.</p> <p>NOTE: This provision stopped 04/01/07</p>
B	<p>Persons employed on a class with this note are compensated on a two-step salary range, with those steps being the first and second steps of the indicated schedule/level.</p>	<p>Reflected on TITM.</p>
C	<p>Persons employed on a class with this note are compensated on a three-step salary range, with those steps being the first, second and third steps of the indicated schedule/level.</p>	<p>Reflected on TITM.</p>
D	<p>Persons employed on a class with this note are compensated on a four-step salary range, with those steps being the first, second, third and fourth steps of the indicated schedule/level.</p>	<p>Reflected on TITM.</p>
E	<p>Persons employed on a class with this note are compensated on a one-step salary range, with that step being the second step of the indicated schedule/level.</p>	<p>Reflected on TITM.</p>
F	<p>Persons employed on a class with this note are compensated on a two-step salary range, with those steps being the second and third steps of the indicated schedule/level.</p>	<p>Reflected on TITM.</p>

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G	Persons employed on a class with this note are compensated on a three-step salary range, with those steps being the second, third and fourth steps of the indicated schedule/level.	Reflected on TITM.
H	Persons employed on a class with this note are compensated on a one-step salary range, with that step being the third step of the indicated schedule/level.	Reflected on TITM.
I	Persons employed on a class with this note are compensated on a two-step salary range, with those steps being the third and fourth steps of the indicated schedule/level.	Reflected on TITM.
J	Persons employed on a class with this note are compensated on a one-step salary range, with that step being the fourth step of the indicated schedule/level.	Reflected on TITM.
K	Persons employed on a class with this note are compensated on a two-step salary range, with those steps being the first and second steps of the indicated schedule/level. In addition, advancement to the second step is granted upon completion of six months' service.	Reflected on TITM; step advance is manual unless the item's salary is below the threshold at which advancement after 6 months is provided.
L	Employees in a class with this note are compensated on an eight-step range: the first five steps are as provided by the standardized salary schedule, the top three steps are 2.75% apart. Advancement to the sixth and seventh steps requires 18 months' service at the next lower step, but advancement to the top (eighth) step requires only 12 months' service on the seventh step	Additional steps are reflected on TITM; the differential time limits are designated as NL in the Variable Step Code field.

CHAPTER V. SPECIAL PAY PRACTICES (BONUSES)

M	Persons in a class with this note are compensated on seven step range; the sixth and seventh steps are each nominally 2.75% higher than the next lower step, instead of the usual 5.5%. Advancement from fifth to sixth and from sixth to seventh requires the same length of service at the lower step as steps 1 – 5, i.e., 12 months. This note was implemented incrementally in conjunction with Note N, which added solely the sixth additional (half) step.	Reflected in CWTAPPS TITM Screen as “11” in two places in the “Half Step” field; no entry in the Variable Step Code field, and an “M” and an “N” in the Notes field. Note: the Max Step field is not used to reflect the extra half (i.e., 2.75%) step because of conflicts with previously approved additional steps. The new Half Step field was added to provide for Notes M and N on an almost County-Wide basis
MA	Persons employed on a class with this note are compensated on the basis of the provisions of Note A, above, with the additional “half steps” as provided by Note M, above.	Reflected in CWTAPPS TITM Screen as “11” in two places in the “Half Step” field; no entry in the Variable Step Code field, and an “N,” an “M,” and an “A” in the Notes field.
MH	Persons employed on a class with this note are compensated on the basis of the provisions of Note H, above, with the additional “half steps” as provided by Note M, above.	Reflected in CWTAPPS TITM Screen as “11” in two places in the “Half Step” field; no entry in the Variable Step Code field, and an “N,” an “M,” and an “H” in the Notes field.
ML	Persons employed on a class with this note are compensated on the basis of the provisions of Note L, above, with the additional “half steps” as provided by Note M, above.	Reflected in CWTAPPS TITM Screen as “11” in two places in the “Half Step” field; an entry in the Variable Step Code field, and an “N,” an “M,” and an “L” in the Notes field.
MR	Persons employed on a class with this note are compensated on the basis of the provisions of Note R, above, with the additional “half steps” as provided by Note M, above.	Reflected in CWTAPPS TITM Screen as “11” in two places in the “Half Step” field; no entry in the Variable Step Code field, and an “N,” an “M,” and an “R” in the Notes field.

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MV	Persons employed on a class with this note are compensated on the basis of the provisions of Note V, above, with the additional “half steps” as provided by Note M, above.	Reflected in CWTAPPS TITM Screen as “11” in two places in the “Half Step” field; no entry in the Variable Step Code field, and an “N,” an “M,” and a “V” in the Notes field.
MW	Persons employed on a class with this note are compensated on the basis of the provisions of Note W, above, with the additional “half steps” as provided by Note M, above.	Reflected in CWTAPPS TITM Screen as “11” in two places in the “Half Step” field; no entry in the Variable Step Code field, and an “N,” an “M,” and a “W” in the Notes field.
MX	Persons employed on a class with this note are compensated on the basis of the provisions of Note X, above, with the additional “half steps” as provided by Note M, above.	Reflected in CWTAPPS TITM Screen as “11” in two places in the “Half Step” field; no entry in the Variable Step Code field, and an “N,” an “M,” and an “X” in the Notes field.
MY	Persons employed on a class with this note are compensated on the basis of the provisions of Note Y, below, with the additional “half steps” as provided by Note M, above.	Reflected in CWTAPPS TITM Screen as “11” in two places in the “Half Step” field; no entry in the Variable Step Code field, and an “N,” an “M,” and a “Y” in the Notes field.
N	Persons in a class with this note are compensated on six step range; the sixth being a nominal 2.75% higher than the fifth step, (instead of the usual 5.5%). Advancement from fifth to sixth step requires the same length of service at the lower step as steps 1 – 5, i.e., 12 months. This note was implemented incrementally in conjunction with Note M, which added the seventh additional (half) step.	Reflected in CWTAPPS TITM Screen as “11” in two places in the “Half Step” field; no entry in the Variable Step Code field, and an “N” in the Notes field. Note: the Max Step field is not used to reflect the extra half (i.e., 2.75%) step because of conflicts with previously approved additional steps. The new Half Step field was added to provide for Notes M and N on an almost County-Wide basis

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NA	Persons employed on a class with this note are compensated on the basis of the provisions of Note A, above, with the additional “half step” as provided by Note N, above.	Reflected in CWTAPPS TITM Screen as “11” in two places in the “Half Step” field; no entry in the Variable Step Code field, and both an “N” and an “A” in the Notes field.
NH	Persons employed on a class with this note are compensated on the basis of the provisions of Note H, above, with the additional “half step” as provided by Note N, above.	Reflected in CWTAPPS TITM Screen as “11” in two places in the “Half Step” field; no entry in the Variable Step Code field, and both an “N” and an “H” in the Notes field.
NL	Persons employed on a class with this note are compensated on the basis of the provisions of Note L, above, with the additional “half step” as provided by Note N, above.	Reflected in CWTAPPS TITM Screen as “11” in two places in the “Half Step” field; no entry in the Variable Step Code field, and both an “N” and an “L” in the Notes field.
NR	Persons employed on a class with this note are compensated on the basis of the provisions of Note R, below, with the additional “half step” as provided by Note N, above.	Reflected in CWTAPPS TITM Screen as “11” in two places in the “Half Step” field; no entry in the Variable Step Code field, and both an “N” and an “R” in the Notes field.
NV	Persons employed on a class with this note are compensated on the basis of the provisions of Note V, below, with the additional “half step” as provided by Note N, above.	Reflected in CWTAPPS TITM Screen as “11” in two places in the “Half Step” field; no entry in the Variable Step Code field, and both an “N” and a “V” in the Notes field.
NW	Persons employed on a class with this note are compensated on the basis of the provisions of Note W, below, with the additional “half step” as provided by Note N, above.	Reflected in CWTAPPS TITM Screen as “11” in two places in the “Half Step” field; no entry in the Variable Step Code field, and both an “N” and a “W” in the Notes field.

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NX	Persons employed on a class with this note are compensated on the basis of the provisions of Note X, below, with the additional “half step” as provided by Note N, above.	Reflected in CWTAPPS TITM Screen as “11” in two places in the “Half Step” field; no entry in the Variable Step Code field, and both an “N” and an “X” in the Notes field.
NY	Persons employed on a class with this note are compensated on the basis of the provisions of Note Y, below, with the additional “half step” as provided by Note N, above.	Reflected in CWTAPPS TITM Screen as “11” in two places in the “Half Step” field; no entry in the Variable Step Code field, and both an “N” and a “Y” in the Notes field.
R	Persons employed on a class with this note are compensated on an eight-step salary range, with the sixth step being the fifth step of the standard salary schedule, which is 22 levels above the indicated schedule/level, the seventh step being the fifth step of the standard salary schedule, which is 44 levels above the indicated schedule/level, and the eighth step being the fifth step of the standard salary schedule, which is 66 levels above the indicated schedule/level.	Reflected on TITM.
S	Provided compensation for various clerical items.	Obsolete.
T	Persons employed on a class with this note are compensated on an eight-step salary range, with the sixth step being the fifth step of the standard salary schedule, which is 22 levels above the indicated schedule/level, the seventh step being the fifth step of the standard salary schedule, which is 44 levels above the indicated schedule/level, and the eighth step being the fifth step of the standard salary schedule, which is 66 levels above the indicated schedule/level. Advancement to the eighth step requires completion of six years of service in the class and completion of both Custody and Patrol training.	The first seven steps are reflected on TITM; the eighth step is accomplished by adding a bonus, Earnings Code 448. Note: use of this note is now obsolete; replaced by Notes TW, then TX. (EC 448 has been stopped)

CHAPTER V. SPECIAL PAY PRACTICES (BONUSES)

TW	<p>Persons employed on a class with this note are compensated on a six-step salary range, with the sixth step being the fifth step of the standard salary schedule which is 22 levels above the indicated schedule/level.</p> <p>Advancement to the sixth step requires completion of one year of service at the fifth step and successful completion of both Custody and Patrol training.</p> <p>Replaced Note T, above</p>	<p>The first five steps are reflected on TITM; the sixth step is accomplished by adding a bonus, Earnings Code 448</p> <p>Note: use of this note is now obsolete; replaced by Note TX, and EC 448 has been stopped.</p>
TX	<p>Persons employed on a class with this note are compensated on a seven-step salary range, with the sixth step being the fifth step of the standard salary schedule which is 22 levels above the indicated schedule/level, and the seventh step being the fifth step of the standard salary schedule which is 44 levels above the indicated schedule/level.</p> <p>Advancement to the seventh step requires completion of one year of service at the sixth step and successful completion of both Custody and Patrol training. Replaced Note TW, above</p>	<p>The first six steps are reflected on TITM; the seventh step is accomplished by adding a bonus, Earnings Code 438.</p>
V	<p>Persons employed on a class with this note are compensated on a six-step salary range, with the sixth step being the fifth step of the standard salary schedule, which is 11 levels above the indicated schedule/level.</p>	<p>Reflected on TITM.</p>
W	<p>Persons employed on a class with this note are compensated on a six-step salary range, with the sixth step being the fifth step of the standard salary schedule which is 22 levels above the indicated schedule/level.</p>	<p>Reflected on TITM.</p>
X	<p>Persons employed on a class with this note are compensated on an eight-step salary range, with the sixth step being the fifth step of the standard salary schedule, which is 22 levels above the indicated schedule/level, the seventh step being the fifth step of the standard salary schedule, which is 44 levels above the indicated schedule/level, and the eighth step being the fifth step of the standard salary schedule which is 66 levels above the indicated schedule/level.</p>	<p>Reflected on TITM.</p>

CHAPTER V. SPECIAL PAY PRACTICES (BONUSES)

Y	Persons employed on a class with this note are compensated on a ten-step salary range, with the sixth, seventh, eighth, ninth, and tenth steps being 22, 44, 66, 88, and 110 levels, respectively, above the indicated salary schedule.	Reflected on TITM; applies principally to Appraisers.
Z	<p>Persons employed on a class with this note are compensated on a seven-step salary range, with the sixth step being the fifth step of the standard salary schedule, which is 11 levels above the indicated schedule/level, and the seventh step being the fifth step of the standard salary schedule which is 22 levels above the indicated schedule/level.</p> <p>Advancement to the sixth or seventh step requires completion of 18 months' service at the next lower step.</p>	Reflected on TITM.

CHAPTER VI - OVERTIME

INTRODUCTION

Los Angeles County, like most private and public sector employers, is subject to the provisions of the Federal Fair Labor Standards Act (FLSA) of 1938 as amended, which sets forth a number of provisions, including the requirement to pay overtime and minimum wage, and to keep certain payroll records for most employees. The FLSA also permits some categories of employees, depending their primary job duty, professional status, and salary parameters, to be designated as “Exempt” from the overtime pay provisions. Jobs typically exempt include management, certain administrative jobs relating to the business enterprise such as fiscal controllers, and professional positions such as attorneys or physicians.

This chapter details how the FLSA regulations and County overtime policy are applied to County employees through the enactment and implementation of County Code provisions, CEO directives, overtime provisions resulting from bargaining, and e-HR. For questions of policy or interpretation that transcend the material in this chapter, department managers are advised to contact the Chief Executive Office (CEO), which retains overall policy responsibility for the administration of overtime.

Please note, except in the case of a major emergency, that County overtime policy requires pre-authorization of all categories of overtime for all employees. Procedures for receiving pre-authorization are included in a separate memorandum from the CEO.

A. CHAPTER STRUCTURE

Chapter VI is divided into the following sections:

Introduction: This includes a review of chapter sections and provides, in Paragraphs A & B, descriptions of all of the data elements that determine how overtime transactions are processed.

Section I. – This section describes provisions governing employees in classes or jobs covered by the Fair Labor Standards Act (FLSA).

“Non-exempt”, are referred to as “Covered” employees. All represented employees, except Physicians, Dentists, Psychiatrists, Child Support Attorneys, Deputy District Attorneys, Supervising Child Support Officers, and Probation Directors are covered by FLSA. In addition, most working-level non-represented employees, are covered by FLSA.

This section defines overtime and details provisions for Non-exempt employees as generally provided by FLSA regulations, and as set forth in Chapter 6.15 of the County Code and various MOU’s.

Section II - Provisions for employees in classes or jobs that are exempt from the FLSA because of the nature of their job responsibilities.

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Exempt employees are further divided into two categories, Salaried and Non-salaried.

This section details provisions for Exempt employees as set forth in Section 6.09 (Salaried), 6.15 (Nonsalaried), 6.08.240 (Physicians) and 6.08.445 (Management Physicians) of the County Code.

Section III – Overtime Pay Computations

This section details the specific steps involved in calculating a standard overtime rate, and covers unusual overtime calculations, such as those for 56-hour employees or those involving lump sum payments.

Section IV – Overtime Event Codes in e-HR

Overtime processing is automated in e-HR. Employees input time worked through the use of Pay Event Codes entered in e-HR on timesheets (TIMEI) or adjustments are made by Payroll staff on TADJ documents for overtime hours worked. This section defines these codes, and describes how each of these Pay Event Codes is used.

e-HR provides flexibility for Departments in using Program Codes and other Chart of Account (COA) elements based on their business needs. Event Codes and Reason Codes are the only centrally required objects on the timesheet.

Note: Overtime is listed as separate pay events on the Pay Parameters page of the Payroll Management (PAYM) activity folder. They are listed by pay check; therefore, the relevant check must be accessed first from the Issued Checks/Advices tab.

Section V – Table of Overtime Code Relationships

This section consists of a table which illustrates certain relationships among codes, i.e., it shows how overtime hours may be coded differently in various parts of the system.

B. DETERMINING OVERTIME PROVISIONS APPLICABLE TO AN EMPLOYEE

Because overtime provisions are quite complex, it is recommended that when using this chapter to research a specific issue, users first determine whether the issue for which an interpretation is needed applies to a Covered or Exempt employee, and if Exempt, whether Salaried or Non-salaried. Users should also determine if the employee's classification is represented or non-represented. The applicable MOU should be referenced for represented employees and the County Code for non-represented employees. The FLSA Profile codes in e-HR include bargaining units; therefore, it is helpful to know the applicable bargaining unit for the classification.

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1. ITEM FLSA STATUS

To determine this, users may refer to the e-HR Reference Title (TITL) Table for the FLSA status (i.e., Non-Exempt, Exempt Salaried, and for Exempt Non-salaried) which has been established for the employee's class; this determination is initially made by CEO Compensation staff whenever a new class is established. For the great majority of employees, the FLSA designation on TITL for the employee's job's class are applicable to the employee.

2. EMPLOYEE FLSA STATUS

Although overtime data fields are established for a class on TITL, an individual employee may have an FLSA Status, or other data elements, that differ from those established for the employee's class on TITL. Any of the overtime data elements on TITL may be set to a different designation (see B.3 below) for particular employee jobs with the approval of CEO.

3. CHANGING OR OVERRIDING OVERTIME DATA

As indicated above, the CEO determines FLSA STATUS for each classification. Generally, the same FLSA status will apply to all incumbents of the classification. The CEO approves exceptions for non-represented employees on a case-by-case basis; however, the FLSA status of represented employees may not be altered.

Therefore, e-HR provides a mechanism to override, for each individual, the FLSA Profile and other elements, with the approval of the CEO Compensation Division. For example, the data elements used on TITL reflect, for represented classes, the agreements reached in bargaining, and thus should never be modified. See Section II, Exempt Employees for additional information about criteria for Exempt employees.

Note: Department managers considering an override should consult with the CEO. If a permanent change to an item's FLSA Status is being considered, such a request must be submitted to the CEO for approval.

In e-HR, a pay policy is assigned to each employee. Each employee's record contains a funding code, which can be accessed through the Chart of Account (COA) list under Reference Tables. In most cases, any pay associated with the employee is charged to the employee's home unit; however, there may be occasions when an employee works overtime for another unit. In an effort to ensure that overtime is charged to the appropriate unit, it may be necessary for Payroll Clerks to override the Chart of Account (COA) elements for overtime events on an employee's timesheet (TIMEI). (Refer to e-HR Desk Procedure #DP-TM-083-D, Deviated Units on TIMEI.)

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C. ELEMENTS COMPRISING AN EMPLOYEE'S OVERTIME STATUS

1. In e-HR, an employee's Work Cycle and FLSA Profile determine how an employee is compensated for overtime. Work Cycle and FLSA Profile Tables are contained in the Reference Table Folder in e-HR.
2. Whenever any condition affecting overtime is changed, department staff must modify the employee's FLSA Profile (FLPR) through the FESMT document. The FLPR is a Reference Table that contains a list of FLSA codes. Note that if the work schedule is changed (e.g., going from a 9/80 to a 5/40 work schedule), the employee's work cycle (WKCY) must be updated as well as the FLSA Profile (FLPR) via the FESMT document. In addition, the FLSA Profile must be assigned based on the split day for alternate work schedules. If the wrong split day is used for the Work Cycle, overtime processing will be incorrect. (Refer to e-HR Desk Procedure #DP-TM-080-D, Work Cycle and FLSA Profile Changes and Updates, and the e-HR Work Cycle and FLSA Profile Reference Guides.)

DATA ELEMENTS IN E-HR

- a. **HISTORY START DATE** - The Timeline Link is modified through the FESMT document on the secondary navigational panel in the EPM folder when there is a change to the employees Work Cycle (WKCY) and FLSA (FLPR). It is important that Payroll Clerks select the time slice that needs to be changed (usually the first time slice listed). All other dates provide history of modifications to the employee's profile. A new time slice will be created on the Employee Assignment table as a result of this change.
- b. **FLSA PROFILE CODE**– This is a six-digit number assigned to each Non-exempt employee. The Profile identifies the work schedule, FLSA Cycle Start Date, bargaining unit, and CTO cap. In addition, the Profile indicates whether any leaves count toward hours worked in the workweek. For instance, FLSA Profile A1431B indicates that the employee is on a 5/40 work schedule (B) with a FLSA Cycle Start Date of Monday (1), represented by Bargaining Unit 431 (431) and has a CTO Cap (B). (Refer to the e-CAPS/e-HR website – Work Aids – e-HR Naming Convention and e-HR Work Cycle Reference Guide for work cycles changes.)

As indicated above, the FLSA profile can be overridden for individual employees, but this should only occur when the WKCY is modified or an employee's assignment result in a different FLSA Status as in the case where a class is Exempt in e-HR but an individual employee's job is Covered. (These occurrences are rare.)

Note: Exempt employees are not assigned an FLSA profile and the field is blank on e-HR.

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- c. **OT CALC METH** – Indicates the method used to calculate overtime pay for one specific job. Values for the field are:

A: Indicates that overtime will be calculated at the Straight rate. The “Straight” rate is derived by dividing a job’s Calculated Salary (monthly salary plus schedule, level, or percentage bonuses) by 174, the number of working hours in the average month.

B: Indicates that overtime will be calculated at the Straight rate plus one half the Regular rate. The “Regular” rate is derived by adding all earnings for a work period, including hourly and pay period bonuses, and dividing by the number of hours worked in the week. For additional information about the Regular rate, see Section III of this chapter.

C: This OT CALC METHOD is only used for some represented Secondary jobs, where negotiated, and indicates that overtime will be calculated at the Straight rate plus one half the Regular rate and that the Secondary job’s Regular rate will be derived by combining the earnings and hours of both the Primary and Secondary jobs.

- d. **COMB FOR OT** (Combine for Overtime Indicator) – This is displayed only for Secondary jobs and indicates whether the hours worked on the Secondary job should be combined with hours worked on the Primary job to determine whether the threshold for premium overtime pay has been met; Y means they should be combined; N, not combined. See Section I.J (Secondary County Jobs) for further explanation of the use of this indicator.

- e. **WORK CYCLE PATTERN** – Indicates a work schedule to which an employee is assigned. In e-HR, Payroll Clerks select the appropriate work cycle from a pick list on the WKCY page of the Classification Attributes tab. A list of Work Cycle code may also be found under Work Aids on the e-CAPS/e-HR website. Each five digit work cycle code begins with a letter that indicates the following:

A: 5/40 work schedule, where an employee is expected to work 40 hours in a five-day period.

B: 4/40 work schedule, where an employee’s workweek consists of four 10-hour days.

C: 9/80 or 12/80 work schedules, where an employee is expected to work 80 hours in a two-week cycle.

D: 40 hours worked per week, irregular or unpredictable schedule.

E: Part-time (including part time monthly)

F: 56 hours/week, Fire and Probation Departments.

H: 9/80 work schedule with alternating RDO in second week

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The Work Cycles Reference Table includes the number of work cycle days, work schedule, regular days off (RDOs), and certain bonuses - EM/PM differential and briefing time (briefing time applies to BUs 611 and 612). For example, Work Cycle Code A450E should be selected for an employee on a 5/40 schedule (7-day work cycle) with Thursdays and Fridays off, working an early morning (EM) shift in a classification entitled to a shift differential bonus.

The last character of the Work Cycle code indicates which timesheet bonus is applicable to that particular schedule (B = Briefing, E = EM (early morning) shift differential, P = PM (night) shift differential). Work Cycle Code A370B is for Sheriff's Department sworn employees entitled to Briefing time. In this case, the short description in the reference table begins with SH, which infers it is for Sheriff's Department use only. A "C" at the end of the work cycle code indicates that the work schedule is a 12/80.

In addition, special Work Cycle codes should be used for employees on Long Term Leaves (WKCY - ALTLV) and Military Leave WKCY – AMILV). These schedules indicate that the employee is on a 5/40 work schedule with Saturdays and Sundays off.

f. **PLATOON CODE** – Used only by the Fire Department to indicate whether a 56-hour employee is assigned to the A, B, or C shift. With the implementation of e-HR, Platoon Codes are embedded in Work Cycles. The second character in the Work Cycle code indicates the Platoon assignment, e.g., WKCY – FB000 should be selected for a 24-day, Platoon B Fire Fighter.

g. **7K TYPE** – Indicates that an employee is covered by a certain section of the FLSA that allows certain law enforcement and firefighting employees to have a workweek longer than seven days (40 hours). These schedules may include the following follows:

56-hour Uniform – 24 day corridor

40-hour Uniform – 28 day corridor

Air operations – 28 day corridor

h. **9/80 AND 12/80 SPLIT DAY**

The correct FLSA Profile must be assigned based on the split day for 9/80 and 12/80 work schedules. The 2nd character of the FLSA Profile identifies the split day. If the wrong split day is used for the Work Cycle, overtime processing will be incorrect. For example, if an employee is on a 9/80 work schedule and the split day is on Thursday, the 2nd character of the FLSA Profile must be "4".

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SECTION I. FLSA-COVERED EMPLOYEES

This section details general provisions of the FLSA for Covered non-7K employees, that is, those employees covered by the main provisions of FLSA which govern the payment (or accrual) of overtime when more than 40 hours of work is performed during a 7-day workweek. These provisions are contained in Chapter 6.15 in the County Code and in the applicable MOU for represented employees.

For information regarding 7K employees, (e.g., 56-hour Fire Fighters, who have an FLSA work period longer than seven days), and information regarding the calculation of “Regular” rates, see Section III (Overtime Calculations) of this chapter. For information regarding overtime for Exempt employees, see Section II, Exempt Employees.

A. DEFINITION OF OVERTIME

1. “Overtime” means time spent in the performance of work ordered, approved, or permitted by a department head which is in excess of the number of hours regularly scheduled and worked in the workweek. Except for 7K employees, most employees are scheduled to work 40 hours per week. Therefore, any hours worked over the 40 scheduled hours constitute overtime; ‘40 hours’ is referred to as the overtime “threshold”.

Note:

Departments must ensure that employees do not work unauthorized overtime. Even unauthorized overtime must be compensated if management knew or should have known that overtime was being worked. All overtime must be recorded completely and accurately on the employee’s timesheet. For more details regarding what constitutes overtime, see Paragraph F, Work Time, of this Section I.

2. There are two kinds of overtime, FLSA and Non-FLSA. Whether overtime is classified as FLSA or Non-FLSA overtime depends upon the number of hours, including overtime, which are actually worked during the workweek.
 - a. “FLSA Overtime” means work time which is in excess of 40 hours actually worked by a Covered employee during a workweek.
 - b. “Non-FLSA Overtime” means work time, which is in excess of the number of hours regularly scheduled for a workweek during which the number of hours actually worked is below the FLSA threshold because of leave time taken off.

For example, Sue Cooper is a 40-hour employee, whose FLSA workweek begins Sunday and whose workweek is Monday through Friday. She works eight hours Saturday, but she is sick Wednesday. While Sue has worked eight hours Saturday, which is considered overtime because it is work in addition to her normal schedule, the total number of hours she actually works, because of her illness, is 40 hours (32 regularly scheduled, plus eight hours of overtime). Since her total hours do not exceed the 40-hour threshold,

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the overtime is not subject to FLSA regulations, and the eight hours worked Saturday are Non-FLSA overtime hours. Therefore, Sue will be compensated at the straight time rate based on the overtime provisions for her classification (paid or Compensatory Time O - CTO).

- c. For information about what hours count toward meeting the threshold, see Paragraph D below. This is important in that while FLSA regulations specify that only hours “actually worked” count toward meeting the threshold, as implemented in the County for some employees, some 100% leave time is considered hours actually worked for purposes of meeting the threshold. (Refer to the applicable MOU for represented employees and County Code or CEO Policy for non-represented employees.)

B. PAYMENT VS. ACCRUAL

For represented employees, whether overtime can be accrued as Compensatory Time Off (CTO) for use as a leave at a later time depends solely upon the overtime provisions of the MOU pertaining to the employee’s job; relatively few represented employees may accrue CTO. To determine whether a represented employee is permitted to accrue CTO, refer to the applicable MOU. Covered non-represented employees are permitted to accrue CTO in accordance with the provisions of Chapter 6.15 of the County Code.

1. PAYMENT

An employee may not be assigned overtime that qualifies for payment unless the overtime has been approved for payment in advance by the Board of Supervisors or the CEO; this is usually accomplished in the annual budget process.

a. Non-FLSA Overtime

Non-FLSA overtime is compensated at the hourly Straight rate. That is, for each hour worked, the employee receives one hour of pay. For a monthly employee (Sub Titles A, B, M, N and O) the hourly Straight rate is derived by dividing the job’s Semi-Monthly Calculated Salary on the day the overtime is worked (salary plus schedule, level, or percentage [Base and Other Base] bonuses) by 87 hours. The 87 hours is the number of working hours in the average semi-monthly pay period for a monthly employee. The hours will be adjusted for “fractional sub titles” (e.g., 43.5 is used for Sub Title U – Monthly Permanent ½ time).

b. FLSA Overtime

FLSA overtime is paid at the Straight rate plus one half the Regular rate; this is usually referred to as the "time and one half" rate. For each hour of overtime worked, an employee receives one hour paid at the Straight rate, plus one hour paid at one-half of

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the Regular rate; this latter amount is the Premium. The Regular rate differs from the Straight rate in that it also includes additional earnings from the workweek such as hourly or pay period (i.e., Non-Base) bonuses paid for during the workweek; it does not include paid reimbursements. For specific information about the calculation of overtime rates, including how hours and various bonus earnings are determined, see Section III of this chapter.

2. ACCRUAL OF CTO

Compensatory Time Off (CTO) is the accrual of overtime worked as hours of leave in lieu of overtime payment. In general, there are three types of CTO: Non-FLSA CTO (Event Code LA 801), FLSA CTO Straight, (Event Code LA 803), and FLSA CTO Premium (LA 804). Two-digit FLSA/CTO Rules Codes (the 4th and 5th characters of the FLSA Profile) group employees by their FLSA status and negotiated CTO benefits if covered by a bargaining unit. The Rules Code identify the applicable bargaining unit, FLSA Status (e.g. Exempt or Non-Exempt). Further, because of provisions approved by the Board of Supervisors to ameliorate budget shortfalls, all these general categories of CTO consist of subcategories that represent CTO earned at various times or for certain purposes. Each of these different types of CTO has a unique set of event codes in e-HR. For example:

CTO earned during the period of 10/01/93 – 06/30/94, carried in e-HR as Category Codes LV 805, 806, 807;

CTO earned by Exempt employees during emergencies (Category Code LV 808).

For descriptions and interrelationships between these event codes, refer to Section IV (Event Codes Definitions) and Section V (Table of Event Code Relationships) of this chapter.

Note:

There are limits specified in the FLSA on the amount of FLSA CTO that can be accrued. For example, non-represented, non-exempt employees may accrue up to a total of 240 hours. In addition, some MOU's impose additional, lower limits for represented employees; for specific limits and additional information see Paragraph I.1a (FLSA CTO Accrual) of this Section II and the applicable MOU.

a. Accrued Non-FLSA Overtime, Non-Exempt Employees

Non-FLSA Overtime is time worked beyond an employee's regular work schedule that does not result in the employee exceeding the FLSA workweek threshold (usually, 40 hours) because of leave time taken off within the same workweek. The employee is still

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compensated for the overtime, but compensation is at the straight rate rather than the time and one-half premium rate.

For example, if an employee (who is not in a bargaining unit which counts sick leave as time worked toward the 40-hour requirement) is absent on sick leave Monday, works Tuesday through Friday as normally scheduled, and then works eight hours Saturday, “overtime” has been worked. However, the employee actually worked a total of only 40 hours (32 regular hours plus eight on Saturday). In this case, if the overtime is to be accrued, the employee would receive eight hours of Non-FLSA Compensatory Time Off (CTO) for the eight hours on Saturday; Event Code 705, Compensatory Time Off, would be coded on the timesheet (TIMEI) for the eight hours.

b. Accrued FLSA Overtime, Non-Exempt Employees

FLSA overtime which is accrued by Non-Exempt employees consists of two parts, FLSA CTO (Straight) and FLSA CTO (Premium). For each hour of overtime worked over the threshold, an employee accrues one hour of FLSA CTO (Straight) and one-half hour of FLSA CTO (Premium).

Note: FLSA regulations state that Non-Exempt employees of a government agency may accrue overtime at a “time and one-half rate” in lieu of payment, provided that they enter into an agreement with management before the overtime is worked. For represented employees, the MOU authorizing such accrual constitutes this agreement, and may establish a limit on the hours that may be accrued. For non-represented employees, departments must ensure that employees have agreed to accrue CTO, as evidenced by a signed agreement, and that employees do not exceed the accrual limits established by the FLSA and County policy. Currently, the limit is a total of 240 hours.

C. DEFINITION OF WORKWEEK

“Workweek” means a fixed and recurring period of seven consecutive 24-hour periods (168 hours) for all employees other than 7K-exempt employees engaged in firefighting duties. This period must be monitored to determine whether overtime has been worked.

D. HOURS THAT COUNT TOWARD THE THRESHOLD

1. While the FLSA regulations specify that the 40-hour threshold includes only hours actually worked, for certain County employees, certain leave types have also been included as hours worked toward meeting the threshold.
2. For most employees, no paid or unpaid leave time, other than holidays, counts toward the threshold, with the following exceptions.

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- a. Bargaining units 611, 612: Compensatory time taken counts as hours worked, and for Bargaining Units 611, 612, and 621, all paid leave time counts when overtime is ordered.
 - b. Bargaining units 301, 311, 312, 701(Probation Department classifications): Any Compensatory time taken counts as hours worked.
 - c. Bargaining units 601, 602: All leave counts toward the threshold.
3. Some employees, such as those in post positions whose regular working day may occur on a holiday, and those on irregular shifts whose day off may occur on a holiday, accrue holidays (eight hours of Event Code LA012 per holiday) for later use. Accrued Holiday time taken off at a later date also counts as time worked for the employee.

Non-exempt employees whose assigned workday is longer than eight hours will need to use other paid leave to cover scheduled work time on County holidays including the use of previously accrued Holiday leave taken at a later date. In this case, the “other paid leave” used to supplement the eight hour Holiday will also count toward the 40-hour threshold, provided it is combined on the same day with eight hours of Holiday leave. Special Pay Event codes must be used for the leave time to count. These are the regular event codes followed by the letter “H” (e.g., 021H for vacation time and 011H to 100% sick time).

Example: An employee on a 4/40 work schedule uses eight hours of Holiday time (012) and two hours of Vacation (021H) to cover a holiday. The 10 hours of leave time are counted toward the 40-hour FLSA workweek threshold.

Note:

To be completely accurate about what hours are included in meeting the threshold, payroll and personnel staff are advised to check the FLSA Profile in e-HR.

E. DETERMINATION OF THE WORKWEEK

1. FLSA START DAY

Departments are responsible for determining the workweek for their employees by defining the 7-day period. It can begin and end on any day of the week. Departments may have all of their employees on the same workweek, or have groups of employees or even individual employees on different workweeks. The workweek is set in e-HR via the Work Cycle. The FLSA Profile Code must be in sync with the Work Cycle Code. The 2nd character in the FLSA Profile Code identifies the split day; therefore, it must coincide with the Work Cycle Code for 9/80 and 12/80 work schedules.

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2. CHANGING WORKWEEKS

Once established, the FLSA workweek may not be changed to avoid the payment of overtime. However, it may be changed if the change is meant to be permanent. If a workweek is to be changed, staff must modify the work cycle (WKCY) and FLSA Profile (FLPR).

Such a change may result in an overtime liability; the principle here is that the employee cannot suffer a loss because of a schedule change. Thus the two overlapping workweeks must be analyzed as follows:

- a. First, compute the hours worked in each week, assuming the hours worked during the overlapping period belong only to the first week.
- b. Next, recompute hours for each week, assuming the overlap is part of the second week only.
- c. The employee must receive the greater amount of overtime pay (if any) resulting from the alternative calculations in (a) and (b) above.

Example: Old workweek – Sunday through Saturday

New workweek – Thursday through Wednesday

----- Old Workweek -----

Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed
8	8	8	8	8	8	0	0	8	8	8

----- New Workweek -----

- 1) Assume the 16 hours worked on Thursday and Friday are part of the old workweek; 48 hours were worked in one week and 24 hours in the following week. Eight hours of overtime are due.
- 2) Assume the 16 hours worked on Thursday and Friday are part of the new workweek; 32 hours were worked in the first week and 40 hours in the following week. No overtime is due.
- 3) Since more overtime pay is due using the old workweek the employee is due eight hours of overtime pay. The employee would be paid by entering eight hours of Pay Event Code 701, Paid Overtime, and eight hours of Pay Event Code 733, Paid Premium – Manual. See Section III. regarding how to make this manual calculation.

Note:

This time must be entered on one of the non-overlapping days of the old week; otherwise, an entry of 701 in the new week would result in another premium payment.

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Also Note:

The same analysis must be made for changes in the work schedule, e.g., going from a 5/40 to a 9/80, or for any other change which results in an incomplete week, as reflected in the e-HR Overtime Exception report.

3. 4/40 SCHEDULES

4/40 schedules (40 hours in four days), flexible hours, or rotating shifts, which do not exceed 40 hours in a workweek do not trigger overtime payment under FLSA.

4. 9/80 SCHEDULES

a. Determination of Start Day

9/80 schedules (schedules with 80 hours in nine days) require close attention under FLSA because they span two workweeks, one of which will contain overtime unless special care is taken in defining the workweek. The solution is to begin the workweek at a point which divides the 14 calendar days into two 40-hour weeks.

The 9/80 schedules shown below illustrate the built-in overtime and how to avoid it by creating 40-hour weeks.

Example 1:

(8-hour day is just before day taken off every other week)

FLSA
Start
↓

	<u>Sun</u>	<u>Mon</u>	<u>Tue</u>	<u>Wed</u>	<u>Thu</u>	<u>Fri</u>	<u>Sat</u>	
1 st Week	0	9	9	9	9	9	0 =	45
2 nd Week	0	9	9	9	8	0	0 =	35

Example 2: (8-hour day is opposite the day taken off)

FLSA
Start
↓

	<u>Sun</u>	<u>Mon</u>	<u>Tue</u>	<u>Wed</u>	<u>Thu</u>	<u>Fri</u>	<u>Sat</u>	
1 st Week	0	8	9	9	9	9	0 =	44
2 nd Week	0	0	9	9	9	9	0 =	36

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In both cases the workweek should be changed to begin at noon on the day off (Friday in Example 1 and Monday in Example 2). This splits the hours worked on that same day in the following week so that they fall into two different workweeks.

The results are as follows:

Example 1:

FLSA
Start (noon)



	<u>Sun</u>	<u>Mon</u>	<u>Tue</u>	<u>Wed</u>	<u>Thu</u>	<u>Fri</u>	<u>Sat</u>	
1 st Week	0	9	9	9	9	(4) (5)	0 =	40
2 nd Week	0	9	9	9	8	0	0 =	40

Example 2:

FLSA
Start
(noon)



	<u>Sun</u>	<u>Mon</u>	<u>Tue</u>	<u>Wed</u>	<u>Thu</u>	<u>Fri</u>	<u>Sat</u>	
1 st Week	0	(4) (4)	9	9	9	9	0 =	40
2 nd Week	0	0	9	9	9	9	0 =	40
	0	(4) (4)						

b. Assigning Hours on the Split Day

For employees on 9/80 work schedules, e-HR splits hours reported on an employee’s timesheet for the FLSA Start Day by attributing the first four hours to the previous week and the remaining hours to the current week. Pay event codes for regular earnings, e.g., 099, are used first, followed by leave taken event codes and then overtime pay event codes. Note that any leave of four or fewer hours and any overtime recorded on the “split day” will be included in the second week.

c. Summary Guidelines for 9/80 Start Day

The following guidelines may help you in defining the workweek for a Non-Exempt employee on a 9/80 schedule so that each week results in a 40-hour workweek.

- 1) Set the FLSA Start Day to the same day of the week as the alternating day off.

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- 2) The FLSA Start Day alternately worked may be either an eight or nine-hour day.
- 3) E-HR will split the FLSA Start Day by assigning the first four hours worked to the preceding week, and the remaining four or five hours to the upcoming week.
- 4) If the FLSA Start Day in the alternating full workweek is a 9-hour day, then the week with the alternating day off must include the 8-hour workday that typically characterizes a 9/80 schedule; that is, the 8-hour day must go in the week containing five hours from the 9-hour day being split. For example, in e-HR, the split day for Work Cycle C123E (9/80 with Monday and Tuesdays off and alternating Wednesdays) needs to be on a Wednesday; therefore, the 2nd character of the FLSA Profile Code must be a 3. (The number 3 indicates that the split day is a Wednesday.) (Refer to the e-HR 9/80 and 12/80 Split Day Reference Guide in the Work Aids on the e-CAPS/e-HR Project website for a list of split days that are required to specific work cycles.)

F. WORK TIME

INTRODUCTION

Questions about what constitutes compensable “work time” for overtime determination purposes arise. Following are some general guidelines based on FLSA regulations or case law that address various situations. For additional information, department managers are advised to review the FLSA regulations and to consult with the CEO’s Compensation staff.

1. GENERAL RULE GOVERNING WORKING TIME

All work requested or authorized by management is work time. Work not requested or authorized, but which is allowed to be performed by management, is also work time under FLSA for Non-Exempt employees. Some examples:

- Work taken home or performed outside of regular working hours
- Work done at a desk while eating during a lunch period
- Work continuing to be performed at the end of a workday or shift

If management knows or has reason to believe that such work is being done, and does not take any action to prevent it, the hours must be included as time worked toward the 40-hour threshold.

Under County policy, departments are required to take action to prevent unordered and unauthorized overtime. Management to ensure that work it does not want to pay for is not performed. Management must ensure that non-exempt employees know that they may work

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only during scheduled working hours except when directed by management to work additional time. All overtime worked, whether specifically authorized or not, must be compensated.

Note:

Off-the-record agreements between supervisors and employees to take time off later for overtime worked are not recognized under FLSA regulations, if the overtime is worked in one week and the time is taken off in a subsequent week. However, management may direct an employee to take time off during the same workweek in which overtime is worked to stay within the 40-hour limit. Even if the compensatory time earned and taken in the same designated work period were to “zero out” , all transactions must be entered on the timesheet.

2. WAITING TIME

Employees may have idle time when no work needs to be done, or they may be in situations (such as equipment breakdowns), which make it impossible to work. Such periods constitute work time because the employees are not able to use the time effectively for their own purposes. However, if employees are completely relieved from duty for a sufficient period to allow them to use the time effectively for their own purposes, and are told that they need not report back to work until a specific time, such off-duty periods are not work time.

3. STANDBY TIME

Many employees are assigned to be on call (Standby) should the need arise for them to be summoned back to work outside the regularly assigned shift.

An employee on standby, typically remains reachable via an electronic device and is free to go anywhere within a reasonable area. Standby under this condition would not be work time. If an employee on standby is called in to work or asked to handle work-related tasks, this constitutes “work time” and the employee must be compensated.

Departments are advised to consult with CEO’s Compensation staff to evaluate whether a particular Standby situation is such as to require overtime compensation.

Note:

Employees are paid for hours of Standby service with entry of pay Event Code 531 on the Timesheet (TIMEI). Rates are automatically derived from a rate table in e-HR.

4. REST PERIODS

Short, paid rest periods (normally two 15-minute breaks) are counted as work time. An employee does not accrue overtime if the 15-minute break is missed, as the break is already paid time.

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5. MEAL PERIODS

Meal periods (usually 30 minutes or more) are not work time, as long as employees are completely relieved from duty. It is not necessary that they be allowed to leave the premises, but if they are required to continue working and cannot use the meal period for their own benefit, they have not been relieved from duty and are working during the meal period.

6. SLEEPING TIME

Sleeping time permitted when the employee is on duty is work time unless the on-duty shift is for 24 hours or more. During shifts of 24 hours or more, a sleeping period not to exceed eight hours may be counted as non-work hours provided there is an agreement with the employee and/or the employee's representative to do so, and adequate facilities are provided.

If sleep is interrupted by work, the period of interruption is work time. If less than five hours of sleep are obtained because of the work interruption, the entire eight hours sleeping period is counted as work time.

Lifeguards and Supervising Lifeguards, Bargaining Units 641 and 642, respectively, have sleep time provision in their MOUs. Refer to the 24-Hour Work Shifts Section of the Work Schedules Articles for additional information.

7. CHANGING CLOTHES

If a uniform or special work clothes are worn on the job, the time for changing clothes is not work if there is agreement, custom, or practice to that effect. County Counsel review recommended by CEO Compensation

8. TRAINING AND MEETINGS

Attendance at training sessions or meetings is not work time if all of the following criteria are met:

- a. Attendance is outside regular working hours
- b. No productive work is performed
- c. Attendance is voluntary. (Note, however, that if an employee has reason to believe that non-attendance will adversely affect the employee's status, attendance is not voluntary");
- d. The training is not directly related to the employee's job. Training is related to the employee's job if its primary purpose is to increase effectiveness of performance on the

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employee's present job. It is not related if it is designed to train the employee for another job or for advancement to a level of higher skill.

Training taken after hours on the employee's own initiative at an independent educational institution is not work time, even if it is directly related to the employee's job. The same is true even if the employer offers and pays for courses of instruction which correspond to courses offered by bona fide educational institutions.

Attendance at meetings after hours is work time if required by the employer. If attendance is at the employee's option, it is not work time.

9. TRAVEL TIME

a. Commuting

Normal travel back and forth from home to work is not work time even if the employee must report to alternate location(s). Travel time from home to work on call-backs is not work time unless there is an agreement otherwise.

b. Between Job Sites

Travel time during the work shift is work time. The work shift begins on arrival at the first work site and ends upon leaving the last work site, whether it is headquarters or another location.

c. Out-of-Town (Same Day)

A one-day trip out of town, using public transportation, which extends on either end beyond the normal workday, includes travel time which is work time. It begins with arrival at the public transportation terminal and ends with the employee leaves the terminal at the end of the trip. Travel to and from home to the terminal is treated as commuting time.

d. Out-of-Town (Overnight)

Travel time on an overnight trip is work time when it occurs during the employee's normal working hours, including those same hours on the employee's days off. It is not work time if the travel occurs outside the regular hours of work.

e. Private in Lieu of Public Transportation

If an employee is allowed to use a private car instead of using public transportation, the employer must count as working time only the time the employee would have had to count if public transportation had been used.

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f. As a County Vehicle Driver or Helper

Driving or riding as an assistant or helper in a County vehicle is work time, except when commuting to and from home where the use of the vehicle is voluntary and permissive. If driving the vehicle is required by the County, (e.g., a work vehicle taken home in case of an emergency call-back), the travel time is work time.

G. TIME INCREMENTS

Pursuant to the County Code, overtime for non-exempt and other non-salaried employees is earned, credited, paid or taken off in increments of 15 minutes; it is also recorded in e-HR in 15-minute increments. No overtime credit is allowed for periods less than 15 minutes. (Refer to County Code Section 6.15.020.B., General conditions and exceptions.)

H. TIME OF PAYMENT

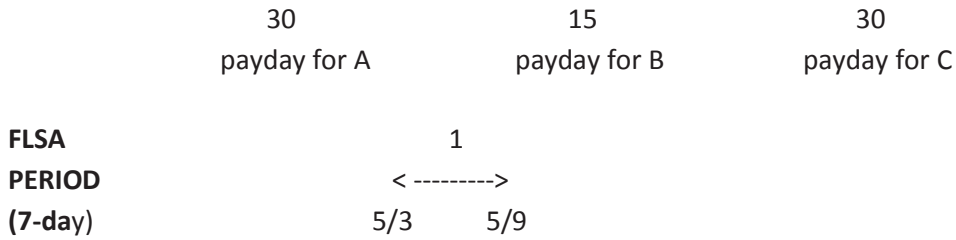
1. Overtime worked in a pay period is paid on the payday for that pay period, provided that a Non-Exempt employee's FLSA work period ends during that pay period. For example, overtime worked on the 10th of a month, during an FLSA work period that ends on the 11th of the month, would be paid on the 30th of the month.

2. Overtime worked in a pay period that ends before the employee's FLSA work period ends is compensated at the Straight rate and included in the employee's pay for the pay period. After the FLSA period ends, e-HR determines whether that overtime also qualified for the ½ time premium based on the total hours worked and/or leave taken during the FLSA work period. Any ½ time premium due the employee would then be paid on the payday for the pay period in which the FLSA period ends.

3. The preceding rules are operative because for a Non-Exempt employee, a conclusive determination regarding how overtime should be paid cannot be made until the end of the employee's FLSA workweek, since an employee may have absences in the workweeks which take the employee below the 40-hour threshold. However, some FLSA workweeks carry over from one pay period into another, which means that overtime worked near the end of a pay period conceivably would not be paid until the payday for the following pay period, or later. Thus, there could be a long time span between when overtime is actually worked and when it is paid; this is significant in the case of Fire employees where the FLSA work period is, or may be, up to 28 days long.

	MAY		JUNE	
	A	B	C	D
PAY PERIODS	1=====15	16=====31	1=====15	16=====30

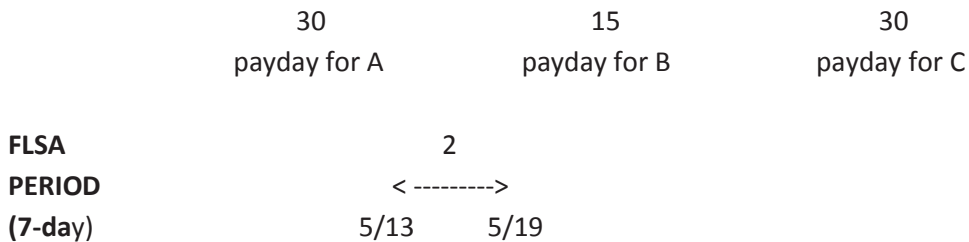
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Example 1: Employee Smith: Assigned to FLSA Period #1

- Works a total of eight hours overtime on 5/3 and 5/4; overtime was above the threshold.
- Since the FLSA period is completed within the A pay period, Smith is fully paid for all overtime worked during that FLSA period on May 30, the payday for pay period A.
-
- Overtime pay consists of eight hours of Straight rate and eight hours of premium overtime pay (Smith's Regular rate divided by 2).

	MAY		JUNE	
	A	B	C	D
PAY PERIODS	1=====15	16=====31	1=====15	16=====30



Example 2: Employee Brown: Assigned to FLSA period #2

- Works eight hours overtime on 5/14, but works no other overtime during pay periods A and B.
- While the overtime was worked in pay period A, the FLSA period is completed in pay period B, and e-HR does not evaluate this overtime until it evaluates overtime worked in all FLSA periods ending during that pay period to determine whether Brown is entitled to premium overtime.
- However, Brown is paid eight hours of Straight rate overtime for overtime performed during pay period A on its payday, May 30
- Assuming that the overtime qualifies for the premium, Brown is paid the remainder due on the payday for pay period B, which is June 15.

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- Overtime pay on June 15 consists of eight hours of premium overtime pay (Brown's Regular rate divided by 2).

	MAY		JUNE	
	A	B	C	D
PAY PERIODS	1=====15	16=====31	1=====15	16=====30

30
payday for A
15
payday for B
30
payday for C

FLSA PERIOD (7-day)
3
<----->
5/25 5/31

Example 3: Employee Jones: Assigned to FLSA Period #3

- Works four hours of overtime on 5/31; overtime was above the threshold.
- Since the FLSA period is completed within the B pay period, Jones is fully paid for all overtime worked during that FLSA period on June 15, the payday for pay period B.
- Overtime pay consists of four hours of Straight rate and four hours of premium overtime pay (Jones' Regular rate divided by 2).

	MAY		JUNE	
	A	B	C	D
PAY PERIODS	1=====15	16=====31	1=====15	16=====30

30
payday for A
15
payday for B
30
payday for C

FLSA PERIOD (28-day)
4
<----->
5/7 6/3

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Example 4: Employee Green: Assigned to FLSA Period #4

- Works eight hours overtime on 5/8, eight hours overtime on 5/19, and eight hours overtime on 6/2.
- While the overtime was worked in pay periods A, B, and C, the FLSA period is not completed until pay period C, and e-HR does not evaluate for premium pay purposes any overtime Green works until the end of pay period C, when it evaluates the FLSA periods ending during that pay period.
- However, Green is paid eight hours of Straight rate overtime for overtime performed during pay period A on its payday, May 30; and eight hours of Straight rate overtime for overtime performed during pay period B on its payday, June 15; but Green is not paid the premium for these 16 hours, if any is due, until the pay day for pay period C, June 30.
- In addition, Green receives eight hours of Straight rate overtime for that overtime performed in pay period C before the end of Green's FLSA period, and, since the FLSA period ends during pay period C, Green received eight hours premium overtime pay (Green's Regular rate divided by 2).
- In sum, overtime pay on June 30 consists of eight hours of Straight rate, for overtime worked in pay period C, and 24 hours of premium overtime pay (Green's Regular rate divided by 2), for eight hours of overtime worked in each of pay periods A, B, and C.

SUMMARY

Although the determination of whether overtime has been worked is made on a weekly basis, the overtime pay is included in regular paychecks to employees. An employee is paid for the straight portion of any overtime worked during a pay period. Premium pay, one-half the Regular rate, is paid only for full FLSA workweeks completed in the pay period.

I. COMPENSATORY TIME OFF CARRYOVER, DEFERRAL, AND PAYOFF

For employees authorized pursuant to MOU provisions (or County Code, for non-represented employees) to accrue CTO, there may be limits on the amount of CTO an employee may earn during a year. In addition, there may be limits on how much can be deferred into a subsequent year, and what happens to it at the end of that year, i.e., whether it is lost, retained, or paid off. These limits are extremely variable because they depend upon the type of CTO, the FLSA status of the employee, and the negotiated provisions set forth in the employee's Bargaining Unit. Following is a general review of applicable provisions for Non-exempt employees; for more detailed information, refer to e-HR's FLSA Profile Reference Table. It can also be viewed on the e-CAPS Project website under Work Aids. Also, see the CTO TABLE in Section I.I.3, and for CTO provisions for Exempt employees, see Section II (Exempt Employees) of this chapter.

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1. FLSA CTO

a. Accrual

FLSA regulations specify that Non-exempt employees cannot accrue more than a certain number of hours of combined straight and premium hours; for most employees, the total number of straight and premium hours that can be accrued is 240; this includes all FLSA CTO earned, including that earned before, during, and after the period of 10/01/93 – 06/30/94. For some jobs, such as law enforcement and firefighters, the limit is 480 hours. This limit is found for each class on the FLSA Profile reference table.

e-HR will automatically pay an employee for overtime pursuant to FLSA calculations in the pay period following the pay period in which the employee has reached the CTO CAP specified for the employee's class.

Note:

When an employee begins a pay period below the cap and ends the pay period above the cap, then the excess amount of CTO will be paid automatically based on the two-digit FLSA/CTO Rules Code established in e-HR. Thereafter, e-HR will pay rather than accrue any overtime, until usage of the accrued CTO brings it below the cap. The Rules Code groups employees by their FLSA status and negotiated CTO benefits, if any. It also controls annual CTO maximums and Year End Processing rules for CTO based on the specific bargaining unit, admin code, or policy.

Also note:

The foregoing are limits imposed by FLSA regulations; the limits existing in MOU's are much lower. For details regarding which Units are authorized to accrue CTO, and any limits to that accrual, see the CTO TABLE, Section I. I.3, following.

b. Carry Over

While FLSA regulations do not contain any specific limits on the carryover of FLSA CTO, MOU's provide for carryover and payment of remaining unused time for represented staff. (see CTO TABLE).

Different rules apply to the carryover of non-FLSA overtime.

c. Payment

In very general terms, (except for termination; see below), there are no provisions for paying off accrued FLSA CTO; however, there are the following exceptions to this rule:

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- FY 93 FLSA CTO, i.e., that CTO earned during the 10/01/93 – 06/30/94 period, may be paid at the Covered employee's option beginning in August 1995.
- Some MOU's (and the County Code) provide for payment of unused deferred FLSA CTO to certain Non-Exempt employees (see CTO TABLE) at the end of year to which the FLSA CTO is deferred. When an employee's FLSA CTO balance exceeds the limit established for the classification (as provided by the County Code or applicable MOU), the hours over the limit are automatically paid in e-HR.
- When an employee changes jobs from one that is Non-Exempt to one that is Exempt, the employee must be paid for remaining unused FLSA CTO, both Straight and Premium, at the last straight and Regular rates, respectively, for the Non-Exempt job.

Note:

For those employees changing from Non-Exempt to Exempt during or after the period 10/01/93 – 06/30/94, payment for FLSA CTO accrued during that time (806 and 807) could not be made until after August 1, 1995, at which time it became payable only at the employee's option. Therefore, whenever such employee elects to be paid for previously accrued FLSA CTO, this accrued time (806 and 807) should be paid off at the employee's current job's rate using Buyback Event Codes LK806 and LK807 (see Entering Payment, d.6 and d.7 below).

- When a Non-Exempt employee terminates, the employee must be paid for all unused FLSA CTO. It is assumed that the latest Regular rate is the highest rate that the employee had, and thus this is the rate used upon termination. E-HR calculates and pays this automatically if the termination date falls in the current pay period. However, payroll staff should be advised to review the records of any employee who was reduced within the last three years prior to termination to ensure that there do not exist earlier, higher Regular rates. If there are, the Regular rates for the employee's last three years need to be averaged to determine whether this average is higher than the employee's last Regular rate. If the average is higher, it should be used as the payoff rate in lieu of the last rate.

d. Entering Payment in e-HR

When it is authorized for payment, FLSA CTO (Premium) must be paid at the Non-Exempt employee's full Regular rate existing at the time of payment (not one-half the Regular rate, since this Premium CTO is stored at one-half the hours worked).

When a Non-Exempt employee terminates, or when a Non-Exempt employee must be paid for unused FLSA CTO at the end of the year to which it has been deferred, e-HR will automatically calculate and pay in either of these cases.

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Otherwise, when paying Non-Exempt employees for unused FLSA CTO, use the appropriate Buyback Code in e-HR, as follows:

- 1) Make sure that you enter the Buyback Event Code during a complete FLSA workweek; even if the employee worked less than 40 hours during that week, the system will use 40 hours to calculate the Regular rate.
- 2) To buy back FLSA CTO STRAIGHT TIME (LV803), use Event Code LK803, entered on the job on which it was worked and accrued. For example, if the employee had only one job, or if the employee had two or more jobs and it was known on which the overtime was worked, enter the code on the appropriate job. If this information is not known, enter the Buyback on the Primary job.
- 3) To buy back FY93 FLSA CTO – STRAIGHT Event Code LK806, is entered in e-HR.

Where an employee has only one job, two or more unrelated jobs, or two related jobs, but overtime was accrued only on one of these jobs: Use Event Code LK804 entered on the job on which it was worked.

Hours bought back on an effective date prior to July 16, 1995 are paid at the Straight rate only. Therefore, the Regular rate will need to be calculated and the difference between Straight and Regular rates entered using Event Code LK804.

Hours bought back with an effective date on or after July 16, 1995 are paid at the Regular rate provided that the effective date is within a completed FLSA workweek

- 4) To buy back FY93 FLSA CTO – PREMIUM (LEAV LV807):
 - a) Where the employee has only one job, two or more unrelated jobs, or two related jobs, but overtime was accrued only on one of these jobs, use Buyback Code LK807 (LK918 for 56-hour Fire Fighters and LK919 for 40-hour Fire Fighters) entered on the job on which it was worked.

Hours bought back on an effective date prior to July 16, 1995 are paid at the Straight rate only. Therefore, the Regular rate will need to be calculated and the difference between Straight and Regular rates entered using Event Code LK807.

Hours bought back with an effective date on or after July 16, 1995 are paid at the Regular rate provided that the effective date is within a completed FLSA workweek. In this case, Event Code LK807 is displayed on the effective date entered, but the rate is zero; e-HR then calculates the Regular rate and generates a TADJ on the last day of the FLSA work period.

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- b) Where the employee has two or more related jobs, and overtime was worked on a Secondary job only or on both jobs, use Buyback Code LK807, again calculating and entering the rate to be paid for accrued time. To calculate this rate, sum all earnings for both jobs for the last complete FLSA workweek and divide by the sum of hours worked on both jobs during that week.
- 5) To buy back FY93 FLSA CTO – STRAIGHT (LEAVM LV806) for an Exempt employee that could not have been paid because the employee changed to Exempt during the 10/01/93 – 06/30/94 period, use Buyback Code 909 entered on the current Exempt job.
- 6) To buy back FY93 FLSA CTO – PREMIUM (LEAVM LV807) for an Exempt employee that could not have been paid because the employee changed to Exempt during the 10/01/93 – 06/30/94 period, use Buyback Code LK805; the employee will be paid at the Straight rate of the current Exempt job. Do not use Event Code 818.
- 7) For a list of the Buyback Codes, See Section IV.B.5. of this chapter.

2. NON-FLSA CTO

a. Accrual

A Non-exempt employee may accrue reasonable amounts of on-FLSA CTO. Currently there are no limits on how much Non-FLSA CTO a Non-exempt employee can accrue; however, the Board of Supervisors, the CEO, or a department head could impose such limits.

b. Carry Over

Non-exempt non-represented employees can carry over to a subsequent year only hours of Non-FLSA CTO, (unless a different amount is specifically authorized by the Board of Supervisors). Carried over time must be used during the year to which it has been deferred; otherwise it is paid during year-end processing. Non-exempt employees would not lose their CTO.

For Non-exempt represented employees, there are no carryover limits; see the table below for treatment of deferred CTO at the end of year.

c. Payment

Payment for accrued Non-FLSA CTO is authorized only in the following cases:

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- For Non-exempt employees, all Non-FLSA CTO must be paid off (at the employee's Straight rate) at time of termination. This payment is automatically performed by e-HR.
- Non-FLSA CTO earned by Non-exempt employees between 10/93 and 7/94 (carried on LEAVM as LV805) may be paid at the employee's option after August 1, 1995. Use Buyback Event Code LK805 entered on the Primary job or the job on which it was worked, if known.
- For some represented Non-exempt employees, unused deferred Non-FLSA CTO will be paid automatically by e-HR in the end-of-the-year processing. (See CTO TABLE, following).

3. CTO ACCRUAL AND CARRY OVER LIMITS TABLE

The following table lists the various kinds of CTO and shows for each category of employee, whether there are any limits to the earning or carryover of CTO, what happens to the carried overtime, and general information regarding other limits, such as accrual limits. No payment is authorized for accrued overtime, except as indicated or for Non-exempt and Non-salaried exempt employees, upon termination.

There are CTO accrual caps in e-HR. Once the cap is reached, the employee will no longer accrue CTO but the time will default to the applicable pay code. No messages will be reflected on TIMEI or TADJ when the CTO maximum threshold is exceeded. Rather, a report will be provided to Departments each pay period listing employees who have exceeded their CTO limit. The report is informational only. Departments do not have to take any action, as the system automatically pays CTO over the limit.

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CTO TABLE

EVENT CODE	AFFECTED EMPLOYEES/BU	FLSA STATUS	CARRY OVER TO NEW YEAR LIMITS	UNUSED TIME AT END OF CARRY OVER YEAR	REMARKS
703 (FLSA CTO STRAIGHT) AND	Non-Represented (Unit 001, 002, 022, 996, 997, 999)	Non-Exempt	None (No limit)	Paid	Only Covered employees accrue these Codes; option to Earnings accrue both straight and premium, or premium only.
732 (FLSA CTO PREMIUM)	Represented BU 777 (Only Employees in DCFS, DPSS & CSS; and BU 723)	Non-Exempt	No carryover limit per se; accrual limited to 81 hours of combined 703 & 732	Retained; paid after 2 years	Only DCFS, DPSS & CSS employees in Unit 777 can accrue FLSA CTO; limited to 81 (54+27); FLSA CTO carried 2 years; then paid manually.
	Represented BU 614	Non-Exempt	None; accrual limited to 240 hours worked (240 hrs combined 703/732)	Retained; paid after 2 years	Limit and payoff processed manually
	Represented BU 211, 221 & 201 (except ISD employees)	Non-Exempt	Carry over limited to 81 hours of combined 703 & 732	Retained; paid after 1 year.	FLSA CTO accrual limited to 81 (54+27), and paid manually after 1 year deferred. Employees in Internal Services Department represented by BU 201 cannot accrue CTO.
	Represented BU 331	Non-Exempt	Carry over limited to 96 hours of combined 703 & 732	Retained; paid after 1 year.	FLSA accrual limit 96 (64+32) hours.

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EVENT CODE	AFFECTED EMPLOYEES/BU	FLSA STATUS	CARRY OVER TO NEW YEAR LIMITS	UNUSED TIME AT END OF CARRY OVER YEAR	REMARKS
	Represented BU 711	Non-Exempt	Carry over limited to 81 hours with management's approval.	Retained; paid after 1 year.	Accrual limited to 54 hours worked (81 hours of 703 & 732 combined).
	Represented BU 311, 312, 341, 342	Non-Exempt	No carryover limit per se; accrual limited	Retained; paid after 1 year. Paid at anytime if employee and management agree	Accrual limited to 81 hours of 703 & 732 combined.
	Represented BU 611, 612, 702	7K Exempt	BU 702 – 1 year	Retained, except for 702, which may carryover for 1 year.	Can accrue up to the max permitted by FLSA - 480 hrs (320+160); this limit enforced by e-HR.
	Represented BU 731, 732 (Children & Family Services employees only)	Non-Exempt	Limited to 81 hours of combined 703 & 732	Retained	Only DCFS employees can accrue 54 hours of 703 & 27 hours of 732.
	Represented BUs 601 & 602 (only 40 hour employees may accrue)	207K Exempt	None	Retained; however, the Fire Chief may compensate an employee for accumulated overtime at the straight time rate rather than retaining it on the books.	40-hour employees may receive comp time at the straight time rate for work performed in excess of 160 hours but less than 212 hours.

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EVENT CODE	AFFECTED EMPLOYEES/BU	FLSA STATUS	CARRY OVER TO NEW YEAR LIMITS	UNUSED TIME AT END OF CARRY OVER YEAR	REMARKS
	<p>Represented Bus 603 & 604</p> <p>(HMS I, II, III & Supervising HMS only)</p> <p>Effective 12/1/15, Fire Prevention Engineer series</p>	Non-Exempt	None	Retained	<p>Pursuant to FLSA, HMS I, II, III & Supervising HMS may accrue up to 240 hours.</p> <p>With supervisor approval, may elect to receive CTO in lieu of pay at the rate of 1 ½ for each hour worked in excess of 40 in the workweek up to a maximum of 120 hours.</p>
	Represented BU 111, 112	Non-Exempt	None	Retained for 1 year, then paid	May accrue up to 32 hours (32 of 703, 16 of 732). Accrued comp time shall be paid prior to any promotions (manually).
	Represented BU 121, 122	Non-Exempt	Up to 48 hours	Retained for 1 year, then paid.	May accrue up to 88 hours per calendar year. Overtime worked in excess of 88 hours and accrued as comp time in a calendar year shall be paid.
	Represented BU131, 132	Non-Exempt	Up to 60 hours	Retained for two years, then paid	May accrue 60 hours worked (40 of 703, 20 Of 732).
	Represented BU 301	Non-Exempt	None	Retained	May accrue 80 hours worked (80 of 703, 40 of 732)

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EVENT CODE	AFFECTED EMPLOYEES/BU	FLSA STATUS	CARRY OVER TO NEW YEAR LIMITS	UNUSED TIME AT END OF CARRY OVER YEAR	REMARKS
	Represented BU 412, 421	Non-Exempt	None; accrual limited	Retained	May accrue 30 hours worked (30 of 703, 15 of 732)
	Represented BU 421	Non-Exempt	None	Retained; Management may order off with 30 days notice	May accrue up to 50 hours worked (50 of 703, 25 of 732).
	Represented BU 431, 432	Non-Exempt	None	Retained	May accrue up to 81hours (54+27) in a calendar year. All OT that exceeds the abovementioned limits will be paid
	Represented BU 501, 502, 511, 512, except for employees in DHS	Non-Exempt	None; accrual limited	Retained	May accrue 30 hours worked (30 of 703, 15 of 732).
	Represented BU 613	Non-Exempt	60 hours; accrual limited	Retained for 1 year, then paid	May accrue up to 60 hours worked; any accrued hours over 60 (combined)
	Represented BU 621	Non-Exempt	120 hours	Retain for 1 year, then paid.	May accrue up to 120 hours worked (120+60) in a calendar year.
	Represented BU 631, 632	Non-Exempt	200 hours may be carried over; any balance paid	Retain for one year, then paid	May accrue up to 160 hours worked (160 of 703, 80 of 732).
	Represented BU722	Non-Exempt	Accrual limited; 40 hours may be carried over	Retained	May accrue up to 48 combined (703 & 732) hours

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EVENT CODE	AFFECTED EMPLOYEES/BU	FLSA STATUS	CARRY OVER TO NEW YEAR LIMITS	UNUSED TIME AT END OF CARRY OVER YEAR	REMARKS
	Note: No other BU's (Rep and Non Rep) other than those listed above may accrue CTO.	Non-Exempt	NA	NA	e-HR will report occurrences for departments to correct manually.
705 (NON-FLSA CTO)	Non-Represented (BU 001, 002, 022, 999)	Non-Exempt	144 hrs (unless otherwise approved by Board of Supervisors)	Lost (unless Board of Supervisors or CEO approve payment)	Exceptions processed manually.
	Non-Represented (BU 001, 002, 022, 996, 999)	Exempt Salaried	No carryover limit per se; accrual limited to 20 shifts on the books at any one time per County policy. (This new limit is effective the last pay period in 2004)	Retained	The limit combines both accrued and carry over hours.
		Exempt Non-Salaried	144 hrs (unless otherwise approved by Board of Supervisors)	Lost (unless Board of Supervisors or CEO approve payment)	Exceptions processed manually.
	Represented BU 324	Exempt	144 hours	Retained for 1 year, then lost	Have a maximum accrual of 240 hours at any one time.

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EVENT CODE	AFFECTED EMPLOYEES/BU	FLSA STATUS	CARRY OVER TO NEW YEAR LIMITS	UNUSED TIME AT END OF CARRY OVER YEAR	REMARKS
	Represented BU 111, 112, 121, 122, 311, 312, 331, 341-343, 411, 431, 432, 501-512, 614, 641, 642, 701, 702, 722, 723, 729, 731, 732, 811	All	None (No limit)	Retain for 1 year; then paid.	
	Represented BU 601, 602 207K Exempt	All	None	Retained	40-hour employees may receive comp time at the straight time rate for work performed in excess of 160 hours but less than 212 hours. Fire Chief may authorize payment only for 40-hour employees. Employees regularly assigned to a 40-hour, 7 consecutive-day schedule in the Fire Suppression Camps shall be compensated at the rate of time and one-half their regular rate of pay for work performed in excess of 40 hours but less than 53 hours.
	Represented BU 603, 604	All	None	Retain for 1 year, then paid	
	Represented BU 611, 612	All	None	Retained	County Code provision protects CTO from loss.
	Represented BU 131, 132	All	None	Retained	No Non-FLSA CTO Language for Covered

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EVENT CODE	AFFECTED EMPLOYEES/BU	FLSA STATUS	CARRY OVER TO NEW YEAR LIMITS	UNUSED TIME AT END OF CARRY OVER YEAR	REMARKS
	Note: No Non-FLSA CTO has been accumulated by any unit employees because they are paid for all OT as earned.				employees. For Exempt employees there is a 40-hr maximum accumulation of Non-FLSA CTO, and pay for unused deferred; Not processed in e-HR, since no exempt employees in unit.
	Represented BU 412	All	None	Retained	No Non-FLSA CTO Language for Covered employees; for Exempt employees Non-FLSA CTO limited to 40 hrs, and unused time lost. Not processed in e-HR, since no Exempt employees in unit.
	Represented BU 101, 201 211, 221, 301, 332, 401, 421 613, 621, 711, 721, 724, 777, 821	All	None	Retained	No Non-FLSA CTO Language
	Represented BU 631, 632	Non-Exempt	200 hours	Retain for 1 year, then paid	Carry over limit for all accumulated comp time is limited to 200 hours.
	Represented BU 321, 323, 325	All	None	Retained	No Overtime Language
	Superior Court (BU 903, 913)	All	None	Retained	

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EVENT CODE	AFFECTED EMPLOYEES/BU	FLSA STATUS	CARRY OVER TO NEW YEAR LIMITS	UNUSED TIME AT END OF CARRY OVER YEAR	REMARKS
	Superior Courts (BU 901)	Non-Exempt (Non-Rep Title)	144 hours (unless otherwise approved by the Board of Supervisors)	Lost (unless CEO approves payment)	Exceptions processed manually.
		Exempt Salaried	No carryover limit per se; accrual limited to 5-10 shifts on the books at any time per County policy.	Lost	Limits must be enforced manually.
		Exempt Non-Salaried	144 hours (unless otherwise approved by the CEO.)	Lost (unless CEO approves payment)	Exceptions processed manually.
	Superior Court (BU 911, 440)	All (Rep 721 Title)	None	Paid	
	Superior Court (BU 921, 922)	All (Rep Coal. Title)	None	Retained	

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EVENT CODE	AFFECTED EMPLOYEES/BU	FLSA STATUS	CARRY OVER TO NEW YEAR LIMITS	UNUSED TIME AT END OF CARRY OVER YEAR	REMARKS
805 (FY 93 NON-FLSA CTO)	Non-Represented (BU 001, 002, 022, 996, 999) Note: There was no overtime deferral program for these employees; see Remarks	Exempt Salaried and Non-Salaried	No carryover limit per se; accrual limited in combination with 705 to 5-10 shifts on the books at any time per County policy	Lost	Limits must be enforced manually. Note: For these employees, 705 hours entered were converted in CWTAPPS. (now e-HR) to 801 from 10/01/93-6/30/94; this 801 time is treated as if it were 705; it is not authorized for payment after 08/01/95.

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EVENT CODE	AFFECTED EMPLOYEES/BU	FLSA STATUS	CARRY OVER TO NEW YEAR LIMITS	UNUSED TIME AT END OF CARRY OVER YEAR	REMARKS
	Non-Represented (BU 001, 002, 022, 996, 999)	Non-Exempt	None	Retained	Time to be paid at employees' option after 08/01/95.
	Represented & Non-Represented Physicians (BU 324 & 998)	All (Exempt Non-Salaried)	None	Retained	Time to be paid at employees' option after 08/01/95.
	BUs 111-113, 120-123, 131, 132, 201, 211, 221, 311, 312, 332, 341-343, 401, 411, 412, 421, 431, 432, 501-512, 611, 612, 613, 614, 621, 631, 632, 641, 642, 702, 711, 721-724, 729, 731, 732, 811, 821	All	None	Retained	Time to be paid at employees' option after 08/01/95.
	Represented BU 701	Non-Exempt	None	Retained	Time to be paid at employee's option after 07/01/95.
	Superior Court BU 901	Non-Exempt (Non-Rep Title)	None	Retained	Time to be paid at employee's option after 08/01/95.
	Superior Court BU 901 Note: There was no overtime deferral program for these employees; see Remarks	Non-Exempt Salaried or Non-Salaried	No carryover limit per se; accrual limited in combination with 705 per County policy to 5-10 shifts on the books at any one time	Lost	Limits must be enforced manually; Note: For these employees, 705 hours entered were converted in CWTAPPS (now e-HR) to 801 from 10/93-6/94; this 801 time is treated as if it were 705; it is not authorized for payment after 08/01/95.

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EVENT CODE	AFFECTED EMPLOYEES/BU	FLSA STATUS	CARRY OVER TO NEW YEAR LIMITS	UNUSED TIME AT END OF CARRY OVER YEAR	REMARKS
	Superior Court BU 911, 921, 922, 440	All (Rep Title)	None	Retained	Time to be paid at employee's option after 08/01/95.
	Superior Court (BU 903, 913) Note: There was no overtime deferral program for these employees; see Remarks.	All	None	Retained	Note: For these employees, 705 hours entered were converted in CWTAPPS (now e-HR) to 801 from 10/93-6/94; this 801 time is treated as if it were 705.
806 (FY 93 FLSA CTO STRAIGHT) AND 807 (FY 93 FLSA CTO PREMIUM)	Represented in BU's: 111-113, 120-123, 131, 132, 201, 211, 221, 311, 312, 332, 341-343, 401, 411, 412, 421, 431, 432, 501-512, 611-614, 621, 631, 632, 641, 642, 702, 711, 721-724, 729, 731, 732, 811, 821	Non-Exempt	None	Retained	These event codes (806 & 807) reflect FLSA CTO accrued in lieu of pay from 10/01/93 through 06/30/94, by agreement. Time to be paid at employee's option after 08/01/95.
	Represented in Unit 701	Non-Exempt	None	Retained	Time to be paid at employee's option after 07/01/95.
	Non-Represented In BU's: 001, 002, 022, 996, 998, 999	Non-Exempt	None	Retained	These earnings codes (806 & 807) reflect FLSA CTO accrued in lieu of pay from 10/01/93 through 06/30/94, by agreement. Time to be paid at employee's option after 08/01/95.

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EVENT CODE	AFFECTED EMPLOYEES/BU	FLSA STATUS	CARRY OVER TO NEW YEAR LIMITS	UNUSED TIME AT END OF CARRY OVER YEAR	REMARKS
	Non-Represented (BU 001, 002, 022, 996, 998, 999) Note: Exempt employees do not accrue FLSA CTO.	Non-Exempt, Salaried & Non-Salaried	NA	NA	e-HR will report occurrences for departments to correct manually.
	Superior Court BU 901	Non-Exempt (Non-Rep Title)	None	Retained	Time to be paid at employee's option after 08/01/95.
	Superior Court BU 901 Note: Exempt employees do not accrue FLSA CTO.	Exempt Salaried or Non-Salaried	NA	NA	e-HR will report occurrences for departments to correct manually
	Superior Court BU 911, 921, 922, 440	All (Rep title)	None	Retained	Time to be paid at employee's option after 08/01/95.
808 (EXEMPT DISASTER COMP TIME)	Only Exempt Salaried Employees in any Bargaining Unit County or Court	Exempt Salaried Only	None	Lost (Unless Pay Authorized by CEO)	Only Exempt Salaried employees can accrue; if pay authorized, processed manually.
		All other (Only an Exempt Salaried emp. can accrue this CTO)	NA	NA	e-HR will report occurrences for departments to correct manually.

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J. SECONDARY COUNTY JOBS

1. GENERAL RULES FOR COMBINING HOURS WORKED

- a. The hours worked on multiple jobs (e.g., a “Section 170” job) within the County Service may or may not have to be combined to determine whether overtime pay is due. Hours do not have to be combined if either of the following conditions are met.
 - 1) The employee’s Primary job is Exempt, or
 - 2) The Secondary job is occasional or sporadic, is in a different occupational category, and is performed completely voluntarily by the employee; there must be a written agreement to this effect before the work is performed. The Secondary job must be infrequent or irregular rather than continuous, although it may be recurrent.
- b. If neither of the above conditions exists, all hours worked on both jobs must be combined for overtime purposes. Note: Even if the jobs exist in different departments, the County is considered to be one employer, and in most cases, the hours for Primary and Secondary jobs must be combined.
- c. The regularly assigned workweek of the Primary job will constitute the workweek for overtime purposes.
- d. When regular 099 hours are entered for hours worked on a Secondary job, and if the Secondary job has, as in virtually all cases, a non-monthly item sub, e-HR will automatically combine the hours worked on both jobs for purposes of determining whether the threshold has been met. E-HR will then pay the Straight rate for the Secondary job; and also, if the threshold has been reached based on the combined hours, e-HR will pay the premium rate for the Secondary job, calculated as indicated below. The department with the Secondary job will be charged for all pay associated with the Secondary job.

Note: Personnel action codes (PAC) are entered into e-HR when employees are working a secondary job. PAC 42 (Multiple Job – same department) or 42A (Multiple Job – different department) should be used when an employee is hired on more than one job and the aggregate of all jobs held by the employee does not exceed one full-time job. PAC 43 (Section 170 – same department) or 43A (Section 170 – different department) is used when an employee holds a full-time primary job and in addition holds a secondary part-time job. PAC 43B is for Fire Department use when an employee in a Fire Fighter classification performs work in a lower level classification (workdown). **(Refer to e-HR Desk Procedure #DP-PA-202-D, Multiple Jobs.) (Also refer to County Code Section 6.16.010, Holding More Than One County Job.)**

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2. CALCULATION OF OVERTIME WHEN AN EMPLOYEE HAS SECONDARY COUNTY JOBS

- a. In the case where an employee works more than one Covered job with different rates, i.e., has a Primary as well as an unrelated Secondary job, separate overtime rates are calculated for each job; ordinarily, these overtime rates are based solely on the discrete rate of each job, including only its associated bonuses, on which the overtime is worked. The employee must agree, in advance of doing the work, to receive overtime compensation on this basis. Departments need to ensure that an employee offered a Secondary job understands and agrees to this condition of employment. The CEO has determined that for jobs to be unrelated under FLSA regulations, their responsibilities must involve entirely different kinds of work; for example, employment as both Intermediate Typist Clerk and Parking Lot Attendant. Also, if an employee's Primary job is Exempt, a Covered Secondary job would be considered unrelated.
- b. There are some exceptions to the foregoing process of calculating discrete rates:
 - 1) One concerns Covered employees in BU 701 in the Probation Department, whose overtime rates for the Secondary job are based on the combination of earnings from both jobs. Where this is required, staff must set the Combine-For-Overtime indicator to "Y", to combine the hours, and set the OT CALC METHOD for the Secondary job to "C", to combine the rates.
 - 2) In addition, the CEO has determined that departments are required by FLSA regulations to pay overtime to Covered Primary and Secondary jobs by a different procedure when the jobs are related, i.e., falling within the same general occupational category. In this case, overtime hours are paid at the respective straight time rates for each job, plus one half the Regular rate, based on the combined earnings for both jobs, for each hour where the threshold has been exceeded.

Note:

This premium calculation must be done manually and entered into e-HR using the Pay Event Code 733 (Premium Overtime – Manual).

- c. Where the Secondary job is sporadic, in a different occupation, and otherwise meets all of the criteria discussed in J.1.a.2) above, work on each job may be considered as separate employment, if the employee has agreed to this in advance. In this case, neither hours nor rates are combined; overtime is calculated separately for each job without regard for the other. The department with the Secondary job must set up the employee's job, entering the appropriate PAC number as discussed above.

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- d. If the Primary job is Exempt and the Secondary job is Exempt (Non-Salaried), any overtime worked on the Secondary job will be accumulated or compensated (where approved) at the Straight rate. If the Secondary job is Covered, any overtime worked on the Secondary job will also be compensated or accumulated at the Straight rate.

EXAMPLE – OVERTIME ON TWO UNRELATED JOBS

PRIMARY JOB ANALYSIS	SECONDARY JOB	
Covered, monthly Standard 5/40 sched. Bilingual hourly bonus -----	Covered, hourly As needed work schedule -----	-----
Week A:	Week A:	
Works 32 hrs Takes vacation 8 hrs Works overtime 2 hrs Paid: (normal salary) plus 2 hrs Straight rate Plus 40 hrs bilingual bonus -----	Works 10 hrs Paid: 10 hrs Straight rate of Secondary job; Plus 4 hrs FLSA premium (4 hrs @ ½ the Regular rate, based on rate of Secondary job only. [no bonus]) -----	During this week, a total of 12 hours of overtime (time on a daily or hourly Secondary job is assumed to be overtime) is worked. But because of 8 hours of leave time, only 4 hours are above the threshold and FLSA premium eligible. These are applied first to the overtime hours of the Secondary job. The remaining overtime hours on both jobs are compensated at the Straight rate. -----
Week B	Week B	
Works 32 hrs Takes Vacation 8 hrs Works overtime 2 hrs Paid (normal salary) Plus 2 hrs Straight rate Plus 40 hrs bilingual bonus -----	Works 6 hrs Paid: 6 hrs Straight rate -----	During this week, 8 hours of overtime are worked, but because of 8 hours of leave taken, the overtime does not qualify for FLSA premium, because the threshold is not exceeded and the overtime is, therefore, compensated at the Straight rate. -----
Week C	Week C	
Works 32 hrs Takes Vacation 8 hrs Works overtime 12 hrs Paid: (normal salary) Plus 12 hrs Straight rate Plus	Works 10 hrs Paid: 10 hrs straight Plus 10 hrs premium @ ½ the Regular rate	During this week, 22 hours of overtime are worked, but with the leave taken, only 14 hours are above the threshold. Ten hours are worked on the Secondary job, all of which are therefore, paid at the FLSA premium for this job. The remaining 4 FLSA premium hours are then applied to and paid at the FLSA

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4 hrs FLSA premium (4 hrs @ ½ the Regular rate which includes earnings from the bilingual bonus) Plus 40 hrs bilingual bonus		premium rate of the Primary job. The 8 remaining overtime hours, all of which are from the Primary job, are paid at that job's Straight rate.
---	--	---

K. TRADING TIME

The FLSA allows “trading time” (e.g., Fire Fighters voluntarily and for their own convenience trade platoon schedules with other Fire Fighters) without overtime cost. Although the County is not required to maintain records of such trades, management must be aware and approve of the practice; management must also know what, where, when and by whom the work is being done.

L. VOLUNTEERS

Employees may volunteer services to the County, provided the volunteered services are not the same type as the employee’s regular job. For example, a paid Fire Fighter cannot also be a volunteer Fire Fighter for the same agency, (but this Fire Fighter could be a volunteer Fire Fighter for another county or city). A typist in one department cannot volunteer to do typing for another department, but the typist may be a volunteer Fire Fighter for the same agency.

Should the typist or Fire Fighter do volunteer services in the county which are the same as their regular jobs, they would have to be paid for all such services and receive overtime pay for more than 40 hours worked in a week.

M. OUTSIDE WORK

Work for another employer (i.e., not the County of Los Angeles) need not be combined with work for the County for overtime purposes unless there is a “joint employment” relationship in which the two employers agree or work together to employ the same person.

N. REQUIRED RECORDS

The FLSA requires that the following records be kept for three years for each Covered employee; data in e-HR meet these requirements:

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1. Name, employee number, and Social Security Number
2. Home address, including zip code
3. Date of birth if under age 19
4. Sex
5. Job class
6. Workweek definition
7. Pay basis in any overtime week, including straight time pay plus any bonuses or other pay, and the resulting "Regular rate" used for computing overtime. Records must show all the components of overtime pay and how it was computed.
8. Hours worked each day and each workweek
9. Additions to or deductions from wages
10. Total wages paid each pay day and the period covered
11. For law enforcement and fire protection employees, the length and starting time of the work period.

SECTION II. EXEMPT EMPLOYEES

INTRODUCTION

While most employees are covered by the provisions of FLSA, the regulations allow employers to designate certain employee jobs as "Exempt", i.e., exempt from the overtime provisions of FLSA. In general, to be classified as Exempt, an employee's job must meet both of the following criteria:

- Duties actually performed must conform to parameters defined in the FLSA regulations and set forth below for one of the following kinds of jobs: "Executive", "Administrative", or "Professional."
- The employee must be paid on a "Salary Basis", except as noted below.

EXEMPT JOB DUTIES

"Executive" jobs involve the customary and regular exercise of discretion in the management of an organizational unit (e.g., department, branch, division, section, unit). Such jobs have a full technical and administrative supervisory responsibility for at least two subordinate employees, and have the

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power to hire/fire/promote employees or to make recommendations in such decisions that are given substantial weight.

“Administrative” jobs involve customarily and regularly exercising discretion and independent judgment in the performance of non-manual or office work directly related to County or departmental management policies or general business operations. Such work may involve assisting an employee on an Executive Exempt job or on another Administrative Exempt job, or performing under only general supervision specialized or technical work requiring special training or experience, or the execution of special assignments and tasks under only general supervision. Executive and administrative assistants and similar staff jobs may fall into this job category. An employee on an administrative job cannot devote more than 20% of work time to activities not closely related to the performance of such administrative work.

“Professional” jobs perform intellectual and varied work requiring the consistent exercise of discretion and judgment and also requiring knowledge in a field of science or learning which is customarily acquired by a prolonged course of specialized and advanced intellectual study in a field; for example, law, medicine, architecture, or engineering. Also included in this job category are those jobs requiring invention, imagination, or talent in an artistic profession.

EXEMPT, PAID ON A SALARY BASIS (Salaried Employment) (Refer to County Code Section 6.09.050)

FLSA regulations specify that in addition to having duties and responsibilities commensurate with one of the “Exempt” jobs as discussed above, such employees must also meet the “salary test”, which means that they must, (1) be paid a salary amount that meets the minimum requirements specified in the FLSA regulations, and (2) be paid their salary no matter how many hours they work or don’t work, and their pay may not be docked for partial-day absences unless unpaid absences are taken in accordance with The Family and Medical Leave Act regulations. (Refer to County Code Section 6.09.070, Other Absences.)

EXEMPT, NOT PAID ON A SALARY BASIS (Exempt – Non-Salaried) (Refer to County Code Chapter 6.15)

FLSA regulations also provide that some jobs which would otherwise be Exempt based on their duties do not have to meet the “salary test” to be considered Exempt. This means that such employees can account on an hour-for-hour basis for overtime and absences. For the purpose of employment with the County of Los Angeles, only physicians and attorneys may fall into this category. Deputy District Attorneys are represented, and treated as “Exempt, Salaried” under their MOU. Physicians are also represented, but retain their Exempt, Non-Salaried status.

Because overtime provisions vary depending upon whether the Exempt employee is Salaried or Non-Salaried, the applicable provisions are discussed separately in Paragraphs A and B, following.

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A. OVERTIME FOR EXEMPT SALARIED EMPLOYEES

1. OVERTIME POLICIES

Following is a review of the major elements of the overtime policy for Exempt Salaried employees codified in Chapter 6.09 of the County Code.

These elements of policy are necessary to ensure Exempt Salaried employees are paid on a salary basis.

Accordingly, Exempt Salaried employees:

- Are not subject to the overtime provisions specified in Chapter 6.15 of the County Code.
- Are assigned to an established work schedule deemed by management to be commensurate with full time employment; i.e., such schedule does not have to comprise precisely 40 hours per week, and it may exceed 40 hours.
- May work more hours in a day than they are scheduled in order to achieve production goals, without additional compensation. Hours worked over the scheduled hours are recorded on the timesheet as "Comp Time Worked Not Accrued" (083).
- May actually work fewer hours on a day than they are scheduled. Such hours worked short of the schedule are not deducted from the employee's available leave balances. Instead, the balance of hours not worked is recorded as "Exempt Leave" (019) on the timesheet.

Note: There is one exception to this principle. An Exempt employee who is absent part of a day on a recurring basis because of Family Leave must record an absence of less than a day, and such absences are deducted from available leave balances if the employee chooses to use paid leave, or AWOP if the employee is not using paid leave or paid leave is not available.

2. ACCRUAL OF COMPENSATORY TIME OFF (CTO)

- a. The County Code requires that overtime for an Exempt employee must be authorized by the CEO and approved in advance by the employee's department head. With such approval, Exempt Salaried employees may earn a "Full Day" (8 hours) of Non-FLSA Compensatory Time Off (CTO), Category Code 705, if a Full Day of overtime is worked; this Event Code is used on TIMEI when a full 8 hours (or more) is worked. The County Code provides that what constitutes a Full Day for either working or accrual purposes is defined by a department management based on its determination that the time worked

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or accumulated is substantially equivalent to a regular workday. Event Code "Compensatory Time Taken" (801) is used on the TIMEI when the time is used.

In lieu of the above, for Fiscal Year 98/99 and after, a department can elect that its Exempt Salaried employees aggregate overtime. Departments must report this election to the CEO. Under this option, with the advance approval of the CEO and department heads, Exempt Salaried employees may accrue overtime on less than a full-day basis, provided that the overtime worked consists of three or more hours; such overtime is recorded as provided following.

- b. County policy authorizes Exempt Salaried employees to work and accrue overtime in accordance with the following provisions; note, however, that Exempt Salaried employees working overtime or accruing CTO are subject to additional restrictions which may be imposed by a department head:

- Effective December 16, 2004, CEO policy provided that employees in all departments could accrue up to 20 working days (160 hours) of CTO.
- Effective September 25, 2009, CEO policy now provides that Exempt Salaried employees in all departments may accrue up to 240 hours, or, for Exempt Salaried Safety employees, 480 hours.
- The CTO accrual limit is assessed and applied only at the end of the calendar year. This enables employees to accumulate CTO and use any excess without forfeiting any CTO over the limit until the end of the year.
- Employees approved to accrue overtime on an aggregated basis must work at least three hours of overtime. No overtime credit is received for less than three hours of overtime worked. While the overtime thus aggregated was not previously entered into CWTAPPS until at least eight hours of overtime has been worked, this changed: thus, effective in August, 2009, such overtime is entered on TIMEI using Event Code 705 when three hours (or more) is worked.

Also effective August 2009, if less than three hours of overtime are worked, such hours may be entered for tracking/billing purposes only using a special Event Code, 083 Comp Time Worked Not Accrued-Exempt Employees. This overtime is not accrued.

- Overtime must be used on a day-for-day (eight-hour) basis. It cannot be used on an hour-for-hour basis, unless it is used to cover an absence for Family Leave.
- For employees on a 9/80 or 4/40 schedule, employees using a day of accrued overtime use Exempt Leave - Usage (Event Code 019) to make up the balance of the time regularly scheduled.
- There is no payment for overtime, except for accumulated and unused CTO accrued for overtime worked because of a major emergency; see Paragraph 4 below.

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Note:

Some Exempt Salaried employees may have balances of FY93 Non-FLSA CTO (LV805) as a result of working overtime during the period 10/01/93 to 06/30/94, because CTO earned during that time was converted to Category LV805. However, this CTO is not authorized for payment after August 1, 1995 for Exempt Salaried employees. Rather, for Exempt Salaried employees it is considered equal to Non-FLSA CTO carried as LV801, and time for these two event codes is combined to determine whether the 30 Full Day (240 hours) limitation has been met.

In addition, some Exempt Salaried employees may still have FY93 FLSA CTO Straight and Premium balances (LV806 & 807). Such employees should include only those who were Covered employees accruing FY93 CTO during the period 10/01/93-06/30/94, and who were changed to an Exempt job during that period, and thus could not be paid for FLSA CTO accrued at the time of the job change. This time should be paid after 08/01/95, at the employee's option, as follows:

To buy back FY93 FLSA CTO – STRAIGHT (LV806) for an Exempt employee, use Event Code LK806 entered on the current Exempt job.

To buy back FY93 FLSA CTO – PREMIUM (LV807) for an Exempt employee, use Buyback Event Code LK807; use the Straight rate of the current Exempt job as the calculated rate to be entered. Do not use Event Code 818.

➤ The accrual limit of 30 days (240 hours) includes all accumulated CTO; that is, an employee may not have more than 30 days on the books at the end of a calendar year (effective September 25, 2009).

- c. The balance for Non-FLSA CTO on e-HR's LEAVM is maintained under Event Code LV801 worked.

3. CARRY OVER

Exempt Salaried employees may carry over any unused Non-FLSA CTO accrued in the current or previous calendar years to following years, provided that the total of accrued CTO does not exceed 240 hours (480 hours for Exempt Salaried employees in a Safety class or whatever maximum accumulation limit has been established for an employee's department by the CEO. Effective September 25, 2009, this limitation is determined at the end of each calendar year, rather than at the end of each pay period as previously determined.

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4. DISASTER OR EMERGENCY CTO (6.09.05 B.)

In addition to Non-FLSA CTO normally worked, when authorized in advance by the CEO, Exempt Salaried employees may accrue a full day of DISASTER CTO (entered on a TIMEI as Event Code 711 for each full day of overtime worked if that overtime must be worked because of a major emergency due to civil disturbance, an earthquake, a flood, etc.

There are no maximum full day accrual limitations on accruing DISASTER CTO. Department Management is responsible for ensuring that such CTO is associated with a major emergency.

However, unlike normal Non-FLSA CTO (LV801), unused DISASTER CTO may be paid for, but only if payment for it is authorized by the CEO. Unused DISASTER CTO is carried in LEAVM as LV808. Usage of LV808 time is reported on TIMEI using Event Code 808.

5. PAYOFF OF CTO UPON TERMINATION

Exempt Salaried employees are not paid off for any CTO remaining to the employees' credit upon leaving County service.

Note:

However, DISASTER CTO may be paid at termination if specifically approved by the CEO.

6. RECORDING COMPENSATORY TIME OFF

Recording Overtime Worked

Two Event Codes are used to record overtime worked, depending upon the amount of overtime worked: when the overtime worked consists of a "full day" or at least three hours for those whose departments are authorized to aggregate overtime worked; this time is accrued, and is entered on TIMEI with 705. If the overtime worked was less than three hours, the overtime is not accrued, and 083 is used on TIMEI.

A "full day" of overtime, as provided in Chapter 6.09, means a workday that is "determined by the department head to be substantially equivalent to a regularly scheduled workday." Thus it is up to the management of each department to establish when an Exempt Salaried employee works an overtime "full day", both what work the employee is expected to accomplish, as well as how many hours comprise the full day of overtime. However, it is County policy that Exempt Salaried employees record eight hours of overtime on the timesheet (TIMEI) to reflect that a "full day" of overtime has been worked. Therefore, regardless of work schedule, an Exempt Salaried employee records eight hours on a timesheet to indicate a "full day" of overtime. Event Code 705 (Non-FLSA CTO) is entered.

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In addition to full-shift overtime, effective in August, 2009, for those authorized to aggregate CTO overtime worked, overtime for these employees may be entered only when at least three hours of overtime has been worked; in this case, Event Code 705 (Non-FLSA CTO) is entered.

Effective August 2009, employees may also enter hours for overtime worked that amounts to less than three hours, for tracking or billing purposes. Such time is entered using a special OT code; in this case, the hours worked are entered by using Event Code 083, Comp Time Worked Not Accrued – Exempt Employees Tracking. As indicated by the title, this time is not accrued as CTO.

Recording Overtime Taken

When CTO time is used to cover an absence on a regular workday, e-HR reduces the employee's available balance (which is carried on LEAVM as EVENT Code LV 801) for the CTO taken by the number of hours (eight) entered on the timesheet; Event Code 801, Compensatory Time Taken (Non-FLSA CTO), is used. Since CTO is used by Exempt Salaried employees only in eight-hour increments, employees on a 9/80 or 4/40 schedule, make up the balance by recording Exempt Leave (019).

Note: This must be entered manually on TIMEI.

For example, Joe Jones is an Exempt Salaried employee on a 9/80 schedule who works an overtime shift and records eight hours as CTO earned, and records eight hours of 705 time on TIMEI. When he later takes the overtime off, Joe records eight hours of CTO Taken (801), and adds one hour of 019, Exempt Leave, if the scheduled day is one of his nine-hour days. His CTO balance is reduced by eight hours, and his available balance shows no hours of overtime.

B. OVERTIME FOR EXEMPT NON-SALARIED EMPLOYEES

1. INTRODUCTION

As indicated above, some jobs that are Exempt based on "professional" job duties do not have to meet the "salary test" to maintain their exemption. This means that such employees, unlike Exempt Salaried employees, account on an hour-for-hour basis for overtime and absences. For all practical purposes, then, they are treated as if they were Covered employees, with the only difference being that all overtime is accrued or paid on a straight time basis, i.e., one hour of overtime worked yields one hour of pay or accrued time. (no premium OT is paid or accrued).

In Los Angeles County, only physicians, and attorneys in County Counsel and Superior Courts, now fall into this category. The item (TITL) or employee FLSA STATUS in e-HR is, called Exempt. The Public Defender has determined that attorneys in that department are Exempt Salaried.

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While the category of Exempt Non-Salaried employee in LA County includes both physicians and certain attorneys, these two groups have different overtime provisions; Exempt Non-Salaried attorneys are governed by Section 6.15 of the Code, whereas physicians are governed by the overtime provisions of the Physicians' Pay Plan, Section 6.08.240.C for stipend physicians or Section 6.08.445.B for non-stipend physicians, or the Bargaining Unit 324 MOU for represented physicians. Immediately following are provisions that apply to both groups; Paragraphs 2 and 3 set forth the differences.

Exempt Non-Salaried Employees:

- Can work overtime on an hour-for-hour basis, since they do not have to meet the salary test.
- Accrue or are paid for overtime on a straight time basis; there is no "time and one-half" calculation for these employees.
- Must account for all absence hours; Exempt Leave is not used, since these employees may be docked and use leave benefits for absences of less than a full shift.
- Will be paid upon termination for any unused CTO remaining to the employee's credit; it will be paid at the employee's Straight rate existing at time of termination.

Overtime work is defined for these employees on the same basis as it is for Covered employees, i.e., overtime is hours worked over a 40-hour-per-week threshold.

2. OVERTIME FOR EXEMPT NON-SALARIED ATTORNEYS

- a. Currently, overtime is accrued only as Non-FLSA CTO; one hour of Non-FLSA CTO is accrued for each overtime hour worked.
- b. Employees may carry over to a subsequent year only 144 hours, unless otherwise specifically approved by the Board of Supervisors.
- c. Accumulated overtime is lost at the end of the year to which it is carried over, unless the Board of Supervisors or the CEO specifically approve its payment.
- d. Payment for overtime may be made if it is authorized by the Board or CEO before it is worked. Departments requesting authority to pay must specify the reasons, the number and class of employees affected, and the probable period that overtime will be worked.

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3. OVERTIME FOR PHYSICIANS

a. Pay and Accrual

- 1) Whenever it is medically required, physicians assigned by the Director of Health Services to perform overtime work (i.e., work in excess of a 40-hour workweek), are paid for overtime on a straight time basis; i.e., for each hour of overtime worked, the physicians are compensated at their Straight rates.
- 2) Overtime must be worked at County facilities, and no compensation can be paid for overtime during a period of Standby duty.
-
- 3) If approved by the Director of Health Services, physicians may accrue Non-FLSA CTO on an hour-for-basis. Such Non-FLSA CTO may be accrued to a maximum of 240 hours at any one time.
-
- 4) Only 144 hours of Non-FLSA CTO earned during a year may be carried over to a subsequent year. If it is not then used, it is lost at the end of the year to which it has been carried over.
-
- 5) In lieu of the above, there are special overtime rates for certain assignments (comprehensive health clinics, public health clinics, or emergency room) on which a physician may work overtime. These are paid by using specially established items with the authorized, unique hourly rates. Physicians with these assignments are hired on Secondary jobs with these special items on which the hours worked are entered. **(Refer to County Code Section 6.08.240.C.2.)**

Note:

There are special limits on physician compensation. The combination of overtime, Standby and Home Care pay cannot exceed 60% of a physician's monthly base salary (Calculated Salary, in e-HR) during either of the two pay periods in the month. This limit must be monitored manually by payroll staff.

b. Physician's Overtime during the 10/01/93-06/30/94 Period

- 1) In lieu of pay, physicians accrued only FY 93 Non-FLSA CTO during the 10/01/93 06/30/94 period. However, there were no limits on accrual or carryover.
-
- 2) This FY 93 Non-FLSA CTO is subject to payment (at the physician's current Straight rate) at the employee's option any time after 08/01/95.
-
- 3) This FY 93 Non-FLSA CTO is carried on LEAVM as 805. To pay it off, use Buyback Code LK805 entered on the Primary job or the job on which the accrued overtime was worked, if known. EHR will pay it at the Straight rate applicable to the job and the date the Buyback is entered.

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SECTION III. OVERTIME CALCULATIONS AND SPECIAL PROVISIONS

INTRODUCTION

While most overtime is automatically calculated and paid by e-HR, there are certain instances where the system cannot calculate overtime, usually because the employee has an incomplete workweek; due, for example, to a work schedule, FLSA Start Day, or job change.

Department staff therefore will need, on occasion, to calculate what overtime should be paid, and this section provides guidance for this calculation.

It also provides information about such unusual provisions as call-back and lump sum payments, as well as outlines provisions affecting 56-hour employees.

A. DEFINITIONS OF COMPENSATION ELEMENTS FOR OVERTIME PAY

1. Base Salary: This is the salary determined by looking up, from the appropriate table, the schedule, level or rate of pay established for the employee's job class. For classes paid on a range of discrete steps, grid salary also depends upon the employee's step. For MAPP I employees, Base Salary is the MAP Salary entered on the ESMT Pay Parameters screen; for Y-rated employees, it is the amount entered on Pay Parameters in the ESMT screen. An employee's Base Salary can also be found on the e-HR QSAL screen as Event Type 099.

- a. Base Salary

The Base Salary (previously known as Grid Salary) does not include any bonuses to which an employee may be entitled. However, there are three "types" of bonus that must be considered in overtime calculations: Base, Other Base, and Non-Base.

- b. Bonus Types

- Base bonus: A "Base" bonus must be considered as part of an employee's salary for purposes of calculating retirement earnings and contributions, and savings/horizons and cafeteria plan contributions; it must also be included in determining an employee's step placement upon promotion. In order for a bonus to be a "Base" bonus, it must be specifically designated as a "Base Rate" in the County Code or MOU. Base bonuses are those monthly bonuses typically expressed as a percentage (previously stated as schedules and/or levels).

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- Other Base bonus: An “Other Base” bonus must be considered as part of an employee’s salary for purposes of calculating retirement earnings and contributions, and savings/horizons and cafeteria plan contributions; but it is not included in determining an employee’s step placement upon promotion. “Other Base” bonuses are also typically expressed as a percentage in e-HR (previously schedules and/or levels), although superior/subordinate pay and working out-of-class bonuses are also “Other Base” bonuses. The only difference between a “Base” and “Other Base” bonus is that the latter is ignored in determining an employee’s step placement upon promotion.

An employee Base and Other Base bonus can be found on the QSAL screen with “true” under the Base or Other Base column headings of the “Calculated Salary Pay Rate Information” section of the screen.

- Non-Base bonus: A “Non-Base” bonus is not considered as earnings for purposes of calculating, savings/horizons and cafeteria plan contributions, nor is it included in determining an employee’s step placement upon promotion. These bonuses are flat dollar hourly, lump sum, or pay period bonuses, and they are usually included in determining the Regular rate for overtime.

An employee’s pay period Non-Base bonuses can be found on the QSAL screen under “Pay Period Rate Information.”

Note:

Not all Non-Base bonuses designated as such in e-HR are included in determining the Regular rate. Excluded are those Non-Base bonuses that reimburse employees for expenses or which provide allowances, such as uniform allowances.

- c. When these bonuses are added to Grid Salary, the following result.
2. Step Placement Salary: This is the salary determined by adding only Base bonuses to the Grid Salary. The system uses it to determine an employee’s step placement in a class to which the employee is promoted.
3. Calculated Salary: This is the salary determined by adding to Base Salary all “Base” and “Other Base” bonuses that the employee is entitled to receive.
4. Gross Earnings: This is the entire amount of Salary owed to an employee, including all bonuses other than expense reimbursements or allowances.
5. Straight Rate: This rate is determined by dividing the monthly Calculated Salary by 8; 174 of a monthly employee’s monthly salary; 174 is the standard number used in LA County to represent the number of working hours in any month. The 174 is proportionally adjusted for fractional monthly Sub titles (D and P through Z). For example, 87 would be used for Sub Title Monthly

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Permanent ½ time. The Straight rate is sometimes called the “workday hourly rate”, or sometimes simply “workday rate”. Since the Straight rate is derived from Calculated Salary, it concludes both Base and Other Base bonuses.

6. Regular Rate: This rate is determined by adding all earnings for an FLSA workweek, including the Straight rate earnings for all paid scheduled in the workweek, overtime hours, the weekly value of Non-Base pay period bonuses (e.g., Bilingual Bonus) and the dollar amount of paid timekeeping bonuses that constitute expense reimbursement or allowances. This result is then divided by the total paid hours worked in the FLSA workweek.
7. Premium Rate: This rate is one-half the Regular Rate.

B. SELECTING THE OVERTIME RATE

1. Overtime is paid at either the Straight rate, or at the Straight rate plus the Premium rate, usually referred to as “time and one-half”.
2. The employee’s FLSA Profile and Work Cycle determine overtime compensation.
3. Covered employees must be compensated at the Straight plus one-half the Regular rate for qualifying hours worked in the workweek.
4. Exempt employees are not authorized for payment for overtime.

C. CALCULATING FLSA OVERTIME PAY

Steps for calculating overtime pay for Covered employees are as follows:

1. Determine the FLSA period.
2. Determine if Premium pay is due.
3. Determine the Straight rate.
4. Determine the Regular rate.
5. Determine the overtime earnings, i.e., the extra amount the employee is to be paid for overtime worked.

Each step is discussed below:

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1. DETERMINE THE FLSA PERIOD

Overtime is based upon the FLSA workweek, which for all employees other than 56-hour employees in the Fire Department, is a seven-day period. The seven-day period is defined by the FLSA Start Day reflected in the FLSA Profile. To determine the FLSA period, count seven days beginning with the FLSA Start Day.

2. DETERMINE IF PREMIUM PAY IS DUE

Premium pay is due for hours, and 15-minute increments thereof, worked over the FLSA threshold, which, for most employees, is 40 hours. Thus to determine whether Premium pay is due, subtract 40 from the hours and 15-minute increments worked during the FLSA period to determine the number of hours and fractions thereof which must be paid at the Premium rate. Include as hours worked certain leave hours, such as holidays taken, where appropriate, based on the employee's overtime pattern on the FLSA Profile (FLPR).

Note:

Leave hours may or may not count as hours worked, depending upon the employee's FLPR pattern. Hours that count as hours worked are identified on FLPR.

3. DETERMINE THE STRAIGHT RATE

A monthly employee's Straight rate is determined by dividing the employee's Monthly Calculated Salary by 174. **(Refer to Monthly Calculated Salary on the QSAL screen in e-HR.)**

4. DETERMINE THE REGULAR RATE

The Regular rate is determined by adding all pay and earnings for the week, and then dividing by the number of hours worked during the week; the steps in this process as follows:

- a. Determine all hours worked by adding the following elements:
 - Scheduled hours
 - Overtime hours worked
 - Call-back hours actually worked
 - Leave hours included as hours worked, if any

Note:

If in doubt about whether leave hours should be included, department staff can use the FLPR for the employee's Pay Parameters to find out which event codes are included in the Regular rate calculation. Event codes which count as hours in the Regular rate calculation are identified on FLPR.

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The total of the above equals the total number of hours worked during the FLSA work period.

b. Determine all earnings for the week by adding the following elements:

- Scheduled hours multiplied by the Straight rate
plus
- Overtime hours worked multiplied by the Straight rate
plus
- Call-back hours actually worked multiplied by the Straight rate
plus
- Leave hours included as hours worked, if any, multiplied by the Straight rate
plus
- The weekly value of any pay period bonuses that are in effect as of the end of the pay period in which FLSA workweek ends. To determine the weekly value of a pay period bonus, multiply the semi-monthly bonus amount by the scheduled workdays in the FLSA period and divide by the scheduled workdays in the pay period.
plus
- The total value of all hourly or unit bonuses paid during the week, including Standby. Multiply the hourly/unit bonus rate by the number of hours to which it applied.
EXAMPLE: During one week, an employee works two nights (16 hours) on a job which pays a 50 cents (.50) per hour Night Shift bonus. Multiply \$.50 times 16 hours, for a total of \$8.00 for the week.

Note:

If in doubt about whether a particular bonus should be included in the earnings, department staff can use the FLPR for the employee's Pay Parameters to find out which event codes are included in the Regular rate calculation. Event codes which count as earnings in the Regular rate calculation are identified with a for each event code on the reference table FLPR.

The total of the above equals the total earnings earned during the FLSA work period.

c. Determine the Regular rate by dividing the total earnings as derived in b., above, by the total number of hours as derived in a., above.

d. Determine the Premium rate by dividing the Regular rate by 2.

5. DETERMINE THE AMOUNT THE EMPLOYEE IS TO BE PAID.

The employee is paid for the number of overtime hours over the threshold at the Straight rate, plus the same number of hours over the threshold at the premium rate.

Note:

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If this calculation is being made to fix a problem, such a “hanging week” (i.e., an FLSA work period which overlaps two pay periods), where time is already entered on the system, staff should be cautioned that e-HR has already paid the Straight portion of any overtime worked, and would need to enter only the Premium portion as calculated above.

The following tables further illustrate the steps:

EXAMPLES

EXAMPLE 1

EMPLOYEE A: BASIC DATA			
Item Rate: 47k, 5th step	Base Salary	=	\$1905.55
2 Schedule Other Base bonus;	+5.64%	=	\$111.63
e-HR Calculated Salary		=	\$2017.18
FLSA period = 7 days; 5/40 schedule			

DETERMINE HOURS WORKED DURING FLSA WEEK:

Scheduled hours worked during week = 40
Overtime hours worked during week = 20

DETERMINE STRAIGHT RATE

Calculated Salary (Base Rate + Other Base bonus) ÷ 174 = The Straight Rate
$\$1905.55 + \$111.63 = \$2017.18 \div 174 = \11.593

DETERMINE REGULAR RATE EARNINGS AND HOURS COMPONENTS FOR THE WORKWEEK

	Regular Rate	X	Rate	=	Regular Rate Earnings
Scheduled Hours Worked	40	X	\$11.593	=	\$463.720
Overtime Hours Worked	20	X	\$11.593	=	\$231.860
Total Hours	60				
Total Earnings					\$695.580

CALCULATION OF OVERTIME

DETERMINE REGULAR RATE AND ONE-HALF THE REGULAR RATE

Regular Earnings Divided by Total Number of Hours Worked Equals Regular Rate	
$\$695.580 \div 60 = \11.593	
Regular Rate	\$11.593
One-half the Regular Rate	\$5.797

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DETERMINE OVERTIME EARNINGS

	Hours	X	Rate	=	Earnings
Straight Rate Overtime	20.00	X	\$11.593	=	\$231.86
Premium (FLSA) Rate Overtime	20.00	X	\$5.797	=	\$115.94
Total Overtime Earnings					\$347.80

EXAMPLE 2

EMPLOYEE B: BASIC DATA			
Item Rate: 47k, 5th step;	Base Salary	=	\$1905.55
2 Schedule Other Base bonus;	+ 5.64%	=	\$111.63
e-HR Calculated Salary		=	\$2017.18
FLSA period = 7 days; 5/40 schedule			

EMPLOYEE B ALSO HAS THESE HOURLY BONUSES EARNED DURING THE FLSA WORKWEEK:

Four Eight-Hour Night Shifts Worked; Shift Differential Rate = \$0.45 Per Hour
Ongoing Hourly (Non-Base) Bonus With a Rate of \$0.46

DETERMINE HOURS WORKED DURING FLSA WEEK

Scheduled Hours Worked During Week = 40
Overtime Hours Worked During Week = 20

DETERMINE STRAIGHT RATE

Calculated Salary (Base Rate + Other Base bonus) ÷ 174 = The Straight Rate
\$1905.55 + \$111.63 = \$2017.18 ÷ 174 = \$11.593

DETERMINE REGULAR RATE EARNINGS AND HOURS COMPONENTS FOR THE WORKWEEK

	Hours	X	Rate	=	Regular Rate Earnings
Scheduled Hours Worked	40	X	\$11.593	=	\$463.720
Overtime Hours Worked	20	X	\$11.593	=	\$231.860
Night Shift Differential	32	X	\$0.45	=	\$14.400
Non-Base Bonus	40	X	\$0.46	=	\$18.400
Total Regular Rate Earnings					\$728.380
Total Hours Worked for Regular Rate					60

DETERMINE REGULAR RATE AND ONE-HALF THE REGULAR RATE

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Regular Earnings Divided by Total Number of Hours Worked Equals Regular Rate	
$\$728.380 \div 60 = \12.140	
Regular Rate	\$12.140
One-Half the Regular Rate	\$6.070

DETERMINE OVERTIME EARNINGS

	Hours	X	Rate	=	Earnings
Straight Rate Overtime	20.00	X	\$11.593	=	\$231.860
Premium (FLSA) Rate Overtime	20.00	X	\$6.070	=	\$121.400
Total Overtime Earnings					\$353.26

D. SPECIAL PROVISIONS: CALL-BACK

(Refer to County Code Section 6.10.130 Call-Back Pay for non-represented employees or applicable MOU for represented employees)

1. Definition: A “call-back” occurs when an employee is unexpectedly ordered back to work by the department because of unanticipated work.

2. Payment for a call-back may be made when all of the following conditions are met:
 - a. If the order to return to work is given to an employee after the end of the employee’s work shift and after the employee has left the work location;
 - b. If the return to work is within 24 hours of when the order is given;
 - c. If the return to work is not less than two hours before the beginning of the employee’s next regular shift. If it is less than two hours, it is considered an early shift start.

3. Payment for Call-Backs:
 - a. If they are called back to work, as defined above, Non-exempt employees receive a minimum of four hours of overtime calculated at their normal overtime rate (i.e., Straight plus one-half Regular rate) regardless of whether they are above or below the 40-hour threshold, and regardless of whether less than four hours were actually worked. Hours worked above four hours are paid overtime according to the number of hours worked during the workweek.

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- b. In lieu of the above payment, employees in BU 614 (Criminalist) can opt to accrue Compensatory Time Off at the premium rate, i.e., 4 hours of CTO – Straight, and 2 hours of CTO – Premium.
- c. Exempt employees are not eligible for call-back pay.

4. Multiple Call-Backs:

Employees are not eligible for multiple call-back pay if the second call-back or any call-back after the second call-back occurs within four hours of the beginning of the first call-back, or if the employee has worked less than a total of four hours as a result of multiple call-backs.

- 5. Special call-back provisions for employees in positions classified in the Dam and Pumping Plant Group who reside in District housing.
 - a. These employees receive call-back pay when the return to work is for more than one hour or when the return to work is the second return within an established period not exceeding 24 hours of Standby duty.
 - b. The first four hours or less worked on such a call-back is paid by an amount equivalent to four hours of Premium pay. Additional time worked over four hours is governed by standard overtime provisions.

6. Processing Call Back in e-HR

Employees submit Call Back Accrual directly on TIMEI. If a time adjustment is required, the Payroll Clerk or Timekeeper can submit a TADJ document.

A call-back must be entered as overtime worked; two event codes are used for entry: 746 for hours actually worked, and 747 for the number of hours required to make up the four hours that are guaranteed; these codes are used for most employees who are paid for Call-Back hours worked.

For employees in BU 614 who opt to accrue the time rather than receive payment, 748 (Call Back Actual- Accrue Comp Time) is use to post the hours actually worked, and 749 (Call Back Guarantee – Accrue Comp Time) is used to post the difference between four hours and the hours actually worked. The employee's leave balance will be updated with 1.5 times the hours of Guaranteed Comp Time. E-HR posts the accrual of 748 and 749 time to the LEAVM Activity Folder as category LV810 and LV811. The 748 leave accrual code will allow departments to identify the hours an employee actually worked and accrued for Call Back. (Refer to e-HR Desk Procedure #DP-TM-090-D, Processing of all Back Accrual of Actual and Guaranteed Comp Time.)

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E. SPECIAL PROVISIONS: LUMP-SUM PAYMENTS

Lump-sum payments related to the work performed by an employee, such as lump-sum bonuses paid for achieving specific performance goals, are to be allocated among the workweeks of the period covered by the payment. If there were any overtime hours worked during the covered period, the weekly value of the lump-sum payment must be included in the Regular rate calculation and paid retroactively. An example is as follows:

An employee receives a lump-sum bonus of \$200 covering work performed during March and April. If there were eight FLSA workweeks during that time, the weekly value of the payment is \$25, and thus for any week in which overtime is worked during that period, \$25 should be added to earnings for the Regular rate calculation. This amount is added in e-HR as an adjustment, and the system will recalculate the overtime and pay the difference due the employee.

Note:

If the lump-sum bonus is paid as an established event code in e-HR, the system will include the adjustment in calculating the Regular rate, provided that the bonus event code counts as Regular Rate Earnings as indicated on the employee's pay parameters. If the lump-sum bonus has not been established as an event code in e-HR, then staff should use Event Type Code 559, Miscellaneous Lump Sum Included in Regular Overtime.

Lump-sum payments that are reimbursements or allowances, such as a uniform allowance, are not included in the determination of a Regular rate. Staff can check the applicable reference table if there is a question about applicability of an earnings to the Regular rate calculation.

F. SPECIAL PROVISIONS: 56-HOUR EMPLOYEES IN THE PROBATION DEPARTMENT

56-hour employees in Probation camps have shifts which provide two 8-hour sleep periods, which, by agreement, may be deducted from work time, resulting in 40 hours of work per week. For the determination of overtime then, these employees are treated as if they were 40-hour employees, (but they are treated as 56-hour employees for leave usage and accrual). Thus the straight time portion for overtime hours worked in addition to the 56-hour shift is calculated by dividing the standard monthly salary by 174, rather than using the divisor of 243.6 which is used to calculate the shift hourly rate for 56-hour employees in the Fire Department. The total hours worked in the workweek, less the designated sleep time, indicate whether an overtime premium is due. Any hours in excess of 40 (exclusive of sleep time) must be paid at the Straight rate plus one-half the Regular rate.

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Note, however, that the BU 701 MOU provides that if a sleep period is interrupted, hours worked during this interruption are overtime. If the interruption lasts more than three hours, the entire 8-hour sleep period counts as overtime.

G. SPECIAL PROVISIONS: FIRE PROTECTION EMPLOYEES

1. INTRODUCTION

The following are general provisions applicable to firefighting employees in the Fire Department. Because these provisions are unique and applicable only to that department, they are described here in only general terms. Most of the processes involved in ensuring that employees are paid in accordance with the negotiated agreements are carried out through the use of unique event codes; see the Fire Department Event Code paragraph in Section IV (Event Codes Definitions) of this chapter.

2. WORKWEEK, IN GENERAL

Section 207(k) of the FLSA provides a limited exemption from the basic overtime standard of the 40-hour week for fire protection employees. The employer may elect a work period ranging from 7 to 28 days in lieu of the standard 7-day workweek for purposes of determining when overtime hours have been worked. The maximum hours worked in 28 days before pay for overtime is required is 212 hours. Shorter work periods have a proportionately lower maximum.

3. WORK PERIODS FOR FIRE PROTECTION PERSONNEL

The Memoranda of Understanding with Fire Fighter Bargaining Units 601 and 602 establish the following work periods for determining FLSA overtime hours. For an individual fire fighter, the Work Cycle and FLSA Profile determine overtime pay parameters.

a. 56-Hour (Platoon) Employees

A 24-day work period for personnel on the platoon schedule, with a limit of 182 hours of work after which overtime premiums must be paid. The regular schedule has eight 24-hour shifts in the 24-day period, for a total of 192 hours. All paid leave is credited toward hours worked for overtime purposes. Thus, by agreement, Fire Department 56-hour employees receive 10 hours of platoon Premium overtime (also referred to as built-in overtime) each 24-day period; the Straight portion of the overtime, (i.e., up to 192 hours) is considered to be included in the monthly rate (Calculated Salary). Built-in Overtime is paid at 50% of the straight rate of the employee's primary salary (not the weight average method used to determine "regular" premium pay). These provisions also apply to the non-represented class of Battalion Chief on a 56-hour (platoon)

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schedule. The straight time for overtime hours worked is paid at the shift hourly rate (monthly salary divided by 243.6).

b. 40-Hour Employees

A 28-day work period for personnel on the 40-hour schedule, with a range of 160 to 212 hours of work. If the regular work schedule exceeds 160, employees receive FLSA Premium only pay for regular hours over 160 and below the work period threshold. For overtime over the work period threshold, employees receive Straight plus Premium, except that employees may elect to receive Non-FLSA compensatory time on an hour-for-hour basis in lieu of paid overtime for hours worked in excess of 160 hours to a maximum of 212 hours which occur within the 28-day work period. All overtime hours in excess of 212 hours must be paid in accordance with FLSA. All paid leave time is credited toward hours worked for overtime purposes. 40-hour Battalion Chiefs receive only CTO for hours between 160 and 212. For 40-hour employees, the straight time for overtime hours worked in addition to the 40 hours is paid at the standard monthly Straight rate (monthly salary divided by 174) rather than the 56-hour workweek shift hourly rate, unless the 40-hour employee is assigned on an overtime basis to a platoon shift, in which case the Straight rate is based on the shift hourly rate.

Note: It should be noted that effective January 1, 2015, the FLSA work period for 40-hour employees in BU 601 and 602, who are regularly assigned to Fire Suppression Camps and covered by 207(k) partial exemption, shall be seven (7) consecutive days.

c. Changing Work Cycles

Whenever a change from 40 to 56 or vice versa is made, the employee's Work Cycle (WKCY) and FLSA Profile (FLPR) must be updated in e-HR. (Refer to e-HR Desk Procedure #D-LV-182-D, Converting a 40-Hour Employee to 56-Hour Employee, for detailed instructions.)

SECTION IV. OVERTIME EVENT CODES

A. INTRODUCTION

This section describes all of the Event Codes used to report and record overtime. Event codes are important because their proper use accurately instructs e-HR about the nature of the overtime and how it should be processed; for example, whether it should be paid or accrued.

Active overtime event codes and information about them are grouped into six categories:

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- Basic Paid Overtime
- Accrued Overtime, including those codes used to report overtime that an employee wishes to have partly paid and partly accrued
- Sheriff's Overtime, for those codes unique to sworn employees of that department
- Fire Department Overtime, for those codes unique to employees in Units 601 & 602
- Buyback Codes, for those codes used to pay employees for accrued overtime
- Call-back Codes, for those codes used to report overtime resulting from a call-back

In addition, there are several event codes for overtime which are no longer operative. These are shown in a separate Paragraph C. They are included here because staff may encounter them in pay history or on reports, even though they are no longer active.

Some earnings are generated or changed by e-HR as they are processed in various programs within the system. For example, an overtime code entered on the Timesheet (TIMEI) may be changed to a different code in Pay History and have yet another code on LEAVM page. Section V of this chapter includes a table which illustrates how the same kind of overtime is carried through the various processes in e-HR.

The titles for the event codes shown in the following pages are those used in e-HR; because an event code may have several uses, the title is not always completely descriptive, and thus you are advised to read the accompanying narrative. Where necessary, additional information about the usage of the event code is shown in parentheses below the e-HR title.

B. ACTIVE PAY EVENT CODE DEFINITIONS

1. BASIC PAID OVERTIME

701 PAID OVERTIME
(In pay history, Straight rate paid)

- Used to report overtime hours to be paid.
- The system assigns the employee's Straight rate to his earnings code, pays it in the accrual period it is reported, and carries it in pay history as Event Code 701 on the day reported.
- If the employee is to be paid as an FLSA "Covered" employee, at the end of each FLSA period, the system will determine whether the employee is entitled to Premium overtime at one-half the Regular rate. If so, the Premium portion is reflected in e-HR as Event Code 731 (Premium Overtime).

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710 DISASTER RELATED PAID OVERTIME (Straight rate)

- Used to report overtime hours that are to be paid, and where the overtime worked is the result of a natural disaster.
- This code was initially set up to be used during the period 10/01/93-06/30/94, so that employees who were otherwise required to accrue overtime could be paid for overtime worked in conjunction with the fire or earthquake disasters. It remains as a code which can be used to track that kind of overtime.
- The system assigns the employee's Straight rate to this event code, pays it in the accrual period it is reported, and carries it in pay history as Event Code 710 on the day reported.
- If the employee is to be paid as an FLSA "Covered" employee, at the end of each FLSA period, the system will determine whether the employee is entitled to Premium overtime at one-half the Regular rate. If so, the Premium portion is reflected in e-HR as Event Code 731 (Premium Overtime – System).

Note:

There is no unique code for disaster-related Premium. A transaction is passed to e-HR for payment as "Premium Overtime" (PP003).

712 CONTRACT RELATED PAID OVERTIME (Straight rate in history)

- Used to report overtime hours worked as a result of a contract with the County for services; these hours are to be paid because of the contract. This code was originally established to be used during the 10/01/93-06/30/94 period to allow payment for overtime that otherwise would be accrued; however, it remains in use to allow easier tracking of contract-related overtime.
- The system assigns the employee's Straight rate to this earnings code, pays it in the accrual period it is reported, and carries it in pay history as Event Code 712 on the day reported.
- If the employee is to be paid as an FLSA "Covered" employee, at the end of each FLSA period, the system will determine whether the employee is entitled to Premium overtime at one-half the Regular rate. If so, the Premium portion is reflected in e-HR as Earnings Code 731 (Premium Overtime – System).

Note:

There is no unique code for disaster-related Premium. A transaction is passed to e-HR for payment as "Premium Overtime" (PP003).

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733 PREMIUM OVERTIME - MANUAL

- Used to report hours that are to be paid a Premium rate that is manually calculated and reported.
- This event code is used to pay a Premium overtime difference that the system could not calculate (e.g., whenever there is a change to the FLSA workweek).
- The rate and hours are entered by the user and do not affect any Premium overtime rate and hours originally computed by the system.

Note:

If reported for a current period, the hours must be entered using a Timesheet (TADJ) to accommodate the rate.

- All reported hours are posted to pay history under this Event Code 733 on the day reported.

2. ACCRUED OVERTIME

083 COMP TIME WORKED NOT ACCRUED-EXEMPT EMPLOYEES

- Used to report on TIME1 any overtime worked by an Exempt Salaried employee that does not qualify to be accrued as Non-FLSA Comp Time (801); i.e., the overtime worked was less than three hours. Added to facilitate 2010 e-HR payroll processing.
- The system will determine whether the employee is entitled to accrue Premium overtime. If so, the Premium portion is accrued as a leave benefit and reflected in e-HR as Category Code LV804 (FLSA Premium Overtime - Accrual).
- The hours accrued are one-half the hours determined to be over the threshold.

703 FLSA CTO STRAIGHT AND PREMIUM

- Event Code 703 should only be used for Non-exempt and 7K-exempt employees under the following circumstances:
 1. The employee actually worked and met the 40-hour workweek threshold.
 2. The employee used Holiday Time, which counts toward the 40-hour workweek.
 3. The employee meets the threshold based on provisions in the concerned MOU that counts certain benefit time as hours worked in the workweek.

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- Hours reported for this event code are accrued (rather than being paid). The straight time portion of the accrued time is carried in Category LV803 for leave balance purposes. The half time (premium) portion of the overtime is carried in Category LV804 (FLSA Premium Overtime – Accrual).

Note:

If the employee's workweek does not meet the required threshold, Event Code 705 should be used to record the overtime.

- Usage of this code is included in the substitution path.

705 NON-FLSA COMPENSATORY TIME

- Used to report overtime hours that are to be accrued as a leave benefit (rather than being paid the Straight rate).
- Hours reported for event code 705 are accrued on an hour-for-hour basis, and carried as Category Code LV801 in pay history and on LEAVM for leave balance purposes. Event Code 801 is used when the leave is taken.
- Used to record overtime hours that are below the FLSA threshold.
- Hours earned under this Category code do not apply to the 240/480 FLSA CTO Cap.

Note: It is important for the Payroll Clerk to review all appropriate e-HR Overtime Activity Reports to verify that Event Code 703 was used in a 40-hour FLSA workweek. If there was any reason why Event Code 703 did not allow the employee to save premium overtime, because of a variance, the Payroll Clerk must submit a Timesheet Adjustment (TADJ) document changing the Event Code to 705. This ensures that the employee is not penalized by these hours counting toward their FLSA CTO maximum, as these hours are considered Non-FLSA CTO hours.

804 FLSA PREMIUM OVERTIME TAKEN

- Generated by the system whenever Premium overtime is to be accrued (rather than being paid at one-half the Regular rate) and taken by a Non-Exempt or 7K-Exempt employee.
- The hours generated by the system are one-half of those hours eligible for the FLSA Premium, and are posted under Event Code 804 on the last day of the FLSA period.

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Note:

Event Code LV804 maintains the balance on LEAVM for all FLSA Premium comp time earned that is accrued (rather than paid one-half the Regular rate).

Usage of this code is included in the leave substitution path.

805 FY93 COMPENSATORY TIME TAKEN
(Non-FLSA CTO)

- Used to maintain the balance of Non-FLSA Compensatory Time earned during the period 10/01/93 and 06/30/94 under Earnings Code 707.
- Also used to report the use of Non-FLSA Compensatory Time earned during the period 10/01/93 and 06/30/94 under Earnings Code 707.
- If there is a sufficient available balance on LEAVM for FY 93 Non-FLSA Compensatory Time earned (LV805), hours are posted as TAKEN to LV805 and carried as LV805 in pay history.

Included in the leave substitution path.

806 FY93 FLSA COMP TIME TAKEN - STRAIGHT

- Used to maintain the balance of the Straight rate portion of FLSA Comp Time earned during the period 10/01/93 and 06/30/94 under Category Code 806.
- Used also to report the use of Category Code 806 (the Straight rate portion of FLSA Comp Time earned during the abovementioned period).
- If there is a sufficient available balance for Category Code 806, hours are posted as Taken to Category Code 806.
- Included in the leave substitution path.

807 FY93 FLSA COMP TIME TAKEN – PREMIUM

- Used to maintain the balance of the Premium portion of any FLSA Comp Time earned during the period 10/01/93 and 06/30/94 under various earnings codes.
- Used also to report the use of Event Code 807 (the Premium portion of FLSA Comp Time earned for the abovementioned period).
- If there is a sufficient available balance for Event Code LV807, hours are posted as TAKEN to Category Code 807.
- Included in the leave substitution path.

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808 DISASTER COMP TIME EARNED AND TAKEN

This event code is applicable only to Exempt Salaried employees, and is used to report CTO earned as a result of disaster-related overtime worked, as distinguished from other overtime worked which otherwise is reported as LA801 by Exempt Salaried employees.

This distinction is important because disaster-related overtime is not limited to a maximum number of shifts (generally five) that may be accumulated at any one time, and it may be paid off at the end of a calendar year to which it has been carried over, if such payment is authorized by the Chief Executive Office.

Overtime accumulated will be carried on an employee's Leave page (LEAVM) as LV808 Exempt Disaster Comp Overtime – Straight Accrual.

810 CALL BACK OVERTIME TAKEN

Carried in Leave Balances as LV810.

3. SHERIFF'S OVERTIME

700 PENSIONABLE OVERTIME

- Used to record eight hours of overtime certain Deputies Sheriff and Sergeants earn when they transport prisoners overnight outside of LA County. Also used by the Fire Department for regularly scheduled overtime worked by FD pilots, i.e., built in to their monthly rate. This event code is treated in the system just like regular overtime (PP002), except that it is pensionable, as determined by LACERA. Also see PP730 (the premium portion)

720 SPECIAL EVENTS OVERTIME

(Paid overtime; in history, Straight rate paid)

- Used to report overtime hours worked by Covered sworn employees as a result of an agreement with the County (usually for large events, e.g., Rose Parade, etc.).
- This code allows these hours to be paid at a "time and one-half rate" regardless of whether the overtime worked by an employee exceeded the threshold for the FLSA period.
- The system assigns the employee's Straight rate to this pay code, pays it in the accrual period it is reported, and carries it in pay history as Event Code 720 on the day reported.

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- The system passes a transaction for this Straight rate overtime to e-HR in the accrual period it is reported to be paid as “Base Rate Overtime” (Category Code PP002).
- The system calculates the Premium portion which is reflected in e-HR Pay Category Code PP003.

Note:

There is no unique code for SPECIAL EVENTS Premium. A transaction is passed to e-HR for payment as “Premium Overtime” (PP003).

- Generated by the system as the premium portion of overtime pay when pensionable overtime (PP700) is entered and the FLSA threshold is met.

791 ORDERED OVERTIME

- Used to report overtime hours worked for sworn employees when overtime is ordered by the department and will override any FLSA 40-hour workweek provisions.
- This event code causes any leave hours reported for the particular FLSA period to be regarded as hours worked for the purposes of determining Premium overtime unless the employee has reported any “without pay” transactions during that workweek.
- The system assigns the employee’s Straight rate to this earnings code, pays it in the accrual period it is reported, and carries it in pay history as Event Code 791 on the day reported.
- The system passes a transaction for this Straight rate overtime to in the accrual period it is reported to be paid as “Base Rate Overtime” (PP002).
- At the end of each FLSA period, the Premium portion is reflected in e-HR as Event Code 731 (Premium Overtime), and a transaction is passed to CWPAY for payment as “Premium Overtime” (PP003).

796 ORDERED FLSA COMP TIME EARN – ACCR FLSA PREM (Accrue Straight and Premium; in history, Straight CTO accrued)

- Used to override any FLSA 40-hour workweek provisions when an employee in classifications covered by BU 611 and 612 are ordered to work overtime and opt to accrue it as FLSA CTO (unless the employee has reported any “without pay” transactions during that workweek).
- As in the case of ordered overtime to be paid, any absence hours are included in determining whether the threshold has been met (except “without pay” transactions).

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- Hours reported for this event code are accrued on an hour-for-hour basis (rather than being paid the Straight rate), and carried as Event Code 796 in pay history and as Category Code LV803 for leave balance purposes.
- The Premium portion of the overtime is accrued as a leave benefit (rather than being paid at one-half the Regular rate) and carried in pay history and as a leave balance under Category Code LV804.

Note:

These accrued Premium hours are one-half the hours reported under Event Code 796.

802 PROTECTED COMPENSATORY TIME EARNED AND TAKEN

- Used to accrue overtime hours worked by Bargaining Units 611 and 612 employees into a special Protected Compensatory Time balance, carried in e-HR pay history and on LEAVM as Category Code LV802.
- This leave balance is not subject to standard Compensatory Time carry-over limits or loss.
- When taken, its use reduces the employee's available balance of Protected Compensatory Time, LV802, and substitutes to other appropriate event codes if the amount of Protected Compensatory Time Taken reported is not available.

4. FIRE DEPARTMENT OVERTIME

Note: Also see Overtime Code 700 under Sheriff Overtime, above; this code is used both by Sheriff and Fire for overtime which has been determined to be pensionable.

776 ALTERNATE OVERTIME

- Used to record overtime hours for a 56-hour fire fighter working at a different post, as the bonus structure may differ. These hours and dollars must be blended with the hours and dollars paid worked at the primary post to determine "weighted average" overtime premium rate. (Refer to e-HR Desk Procedure #DP-TM-088-D, Processing of Alternate Overtime for Fire Fighters 776.)

777 SECONDARY ASSIGNMENT OVERTIME

- Used to report overtime hours worked on a secondary assignment when the Secondary job is not set up in e-HR.
- The overtime Straight rate must be reported with the event code.

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778 OVERTIME – FIRE DEPT 56-HOUR

Event type 778 is used to report overtime when a 40-hour Fire Fighter works overtime as a 56-hour Fire Fighter and the bonus structure is the same as his/her normal duties.

779 SECONDARY OVERTIME – FIRE DEPT 56-HR

Event type 779 is used to report overtime when a 40-hour Fire Fighter works overtime as a 56-hour Fire Fighter and the shift carries a different bonus structure than his/her normal duties.

780 WORKDOWN OVERTIME – FIRE DEPT

Event type 780 is used to report overtime when an employee works down during his/her off time, e.g., a Fire Captain works as a Fire Fighter Specialist. These hours and amounts are not factored into the calculation of other overtime paid, and the hours are paid at time-and-one-half of the straight rate of the lower assignment.

781 OVERTIME – FIRE DEPT 40-HR

Event type 781 is used to report overtime when a 56-hour Fire Fighter works overtime as a 40-hour Fire Fighter.

(Refer to e-HR Desk Procedure #DP-TM-089-D, Processing of Other Overtime for Fire Fighters – 778, 779, 780 and 781.)

783 DISPATCHER BRIEFING TIME

- Used to report hours spent by Fire Dispatchers in briefing.
- These hours count as hours worked for overtime purposes, but have a zero rate, and are not part of the Regular rate calculation.
- These hours are paid only the Premium rate.

784 40-HOUR CAMP (Not 56-Hour Titles)–GUARANTEED PREMIUM

- Used by e-HR when a 40-hour camp employee's paid regular primary hours are not equal to 160 hours in a 28-day FLSA hours period (flexed hours). E-HR will create a TADJ transaction for the difference with Event Code 784. The 784 hours are added to the employee's scheduled hours.
- When the 784 hours are positive, e-HR calculates and pays the Premium portion (Event Code 731) only of these hours; the Straight portion is considered to be part of the employee's Calculated Salary.

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- This is similar to 784, but is generated by e-HR when a 56-hour Fire Fighter is on a 28-day FLSA schedule, and has been paid primary hours not equal to 160. E-HR will create a TADJ for the difference with Event Code 799. If the hours are positive, the employee will be paid Premium Pensionable overtime – 782.

5. OVERTIME BUYBACK CODES

Each of the following Buyback Codes serves the same purpose, which is to pay off an employee for accrued overtime, where such payoff is authorized. The description of the Buyback code indicates which accrued overtime balance, (“bucket”) will be used.

Note that while a Buyback code has been established for every type of CTO, only certain of these types are authorized to be paid.

When these codes are entered within a complete FLSA workweek, e-HR calculates the rate to be paid based on the rate effective on the date the transaction is entered, pays the employee on the next payday, and automatically reduces the employee’s LEAVM by the amount of hours paid.

For additional information about special requirements for use and entry, see Section I.I.1.d (FLSA CTO Payment) and Section I.I.2.c. (Non-FLSA CTO Payment) of this chapter.

NON-FLSA COMPENSATORY STRAIGHT TIME BUYBACK USAGE - LK801 is used to buy back Non-FLSA CTO which was earned as Event Code 705 and is carried as LV801 on LEAVM;

PROTECTED COMPENSATORY TIME BUY BACK USAGE – LK802 is used to buy back Protected CTO which is carried in LEAVM as LV802;

FLSA PREMIUM OVERTIME BUY BACK – USAGE – LK804 is used to buy back accrued Premium overtime which was earned as Event Code 732 and saved on LEAVM as LV804; also refer to the Section entitled FY93-Fire 40 Hr-FLSA Premium Overtime Buy Back-Usage.

FLSA COMPENSATORY STRAIGHT TIME BUYBACK USAGE – LK803 is used to buy back accrued Straight time overtime which was earned as Event Code 703 and saved on LEAVM as LV703;

FY93 NON-FLSA COMPENSATORY STRAIGHT TIME BUY BACK USAGE – LK805 ia used to buy back FY93 Non-FLSA CTO which is carried as LV805 on LEAVM;

FY93 FLSA PREMIUM OVERTIME– LK807 is used to buy back accrued FY93 Premium overtime which was earned as Event Code 735 and saved on LEAVM as LV807. Also refer to LK919 for FY93-Fire 40-hour FLSA Premium Overtime Buy Back-Usage.

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FY93 FLSA COMPENSATORY STRAIGHT TIME BUYBACK – USAGE – LK806 is used to buy back accrued FY93 Straight time overtime which was earned as EC 708 and saved on LEAVM as LV 806;

EXEMPT DISASTER COMPENSATORY OVERTIME STRAIGHT BUYBACK - Used to buy back DISASTER CTO which was earned as 711 and is carried as LV808 on LEAVM;

FY93–FIRE 56-HOUR PREMIUM OVERTIME BUYBACK – USAGE – LK807 is used to buy back FY93 CTO which is paid at the premium rate and saved on LEAVM as LV807;

FY93-FIRE 40-HOUR-FLSA PREMIUM OVERTIME BUY BACK – USAGE– LK919 is used to buy back accrue premium overtime earned as 735 and carried in LEAVM as LV807.

CALL BACK GUARANTEED CTO - BUYBACK – USAGE
LK811 is used to buyback Call Back Time that was accrued at the straight rate and posted on LEAVM as LV811.

6. CALL-BACK CODES

746 CALL BACK ACTUAL

- Used to report those call-back hours that were actually worked, and for which the employee is to be paid

747 CALL BACK GUARANTEED

- Used to report the number of hours required to make up the four hours that are guaranteed to be paid

810 CALL BACK OVERTIME – ACTUAL HOURS WORKED – USAGE

Reflected on LEAVM as LV810. Entered as 810 when taken.

811 CALL BACK GUARANTEED OVERTIME – USAGE

Reflected on LEAVM as LV811. Entered as 811 when taken.

SECTION V. TABLES OF OVERTIME CODE RELATIONSHIPS

The following table below illustrates how an earnings code reflecting a particular kind of overtime may evolve as it is processed in various programs in e-HR.

This table shows for each kind of overtime the relationship between overtime codes entered on the time card and those recorded in pay history, those carried as a CTO balance on the leave balance record (LEAVM), those entered to record CTO leave used, and those entered to buy back unused CTO time from the employee:

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GENERIC TABLE OF OVERTIME CODE RELATIONSHIPS

CODE		CODE ENTERED ON TIMESHEET	CODE IN PAY HISTORY	LEAVE BALANCE CODE (LEAVM)	CODE TO USE LEAVE	CODE TO BUY BACK
701	- Paid Overtime (If threshold is met) →	701	701 731	None	None	None
	When FY93 CTO agreement is in effect and FLSA Cap not reached (If threshold is met) →	701	708 735	806 807	806 807	909 908
	- Paid Overtime, accrue FLSA Premium FLSA Cap not met (If threshold is met) →	702	702 732	None 732	None 804	None 905
	FLSA Cap met (If threshold is met) →	702	701 731	None	None	None
702	When FY93 CTO agreement is in effect and cap not reached (If threshold is met) →	702	708 735	806 807	806 807	909 908

CODE		CODE ENTERED ON TIMESHEET	CODE IN PAY HISTORY	LEAVE BALANCE CODE (LEAVM)	CODE TO USE LEAVE	CODE TO BUY BACK
703	- FLSA comp time earned – accrue FLSA Premium, FLSA Cap not met (If threshold is met) →	703	703 732	703 732	803 804	906 905
	FLSA Cap met (If threshold is met) →	703	701 731	None	None	None
	When FY93 CTO agreement is in effect and cap not reached	703	708	806	806	909

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CODE		CODE ENTERED ON TIMESHEET	CODE IN PAY HISTORY	LEAVE BALANCE CODE (LEAVM)	CODE TO USE LEAVE	CODE TO BUY BACK
	(If threshold is met) →		735	807	807	908
704	- Comp time earned – pay premium FLSA Cap not met (If threshold is met) →	704	704	703	803	906
	FLSA Cap met (If threshold is met) →	704	731	None	None	None
	FLSA Cap met (If threshold is met) →	704	701	None	None	None
	FLSA Cap met (If threshold is met) →	704	731	None	None	None
	When FY93 CTO agreement is in effect and cap not reached (If threshold is met) →	704	708	806	806	909
705	- Non-FLSA comp time When FY93 CTO agreement is in effect	705	705	705	801	901
			707	805	805	907
707	- FY93 Compensatory time earned -(only used when adjusting time, if job not covered by FY93 agreement, result is same as entering 705)	707	707	805	805	907
708	- FY93 FLSA Comp time earned – accrue FLSA Premium (only used when adjusting time, leave; override indicator set to N)					
	FLSA Cap not met (If threshold is met) →	708	708	806	806	909
	FLSA Cap met, or job not covered by FY93 CTO agreement (If threshold is met) →	708	735	807	807	908
	FLSA Cap met, or job not covered by FY93 CTO agreement (If threshold is met) →	708	701	None	None	None
709	(If threshold is met) →		731	None	None	None
	- FY93 FLSA Comp time earned ord. – accrue FLSA Premium					
	FLSA Cap not met (If threshold is met) →	709	709	806	806	909
			735	807	807	908

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CODE		CODE ENTERED ON TIMESHEET	CODE IN PAY HISTORY	LEAVE BALANCE CODE (LEAVM)	CODE TO USE LEAVE	CODE TO BUY BACK
	FLSA Cap met (If threshold is met) →	709	701 731	None	None	None
710	- Disaster related paid overtime (If threshold is met) →	710	710 731	None	None	None
711	- Disaster comp time earned	711	711	808	808	917
712	- Contract related paid overtime (If threshold is met) →	712	712 731	None	None	None
731	- Premium Overtime - System	Various	731	None	None	None
732	- Accrued FLSA Premium Overtime - System	702 703	732	732	804	905
733	- Premium Overtime - System	733	733	None	None	None
734	- Accrued FLSA Premium Overtime - Manual	734	734	732	804	905
735	- FY93 Accrued FLSA Premium Overtime - System	Various	735	807	807	908
736	- FY93 Accrued FLSA Premium Overtime - Manual	736	736	807	807	908

OVERTIME CODE RELATIONSHIPS FOR SHERIFF CODES

706	- Protected Compensatory time earned	706	706	706	802	902
720	- Special events overtime (If threshold is met) →	720	720 731	None	None	None
791	- Ordered Overtime	791	791	None	None	None

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	(If threshold is met) →		731			
	When FY93 CTO agreement is in effect and cap not met	791	795	806	806	909
	(If threshold is met) →		735	807	807	908
792	- Uncompensated briefing time	792	792	None	None	None
	(If threshold is met) →		793			
794	- Compensated briefing time manual	794	794	None	None	None
	FY93 ordered FLSA compensated time earned – accrue FLSA Premium					
	- When FLSA Cap is met	795	791	None	None	None
795	(If threshold is met) →		731			
	- When FY93 CTO agreement is in effect and FLSA Cap has not been met	795	795	806	806	909
	(If threshold is met) →		735	807	807	908
796	- Ordered FLSA compensated time earned – accrue FLSA Premium	796	796	703	803	906
	(If threshold is met) →		732	732	804	905
	When FLSA Cap is met		796	791	None	None
	(If threshold is met) →			731		

OVERTIME CODE RELATIONSHIPS FOR FIRE CODES

776	- Alternate Overtime	776	776	None	None	None
	(If threshold is met) →		731			
777	- Secondary assignment overtime	777	777	None	None	None
	(If threshold is met) →		731			
778	- Overtime – Fire Dept. 56-Hour	778	778	None	None	None

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779	- Secondary Overtime – Fire Dept. 56-Hour	779	779	None	None	None
780	- Work-down Overtime – Fire Dept.	780	780	None	None	None
781	- Overtime - Fire Dept. 40-Hour	781	781	None	None	None
782	- Platoon Premium - System (Generated by system for 56-hour fire fighters when more than 182 regular hours are worked in the corridor)	099	782	None	None	None
783	- Dispatcher briefing time (If threshold is met) →	783	783 731	None	None	None
784	- 40-Hour Cap – Guaranteed Premium (If threshold is met) →	784	784 731	None	None	None

CHAPTER VII – WORKDAY AND WORKWEEK

INTRODUCTION

Title 6, Chapter 6.12 of the County Code, and specifically Sections 6.12.10 and 6.12.020, historically have provided that full-time employees work eight hours a day and five days per week. These sections, as they were written with great foresight, also allowed for exceptions. Now these exceptions are proving the rule: employees are working a variety of workweeks and schedules, depending upon their departments, their assignments, etc. This chapter describes some common schedules, how they are reflected in e-HR, relationships between semi-monthly rates and absences, and important considerations and reasons for making schedule changes.

However, the identification of Exempt Salaried employees as a group with unique work rules has resulted in a determination that they are not covered by the provisions of Chapter 6.12. This Chapter VII of the Interpretive Manual also describes the differences between Exempt Salaried and all other employees with respect to the recording of hours.

SECTION I. WORKDAY AND WORKWEEK SCHEDULES

A. BASIC PROVISIONS

1. These workday and workweek schedule provisions apply specifically to monthly (full time) employees. Daily, hourly, or visit/session employees are scheduled on a variable, as needed basis and are simply paid for time actually worked. These provisions also apply proportionately to monthly, less-than-full time employees. That is, hours scheduled and holiday time earned are based on (proportionate to) the employees' Sub Titles.
2. Except for certain law enforcement positions in the Sheriff's Department, the hours of work for which an employee is scheduled do not include meal breaks.
3. Full-time employees generally work eight hours a day and five days per week, although alternative work schedules may be established.
4. Any employee assigned to a schedule that is different from a five-day, 40-hour schedule is entitled to receive the same rights and privileges as provided all five-day, 40-hour employees.
5. While all full-time employees are assigned to a work schedule, there are differences between Exempt Salaried and all other employees with respect to accounting for hours on their schedules. For definitions of Exempt Salaried, Exempt Non-salaried, or Covered employees, please see Chapter VI (Overtime) of this manual.

CHAPTER VII – WORKDAY AND WORKWEEK

B. AUTHORITY

1. Each department head establishes the workweek for each employee. For Fair Labor Standards Act (FLSA) impact on workweeks, please see Chapter VI of this manual.
2. Alternate work schedules or workweeks differing from the basic five-day, 40-hour schedule may be established by individual department heads with CEO approval.
3. In case of an extraordinary emergency, the Board of Supervisors may authorize employees to work more than five days in any one-calendar week.

C. COVERED AND EXEMPT NONSALARIED EMPLOYEES

INTRODUCTION

Covered and Exempt Non-salaried employees generally are assigned to an established work schedule that consists of 40 hours of work in a seven-day workweek. The workweek may start on any day of the week, and the number of hours worked on a day may also vary, as established by each department for each of its employees. Note that the 9/80-work schedule is, in reality, also a 40-hour-per-week schedule, with a specifically configured start day and time designed to ensure a 40-hour workweek. Following are descriptions of the most common 40-hour work schedules. The work schedules for Covered firefighters and Probation camp employees who work a 56-hour week are exceptions to the standard workweek, and are discussed in paragraphs 5 and 6.

1. Accounting for Hours

Whatever their schedule, Covered and Exempt Non-salaried employees are required to work the number of hours called for by their schedule. If they actually work more than 40 hours in a week, any hours more than 40 is overtime. If they are absent, they must account for scheduled work time missing by using approved leave or by reporting an absence without pay.

2. 5/40 Schedule

- a. This is the traditional five-day, 40-hour schedule; employees usually work five 8-hour days in a row.
- b. Leaves, other than compensatory time off*, are reported and absences are recorded in increments of one-half hour, with a maximum of eight hours for each scheduled workday. The half-hour increment rule also applies to all other work schedules. *Pursuant to County Code Section 6.15.020B Overtime for FLSA Covered and Other Non-salaried Employees, Increments of Time, comp time shall be taken in 15-minute increments.

CHAPTER VII – WORKDAY AND WORKWEEK

-
- c. Holidays
-
- If a holiday falls on a day on which the employee is scheduled to work, e-HR credits the employee with eight hours of Holiday time and if the employee takes the holiday, e-HR deducts eight hours from the employee's Holiday time balance. If the holiday falls on one of the employee's scheduled regular days off (RDO), e-HR accrues eight hours of Holiday time that the employee can use at another time.

3. 4/40 Schedule

- a. Employees on this schedule generally work 10 hours per day, four days a week.
-
- b. Leave benefits for these employees are used based on a 10-hour day. Thus, if an employee is sick on a workday, the employee must use 10 hours of Sick leave to cover the absence.

c. Holidays

-
- The County Code defines a holiday as consisting of eight hours. Therefore, if a holiday falls on a scheduled workday for an employee working a 10-hour day, the employee must use Vacation or other accrued leave to cover the additional two hours taken over the eight Holiday hours. If a holiday falls on a day off for an employee working a 10-hour day, the employee will accrue only eight hours of Holiday time. Therefore, the employee must use two hours of additional accrued leave time to cover a subsequent 10-hour day taken off using the accrued Holiday time. This provision does not apply to Exempt, Salaried employees on an alternate work schedule who use Code 019 - Exempt leave is used in conjunction with Holiday time to cover the remaining 1 or 2 hours (4/40 or 9/80).

4. 9/80 Schedule

- a. Employees on this schedule generally work eight 9-hour days and one 8-hour day in a two-week period, and get an extra day off every other week. The eight-hour day and extra RDO may fall on any day of the week.
- b. To ensure that only 40 hours are scheduled in each of the two weeks comprising the 9/80 schedule, the FLSA Workweek Start Day must begin at noon (or four hours after the beginning of the employee's workday) on the recurring day off. See Chapter VI of this manual for additional information.
- c. Leave benefits for 9/80 employees are used based on the number of hours scheduled for the day on which the leave is taken, usually a 9-hour or an 8-hour day. For example, an employee taking a "days' vacation" on a scheduled 9-hour workday must use nine hours of Vacation time in order to cover the absence, while an employee taking a day's vacation on a scheduled 8-hour workday must use eight hours of Vacation time.

CHAPTER VII – WORKDAY AND WORKWEEK

d. Holidays

Since the County Code defines a holiday as consisting of eight hours, if a holiday falls on a scheduled 9-hour workday for an employee working a 9/80 schedule, the employee must use Vacation or other accrued time to cover the extra one hour taken off. If a holiday falls on a day off for an employee on a 9/80 schedule, the employee will accrue only eight hours leave time to cover a subsequent 9-hour day taken off using the accrued Holiday time. This provision does not apply to Exempt Salaried employees, as exempt leave is used to cover holidays for alternate work schedules.

5. 56-hour employees in the Probation Department

- a. Probation employees who are assigned to a camp and who are designated as 56-hour employees are assigned to a work schedule of 56 consecutive hours of duty followed by four and two-thirds days off. This schedule encompasses 16 hours of sleep that is not considered as work time unless the sleep is interrupted; in this case, the interruption is overtime. Thus, these employees are essentially on a 40-hour-per-week work schedule.
-
- b. Holidays
-
- As shift employees, these employees accrue eight hours of Holiday leave posted by e-HR for each holiday falling during their workweek.
-

6. 56-hour Fire Fighters, Fire Department

- a. Most Fire Fighters (item #0199), Fire Fighter Specialists (item #0201), Fire Captains (item #0205) and Battalion Chiefs (item #0208) work on-duty shifts of 24 hours each in the following sequence: on-off-on-off-off-on-off-on-off-off-off-off-off. For example, a Fire Fighter could work the following schedule for the month of August 2016, where the bold days in parentheses indicate on-duty shifts:

Sun	Mon	Tues	Wed	Thurs	Fri	Sat
	1	(2)	3	(4)	5	6
(7)	8	(9)	10	11	12	13
(14)	15	(16)	17	18	(19)	20
(21)	22	23	24	25	(26)	27
(28)	29	30	(31)			

Fire Fighters are assigned to one of three such schedules, called “platoons” and designed by letters A, B, and C. Over the period of a year, the average number of hours worked per week equals 56.

CHAPTER VII – WORKDAY AND WORKWEEK

b. Holidays

In lieu of holidays, 56-hour fire fighters receive five and one-half shifts (132 hours) of Holiday time posted by e-HR at the beginning of each calendar year. (This allotment will increase to 144 hours starting in 2017 due to the Cesar Chavez Day holiday)

7. 36-hour Work Week (9/10 Schedule)

- a. This work schedule applies only to Registered Nurses assigned to a 24-hour patient care facility in the Department of Health services. Nurses using this work schedule are assigned to a job with a Sub Title of "D." (9/10)

-

- Note: Pursuant to the Work Schedules Article of BU 311 and 312 MOUs (Registered Nurses and Supervising Registered Nurses), full-time permanent nurses in DHS' 24-hour patient care facilities, scheduling units, and General Acute Care Hospital in-patient scheduling unit have the right to elect work schedules by majority votes as provided for in the MOUs. Refer to the MOUs for specific details.

This schedule consists of three 12-hour shifts per work week, and each 36-hour work week must include at least one weekend day beginning at 7:00 p.m. on Friday and ending at 7:30 a.m. on Monday.

-

- Each 12-hour shift includes three 15-minute rest periods and a meal break of at least 30 minutes.

-

- Leave benefits for these employees are used based on a 12-hour shift. Thus, if an employee is sick on a workday, the employee must use 12 hours of Sick leave to cover the absence.

-

- Hours worked over the 36-hour work week are Non-FLSA Overtime, until the employee works more than 40 hours; all hours worked that exceed 40 are FLSA Overtime.

-

- b. Holidays

-

- As shift employees on a less-than-full-time Item Sub (D, 9/10 time), these employees accrue Holidays on the same basis as other employees on Monthly permanent part-time Sub Titles, i.e., as a fractional amount of eight hours. Thus for these employees, 7.2 hours of Holiday leave is posted by e-HR for each holiday falling during their workweek.

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D. EXEMPT SALARIED EMPLOYEES

INTRODUCTION

CHAPTER VII – WORKDAY AND WORKWEEK

Exempt Salaried employees are also usually assigned to 5/40, 4/40, or 9/80 schedules as described above; such schedule assignments are reflected in the Work Cycles (WKCY) reference table in e-HR. They may be required to keep office hours, maintain an office schedule, and make themselves available to work, and accept assignments as though they were on one of the above-defined schedules. Exempt Salaried employees do not have FLSA workweeks; in any week, they may work less than 40-hours without a loss of compensation, or more than 40 hours without overtime.

1. Policies for Exempt Salaried employees

a. Certain elements of policy are necessary to ensure that employees whom departments have designated as Exempt Salaried, based on their duties and responsibilities, and who are also required by the provisions of the FLSA to be “salaried” employees to retain their Exempt status, must continue to meet the FLSA’s criteria for exemption from its provisions.

b. Accordingly, the provisions of Chapter 6.12 of the County Code noted at the beginning of this chapter are not applicable to Exempt Salaried employees. Instead, these employees are covered by Chapter 6.09 of the County Code, which essentially provides that these employees:

- are assigned to an established work schedule deemed by management to be commensurate with full-time employment; i.e., such schedule does not have to comprise precisely 40 hours per week, and it may exceed 40 hours;
- may work more hours on a day than they are scheduled to achieve production goals, without additional compensation;
-
- may actually work fewer hours on a day they are scheduled; such hours worked short of the schedule are not recorded as an absence; however, Salaried-Exempt employees are required to record such absences as Exempt Leave (019). Note – does not apply to part-day absences taken in accordance with FMLA. In that case, the employee records leave time or AWOP for part-day absence.
-

2. Scheduled Hours versus Hours Actually Worked

- a. This means that while Exempt Salaried employees are nominally assigned to the same work schedule as described for Covered employees above, they do not have to record hours worked or scheduled hours not worked, as do Covered and Exempt Non-salaried employees. For example, they do not record any absences of less than a full day. However, they do have to record full days not worked on their own volition. Thus if they are using leave (other than CTO or Holiday time; see sub-section 3. Holidays for Exempt Employees, below) to cover an absence, any such time is recorded in full-day or full-shift increments, and the leave must cover all of the hours scheduled for the day of leave taken.

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Note: There is one exception to this full-day principle: an Exempt Salaried employee who is absent part of the day while using leave granted pursuant to the Federal Family and Medical Leave Act (Family Leave) must record an absence of less than a day, i.e., record the number of hours actually absent. They also record the use of leave (NEL, EL, sick or vacation) in part-day increments.

- b. Departments may elect that Exempt Salaried employees accrue overtime in full-shift increments or aggregate overtime in three hour increments. Departments must report this election to the CEO. Under this option, with the advance approval of the CEO and department heads, Exempt Salaried employees may accrue overtime on less than a full-day basis, provided that the overtime worked consists of three (3) or more hours, For additional information on overtime for Exempt Salaried employees, including these changes allowing for aggregating overtime, please see Chapter VI of this manual.
- c. While Exempt Salaried employees are not required to record time worked, partial day absences, or overtime for timekeeping purposes, they may be required to record this data on a separate record for billing purposes.

3. Holidays for Exempt Salaried Employees

Holidays are treated differently for Exempt Salaried employees, since the County Code defines a holiday as consisting of eight hours, yet also provides that an Exempt Salaried employee is entitled to one “full day” of paid leave for each holiday. For most employees, e-HR automatically grants a holiday of eight hours, and for those who do not work on holidays, posts eight hours of Holiday time taken simultaneously. But a different approach is needed in e-HR to ensure that Exempt Salaried employees, whose scheduled workdays are longer than eight hours, are treated equitably. Consequently, Exempt Salaried employees who are scheduled to work more than eight hours on the day in which a holiday falls, such as employees on a 4/40 schedule, do not need to use other leave to cover the missing hours. E-HR will automatically use Exempt Leave to make up the difference for Exempt Salaried employees; e-HR will not search for available hours of another leave type as it does for Covered or Exempt Non-salaried employees. Currently, e-HR posts the 019 for the remainder of the holiday for exempt salaried employees. It’s automatically filled in on the timesheet.

For example, a holiday falls on a Monday, which is a ten-hour day for an Exempt Salaried employee. The employee’s record will show eight hours of Holiday accrued, eight hours of Holiday used, and two hours of Exempt Leave used.

When the holiday is accrued because it falls on an employee’s scheduled regular day off, eight hours of Holiday time will be added to the employee’s available balance of Holiday time in e-HR, since the County Code defines a holiday as eight hours. When the Exempt Salaried employee uses the Holiday time, eight hours will be deducted from the employee’s available balance of

CHAPTER VII – WORKDAY AND WORKWEEK

Holiday time, regardless of the number of hours in the employee's normal work hours. On the day that the Holiday time is taken, eight hours of Holiday time is taken, and the balance of scheduled hours will be made up of Exempt Leave, to ensure that the Exempt Salaried employee receives the "full day" for the holiday.

Note: CTO taken by an Exempt Salaried employee is recorded similarly, i.e., in eight-hour increments, with Exempt Leave used to make up the difference between eight and the scheduled hours for the absent day; see Chapter VI, Section III, Exempt Employees, for additional information.

E. OTHER SCHEDULES

1. Medical Training

Certain classes that involve extensive training may work more than a basic 40 hours in a calendar week, without extra compensation or time off for overtime. These include:

Item # 4757Dental Intern

Item # 4760Dental Resident

Item # 5408Physician, MD Post graduate (1st year)

Item # 5411Physician, MD Post graduate (2nd – 7th year)

Item # 5415Supervisor of Residents, MD

(Refer to County Code Section 6.12.020, Working week)

2. There are several other combinations of hours and days worked and RDO's being used in some departments; for example, some employees may work 12 hours in a single day. Such work cycles patterns begin with "D. See Section IV.A. *Selecting a Work Cycle Pattern* below.

3. General Rule for Holiday, Any Work Schedule

Regardless of employees' work schedules, e-HR accrues eight hours of Holiday time for each employee otherwise eligible for holiday leave. (Employees' LPOL indicates whether the employee is off on the holidays.) This time is accrued in the pay period in which the holiday falls, and is posted to the employee's LEAVM. If a holiday falls on an employee's regularly scheduled workday, and if the employee normally takes the holiday (i.e., the employee is not a shift employee), then e-HR deducts eight hours of Holiday time from the employee's balance; if necessary, it also deducts additional hours from other leave balances pursuant to the substitution path (if the employee submits the timesheet without making an adjustment) to make up the difference between eight and the number of work hours scheduled for the day on which the holiday falls (The employee indicates the leave category, followed by "H.") For example, an employee on a 4/10 schedule must use 2 hours

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of another available leave, other than sick, to cover a holiday. If the employee elects to use SP, she will enter 112H on TIMEI. If the employee does not have any eligible time on the books, the system will default to Absent Without Pay (AWOP) for two hours.

The “H” designation also ensures that the holiday and 1-2 hours of leave will count toward the 40 hour FLSA threshold.

Note that e-HR treats the accrual of Holiday time and the taking of holidays as separate events. That is, e-HR first automatically accrues eight hours of Holiday time for all eligible employees, both shift and non-shift. Separately, for non-shift employees, e-HR automatically displays on each employee’s Timesheet (TIMEI) that a holiday falling on a regularly scheduled work day is being taken off, and the employee’s balance of Holiday time on LEAVM is reduced by eight hours. However, e-HR follows this process only if the employee is designated as taking holidays on the employee’s LPOL. If the employee is not designated for the holidays on LPOL, then an ESMT document is generated and a Timesheet Adjustment (TADJ) may be required.

SECTION II. DAYS OFF

A. 5/40 EMPLOYEES

Most 5/40 employees work a traditional, five-day week, and Saturdays and Sundays are their regular days off (RDO), although some employees work schedules that provide RDO’s other than Saturday and Sunday. Most often, this situation is found in 24-hour facilities where it is necessary to provide Saturday and Sunday coverage. Usually, these employees do not work split shifts and receive two consecutive days off, although some employees may be scheduled for non-consecutive days off.

B. 4/40 EMPLOYEES

Most 4/40 employees have three consecutive RDO’s; for example, they receive either Monday or Friday off in addition to Saturday or Sunday.

C. 9/80 EMPLOYEES

Most 9/80 employees get Saturday and Sunday off, plus one RDO every other week, such as a Friday or a Monday, although the recurring RDO may be any day of the week.

D. 56-HOUR EMPLOYEES

CHAPTER VII – WORKDAY AND WORKWEEK

1. Probation Camp employees get four and two thirds consecutive days off following each 56-hour shift.
2. Fire Fighters, Fire Fighter Specialists, Fire Captains and Battalion Chiefs get days off as described under I.C.6. (56-Hour Schedules, Fire), above.

E. LEAVES ON RDO'S

With the change to Semi-Monthly pay in 2010, both full-pay and part-pay leaves (such as part-pay sick leave or short-term disability leaves) are used to cover only scheduled workdays.

SECTION III. SEMI-MONTHLY PAY AND ABSENCES

INTRODUCTION

In April 2010, Los Angeles County changed from a monthly to a semi-monthly pay system for full-time employees. While salaries for most classes are still shown as monthly salaries in the code and other references, full-time employees are paid for two pay periods per month (on the 15th and 30th) regardless of whether they have signed up for direct deposit. The established monthly salary is divided into two equal semi-monthly amounts, rounding up as necessary. All regular monthly deductions such as taxes, retirement deductions, dues, deferred compensation plans, etc., are similarly equally divided. Salary reductions for insurance premiums and taxable cash payments are taken/paid on the 15th payday, but one-half of such reductions or payments are taken/paid on the 30th payday to achieve equality between pay periods. Thus each pay period is accounted for independently, resulting in a greater degree of equality of pay for each pay period than previously, under normal circumstances. Note that there are some exceptions to the preceding rules:

- Cigna Life Insurance Premiums are taken on the 15th payday;
- Horizons and Savings Plan loans, if an employee does not elect semi-monthly deductions are taken on the 15th payday;
- Commuter Benefit Plan deductions, which began on May 28, 2010, are withheld on the 30th payday.

At the same time as the change from monthly to semi-monthly pay, the County also adopted a workday hourly rate basis for accounting for absences. This means that full-time employees paid on a semi-monthly basis are paid only for each day of the pay period that is a scheduled work day, whereas previously, monthly employees were paid for each calendar day of the month, including weekends or other RDO's. More importantly, this change to work day accounting also means that leave accounting is based only on scheduled work days: Both full pay and part pay leaves, as well as AWOP/SWOP time, are used only to cover scheduled work days.

CHAPTER VII – WORKDAY AND WORKWEEK

A. CALCULATING AN UNPAID ABSENCE DEDUCTION

INTRODUCTION

Before the change from monthly to semi-monthly and work day rates, when an employee was absent, a calendar day hourly rate was calculated to determine how much to deduct for each hour of absence. Because employees were paid for weekends, if an absence both preceded and followed one or more RDO's, the hours of the RDO(s) were included in the hours to deduct.

With the change to semi-monthly and work day rates, hours for absences are deducted only for absences falling on regularly scheduled work days. This also means that almost all leaves are calculated and paid at the work day rate and must only be entered on scheduled work days.

This section describes how to calculate and enter absences under semi-monthly pay.

Work Day Rates

1. Under the previously existing monthly pay system, payroll/personnel staff have long understood that to calculate the ongoing work day (hourly) rate for any monthly salary, one divides that monthly salary by 174. Thus it follows that with semi-monthly pay, which is derived by dividing a monthly salary by two, and rounding up as necessary, the work day hourly rate for a semi-monthly pay period is obtained by dividing the semi-monthly salary by 87. But the hourly rate derived this way can only be used when an employee is paid at 100% for the entire Semi-monthly pay period. The daily rate is the monthly rate divided by 174, multiplied by 8. See County Code Section 6.24.020
2. When an employee has time in a pay period coded with one of these leaves:
 - Long Term Leave of Absence Without Pay;
 - 31-180 day MILITARY Leave of Absence without Pay;
 - Authorized Absence Without Pay;
 - Unauthorized Absence Without Pay;
 - Suspension;

the employee's hourly rate must be calculated taking into consideration the actual number of scheduled working hours in whatever pay period has hours taken as coded above. Because the number of scheduled work hours can vary from pay period to pay period while the semi-monthly salary remains constant, an employee's actual workday rate may vary each pay period.

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3. Thus to determine the cost of an absence without pay, the number of actual working days in the pay period in which the absence occurs must be determined first; the following table illustrates how the AWOP calculation proceeds:

Employee’s Monthly Salary is \$6,500; 9 hours of AWOP during pay period.

Semi-Monthly Salary = \$6,500 ÷ 2	Scheduled Workday Hours in this Semi- Monthly Pay Period	Workday Hourly Rate = \$3,250 ÷ 88	9 Hours of AWOP (9 X \$36.93)
\$3,250	88	\$36.93	\$332.37

Here’s another example: Joe Jones is a 9/80 employee with a monthly salary of \$6,000. His 9/80 RDO is Monday, and his 8-hour day is also Monday. For the first pay period in March 2017, his work schedule is as follows:

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			1 (9 hrs)	2 (9 hrs)	3 (9 hrs)	4
5	6 (RDO)	7 (9 hrs)	8 (9 hrs)	9 (9 hrs)	10 (9 hrs)	11
12	13 (8 hrs)	14 (9 hrs)	15 (9 hrs)			

There are 89 Scheduled Workday hours in this pay period. Joe’s Semi-Monthly salary is \$3000 (\$6000 ÷ 2), and his workday hourly rate is \$33.71 (\$3000 ÷ 89). He is absent without pay on Friday, March 10 and Monday, March 13; this means he is AWOP for 17 scheduled hours. Note that even though these absences bracket a weekend, the weekend hours are not deducted as they would have been previously, i.e., with monthly (calendar day) pay; with workday rates, only hours that were actually scheduled work hours that were missed are deducted.

Thus for this absence, Joe’s AWOP time is calculated by multiplying the workday hourly rate of \$33.71 by the number of scheduled hours absent (17). The amount of pay to deduct is \$573.07

Note: e-HR makes this calculation automatically for hours reported with any absent-without-pay event code.

Also note: For Exempt Salaried employees, absences without pay are reported only in full shift increments (except for partial day absences attributable solely to Family Leave).

B. FOUR HOUR RULE

Note: This provision is obsolete with the installation of semi-monthly pay and workday rates. It is only retained here for use in making retroactive corrections, as necessary.

It must be stressed that to be paid for regularly scheduled RDO’s, a full-time Covered or Exempt Non-salaried employee must be on full-pay status at least four hours on either day before the RDO (s), or the day after the RDO (s), regardless of work schedule. If an employee is not on such

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full-pay status, then the employee is docked both for the missing hours on regularly scheduled workdays as well as the RDO hours. This results from the determination that if an employee is absent without pay both before and after an RDO, then it is logical to assume that the employee would be absent on the RDO. On the other hand, this assumption cannot necessarily be made if the employee was in full-pay status for at least four hours either before or after the employee's RDO.

1. Thus a 4/40 employee with Friday, Saturday and Sunday as RDO's must be in a full-pay status for at least four hours on Thursday or on Monday; an employee with an RDO on Wednesday must be in a full-pay status for at least four hours on either Tuesday or Thursday.
2. Full-pay status means:
 - time actually worked
 - full-pay sick leave
 - Vacation
 - other full pay leaves of absence such as Holiday time or accrued overtime (CTO).

Note: Part-pay sick leave, Industrial Accident time (except for firefighting and law enforcement employees covered by California Labor Code Section 4850), or Short or Long Term Disability time do not constitute full-pay time. See Section V.B. (Work Schedule Changes Required by a Prolonged Absence), below.

3. If any employee, Covered or Exempt, is absent without pay on the days immediately preceding and following RDO's, then it is assumed that the employee is also absent on the RDO's. Thus the calendar day rate for all days must be calculated, then the calendar hourly rate for all these days must be calculated; finally, the calendar hourly rate is multiplied by the number hours involved in the absent workdays plus the intervening RDO's in order to determine the dollars to be deducted from the employee's monthly salary.

Note, however, that for a 9/80 or 4/40 employee with three consecutive RDO's, only 16 hours (the same as for a 5/40 employee) and not 24 hours for these RDO's, are deducted. This is necessary since the extra RDO results from working extra hours on the normally scheduled workdays. In other words, the total number of calendar hours for which an employee is paid is eight times the number of days in the month, and thus the total number of hours for which an employee can be docked cannot be greater than this number.

SECTION IV. DESIGNATING WORK SCHEDULES

INTRODUCTION

CHAPTER VII – WORKDAY AND WORKWEEK

Work Cycle (WKCY) determines an employee's work schedule and work cycle. The FESMT document allows Departmental Payroll Clerks/Timekeepers limited access to the ESMT document to update the Work Cycle (WKCY), FLSA Profile (FLPR) and/or "Does Not Observe" Holiday checkbox.

The "Does not observe holiday" checkbox needs to be left unchecked if the employee is scheduled to be off on holidays. Conversely, the box should be checked if the employee works the holidays and accrues the leave for use later. This enables e-HR automatically to post the employee's schedule for every pay period. The schedule is reflected in TIMEI, which displays the working days/hours and RDO's (and holidays if applicable) for each employee's active jobs (for which a recurring schedule has been established), for every current pay period. By having work hours displayed, employees and payroll staff can enter exceptions such as leave taken, thus reducing data entry. Having this information in e-HR also allows department personnel staff to view the work schedule of each employee. (Refer to e-HR Desk Procedure #DP-TM-080-D, Work Cycle and FLSA Profile Changes and Updates.)

It should be noted that employees do not have to zero out the pre-populated hours on the 099 event line if absent for an entire pay period. The employee can simply change the 099 event code to a leave code he wishes to use.

This section describes the fields and screens where work schedule information, called "Work Cycle" in e-HR, is entered and displayed.

A. SELECTING A WORK CYCLE PATTERN

1. A Work Cycle (WKCY) Pattern is defined as the predictable and recurring number hours that are scheduled to be worked on a daily basis over a set period. For example, many employees work eight hours per day, Monday through Friday, with Saturdays and Sundays off. Thus, if the Work Cycle Pattern is set as a 5/40 schedule with Saturdays and Sundays off, then e-HR can post eight hours to the employee's TIMEI for every Monday through Friday, and zero hours for Saturdays and Sundays.
2. WORK CYCLE PATTERN – Indicates a work schedule to which an employee is assigned. In e-HR, Payroll Clerks select the appropriate work cycle from a pick list on the WKCY page of the Classification Attributes tab. A list of Work Cycle code may also be found under Work Aids on the e-CAPS/e-HR website. Each five-digit work cycle code begins with a letter that indicates the following:

B: 4/40 work schedule, where an employee's workweek consists of four 10-hour days.

C: 9/80 or 12/80 work schedules, where an employee is expected to work 80 hours in a two-week cycle.

D: 40 hours worked per week, irregular or unpredictable schedule.

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E: Part-time (including part time monthly)

F: 56 hours/week, Fire and Probation Departments.

H: 9/80 work schedule with alternating RDO in second week

The Work Cycles Reference Table includes the number of work cycle days, work schedule, regular days off (RDOs), and certain bonuses - EM/PM differential and briefing time (briefing time applies to BUs 611 and 612). For example, Work Cycle Code A450E should be selected for an employee on a 5/40 schedule (7-day work cycle) with Thursdays and Fridays off, working an early morning (EM) shift in a classification entitled to a shift differential bonus.

The last character of the Work Cycle code indicates which timesheet bonus is applicable to that particular schedule (B = Briefing, E = EM (early morning) shift differential, P = PM (night) shift differential). Work Cycle Code A370B is for Sheriff's Department sworn employees entitled to Briefing time. In this case, the short description in the reference table begins with SH, which infers it is for Sheriff's Department use only. A "C" at the end of the work cycle code indicates that the work schedule is a 12/80.

56-hour Fire Fighters are assigned to Platoons A, B or C. With the implementation of e-HR, Platoon Codes are embedded in Work Cycles. The second character in the Work Cycle code indicates the Platoon assignment, e.g., WKCY – FB000 should be selected for a 24-day, Platoon B Fire Fighter.

In addition, special Work Cycle codes should be used for employees on Long Term Leaves (WKCY - ALTLV) and Military Leave WKCY – AMILV). These schedules indicate that the employee is on a 5/40 work schedule with Saturdays and Sundays off.

(Refer to e-HR Desk Procedure #DP-TM-080-D, Work Cycle and FLSA Profile Changes and Updates, for details on how to update Work Cycle Patterns. Also refer to e-HR Desk Procedure #DP-LV-182-D, Converting a 40 Hour Employee to 56-Hour Employee.)

B. ENTERING THE EMPLOYEE'S WORK CYCLE PATTERN

Once the employee's work cycle is determined, the Work Cycle Pattern is entered in WKCY in the Classification Attributes tab. Note that this is also the screen where payroll/personnel staff indicates whether Holidays should be "designated," so that e-HR will automatically show for the employee's timesheet that the employee has taken off those Holidays falling on regularly scheduled workdays.

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SECTION V. CHANGING WORK SCHEDULES

INTRODUCTION

Occasionally, an employee's work schedule may need to be changed. This is usually the result of either a change in working conditions (e.g. an employee wants to change from a 9/80 schedule to a 5/40), or because the employee has prolonged absences. This section addresses how and why these changes need to be reflected in e-HR.

A. WORK SCHEDULE CHANGES RESULTING FROM A CHANGE IN WORKING CONDITIONS

1. When a Covered employee changes work schedules, such a change is likely to result in an overtime liability. For example, while an employee can change easily from 5/40 to 4/40 or in the opposite direction without a change in the FLSA workweek, a change to or from a 9/80 schedule by definition involves a change in the FLSA workweek.
2. Therefore, an analysis of the overtime implications for a given work schedule change must be made, and the requisite changes made in e-HR. This will result in a new time slice being created on the Employee Assignment table. In most cases, the employee's FLSA Profile must also be modified when work cycle changes are effected to ensure that the employee is paid correctly and has sufficient hours in the work cycle to cover the workweek. It is important that the FLSA start date is accurately reflected, especially when an employee's days off are changing or going from a 5/40 work schedule to a 9/80 schedule, etc.

Moreover, note that any changes in FLSA Start Day results in an overlapping week situation, which must be analyzed to determine overtime owed to the employee. For additional information about adjusting overtime because of a work schedule change, see Section I.E.2. of Chapter VI of this manual.

Note that depending upon the timing of the change, the Payroll Clerk/Timekeeper may need to effect a TADJ adjustment.

B. WORK SCHEDULE CHANGE REQUIRED BY A PROLONGED ABSENCE

1. As indicated above, a full-time employee is paid on a semi-monthly, work day basis, and is not paid for RDO's as was previously the case. As a result, an employee will only need to cover absences with full-pay leave on the days that the employee is scheduled to actually work.

CHAPTER VII – WORKDAY AND WORKWEEK

2. With the installation of semi-monthly pay and work day rates this is also true of part pay leave. So when an employee runs out of full-pay leave, or is otherwise using part-pay leave of any kind, then that part-pay leave only needs to be entered on regularly scheduled workdays.
3. However, whenever a 9/80, 4/40, or any 56-hour employee is at the point where the employee is using any part-pay leave for more than an occasional few days because of a Workers' Compensation case, the employee's schedule must be changed to a 5/40 schedule because of the automated processing of this kind of leave.

C. JURY DUTY SCHEDULE CHANGES

1. The County Code (Section 6.20.080) provides that permanent employees ordered to serve on a jury shall be allowed the "necessary time to be absent from work." This means that there is not an absolute right to be absent for a set period, nor is there an absolute right to certain RDO's, rather, there is only a right to be absent from work during the specifically scheduled jury service.
2. Section 6.20.080 D. of the County Code (and some MOU's) also provide that upon notice from the employee, and subject to receipt of a "certificate of jury service," departments are required to convert the employee's usual shift to the department's regular five day, 40 hours per week, Monday through Friday shift while the employee is subject to reporting for jury duty. This language dates from the time that the only work schedules that were different from the open hours of a court were either 56-hour workweek employees, or shift employees in 24-hour facilities. It was intended to ensure that employees' work schedules coincided with jury service hours, so that employees would not suffer hardships from having to report to work before or after spending the day in a jury box.
3. Thus work schedule adjustments are required when evening and night shift employees, employees with work schedules requiring them to work on Saturdays or Sundays, or 56-hour employees are called for standard jury service. In all these cases, employees should be changed to a 5/40 day shift (courts are no longer scheduling juries to serve in the evening) work schedule with Saturday and Sunday as RDO's, effective on the first day of jury service. Note: Changes when jury duty is occasional or sporadic, e.g., one-day-at-a-time, are not necessary. Note: If an employee's schedule is not changed, the employee should report all of the hours originally scheduled for the workday (e.g., 8, 9 or 10) as Jury Duty Leave.
4. Exceptions to Jury Duty Schedule Changes

With the expanding use of 9/80 or 4/40 schedules, or of short-term or on-call jury service, the practice of changing to a 5/40 schedule needed to be re-examined to fit modern circumstances. To enable this, the County Code has been amended to provide that departments will, when appropriate, and in accordance with regulations issued by the CEO, convert the employee's schedule, if it isn't already a 5/40 schedule, to such schedule.

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Accordingly, the CEO has issued policy guidelines which provide that non-represented employees assigned to other than a 5-day, 40-hour schedule may remain on their established work schedules while serving jury duty. Thus, for non-represented employees, department management may determine, on a case-by-case basis, when a work schedule change is necessary.

However, for Represented employees, departments must follow pertinent MOU provisions or their previous practice.

For additional information, see CEO Memo to Department Heads, dated July 25, 2003.

5. Early Release from Jury Service

Starting time for standard jury service is consistent with a normal 8:00 a.m. to 5:00 p.m. workday schedule. Thus if an employee is excused from jury service for a day (or part of a day) on which the employee would normally be scheduled to work, the employee must report to work that day if the employee could be at work at least one hour prior to the end of her scheduled work hours and assuming reasonable travel time. Note: “reasonable travel time” is discretionary; there is no absolute standard.

Example 1: Martha Little works at the Hall of Administration with a regular shift of 8:00 a.m. – 5:00 p.m., Monday through Friday. She is on jury service in Santa Monica, but on Wednesday she is excused for the day at noon. This employee must return to work, since she can be at work by 4:00 p.m., even after allowing reasonable travel time. However, should Martha instead be excused at 3:45 p.m., she need not report to work, since she probably cannot be at work by 4:00 p.m. after allowing for travel time.

Example 2: Sam Jones, a 4/40 employee, works at Eastern Avenue from 7:00 a.m. to 6:00 p.m., Monday through Thursday, and is on jury service downtown; his schedule was not changed. If Sam is released Friday, he is not expected to return to work, since he is released on a normal RDO. If Sam is released at 4:00 p.m. Thursday, he should report to work if he can arrive by 5:00 p.m.

SECTION VI. REST PERIODS (BREAKS)

- A. Section 6.12.010b. of the County Code provides that employees doing continuous, routine, repetitive tasks, other than mechanics and those performing manual labor, are entitled to (paid) 15-minute mid-morning and mid-afternoon (or the equivalent for evening and night shift employees) rest periods (breaks). In addition, many MOU’s contain similar language; that is,

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these MOU's extend the concept of a 15-minute, mid-shift rest period to all employees in classes represented by these various bargaining units. For RN's on Item Sub D, each 12-hour shift includes three 15-minute breaks.

- B.** Breaks may be taken at regularly established times, or because of workload, at times designated by management to ensure public service or work unit coverage.
- C.** Breaks may not be accrued, i.e., an employee may not "carry-over" a morning break in order to have a 30-minute afternoon break, or combine breaks with meal periods.
- D.** The 15-minute time span for a break applies to all work shifts, regardless of length of workday.

Note: Breaks under this Section are not compensable if not taken, as they are part of the employee's regular work hours.

CHAPTER VIII – CAFETERIA PLANS AND OTHER SPECIAL BENEFITS

SPECIAL NOTE

This chapter, which deals with flexible benefit (cafeteria) plans, deferred income plans (Savings, Horizons, etc.), Short and Long Term Disability and Survivor Benefit Plan coverage, and certain benefits for less-than-full time employees, is currently under revision.

Holders of existing hard-copy versions of this chapter should be reminded that the information has not been updated since 1995, and thus the information in the chapter is not reliable.

For accurate information, readers should refer to other resources as follows:

- For information regarding the flexible benefit plans, please refer to the latest editions of the enrollment materials provided to employees, or to the Employee Benefits page accessed through DHR's website, <http://employee.hr.lacounty.gov/benefits-2/>;
- For information regarding the deferred income plans, please refer to the website at www.countyla.com, or call Empower Retirement at (800) 947-0845;

For general information regarding the Short-Term and Long-Term Disability and Survivor Benefits Plan coverage, please refer to the DHR's Disability Management Programs Internet website http://hr.lacounty.gov/subsites/RTW/rtw_default.htm

- For information regarding health insurance for part-time employees, please refer to the DHR Intranet website, <http://employee.hr.lacounty.gov/benefits-2/>.

CHAPTER IX – EXPENSE REIMBURSEMENT

SECTION I. INTRODUCTION

Various Los Angeles County Code sections allow reimbursement to employees for expenses incurred while on County business. This chapter lists and itemizes the most common of these reimbursable expenses. For additional information about other expense reimbursements, readers are advised to refer to County Code sections 5.40 through 5.90.

SECTION II. MILEAGE, OCCASIONAL PARKING AND EXPRESSLANE TOLLS

A. ELIGIBLE EMPLOYEES

(Refer to County Code Section 5.40.240)

Los Angeles County Code Sections 5.40.190-5.40.305 generally provide for reimbursement of expenses incurred by County employees and some unpaid volunteers who use their private vehicles to travel on County business. These authorized employees are called Mileage Permittees. Permittees must be certified by their department head or designee, and may then receive payment for use of a private vehicle.

There exists two other categories of employees that are eligible to receive reimbursement for mileage/parking:

- ➤ Pursuant to County Code Sections 5.42.020 G. and 5.42.050 C., an employee headquartered in the Civic Center who is ordered to use his/her automobile occasionally may be reimbursed for parking and mileage expenses.
- ➤ Any employee ordered by management to use his /her automobile occasionally in the County service may be reimbursed for mileage and parking fees incurred while conducting County business. Such an employee is considered an occasional driver and not a mileage permittee.

B. NON-COUNTY EMPLOYEE PERMITTEE STATUS

- ➤ Chapter 5.40.240(c) of the County Code permits reserve deputy sheriffs who are members of the Mounted Enforcement Detail or Reserve Background Investigations Unit to receive mileage. Additionally, retired deputy sheriff volunteers who conduct background investigations for the Reserve Program are also eligible for mileage.
- ➤ Some Commissioners and Advisory Board members are eligible to receive mileage reimbursement. County Code Section 5.40.130 also allows reimbursement for occasional parking in the same manner and amount and upon the same basis as other employees. These persons may include round-trip mileage from their homes to place of transaction of official business.
- ➤ Note that non-compensated volunteer workers (other than the foregoing) are not eligible for mileage reimbursement.

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C. CERTIFICATION

As indicated above, mileage permittees (all kinds) must be certified by their departments. A form for this purpose must be signed by the department head or authorized representative and kept on file. In addition, the certification must be processed in e-HR; information from the form is entered into e-HR in the License and Certification (LCNS) document in the Learning and Career Development Activity folder; the original form is retained in department files for audit purposes for three years. Current certification of the permittee's status should be retained in the employee's personnel file. (Refer to e-HR Desk Procedure DP-TM-230-D for detailed procedures for processing mileage certification records for Mileage Permittees, Civil Center Drivers and Occasional Drivers.)

D. CLAIMS

Eligible permittees must complete mileage claim forms using the Mileage Authorization Reimbursement System (MARS), for mileage, parking and ExpressLane reimbursement, except in cases where the permittee does not have access to MARS. If the employee does not have access to MARS, a completed hard-copy claim form must be submitted to the department's mileage clerk. A scanned copy of the Mileage Claim should be electronically attached to the TADJ Document when processed in e-HR by the department's payroll section.

Parking stubs or receipts must support any parking expenses claimed. Employees should upload an electronic (scanned) copy of the stub or receipt into MARS for claims filed on the System. No support, other than the purpose of the trip, is needed for parking meter expenditures. Parking stubs and receipts should be attached to the original mileage claim for if the employee is submitting a hard-copy claim.

Permittees may also be reimbursed for using their own transponders in the Metro ExpressLanes on the Harbor (110) and San Bernardino (10) freeways for County-related travel. Claims for use of transponders may be made in the same manner as parking expenses. Employees claiming reimbursement for transponder use must submit a copy of their transponder statement as documentation of the expense. (Refer to Fiscal Manual Section 13.13.17, Metro ExpressLanes FasTrak® Transponder Fees, for additional information.)

Claims approved by the e-HR deadline are paid on the next regular payday.

Claims not completed within three months following the end of the month in which the expense was incurred are rejected by e-HR; also rejected are claims from an employee without a record on LCNS, and claims for a period earlier than LCNS's Start Date, or later than its Stop Date. Late claims will be evaluated on a case-by-case basis by the permittee's department management. To have a late claim considered, the permittee must provide evidence that he/she could not complete and submit the claim timely, and that the reason(s) were beyond the permittee's control (e.g., an extended, unplanned medical or other involuntary absence). Forgetting to submit a claim or excess

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workload will not be adequate justification for processing a late claim. (Refer to the Fiscal Manual, Chapter 13.13, Mileage, for further details.)

MARS will not accept a mileage claim unless all of the required fields are completed.

MARS automatically calculates the mileage for each trip and the total miles claimed for the entire claim period using County-sanctioned mapping software. Variances of 10% between the mileage submitted by the permittee and calculated by the mapping software require the review and approval of the employee's supervisor to verify they were necessary or unavoidable. Departments should not restrict reimbursement based solely on the mileage calculated by the mapping software.

The Auditor-Controller's Mileage Claiming Manual, the MARS system, and the reverse side of the mileage claim form provide further specific details on claiming mileage expenses.

E. INSURANCE

(Refer to Government Code Section 990 and 990.2; County Code Sections 5.32, 5.85)

The County self-insurance program provides permittees with third party liability protection while driving on County business. There are two components to this program:

- The County pays all damages for personal injury or property loss when the damages are caused by a permittee while driving on County business (Liability Component);
- The County reimburses permittees for the costs to repair their vehicles if their vehicle is damaged while driving on County business, and for attendant incidental expenses (Damage Reimbursement Component).

The Damage Reimbursement Component includes not only costs to repair the vehicle, but also reimbursement for:

- Expenses needed to clean or repair a vehicle resulting from required transportation of other persons;
- Actual cost of a rental car, not to exceed \$40 per day for up to 30 days that the permittee is without a vehicle;
- Actual towing charges, limited to 50 miles in towing;
- Reasonable storage cost, no to exceed \$10 per day;
- Fair market value of the vehicle if it is stolen while on County business.

A permittee is eligible for this coverage while driving or parked on County business, but is not covered while commuting from home to work. However, a permittee is covered for damage that occurs while parked at the permittee's headquarters' parking lot, unless the employee's home has been determined to be his headquarters.

CHAPTER IX – EXPENSE REIMBURSEMENT

F. VEHICLES COVERED

(Refer to County Code Section 5.40.280)

The County restricts mileage permittees to the use of automobiles for reimbursable transportation. Permission for the use of personal vehicles other than automobiles (aircraft, motorcycles, motor scooters, trailers) must be obtained from the Chief Executive Office.

Pursuant to 5.40.270, for aircraft permittee certification, the employee must also:

- Possess a valid, unrevoked pilot's license or higher rated license issued by the FAA;
- Possess a liability policy of at least \$100,000 bodily injury to one person and at least \$300,000 for bodily injury to more than one person and at least \$100,000 for property damage;
- Name the County as co-insured on the insurance policy.

Special Note: Law enforcement personnel in the Sheriff's Department may use any means of transportation, either within or outside the County, when that transportation has been approved by competent departmental authority in the performance of criminal investigations arising in the County or in the pursuit of criminals.

G. RATES

(Refer to County Code Section 5.40.190)

The following reflects the current mileage rate for a permittee's use of a private vehicle:

Automobile: The rates are provided by the Chief Executive Office on an annual or more frequent basis based on the IRS' index.

Note: This rate is indexed to, but not the same as, the IRS mileage deduction rate, and is adjusted each July 1 based on the change to the IRS rate from the preceding June. However it may change at any time that the IRS rate changes. For example, the previous January 1, 2008 rate was \$00.47; then, because of rising gas prices, the IRS made a temporary special midyear adjustment of eight cents. Therefore, effective July 1, 2008 through December 31, 2008, the County's mileage reimbursement rate was \$00.55 per mile. This temporary rate later expired, and the IRS reduced their rate by 3.5 cents per mile, making the County's rate \$00.515 on January 1, 2009. The IRS subsequently reduced their rate by five cents; thus the County's new rate was \$00.465 effective January 1, 2010.

This rate for mileage applies only to travel within Los Angeles County and travel to the Counties of Kern, Orange, Riverside, San Bernardino, San Diego, San Luis Obispo, Santa Barbara, and Ventura. Travel to destinations beyond these counties is covered under traveling expense, Section B., Traveling and Maintenance Expenses, below.

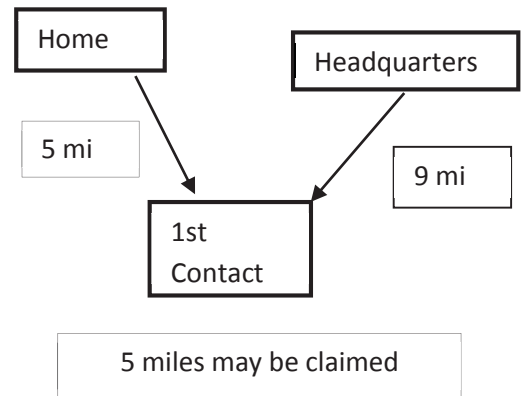
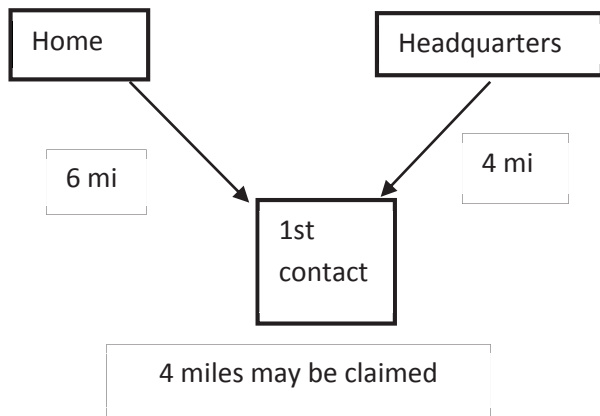
CHAPTER IX – EXPENSE REIMBURSEMENT

H. MILEAGE REIMBURSEMENT CALCULATIONS

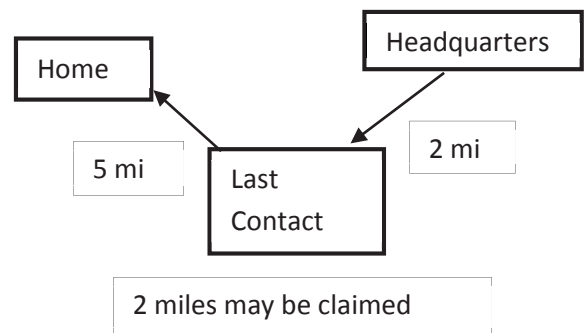
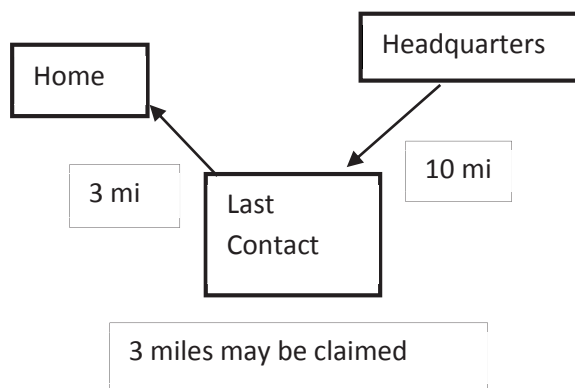
(Refer to County Code Section 5.40.210)

Mileage is reimbursed at established rates for permittee travel to and from, or between, official points of contact, except for the following considerations for contacts between home and headquarters:

- Mileage is reimbursed for trips from home to the first point of contact (field stop) not to exceed the distance between the first point of contact and headquarters.



- Mileage is reimbursed for trips made from last point of contact (field stop) to home, not to exceed the distance between the last point of contact to headquarters.



- Mileage is not reimbursed for personal business trips made in between official contact stops.

CHAPTER IX – EXPENSE REIMBURSEMENT

I. TRIPS COVERED

1. Authorized trips on official business within Los Angeles County.
2. Trips to destinations in nearby counties, if authorized by the department head or designee.
Nearby counties are:

J. EXTRA TRIP MILEAGE

(Refer to County Code Section 5.40.230 and Fiscal Manual Section 13.13.9)

This reimbursement, sometimes referred to as “portal-to-portal mileage” is for mileage permittees who are unexpectedly called back to return to duty from home after regular working hours. The intent of Section 5.40.230 is to allow permittees to claim mileage for trips made that would qualify for reimbursement as if they were made during normal working hours, with one addition: If the permittee who is called back makes a field contact, all mileage (from home to headquarters, field contacts, and back home again) is reimbursed, regardless of home-to-headquarters distance.

Examples:

1. An employee left work and went home, and was then called and required to return to headquarters. The employee is not entitled to extra trip mileage, since no field contacts were made.
2. An employee is required to work on an unscheduled work day, and returns to headquarters. There are no field contacts made; thus the employee is not entitled to extra trip mileage.
3. An employee is called at home and is required to go directly from home to a field contact, and then return home. The employee is entitled to mileage from home to the field contact and back home again.
4. An employee is called at home and required to go from home directly to headquarters and then to the field (and from there returns home). The employee is entitled to mileage from home to headquarters, mileage to each subsequent stop, and then mileage back home.

Note that in all cases where extra trip mileage is allowed, the employee is called back to work from home. Extra trip mileage is not authorized when an employee is assigned to work on a day not normally worked, such as a Saturday on an overtime basis.

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Mileage may not be claimed for trips to other County offices to seek employment, or to participate in any aspect of the Civil Service examining process, except when the mileage claimant is requested to serve as a Civil Service interviewer.

For extra trip mileage claimed, a notation stating that the mileage claimed was pursuant to County Code Section 5.40.230 must be entered on the Mileage Claim in the “Purpose of Trips” field.

K. PARKING EXPENSES

(Refer to County Code 5.40.290)

Mileage permittees are entitled to reimbursement for actual expenses incurred for occasional parking, if that parking is a necessary part of official travel. However, no parking expenses are reimbursed for parking at the permittee’s headquarters (if a parking fee is required).

L. METRO EXPRESSLANES FASTRAK TRANSPONDER FEES

(Refer to Fiscal Manual 13.13.17, Metro ExpressLanes FasTrak® Transponder Fees.)

Permittees may also be reimbursed for using their own transponders in the Metro ExpressLanes on the Harbor (110) and San Bernardino (10) freeways for County-related travel.

M. RECORD RETENTION

(Refer to Fiscal Manual Section 13.13.13, Record Retention.)

For claims submitted on a hard-copy claim form, a scanned copy of the Mileage Claim should be electronically attached to the TADJ Document when processing in e-HR by the department’s payroll section. Current certification of the permittee’s status should be retained in the employee’s personnel file.

SECTION III. TRAVELING AND MAINTENANCE EXPENSES

The County provides travel expenses for authorized County business travel. On November 1, 2011, the Board of Supervisors mandated that all County-related business travel be arranged through a County-approved travel service agency (Agency). The Agency bills charges for air, lodging, rail, bus, and car travel directly to the County’s Business Travel Account (BTA). The Auditor-Controller’s Disbursements Division reconciles travel activity to monthly BTA billing statements and apportions expenses to County departments. (Refer to the Fiscal Manual, Chapter 13, The Los Angeles County Travel Policy, for further details.) The following rules and requirements generally describe the plan.

A. ELIGIBLE RECIPIENTS

(Refer to County Code Section 5.40.010)

- County employees

CHAPTER IX – EXPENSE REIMBURSEMENT

- Members of certain commissions and advisory boards of the County, established by ordinance, statute or charter. [\(Refer to Section VII of this Chapter, Provisions for Members of Special Commissions, Boards and Committees, for further information.\)](#)
- Subject matter experts who reside outside the County and who are not County employees, and who are engaged by the Director of Personnel to assist in County exams.
- Candidates for County employment who are not County employees, but who are selected by the Chief Executive Office or the Director of Personnel to travel for the examination process.

B. TRAVEL RATES

(Refer to County Code Sections 5.40.060, 5.40.090, 5.40.095)

Section 5.40.060 establishes basic conditions, as well as reimbursement rates for travel, lodging, and incidental expenses as established by the Board of Supervisors; Section 5.40.095 provides that these rates be adjusted by the Auditor Controller every February 1 to reflect changes in the preceding year's National CPI that exceed 3%. Changes less than 3% are aggregated until the total exceeds 3%.

Refer to the Auditor-Controller's annual memorandum to Department Heads for meal rates (breakfast, lunch, dinner) and limits when three meals are purchased in any one day.

Note: Receipts are not required, but meal reimbursement not allowed for meals purchased in Los Angeles or adjacent counties.

Lodging: Rate as determined by the Auditor-Controller plus all taxes included on the voucher for a single occupancy hotel accommodation, upon presentation of a voucher to the department's travel coordinator.

Reimbursement without a voucher is at a much lower rate per night as established by the Auditor-Controller.

Effective 9/1/05, with prior review and approval of CEO, where the actual cost of a standard single-occupancy hotel accommodation in a major metropolitan area or a capital city exceeds a certain dollar amount, reimbursement for actual necessary costs may be made upon presentation to the Auditor-Controller of a receipt from the hotel concerned.

Also effective 9/1/05, employees attending a conference are reimbursed for actual costs for receipted lodging, plus taxes, when the department head has granted prior approval for attendance and lodging at the contracted rate at the designated hotel.

CHAPTER IX – EXPENSE REIMBURSEMENT

Reimbursement for portage is \$1.00 per day.

Additionally, County Code Section 5.40.090 provides reimbursement for incidental expenses incurred during travel in capital and primary cities within major metropolitan areas exceeding 3,000,000 in population. Refer to the Auditor-Controller's annual memorandum to Department Heads for specific rates. The Cities are as follows:

Sacramento, Atlanta, Boston, Chicago, Dallas, Detroit, Houston, New York, Phoenix, Philadelphia, San Francisco, Seattle, Miami, and Washington D.C.

Incidental expenses are reimbursable only to the extent incurred, and are not applicable to any city other than those specified above, unless approved by the Auditor-Controller or CEO.

C. TRAVEL VIA PUBLIC CARRIER **(Refer to County Code Sections 5.40.060)**

If a person uses a public carrier for transportation, that person is reimbursed by the County for the actual cost of such transportation. Reservations must be made through the Agency identified by the Auditor-Controller.

D. TRAVEL VIA PERSONAL VEHICLE **(Refer to County Code Sections 5.40.060)**

If a person uses a personal vehicle instead of the public carrier specified by the Chief Executive Office or the Auditor-Controller, the person is reimbursed at a rate of 6 cents per mile or the equivalent of the fare via the most appropriate public carrier;

OR

If the trip is to a destination out of state and more than 500 miles from headquarters, the employee is reimbursed the equivalent of the lowest fare via the most appropriate public carrier.

Additionally, an employee traveling via a private (or County) vehicle is allowed actual necessary travel time and meals not exceeding one day each way. If the trip is over 500 miles, the employee is also permitted one night's lodging each way on route to and from the destination.

E. VEHICLE RENTAL

Travelers may rent a car at their destination when it is less expensive than other transportation (e.g., taxi, airport shuttle), or if the nature of the travel requires it. All rental car reservations must be made with the Agency. (Refer to Fiscal Manual Section 13.4.0, Ground Transportation, Rental Cars, for further information.)

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F. TRAVEL ADVANCES

Travel advances are granted to requesting employees who will be away for a minimum of three (3) days and two (2) nights and are limited to transportation costs, lodging, meals and capital cities expenses.

These requests are submitted to the Auditor-Controller's Transportation Section, and within two weeks of completion of the trip, the employee must prepare an expense claim and attach all receipts for submission to the Transportation Section.

The Auditor-Controller's Circular Letter on Travel Advances provides further details.

G. AIRPORT PARKING

The following lots are available for airport parking and reimbursement will be made for actual expenses (receipt required):

LAX
Five Star Parking

Lot C

Long Beach
Lot A
Lot D

Orange County
Lots A1-B2
Main St. Lot

Burbank
Lots A, B, C
Lot D

Ontario
Lot 5

H. OTHER TRAVELING, MAINTENANCE, AND INCIDENTAL EXPENSES.

The County Code permits certain classes or employees additional compensation when traveling or conducting County business. The following charts itemize these special cases:

CHAPTER IX – EXPENSE REIMBURSEMENT

OTHER TRAVELING, MAINTENANCE AND INCIDENTAL EXPENSES			
Eligible Employees	Conditions	Reimbursement	Reference
Legislative Representatives of the Board of Supervisors, County Counsel, or CEO	Attendance at state sessions of the State Legislature or meetings of Committees of State Legislature.	Not to exceed \$1,500 per month for CEO rep. Not to exceed \$500 per month for County Counsel rep. No limit for Board of Supervisor’s representatives.	5.40.070 (A)
	In addition to traveling expenses, expenses for another person.	Not to exceed \$10 per month per rep.	5.40.070 (C)
Legislative Representatives of the CEO	Between sessions of the State Legislature, expenses for conferences on legislative problems. Expense may be within or without Los Angeles County	Not to exceed \$500 per month for actual incidental expenses	5.40.070 (B)
Legislative Representatives of the CEO to Washington, DC	Incidental expenses in addition to other traveling expenses.	Not to exceed \$1,250 per month for actual incidental expenses.	5.40.080
Legislative Representative of the CEO permanently assigned to duty in Washington DC or Sacramento.	When ordered to travel to Los Angeles County to consult with County officials.	For meals, lodging, and transportation in Los Angeles County	5.40.060 (B) (2) (d)
Member of the Community Action Board. Cannot be a Federal, County, local, or State agency employee, nor can he/she be a Community Service Agency grantee or delegate agency.	Family income falls within the Federal Community Services Administration Income Poverty Guidelines.	\$25 per meeting. Two meetings per month maximum. Mileage and travel expense is granted according to Community Services Administration instructions.	5.40.132
Manpower Advisory Council	Attendance at Council and Council Committee Meetings	Mileage allowance.	5.40.140

CHAPTER IX – EXPENSE REIMBURSEMENT

OTHER TRAVELING, MAINTENANCE AND INCIDENTAL EXPENSES			
Eligible Employees	Conditions	Reimbursement	Reference
Entry-level professional engineers (CEA, MEA, EEA) appointed to a permanent, full-time position.	Prospective engineer must live outside a 200-mile radius of LA County boundaries. Repayment required if employee leaves County service within two years, on a descending scale.	Reimbursed for actual moving expenses up to \$500, and for mileage at the rate of \$00.10 per mile up to a maximum of \$300.	6.109.110
Executive Officer, Board of Supervisors	Luncheon and dinner conferences and meetings held for the discussion of problems of County government.	All necessary incidental expenses.	5.40.340
Director of Department of Beaches and Harbors.	Incidental expenses for luncheon and dinner conferences and meetings and other necessary expenses to further any harbor project financed by the issuance of revenue bonds.	Not to exceed \$3000 per fiscal year; this amount to be adjusted annually by the Auditor-Controller, based on the CPI, in February. (Reimbursement charged against the Marina Enterprise Fund)	5.40.390
Employees of the Fire Department	For camp supplies where it is impractical for employee to secure meals or lodging.	\$2.00 per day per employee for camp supplies and provisions. This allowance is in lieu of any other compensation for traveling, meals and maintenance.	5.40.400
All County employees.	Local emergency declared pursuant to County Code 2.68.110, and approval of department head. Reimbursement ends when emergency is terminated pursuant to County Code 2.68.120.	Current meal and lodging rates.	5.40.410
Employees in Bargaining Units 601 & 602 (Fire Fighters)	Employee required to provide his/her own transportation to Camp 16 to engage in firefighting or prevention activities.	\$12.00 per round trip.	6.76.020 (J)

CHAPTER IX – EXPENSE REIMBURSEMENT

OTHER TRAVELING, MAINTENANCE AND INCIDENTAL EXPENSES			
Eligible Employees	Conditions	Reimbursement	Reference
Employees in Bargaining Units 131 & 132 (Appraisers)	Assigned to work outside the County for periods in excess of 14 consecutive calendar days.	\$20.00 allowance for laundry and dry cleaning expenses for each week of the assignment. Actual reasonable expenses of one telephone call home for each seven consecutive days of the assignment. Actual reasonable expenses for one trip home via the most appropriate public carrier for each 30 consecutive days of the assignment.	MOU 131, 132 – Article 7, Special Pay Practices and Provisions
Employees in the Department of Museum of Natural History.	For the actual cost of provisions and camp supplies where it is impractical for employees to maintain themselves. While engaged on work in the field, for purchase of materials, supplies, haulage, cartage, or services of other persons.	\$2.00 per person per day, (in lieu of any other compensation for traveling, meals, and maintenance), not to exceed \$100.00 unless previously authorized by the Museum Director.	5.40.430
Director of Personnel or designee.	Meals purchased for subject matter experts (who are <u>not</u> County employees) engaged by the Director of Personnel to assist in County exams.	Current meal rates as set forth in Section 5.40.060	5.76.070
Members of the Sheriff's Mounted Enforcement Detail.	Member must be actively enrolled for the past 12 consecutive months. Payment made on July 1 of each year for expenses.	Up to \$225 per year to defray expenses incurred to purchase borium horseshoes.	5.40.480
County Chief of Protocol	Reimbursement for actual and necessary expenses incidental to the performance of the duties of the County Office of Protocol.	Up to \$200 per month	5.40.470

CHAPTER IX – EXPENSE REIMBURSEMENT

OTHER TRAVELING, MAINTENANCE AND INCIDENTAL EXPENSES			
Eligible Employees	Conditions	Reimbursement	Reference
Employees assigned permanently to duty on Catalina.	Ordered to temporary duty elsewhere and required to remain at the temporary location overnight.	Meals and lodging	5.40.060.2.a.
Employees assigned permanently to duty in the mountains or in the Antelope Valley.	Ordered to temporary duty elsewhere and required to remain at the temporary location overnight.	Meals and lodging	5.40.060.2.b.
Employees assigned permanently to duty <u>other than</u> in Catalina, or in the mountains, or in the Antelope Valley, or in the Santa Clarita Valley.	Ordered to temporary duty at Catalina Island, or in the Santa Clarita Valley, or in the mountains, or in the Antelope Valley, and required to remain at the temporary location overnight.	Meals and lodging	5.40.060.2.c.
Employee assigned on a permanent, full-time basis to Catalina Island.	Required to reside there.	Moving expenses (van and barge) entailed in moving household goods and personal effects from the mainland, pursuant to Auditor-Controller guidelines. After 36 months of such assignment, reimbursement for return moving expenses.	5.40.337
Employees appointed to a full-time position	As approved by the Board of Supervisors.	Relocation expenses, as approved by the Board.	5.40.338
Any Lieutenant designated by the Sheriff as a station commander, or any Captain, Commander, Division Chief, Assistant Sheriff or Undersheriff in the Sheriff's Department	Necessary expenses incidental to the performance of the duties of a station commander.	A flat monthly allowance of \$50 is paid. This allowance is adjusted by the Auditor Controller every February 1 to reflect annual changes in the National CPI that exceed 3%. Changes less than 3% are aggregated until the total exceeds 3%.	5.40.490

CHAPTER IX – EXPENSE REIMBURSEMENT

OTHER TRAVELING, MAINTENANCE AND INCIDENTAL EXPENSES			
Eligible Employees	Conditions	Reimbursement	Reference
Fire Department employees in the classes of Assistant Fire Chief, Chief Deputy, Fire, Chief, Forestry Division, Chief, Lifeguard Services, Deputy Fire Chief	Designated by the department head.	A flat monthly allowance of \$50 for necessary expenses incidental to the performance of their duties. This allowance is adjusted by the Auditor Controller every February 1 to reflect annual changes in the National CPI that exceed 3%. Changes less than 3% are aggregated until the total exceeds 3%.	5.40.495

SECTION IV. MEALS FOR EMPLOYEES

(Refer to County Code Section 5.76)

Employees are generally expected to provide their own meals. However, a department head may permit employees to receive meals free or at a nominal cost when the employee works at an institution or other place of employment where meals are prepared at departmental expense.

A. ELIGIBLE EMPLOYEES

(Refer to County Code Section 5.76.030)

Employee eligibility is determined by department heads, and subject to approval by the Director of Personnel.

B. FREE MEALS

(Refer to County Code Section 5.76.030)

Subject to the approval of the Director of Personnel, the department head may permit employees in selected classes to receive free meals. The following list describes general job duties and work locations which may qualify for free meals:

1. Students or trainees.
2. Employees assigned to special duties away from their regular place of employment.
3. Employees required to live on the premises.
4. Employees required to perform overtime work at an institution.
5. Members of any organized, uniformed auxiliary group performing volunteer services.
6. Members of boards, commissions, committees, or other groups or individuals while visiting facilities in an advisory or consultative capacity.

CHAPTER IX – EXPENSE REIMBURSEMENT

7. Employees whose assignments or location of work are such that their receiving free meal would benefit the County.
8. Interns; resident physicians; dental interns, and dental residents while actually on duty or on call and available for duty.

C. MEAL RATES

(Refer to County Code Section 5.76.010)

Those employees who are required to pay for meals are charged a nominal rate. The following rates are effective January 1, 1999:

Breakfast - \$2.00
Lunch - \$2.50
Dinner - \$3.00

D. SPECIAL PROVISIONS FOR PUBLIC WORKS DEPARTMENT EMPLOYEES

(Refer to County Code Section 5.76.060)

If the Director of Public Works determines that it is impractical for employees to return to their homes each day, the Director may allow the employees room or bunk and meals at Public Works Department facilities in lieu of traveling expenses.

SECTION V. DAMAGE TO EMPLOYEE'S PROPERTY

(Refer to County Code Section 5.80.01 and 14.4 of the Fiscal Manual)

Government Code Section 53240 allows the County to reimburse employees for damage to employees' property which is necessarily worn or carried by the employee, and which is damaged without negligence on the part of the employee during the employee's regular line of duty.

A. ELIGIBLE EMPLOYEES

(Refer to County Code Section 5.80.020)

The following persons are eligible to receive such reimbursement:

1. Employees whose positions are listed in the salary ordinance, whether compensated or not.
2. Employees of the Municipal Courts, including Judges, attaches and jurors.
3. Inspectors, Judges and Clerks of precinct boards at elections conducted by the County.

CHAPTER IX – EXPENSE REIMBURSEMENT

B. CONDITIONS

(Refer to County Code Section 5.80.030)

If the property of a County employee (or other eligible person) is suddenly and unexpectedly damaged or destroyed without fault of the employee and not due to negligence of any other person, the County will reimburse the employee for the value of repair or replacement of said article.

The intent of the program is to reimburse employees for damage to clothing or personal prostheses necessarily carried on the job when the damage results from a sudden, unexpected event not normally required or anticipated on the job, and which is beyond control of the employee.

Damage to employee's personal property that results from accidents which could have been prevented by reasonably prudent action is not reimbursable under this program.

C. EXCLUSIONS

(Refer to County Code Section 5.80.050)

Employees are not entitled to reimbursement:

1. If a claim is not filed within five (5) days after the employee becomes aware of the damage or loss:
2. For lost or stolen articles.
3. For property damaged or destroyed through negligence of any employee or another person.
4. For damage or destruction of vehicles or jewelry (other than watches, which are covered).

D. REIMBURSEMENT

(Refer to County Code Section 5.80.060)

If an eligible person is entitled to reimbursement, the amount of reimbursement is calculated by subtracting \$5.00 (and any other reimbursement the employee receives for said article) from:

1. The reasonable cost of repair (not to exceed current market value).
2. Current market value if cost of repair exceeds current market value.
3. The cost of replacement of personal prostheses (i.e., hearing aids, glasses, etc.).

CHAPTER IX – EXPENSE REIMBURSEMENT

E. CLAIMS

(Refer to County Code Sections 5.80.070 & 5.80.080)

An eligible employee must use a form supplied by his/her department and file it, along with the damaged property, with the employee's department head or designee, who approves or denies the claim and calculates the reimbursement to which the employee is entitled.

The claim must be filed within five (5) days after the eligible employee becomes aware of the damage or destruction of the personal property, unless the employee is unable to do so due to circumstances beyond his/her control, and the person with whom the claim is filed so finds.

If the department head finds that the employee reimbursement, as calculated pursuant to paragraph 4. Reimbursement, above, does not exceed \$5.00, the department head must deny the claim.

If the department head finds that the employee reimbursement, as calculated pursuant to paragraph 4. Reimbursement, is greater than \$5.00, but less than \$1,000.00, the department head requests the Auditor-Controller to issue a warrant for reimbursement. If the reimbursement exceeds \$1,000.00, the Auditor-Controller must review and approve the reimbursement.

If the claim has been accepted and payment is made based upon market value or replacement cost (not cost of repair), and if the department head finds that the article has salvage value, the department head may demand that the damaged article become the property of Los Angeles County as a condition of reimbursement, and the employee will then have no future rights to the article.

SECTION VI. HAND TOOLS

(Refer to County Code Section 5.84)

Los Angeles County provides hand tools to employees in certain classes, and requires employees in other classes to provide their own hand tools for on-the-job usage. Those tools either provided by the County or by the employee are repaired or replaced (when damaged or destroyed) at no cost to the employee under the following conditions:

A. AUTHORIZATION

(Refer to County Code Section 5.84.010)

Government Code Section 53240 permits the County to reimburse employees for loss of personal articles. The County will repair or replace hand tools which are the property of any County employee who is required to provide such hand tools for the performance of his or her assigned job duties.

B. ELIGIBLE EMPLOYEES

(Refer to County Code Section 5.84.020)

Only employees covered under Bargaining Unit 411 (Building Trades and Skilled Craftsmen

CHAPTER IX – EXPENSE REIMBURSEMENT

Employee Bargaining Representation Unit) are eligible for this provision.

C. CONDITIONS

(Refer to County Code Section 5.84.040)

1. Replacement or repair of hand tools is limited to only those tools which an employee has listed as his property on an approved inventory form submitted to his department head, and which he or she is required to provide for the performance of his or her assigned job duties.
2. Replacement or repair of tools is limited to tools broken or damaged in the performance of an employee's assigned job duties, or modified with the approval of the employee's supervisor, without fault of the employee, and not due to the negligence of any person.
3. If the tool is replaced, the employee must deliver to the department head, and transfer title to the County, the broken, damaged or modified hand tool.

D. REIMBURSEMENT

(Refer to County Code Section 5.84.030)

1. Tool Damage

Hand tools may be repaired or replaced at the department head's discretion. Any tools replaced except those lost through theft will be replaced with comparable-valued hand tools.

2. Tool Theft

The County will replace personal hand tools lost through verified theft from County property provided that such loss is not caused by the employee's negligence. Each loss caused by verified theft is subject to a fifteen dollar (\$15.00) deductible which is the responsibility of the employee.

E. CLAIMS

(Refer to County Code Section 5.84.030)

An employee must submit his or her claim to the department head in accordance with departmental procedures. The department head or designee is responsible for the review and acceptance or denial of the claim.

If the claim is denied, the employee will be notified by the department head or designee. If the claim is accepted, the department head (at his discretion) will either replace or repair the hand tool. If the tool is stolen, the tool will be replaced, subject to the above mentioned deductible.

CHAPTER IX – EXPENSE REIMBURSEMENT

SECTION VII. PROVISIONS FOR MEMBERS OF SPECIAL COMMISSIONS, BOARDS AND COMMITTEES

The County has a number of Special Commissions, Boards and Committees that serve in a variety of capacities. Information regarding these Commissions, Boards and Committees can be found in the County Code -- Title 3, Advisory Commissions and Committees, or in Departmental Provisions, Title 6, Salaries, Division 3. In addition, [County Code Section 6.28.060](#) contains the table of positions without compensation and positions paid in accordance with special provisions in Division 3.

[Meeting Compensation](#)

Some Commissioners and Advisory Board members are entitled to compensation for a certain number of meeting that they attend. For information regarding [Compensation](#) provisions, click on the link provided.

[Title 3, Advisory Commissions and Committees](#)

[Title 6, Salaries Division 3 then click on the applicable Department](#)

[Expense Reimbursement](#)

Some Commissioners and Advisory Board members are entitled to reimbursement for mileage, parking and travel expenses. Refer to the applicable link above to view Expense Reimbursement provisions for these members.

Mileage and parking reimbursement provisions may also be found in Section II.B. of this Chapter. Travelling and Maintenance Expenses information can be found in Section III.A.

CHAPTER X – TIER I AND TIER II MANAGEMENT APPRAISAL AND PERFORMANCE PLAN

INTRODUCTION

(Reference: County Code Section 6.08, Part 3, Sections 6.08.300 - 6.08.395, Management Appraisal & Performance Plan (MAPP) – Executive and Managerial Assessment of Performance – Quick Reference Guide)

On April 1, 2007, the new Management Appraisal and Performance Plan (MAPP) was implemented. Like the previous plan, the current plan is designed to deliver compensation to participants tied to their performance. In addition, this plan is subdivided into two parallel salary structures, Tier I and Tier II; the Tier I structure consists of long ranges without steps, while the Tier II structure is comprised of ranges, each of which has 18 discrete steps. Participants are assigned to either tier based on the organizational level of their class: Tier I includes only the very highest (and generally Unclassified) levels in each department, while Tier II includes classified top management positions designated as eligible for the MAP Plan based on the incumbents' responsibilities within their departments. Plan also standardizes performance management and places new emphasis on the ongoing and timely evaluation of participants, in order to provide consistent merit salary increases as warranted, as well as general pay increases that reflect community pay trends. These changes are intended to enhance the County's ability to compensate top management employees for the contributions they make toward achieving County and department goals, and to motivate them to excel.

Note: Effective October 1, 2008, the Board approved the establishment of a separate Tier I and II MAPP for LACERA employees. LACERA's MAPP, which is detailed in the department's salary article (6.127.040), is fundamentally identical to and parallel with the overall County plan as detailed in the above reference; but LACERA's plan differs in two major ways:

The authority exercised by the Board of Supervisors and the Chief Executive Officer in the County-wide MAPP is vested in the Boards of Retirement and Investments (acting jointly), and the Retirement Administrator (Chief Executive Officer, LACERA), respectively;

There are separate Tier I and II salary tables, which are similar in structure, but differ in monthly salary amounts.

There are some other differences as well which are noted in the various sub-sections of this chapter, as necessary. In the absence of such notes, the provisions of the two MAPPS are identical. Thus, whenever there is a reference to the Chief Executive Officer, the Retirement Administrator has identical authority with respect to LACERA employees, and makes his/her recommendations to the Board of Retirement and the Board of Investments.

Following are sections which provide additional detail about how classes are assigned to the two tiers of MAPP and how these new tiers are structured and operate.

CHAPTER X – TIER I AND TIER II MANAGEMENT APPRAISAL AND PERFORMANCE PLAN

SECTION I. CLASSES INCLUDED IN THE MAPP

The MAPP generally applies to any employee who is appointed to a position allocated to a class approved by the Board of Supervisors for inclusion in the MAPP. Note that while the term “class” usually refers to the title, item number, and salary defining a position that is part of the Classified Service, as used in this chapter, “class” specifically refers only to a discrete item number and title; thus a MAPP “class” may be found in either the Classified or the Unclassified Service. Within MAPP, classes are assigned either to Tier I or to Tier II. Tier I is comprised of Department Heads, Chief Deputies, and all other classes next in the line of authority within a department, such as the heads of branches and bureaus; typically, incumbents on these positions are Unclassified. In some departments, Tier I includes some high-level staff positions reporting to department heads or Chief Deputies. MAPP Tier II includes classified division heads and other classified top-level managers below the division level within departments. In some departments, there may be other select high-level classes, but, in general, the number of classes and participants designated for MAPP has been appreciably reduced with the new MAPP.

All classes included in MAPP are designated by Note 23 in the County Code’s Table of Classes of Positions (6.28.050); classes within Tier I have a designated salary range with an “R” range number (e.g., R14), while classes assigned to Tier II have a salary range designated with an “S” range number (e.g., S15).

Classes in LACERA MAPP Tier I are assigned in the code a salary range with an “LR” designation and range number, while LACERA’s Tier II classes have a salary range designated with an “LS” and a range number.

To determine in e-HR whether a specific job or class is allocated to MAPP, enter its Item Number from Title (Item) (STTL) page:

- Classes in the County’s MAPP Tier I are identified with a Salary Schedule of “R” on the Pay Policy Rate Table (PPRT) and are assigned to Bargaining Unit Number 996 in the Union Local Reference Table for all non-represented MAPP classes, or 997 in the case of Department Heads.
- Classes in LACERA Tier I are identified with a Salary Schedule of “LR” on the PPRT. The Union Local assigned to LACERA Tier I MAPP participants is BU 991.
- Classes in County MAPP Tier II are identified with an “S” in the Salary Table Type on the PPRT and are assigned to Bargaining Unit Number 996.
- Classes in LACERA Tier II are identified with an “LS” Table Type on the PPRT and are assigned to BU 991 (same as LACERA Tier I).

CHAPTER X – TIER I AND TIER II MANAGEMENT APPRAISAL AND PERFORMANCE PLAN

SECTION II. TIER I & TIER II MAPP SALARY STRUCTURE

A. OVERVIEW OF SALARY STRUCTURE

With the implementation of the Tier I & Tier II MAPP, two parallel salary structures are used: R Ranges for Tier I, and S Ranges for Tier II; the first 20 R and S ranges have identical minimum and maximum range values.

Note: With the exception of salary amounts, (see B. Control Points and Range Values, below), and their designations (LR vs. R; LS vs. S), the structures for LACERA's Tier I and Tier II MAPP are identical to the structures for the County-wide MAPP at this time, but may change in the future.

Following are descriptions about each range's specific properties:

➤ Tier I Salary Structure

MAPP Tier I consists of 25 ranges, R1 through R25, each with a defined minimum and a defined maximum salary; Between successive R salary ranges, there is a 7.5% difference between the range midpoints, called "Control Points." The MAPP ranges continue to be longer than the ranges on the Standardized Salary Schedule; the top of each MAPP range is approximately 50% greater than the range minimum, as opposed to the approximately 31% difference between the minimum and maximum salary for the majority of the positions assigned to the Standardized Salary Schedule. However, on the MAPP Tier I range there are no discrete steps within a range, so a MAPP Tier I participant's salary may fall at any point along the range.

➤ Tier II Salary Structure

Classes in Tier II are assigned to a unique salary structure consisting of 20 ranges designated as S Ranges. There is 7.5% between the range midpoints, and approximately a 50% spread between minimum and maximum rate of each range.

Thus the minimum and maximums for the 20 S Ranges are the same as the corresponding first 20 R Ranges of Tier I. However, unlike R Ranges, the S Ranges are divided into 18 discrete steps: the first 12 are approximately 3% apart, while the last six are 1½% apart. Since the S Ranges are composed of steps and not continuous, infinite rates, the Control Point of an S Range, which falls generally between the 8th and 9th step, is by definition equal to the Control Point of the corresponding R Range.

CHAPTER X – TIER I AND TIER II MANAGEMENT APPRAISAL AND PERFORMANCE PLAN

B. CONTROL POINTS AND RANGE VALUES

The Control Point, or midpoint of an S or R range, represents the market value of a job or class placed on that range, and serves as the reference for job evaluation and for status changes; it is analogous to the top step of a class paid on the Standardized Salary Schedule. Note that even though the Tier II salaries are divided into steps, the Control Point concept applies equally to S as well as R ranges, and the Control Point for an S Range is equal in value to the Control Point for the R Range with the same range number.

In general, a salary in the lower part of the range below the Control Point represents appropriate compensation for employees who are new to the position or who are developing, while a salary close to the Control Point, (above or below) represents compensation for those who are competent.

The minimum, maximum, and control point values for the Tier I ranges are found in County Code Section 6.26.040 under Tier I Salary Structure (and for LACERA, LR Schedule), and reflect the differing effective dates based on cost of living (COLA) increases (e.g., effective January 1, 2016, the Table is labeled LG for LACERA Tier I participants, whereas the County's Tier I participants' salaries are identified as Table U effective October 1, 2016); table values in the Code are expressed as monthly salaries. As with all salary tables for County employees, in e-HR, the Management Appraisal and Performance (MAPP) salary tables are contained in the Pay Policy Rate Reference Table (PPRT). Note that LACERA's Tier I values are different from the County-wide Tier I values. The monthly salaries are expressed in dollars and cents for all MAPP Salary Structures. Both sources indicate the effective date, and PPRT also includes the amount of the last Structure Adjustment, i.e., a percentage increase applied to all range values. (See sub-paragraph II.C. General Salary Adjustment, below, for information about structure adjustments). Finally, some Tier I classes in the departments of CEO, Health Services and Los Angeles County Health Agency are assigned a range that overlaps multiple R ranges, as provided by County Code Sec. 6.08.395 H, I, J; the minimum and maximum rates for these classes are reflected on the PPRT, the Control Point is the midpoint between the minimum and maximum points, and the range is assigned the three-digit number 110.

Each Tier II range is divided into 18 steps. The first 12 are 3% apart; movement from step-to-step along these first 12 steps of the Tier II range occurs annually, assuming a documented performance evaluation of "Met Expectations" or better as in the case of movement along the Standardized Salary Schedule, and the concerned CEO determines that it is financially feasible to effect the increases. Movement to Step 13 and beyond (these steps are 1 ½ % apart) is based solely on demonstrated superior ("Exceeded" or "Far Exceeded") performance.

The values for all steps of the Tier II ranges are found in County Code Section 6.26.040; LACERA's classes are in Tables with a two-digit letters beginning with "L".

CHAPTER X – TIER I AND TIER II MANAGEMENT APPRAISAL AND PERFORMANCE PLAN

In e-HR, to access the values for the Tier II range, enter the item number and item sub combination in the Pay Policy search field on the Pay Policy Rate Table (PPRT); for LACERA's Tier II values, enter the LACERA item number and item sub combination. Steps 13 through 18 are kept on the PPRT table for position control/budgeting purposes only. Employees receiving salaries above Step 12 are actually paid via bonuses. Because placement on the "S" Range ("LS" for LACERA) above Step 12 reflects individual achievement, such placement is accomplished by adding successive bonus pay parameters for a deserving participant to their Employee Status Maintenance (ESMT) document; each bonus has a value of 1.5%. Thus there are six bonuses, 273 –278, (these bonuses are used for both County and LACERA Tier II), and they are added cumulatively for each successive step:

273 MAPP TIER II STEP 13
274 MAPP TIER II STEP 14
275 MAPP TIER II STEP 15
276 MAPP TIER II STEP 16
277 MAPP TIER II STEP 17
278 MAPP TIER II STEP 18

Since movement along the Tier I and Tier II MAPP ranges for MAPP participants is now based solely on their performance, the current MAPP provisions are focused on establishing a consistent, timely, and reliable annual performance evaluation process tied to the budget/fiscal year cycle. The details for the administration of this performance management and evaluation are described in sub-sections V.A. Merit Salary Adjustments and VI. Performance Management, below.

Note that in addition to salary increases based on performance, MAPP participants may receive general, "across-the-board" pay increases as explained following.

C. GENERAL SALARY ADJUSTMENTS, ALL CLASSES (Refer to County Code Section 6.08.335)

MAPP explicitly recognizes the need and formalizes the mechanisms for periodic "across-the-board" salary adjustments; i.e., actual increases in the base salaries of all participants that are accompanied by parallel changes to the salary structures. Such increases may be needed to reflect widespread changes in the labor market, the general movement of salaries and wages in the community, or to preserve internal pay relationships with subordinate classes not designated for MAPP. In recommending a General Salary Adjustment, the CEO must consider the County's operational needs, the need to recruit and retain quality employees, and the County's ability to pay for the increases. See sub-section V. B., General Salary Adjustments, below, for details regarding how this provision for General Salary Adjustments is manifested, since provisions vary depending upon the Tier assignment and department head status.

CHAPTER X – TIER I AND TIER II MANAGEMENT APPRAISAL AND PERFORMANCE PLAN

D. RANGE ADJUSTMENTS FOR AN INDIVIDUAL CLASS

The Chief Executive Officer may recommend to the Board of Supervisors that the assigned range of a class in MAPP be changed to a higher or lower range based on market factors (e.g., salary trends in the community affecting the class), or changes in the level of the class's duties and responsibilities. However, no incumbent's salary is affected by such a change in range, unless there is specific authorization for a salary change from either the Board of Supervisors or the CEO. An incumbent's salary may fall below the minimum of the new range as a result of the adjustment, but this does not constitute a demotion.

SECTION III. PLACEMENT OF MAPP PARTICIPANTS IN THE SALARY STRUCTURE

INTRODUCTION

This section covers the rules governing salary determination when an employee is first appointed to a MAPP class, either as a new-to-the County employee or for existing County employees because of a status change. For the latter, a status change may involve coming from a non-MAPP to a MAPP class, as well as going from one MAPP class to another. Subsequent increases are addressed in Section V., Individual Salary Increases, below.

The following sub-sections A. through H. apply to employees appointed on a permanent, full-time basis, as follows; sub-section I. covers all other appointments:

- A. Transitions for Existing MAPP Participants into the Tier I and II MAPP or the Standardized Salary Schedule
- B. Placement in the Structure – New Hires
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In determining the placement along the range for existing employees, the starting point in most, if not all of these cases, is the employee's current base salary on a MAPP tier or on the Standardized Salary Schedule. Also included would be Base-Rate bonuses, (if any; most bonuses are **not** Base Rate bonuses) to which the employee is entitled, unless they are expressly excluded from consideration by Code provisions, as is the case for POST bonuses (See section 6.08.395). However, in the case of an employee whose class is reassigned from another pay plan to MAPP, other compensation may be included; see sub-section H., following.

To ensure that MAPP appointments are made in accordance with the County MAPP Provisions, it is CEO policy to review all MAPP appointments, new hires to the County and existing County employees, regardless of requested salary.

Note that irrespective of the outcome of the following rules governing range placement, the Board of Supervisors, or the CEO, may, by specific action, provide for the placement of an employee at any rate within the range established for that employee's class. (Ref. 6.08.340 C.)

A. TRANSITIONS FOR EXISTING MAPP PARTICIPANTS INTO THE TIER I AND II MAPP OR THE STANDARDIZED SALARY SCHEDULE (Refer to County Code 6.08.365; 6.28.150)

Effective April 1, 2007, most MAPP classes were changed laterally from the old MAPP pay plan to either MAPP Tier I or MAPP Tier II. In addition, in the course of implementing the Tier I & Tier II MAPP, the pay plan for a considerable number of classes was changed from MAPP to the Standardized Salary Schedule. The following were the special rules governing the initial step or range placements for incumbents going into the three new pay structures:

1. Going from MAPP to Tier I

All classes in the former MAPP were previously assigned to an R Range, so a class reassigned to the new Tier I retained the R Range assignment, although some classes were reassigned to higher R Ranges. An incumbent of a class reallocated from the former MAPP to Tier I of (current) MAPP on April 1, 2007, received the salary he or she was making at that time, which might or might not have fallen within the old R Range established for his/her class. Note: the current Tier I and Tier II provisions allow more flexibility to the CEO to make individual adjustments along the ranges to correct clear salary inequities within a department; see sub-sections IV. A. County-Wide Bonuses for MAPP, below.

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2. Going from MAPP to Tier II

Former MAPP classes designated for Tier II were reassigned from an R Range to the corresponding (in terms of minimum, control point, maximum, and range number) S Range, which unlike the R Range, is composed of discrete steps. Therefore, incumbents were placed on the lowest step that did not result in an actual lower salary. The salary used to determine the appropriate step was the MAPP salary (or grid salary, for classes redesignated to MAPP Tier II from the Standardized Salary Schedule), plus any MAPP Special Achievement bonus amount (Pay Event Codes 229, 230). Since this change to an S Range was a salary change and not a job change, departments added or updated each incumbent's Job History Screen (JHST) to reflect the salary change as of April 1, 2007; existing Calculated Salary bonuses continued, except for any Special MAPP Achievement bonus (Pay Event Codes 229, 230), which departments stopped for each individual as of April 1, 2007. Note: The MAPP Special Achievement bonus is no longer operative, except for certain classes in LACERA.

As indicated above, Steps 1 through 12 of the S Range are reflected on the PPRT; placements above Step 12 are accomplished by a series of bonuses (Pay Event Codes 273-278) whereby a new bonus is added for each new step achieved while retaining previously achieved bonuses. Thus for those whose initial placement resulted in a step higher than 12, the underlying step in e-HR was set at 12 and the appropriate number of bonus(es) was(were) added with a Start Date of 04/01/07.

For example, if an individual's appropriate step was determined to be 14, his/her step was set as 12 and two bonuses added, Event Code 273 (MAPP Tier II Step 13) and Event Code 274 (MAPP Tier II Step 14); if an individual's appropriate step was determined to be step 17, his/her step was set at Step 12 and the following five bonuses were added: Event Code 273 (MAPP Tier II Step 13); Event Code 274; (MAPP Tier II Step 14); Event Code 275 (MAPP Tier II Step 15); Event Code 276 (MAPP Tier II Step 16); and Event Code 277 (MAPP Tier II Step 17). At this initial point, all bonuses had a Start Date of 04/01/07.

Since these employees who had been participants in the former MAPP did not have established Next Step Dates, all incumbents whose step placements were below Step 12 were assigned a Next Step Date of 10/01/07, in accordance with the MAPP Tier I and Tier II provisions that establish October 1 of each year as the date for both Step Advances as well as Merit Increases, and in accordance with new provisions that also require that an employee be a MAPP participant at least six months (in addition to having a Performance Evaluation rating of at least "Met Expectations").

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3. Going from MAPP to a class on the Standardized Salary Schedule

Incumbents in these classes were placed on a salary schedule more or less comparable in level to their former R Range class, and on the lowest step of that schedule that did not result in an actual loss of salary (including, in addition to Range Salary, any amounts resulting from MAPP Special Achievement bonuses [Event Codes 229, 230]). Since this change was a salary change and not a job change, departments added or updated each incumbent's Job History Screen (JHST in CWTAPPS) to reflect the salary change; existing Calculated Salary bonuses continued, except for any Special MAPP Achievement bonus (Event Codes 229, 230), which departments stopped for each individual as of April 1, 2007.

Since these employees coming out of MAPP did not have any established Step Dates, all incumbents with a new step placement below Step 5 were assigned a Next Step Date of 10/01/07.

If any incumbent was already paid at a rate higher than the fifth step of the assigned salary schedule at the effective date of this change of pay plan (i.e., 04/01/2007), such incumbents received a special rate, in function sort of like a "Y-Rate," in that the rate exceeded the normal step rate, yet different from a traditional Y-Rate: in a traditional Y-Rate, the rate is fixed, so that the underlying step eventually catches up with and surpasses the Y-Rate, which then disappears. However, in the case of this special rate, the rate was calculated to preserve the percentage difference between the fifth step of the class and the incumbent's former base salary, and this special rate would continue to preserve the percentage difference as long as the incumbent remained in the changed class. This provision protects those incumbents who through their efforts achieved higher base salaries, and is commensurate with previous policies affecting employees transitioning to the Standardized Salary Schedule in 1992 or 1997. In this recent change, however, the transition was complicated by the fact that additional steps were being added to most classes on the Standardized Schedule. Therefore, this provision was manifested through two bonuses which were, and will be, used for affected incumbents, as follows; all of these actions were carried out centrally by Auditor/Controller staff:

- On 04/01/07, the A/C added a bonus, Earnings Code 281, MAPP to Schedule Flat Amount, via PPARM, to each affected employee's JHST record. The bonus was a flat amount calculated for each individual by taking the difference between the employee's former MAPP rate and the fifth step rate of the employee's new schedule. Thus the bonus was used on JHST in lieu of an entry of a Y-Rate in the Y RATE field.

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- On 07/01/07, when these employees received a 6th step increase of 2.75%, the Auditor/Controller recalculated the value of Event Code 281 for each employee by subtracting the dollar amount of the step increase from the dollar amount of Event Code 281.
- On 01/01/08, the A/C increased the value of Event Code 281 for each employee by 3% to reflect the general salary increase operative on that date.
- On 07/01/08, when these employees received a 7th step increase of 2.75%, the Auditor-Controller recalculated the value of Event Code 281 for each employee by subtracting the dollar amount of the step increase from the dollar amount of Event Code 281. If this calculation resulted in a positive amount, this amount was recalculated as a percentage of the 7th step rate, and the resulting percentage became the value of a new bonus, Event Code 282 MAPP To Schedule Percentage, which was added, via PPARM, to the employee's JHST record, and Event Code 281 was stopped as of the date Event Code 282 was added, i.e., 07/01/08.

At this point in time, no further calculations are required, and bonus Event Code 282, now consisting of a percentage, remains as a bonus for the employee as long as he/she remains on that class.

B. PLACEMENT IN THE STRUCTURE – NEW HIRES **(Refer to County Code Sections 6.08.370 [A., B.]; 6.08.385 A.)**

This sub-section covers the specific requirements of determining the entry salary for appointees to MAPP classes who are not already within the County service. All such appointments, whether to Tier I or Tier II, require the prior approval of the CEO's Compensation Division staff. In formulating salary recommendations for new employees, departments are advised to consult with CEO Compensation staff.

1. Appointments to Tier I
 - a. Department Heads (County Officers)

Persons appointed to a position of Department Head may be placed by the Board of Supervisors at any rate within or outside the MAPP Tier I salary range established for the Department Head position to which the person is being appointed.

If the Board does not designate a rate, the appointee is placed at the minimum of the range, unless the person appointed comes from within County service, and the appointment represents a promotion, as defined in sub-paragraph III. C.

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Placement Upon Promotion, below. In this case, the appointee receives an increase of 5.5% or, if it is higher, the minimum of the new range.

b. Tier I MAPP Classes, Other Than Department Heads

Employees new to the County who are hired into a position paid under the MAPP Tier I pay plan may be placed by the Appointing Authority (e.g., a Department Head) at any point of the range established for the class; these placements are reviewed and approved by the CEO. However, appointments to a salary that is higher than either the Control Point of the range or the threshold (as provided for in County Code Section 6.08.370.B.) requires approval of the Board of Supervisors.

For employees new to LACERA, the Retirement Administrator can designate a rate anywhere within the first three quartiles of the range established for the class. Any rates above that require approval of the Boards of Investments and Retirement.

2. Appointments to Tier II

Employees new to the County who are hired into a position paid under the MAPP Tier II pay plan may be placed by the Appointing Authority at any step of the range; such placement will be reviewed and approved by the CEO. However, if the recommended step results in an annual salary that exceeds the threshold in effect, such placement requires the specific approval of the Board of Supervisors.

For employees new to LACERA or the County, the Retirement Administrator can assign any step from one to twelve, but must document any placement above the minimum. Placement above step twelve requires prior approval of the Boards of Investments and Retirement.

C. PLACEMENT UPON PROMOTION (Refer to County Code Sections 6.08.370 C.; 6.08.385 B)

This sub-section C. generally covers permanent promotions; temporary promotions are manifested through payment of an assignment bonus, please see sub-section IV. A. Temporary Assignments, below.

Note: To address further the need to standardize and establish equity and confidence in the promotional salary setting process, the CEO developed and offers training to departments to assist with *MAPP Salary placements*.

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Note also that, as in the case of new-to-the-County hires, promotions to a MAPP class require the prior approval of the department's CEO Budget Analyst.

1. Promotion Defined

- Movement from a class on either MAPP Tier to another MAPP class with a higher range number.
- Movement from a class on the Standardized Salary Schedule to a class on the MAPP structure where the Control Point of the MAPP class is at least 2.75 % higher than the top step rate of the class on the Standardized Salary Schedule.
 - Example: Moving from a class whose top step is \$78,525 annually to a class on S Range 5 with a Control Point of \$82,410 annually, a 4.9% difference) constitutes a promotion.
- Movement from a class on either MAPP structure to one on the Standardized Salary Schedule where the top step of the class on the Standardized Salary Schedule is at least 2.75% higher than the Control Point of the MAPP class.

2. Placement on a Tier I range

An employee who promotes to a class paid under Tier I MAPP shall be assigned a rate in the R range for the higher class that provides an increase, rounded to the nearest dollar, of at least 5.5 %, but not less than the minimum salary in the range. The CEO must approve all appointing authority recommendations for promotion to Tier I classes that exceed 5.5%, unless the recommended salary exceeds either the Control Point of the range or the threshold in effect, in which case the promotional increase requires Board approval. An employee who promotes to a LACERA class must receive an increase of at least 5.5%, but not less than the minimum of the range.

Note: A person being compensated on a Y-Rate and who is promoted receives either a rate within the range of the higher-level MAPP class that provides an increase of 5.5% (rounded to the nearest dollar) over the maximum of the salary range for the lower level class, or his/her current salary, whichever is greater. A higher placement may be specifically approved by the CEO, or, if the resulting salary exceeds either the Control Point of the higher range or the annual threshold in effect, by the Board of Supervisors

For an employee promoting over a Y-Rate to a LACERA class, the Retirement Administrator may approve a higher salary.

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3. Placement on a Tier II range

An employee who promotes to a class paid under Tier II MAPP is placed at the lowest step on the S Range that provides an increase of at least 5.5% above his or her current base salary, or the minimum salary in the range, whichever is greater. Promotional increases that are greater than the foregoing require the approval of the CEO, unless the resulting annual salary exceeds the threshold in effect, in which case the increase must be approved by the Board of Supervisors. For LACERA classes, promotional increases greater than 5.5% require the approval of the Retirement Administrator.

A person promoted over an existing Y-Rate is placed at the lowest step that provides a salary increase of 5.5% over either the highest step or the range maximum of the class from which the person is promoted, or, if the foregoing would result in a reduction in salary, the person's present (Y-Rate) salary. In this case, the CEO may authorize a higher salary, but if the resulting salary exceeds the threshold in effect per year, Board approval is required. For a LACERA employee, the Retirement Administrator may authorize a higher salary placement.

While a promotion to a class on the Standardized Salary Schedule establishes a Next Step Date based on or one year later than the Job Appointment Date, all employees appointed to a Tier II class will be eligible for a step advance on October 1, provided they were MAPP participants prior to April 1 of the current fiscal year; only Tier II employees who are placed on the 11th step or lower have a Next Step Date established in e-HR.

4. Promotion from MAPP to another pay plan

Persons promoted from a class on either Tier of MAPP to a class paid on the Standardized Salary Schedule or any other pay plans receive the appropriate step placement based on County Code provisions established for the respective plans; see Chapter II of this manual.

D. PLACEMENT FOLLOWING A DEMOTION

(Refer to County Code Sections 6.08.350, 6.08.340 [G])

1. Demotion Defined

- Movement from a class on the Tier I or Tier II MAPP salary structure to another MAPP class, either in the same or different tier, which has a lower range number.
- Movement from a class on the Standardized Salary Schedule to a class on either MAPP structure where the Control Point of the range of the MAPP class is at least 2.75% less than the top step of the class on the Standardized Salary Schedule.

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- Movement from a class on either MAPP structure to one on the Standardized Salary Schedule where the top step of the class on the Standardized Salary Schedule is at least 2.75% less than the Control Point of the MAPP class.

Example: Moving from a class with a top step of \$113,357.88 annually to a class on S Range 9 with a Control Point of \$110,056.20 annually, a 3% decrease, constitutes a demotion.

2. Placement

The County Code specifies that placement following demotion depends in part upon whether the demotion is Voluntary or Involuntary:

- An employee who has completed the probationary period for a higher level position and who voluntarily demotes to a class paid under MAPP Tier 1 is placed within the lower range at the employee's current salary or at the maximum of the range, whichever is lower. For salary placement onto MAPP Tier II, the employee is placed on the highest step in the salary range that does not allow for an increase in salary or at the maximum of the range, whichever is lower. This same placement is made if the person is appointed from an eligible list to a lower level position.
- An employee who is involuntarily demoted for discipline or performance reasons may be placed by the Appointing Authority at any step or rate in the range of the lower level MAPP position that does not exceed his or her current salary.
- An employee who voluntarily or involuntarily demotes before he or she has completed the probationary period is returned to the salary he/she received prior to being promoted.
- An employee demoted from either MAPP Tier I or II to a class paid on the Standardized Salary Schedule receives step placement depending upon the circumstance leading to the demotion pursuant to County Code Section 6.08.110, i.e., the provisions applicable to demotions between classes paid on the Standardized Salary Schedule; see Chapter II for details. When establishing a Next Step Date, if the employee does not have one that can be restored (e.g., the employee has been in a MAPP class too long), use October 1 of the current year.

3. Special Policies for Demotion Placement

The Board of Supervisors has approved some policies that provide additional guidelines that departments must use in determining the placement of demoted employees; these apply to demotions of both classified as well as unclassified employees who have a right to return to the classified service; for additional information about step placement upon demotion, please see Department of Human Resources' memo to departments dated August 10, 1998.

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- A MAPP employee voluntarily demoted to a lower level MAPP position must be placed at a salary no higher than the salary the participant would have received had he/she not been promoted to the higher class. This salary is based on the participant's former original salary plus any General (across-the-board) Salary Adjustments, plus any Merit Salary Adjustments the participant would have received based on actual performance ratings. The resulting salary cannot exceed the top of the range nor the participant's current salary. Note that this salary may be lower than the maximum permitted by County Code upon a voluntary demotion (i.e., the lower of either the employee's pre-demotion salary or the top of the lower range).

Example:

Eugene Goodwin makes \$114,600 on R 11. On July 1, 2016, he is promoted to a class on Range 13, receiving a 5.5% increase to a salary of \$120,093. On October 1, 2016, he receives a 3% Merit Salary Adjustment, which results in a salary of \$124,530; on January 1, 2017, he receives an across-the-board General Salary Adjustment of 3%, which makes his salary \$128,266. On October 1, 2017, he receives another Merit Salary Adjustment of 2%, making his salary \$130,831. But then, in January of 2018, he takes a voluntary demotion to his former job. According to the code, he could be placed on the lower range at his current salary (\$130,831), which is lower than the top of R11. However, based on Board policy, he would be placed at a salary of \$124,011, derived as follows:

- Original (pre-promotion) Salary = \$114,600
- Plus 3% MSA (10/01/10) = \$118,038
- Plus 3% GSA (01/01/11) = \$121,579
- Plus 2% MSA (10/01/11) = \$124,011.

- A MAPP employee involuntarily demoted (i.e., for disciplinary reasons) is placed at a salary consistent with his/her level of performance, and it may be less than the salary previously held while in the lower level class, at the discretion of the Department Head.

E. PLACEMENT FOLLOWING A CHANGE OF CLASSIFICATION (Refer to County Code Section 6.08.340 [E.]

1. Changes of Classification Defined

The definition for a Change of Classification (administrative reassignment) is parallel to that of promotion/demotion:

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- Movement from a class on the Standardized Salary Schedule to a class on either MAPP Tier where the difference between the top step of the class on the Standardized Salary Schedule and the Control Point of the range of the MAPP class is less than 2.75%;
 - Example: Moving from a class with a top step of \$127,949.40 annually) to a different class paid on R 11 (with a control point of \$127,182.84 annually, a 0.6% decrease) constitutes a change of classification;
- Movement from a class on either MAPP Tier to a class on the Standardized Salary Schedule where the difference between the Control Point of the MAPP class and the top step of the class on the Standardized Salary Schedule is less than 2.75%;
- Movement from one MAPP class to another MAPP class that has an equal range number.

2. Placement

An employee who receives a change of classification from a class on the Standardized Salary Schedule to a class assigned to MAPP, or who moves from one MAPP class to another equal-level MAPP class as defined above, receives his or her same salary; if the employee is changed to a Tier II class, he/she is placed on the nearest step that does not result in a decrease in salary for the employee.

An employee who receives a change of classification from a MAPP class to a class paid on the Standardized Salary Schedule receives a step placement in accordance with the standard placement provisions in the County Code governing appointments to equal-level positions, as follows:

- If the top step of the class on the Standardized Salary Schedule is lower than the Control Point of the MAPP class, the employee is placed at any step of the range that does not exceed his/her last MAPP rate;
- If the top step of the class on the Standardized Salary Schedule is higher than the Control Point of the MAPP class, the employee is placed at any step within the range, provided that the employee is not placed on a step that is higher than the lowest step that provides an increase over his/her MAPP rate.

Note that if either of these applications results in the employee being assigned to a step that is less than the top step, a Next Step Date must be assigned. Since some MAPP employees may not have a step date that can be restored, in this specific case, DHR policy is that departments should use October 1 of the current year.

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F. PLACEMENT FOLLOWING REINSTATEMENT, REEMPLOYMENT, OR RESTORATION (Refer to County Code Section 6.08.355)

1. Reinstatement

When an employee is reinstated to a MAPP item following separation from County service, his/her MAPP salary is determined as if the employee were entering County service for the first time; see this Chapter's sub-section B. Placement in the Structure - New Hires, 1. (Tier I) or 2. (Tier II), above.

Note: This applies also to a "rehired retiree" who has rescinded retirement and who is reinstated to a permanent, full-time MAPP position; however, in this case, the reinstated employee may be placed at any salary rate not to exceed his/her salary prior to retirement, unless a higher rate is specifically approved by the CEO.

Rehired retirees reinstated to other-than-full-time MAPP items are placed at any rate, or step in the case of a Tier II class, in the lower half of the MAPP ranges at the discretion of the Appointing Authority, and at any point or step of the range with CEO approval. See also this chapter's sub-section III. I. Placement Provisions for MAPP Employees Who are Not Full-Time, Permanent.

2. Reemployment

An employee who is reemployed (pursuant to Civil Service Rule 19.08) to the position held immediately prior to a layoff is placed at the same salary rate paid prior to separation, or the minimum of the salary range, whichever is greater. If the employee is reemployed on a different position than that previously held, the employee is placed at the maximum of the salary range for the new position, or at the same salary paid prior to separation, whichever is the lesser. In the case of reemployment into a Tier II class, if the employee's former rate is no longer equal to a specific step rate, the employee receives a Y-Rate and is assigned to the highest (underlying) step that does not exceed his/her restored rate.

Note that an employee whose last performance rating was "Needs Improvement Meeting Expectations" or "Failed to Meet Expectations" may not be reemployed.

3. Restoration to a Higher Position

When an employee is restored to a higher-level position in either MAPP Tier, he/she may be placed within the range at his/her current salary or at his/her previous salary. If either salary is below the minimum of the range for the restored position, the employee is placed at the minimum of the range for the restored position.

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G. PLACEMENT AFTER GRADE REDUCTION AND OTHER SPECIAL CIRCUMSTANCES (Refer to County Code Section 6.08.340 [F.]

1. Reduction of Salary Range

If an employee holds a position in a MAPP class whose salary range is reduced or which is reclassified to a MAPP class at a lower range level, the employee is placed within the new salary range at his/her current salary, or, if the employee is assigned to a Tier II class, he/she is placed on the nearest step that does not result in a decrease in salary for the participant. If his/her current salary is higher than the new salary range maximum or between steps, the employee's rate is identified as a Y-Rate, which remains in effect until the Y-Rate is within the salary range for the position, or the underlying step equals or exceeds the employee's Y-Rate.

2. Special Placement by the Board or CEO (Refer to County Code Section 6.08.340 [C])

Either the CEO or the Board of Supervisors may approve the placement of a specific MAPP employee at any point or step on the range for the employee's class. For additional information on this kind of adjustment, please refer to this chapter's sub-section V. E., Other Individual Salary Adjustments, below.

3. Special Placement for LACERA Employees (Refer to County Code Section 6.127.030 [B.3])

The Board of Retirement, the Board of Investments, or the Retirement Administrator may approve the placement of a specific MAPP employee employed by LACERA at any step or point within the range for the employee's class.

H. PLACEMENT FOR EMPLOYEES WHOSE CLASS IS REALLOCATED TO MAPP FROM A DIFFERENT PAY PLAN

When a class is re-allocated from any other pay plan to MAPP, pursuant to County Code Section 6.08.340 D., the employee is placed in the appropriate MAPP range with a salary (or step) that is not less than his/her salary including any compensation resulting from the following:

- Superior/Subordinate Pay (County Code Section 6.10.070, Event Code 219);
- Additional Responsibilities Bonuses (County Code Section 6.10.073 A & B, Event Codes 203, 532);

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- Board of Supervisors’ Special Assignments Bonuses (County Code Section 6.44.015, Event Code 270);
- Chief Executive Officer’s Management Trainee Master’s Degree or secretarial assistance bonus (County Code Section 6.50.020, Event Codes 203, 295);
- County Counsel’s Legislative Advocate bonus (County Code Section 6.64.020 A, Event Code 310).

I. PLACEMENT PROVISIONS FOR MAPP EMPLOYEES WHO ARE NOT FULL-TIME, PERMANENT (Refer to County Code Section 6.08.340 [I.])

Employees who are other than full-time permanent employees (including rehired retirees) are placed at any step (Tier II) or point (Tier I) at or below the Control Point of the tier range established for the class at the discretion of the Appointing Authority, and at any step or point of the tier range with CEO approval. The salary rate for such participants is adjusted to reflect General Salary Adjustments, provided that the Appointing Authority certifies that such participant’s performance is at least equivalent to “Met Expectations.”

SECTION IV. BONUSES FOR MAPP PARTICIPANTS (Refer to County Code Section 6.08.360)

Once an employee is placed on a MAPP range, that employee is eligible for only a few selected bonuses. Some are county-wide, and others apply to specific departments. These bonuses, together with the bonuses that are not applicable to MAPP employees, are listed following.

Note: In e-HR, all bonuses are expressed in percentages. If the bonus as described for Standardized Salary Schedule employees is expressed in levels or schedules, the bonus is converted to a percentage using the level percentage conversion table. None of these bonuses is included in base salary for the purpose of calculating pay increases.

A. COUNTY-WIDE BONUSES FOR MAPP

Temporary Assignments

Any MAPP employee assigned to perform all of the significant duties of a higher-level position in an acting or temporary capacity during an absence from work of an incumbent of a MAPP position, or when such position is vacant for 30 calendar days or longer may receive, during the term of the assignment, a 5.5 percent “Temporary Assignment” bonus. Moreover, the CEO may approve a

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greater amount of bonus as long as the resultant salary does not exceed the maximum of the range for the higher level position. The CEO may also waive the 30-day vacancy requirement, dependent upon the needs of the service.

To pay this Temporary Assignment bonus in e-HR, departments must use Event Code 231, (Temporary Assignment, MAPP Employee - Flat), calculate the amount that must be added to the employee's base salary to achieve a 5.5% differential or the amount authorized by the CEO, and enter this amount as a flat rate on the ESMT. Note that this amount may have to be adjusted if the employee's base salary changes. Also see acting as Department Head, below, which is a special case of a "temporary assignment."

Note that the Out-of-Class provisions of County Code Section 6.10.040, (in e-HR, Event Codes 214, 222) do not apply to MAPP Participants.

Acting as Department Head

A MAPP employee who has been designated by the Board of Supervisors to act as Department Head on a temporary basis receives a bonus of 5.5%, unless a greater amount is approved by the Board of Supervisors. To pay this bonus, use Event Code 231, the same bonus that is used for temporary assignments, as described above.

Manpower Shortage Recruitment Rates and Manpower Shortage Ranges

While the Manpower Shortage Recruitment Rate provisions of County Code Section 6.10.050 or the Manpower Shortage Range provisions of County Code Section 6.10.060 per se do not apply to MAPP participants, the CEO may adjust proportionally the salary of MAPP participants to preserve internal equity with or supervisory pay differentials over non-MAPP classes that have been approved for adjustments pursuant to these code sections. These adjustments may be discontinued on the same basis as provided in the above-referenced code sections.

Additional Compensation for Supervisors

While the provisions of County Code Section 6.10.070, (Superior/Subordinate Pay, Event Code 219 in e-HR) do not apply to MAPP participants, the CEO may adjust the salary of a participant in order to maintain a supervisory differential of up to 5.5%, providing that the organization in which the respective jobs are found is permanent and has been approved by the CEO. The additional compensation may be discontinued if any of the circumstances change, i.e., the differential does not need to be maintained by additional compensation.

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Additional Responsibilities, as provided in

County Code Section 6.10.073

MAPP participants are eligible for the additional responsibilities bonus provided in the above County Code section; the bonus amounts are expressed as a percentage of up to 11 percent of a participant's current salary. In e-HR, use Event Code 203.

B. COUNTY-WIDE BONUSES NOT APPLICABLE TO MAPP PARTICIPANTS

The following bonuses/pay practices do not apply to MAPP Participants:

Lump sum merit bonuses for managers, as provided in County Code Section 6.10.075 (Event Code 525);

Standby pay, as provided for in County Code Section 6.10.120 (Event Code 531);

Manpower Shortage Recruitment Rates and Manpower Ranges, except as noted above.

C. DEPARTMENTAL BONUSES (Refer to County Code Section 6.08 395)

Auditor-Controller

MAPP Participants may receive additional compensation of 5.5 % if they possess one of the following certificates or licenses:

Certified Public Accountant; or
Certified Internal Auditor; or
Certified Information Systems Auditor;

and if they are performing the applicable accounting, financial, or systems functions. In e-HR, Event Code 250 is used.

Public Social Services

An Assistant Director who is assigned to perform special assignments for the Department Head may receive a bonus of 5.6468%, pursuant to County Code Section 6.108.020 E; Event 430 is used in e-HR.

(Los Angeles County Employees Retirement Administration (6.08.395 C.)

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MAPP participants in LACERA may receive a bonus of 5.5% for a number of combinations of certificates and assignments pursuant to the departmental provisions of County Code Section 6.127; for details, see Event Code 475 in Chapter V. of this manual.

Sheriff

Sworn MAPP participants in the Sheriff's department may receive POST bonuses, established as percentage bonuses pursuant to the provisions of County Code Section 6.10.105. However, any POST bonus received by an employee is not considered when calculating the amount of promotional increase to which the MAPP participant is entitled. Event Codes 215, 216, or 217 are used, depending upon the bonus level.

Sworn MAPP participants also receive the following longevity bonuses depending upon their length of service pursuant to the provisions of County Code Section 6.08.395.D.2.d: 3% upon completion of 19 years, 7% upon completion of 24 years, and 11% upon completion of 29 years. This longevity bonus is paid only if the Sheriff certifies the individual employee's performance as "Met Expectations" or higher. In e-HR, Event Codes 235, 236, and 237 are used cumulatively. These longevity bonuses are Base Rate bonuses; however, they are not considered when calculating the amount of promotion increase to which a MAPP participant is entitled. Note, longevity bonuses are added back to the employee's salary once the promotional increase has been determined.

Forester and Fire Warden

MAPP Participants whose classes are listed in subsections H (Assistant Chief, Lifeguard Services, Fire, Assistant Fire Chief, Chief Deputy, Emergency Operations, Fire (UC), Chief, Forestry Division, Chief, Lifeguard Services, Fire, Deputy Fire Chief, Emergency Operations (UC), O (Battalion Chief (56 Hours), Assistant Chief, Forestry Division, Section Chief, Lifeguard Services, Fire, Chief, Air Operations, Fire Services), P (Assistant Fire Chief, Deputy Fire Chief, Emergency Operations (UC), Chief Deputy, Emergency Operations, Fire (UC), Chief, Forestry Division,

Assistant Chief, Lifeguard Services, Fire, Chief Lifeguard Services, Fire, Chief Deputy, Business Operations, Fire (UC)), and Q (Assistant Fire Chief, Deputy Fire Chief, Emergency Operations (UC), Chief Deputy, Emergency Operations, Fire (UC), Chief Deputy, Business Operations, Fire (UC), Assistant Chief, Forestry Division, Chief, Forestry Division, Section Chief, Lifeguard Services, Assistant Chief, Lifeguard Services, Chief, Lifeguard Services) of the Fire Department Article (6.76.020) are entitled to receive the compensation as described in those sections, including, for example, EMT and Command Pay. However, this compensation is not considered as part of base

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salary for calculating the amount of promotional increase to which the employee is entitled pursuant to provisions described above in the “Placement on Promotion” sub-section. Note: “Command Pay” operates in a fashion similar to the longevity provisions applicable to Sheriff. This extra compensation is dependent upon an employee’s length of service: an additional 3.5% is received upon completion of 24 years, and an additional 7.5% upon completion of 29 years. This Command Pay bonus is paid only if the Fire Chief certifies the individual employee’s performance as “Met Expectations” or higher. In e-HR, Event Codes 238 and 239 are used cumulatively.

District Attorney

MAPP participants in sworn Investigator classes in the District Attorney may receive POST bonuses, established as percentage bonuses pursuant to the provisions of County Code Section 6.10.105. However, any POST bonus received by an employee is not considered when calculating the amount of promotional increase to which the MAPP participant is entitled. Event Codes 215, 216, or 217 are used, depending upon the bonus level.

Sworn Investigator MAPP participants also receive the following longevity bonuses depending upon their length of service pursuant to the provisions of County Code section 6.08.395.G.1: 3% upon completion of 19 years, 7% upon completion of 24 years, and 11% upon completion of 29 years. This longevity bonus is paid only if the District Attorney certifies the individual employee’s performance as “Met Expectations” or higher. In e-HR, Event Codes 235, 236, and 237 are used cumulatively. These longevity bonuses, which are the same as those paid to the Sheriff’s MAPP participants, are Base Rate bonuses, , they are not considered when calculating the amount of promotion increase to which a MAPP participant is entitled. Note, longevity bonuses are added back to the employee’s salary once the promotional increase has been determined.

SECTION V. INDIVIDUAL SALARY INCREASES

(Refer to County Code Sections 6.08.375 [Tier I], 6.08.390 [Tier II])

INTRODUCTION

Once a MAPP employee has been initially placed on either of the MAPP Tiers, subsequent annual increases are based solely upon performance. MAPP focuses on a standardized and systematized annual performance evaluation process, through which MAPP participants are evaluated and receive “Merit Salary Adjustments,” i.e., pay increases based on their evaluation. The evaluation process is tied to the Budget/Fiscal Year cycle such that all evaluations are based on accomplishments for each year ending June 30, and all pay increases are effective at the same time, October 1 of each year. Thus timeliness of completing the performance evaluation process is very important.

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The processes for these salary increases are detailed in sub-section V. A., Merit Salary Adjustments, below.

In addition, the current MAPP Tier I and Tier II pay plan specifically recognizes the need and includes provisions for general, across-the-board increases, called "General Salary Adjustments." These adjustments are not necessarily made annually, nor at the same time each year, but are recommended by the CEO from time to time as warranted, and require Board approval.

The process for these adjustments is detailed in subsection V. B., General Salary Adjustments, below.

A. MERIT SALARY ADJUSTMENTS (MSA)

1. Eligibility

Following are the general requirements that must be met for any MAPP participant to receive a Merit Salary Adjustment. To receive a Merit Salary Adjustment, a MAPP employee must:

- Be on a position with a permanent, full-time Item Sub in a class allocated to MAPP;
- Have been on a MAPP item prior to April 1st of the current fiscal year;
- Have completed and submitted the performance evaluations of all subordinate MAPP participants, if any, on a timely basis in accordance with timeframes established by the Director of Personnel. If the performance evaluation for a subordinate MAPP employee is not submitted on a timely basis, the Merit Adjustment is withheld for both the rater and the subordinate employee. When the evaluation is submitted, the employee receives a Merit Adjustment (if warranted) retroactive to October 1, but in no case does the rater receive a retroactive adjustment;
- Have received an evaluation of "Met Expectations" or better.

Exceptions:

MAPP participants on a long-term leave of absence do not receive Merit Salary Adjustments unless they are rated in accordance with plan requirements.

Whether or not they are rated in turn depends upon the length of the absence:

- A Department Head or his/her designee has the option of rating or not rating participants on leave for more than six months of the rating period;
- Participants on leave for less than six months must be given an overall performance rating, except in the case where the Director of Personnel determines that unusual circumstances exist;

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- Where participants on a leave of absence are rated, any Merit Salary Adjustment due is granted upon the employee's return to work.

2. For Tier I, other than Department Heads

The Department Head or Appointing Authority for each department determines and recommends to the CEO, in accordance with guidelines issued by the CEO, the annual pay increase based on performance, i.e., the merit increase, for each individual subordinate Tier I employee. Such recommended increases may range from 0 to 5%, must be approved by the Board, and may result in a salary that exceeds the range established for the employee's class.

3. For Appointed Department Heads

Each year, the CEO, in consultation with the Board, evaluates the performance of appointed Department Heads pursuant to the provisions of County Code Title 2 Section 2.06.100, and following such consultation, may authorize Merit Salary Adjustments that will be effective each October 1 or at such times as may be determined by the CEO. For Department Heads who have received a current performance evaluation rating of "Met Expectations" or better, the Merit Salary Adjustment cannot be less than the percentage granted as a General Salary Adjustment, if any, to other MAPP Tier I participants in the same fiscal year. Such increases may result in a salary that falls outside of the range established for a Department Head's position.

4. For Tier II employees

For Tier II employees, an annual evaluation of at least "Met Expectations" may result in a step advance along the range, except that advancement to any step above Step12 requires a current rating of either "Exceeded Expectations" or "Far Exceeded Expectations."

B. GENERAL SALARY ADJUSTMENTS

From time to time, on recommendation of the Chief Executive Officer, or, for LACERA MAPP participants, as requested jointly by the Boards of Investments and Retirement, the Board may approve an across-the-board percentage change to the range values and concurrently the salaries of individual MAPP participants. While these adjustments apply equally to all participants, there are slight differences in application for the two tiers and for department heads, as follows:

- For employees in a Tier I class other than an appointed department head, the General Salary Adjustment consists of a percentage change in the R Range structure coupled with concomitant changes in the participants' actual salaries. However, only those participants who have a current performance evaluation of "Met Expectations" or better can receive the actual increase.

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- For appointed department heads who have received a current performance evaluation of “Met Expectations” or better, any General Salary Adjustment which has been approved for other Tier I positions in the same fiscal year becomes the minimum increase that the department head receives for his/her Merit Salary Adjustment.
- For employees in a Tier II class, the General Salary Adjustment consists of a percentage change in the S Range structure coupled with an equal percentage increase in the participants’ actual salaries.

C. IMPLEMENTING MAPP SALARY INCREASES IN E-HR

1. Merit Salary Adjustments

For Tier I employees, subject to any limitations as set forth above, percentage increases are applied to the base salary of each participant; the new rates are calculated and entered by modifying the ESMT document with a new time slice equal to the effective date (October 1) as implemented. Note that these MAPP increases must be implemented by adding a new time slice and entering Personnel Action Code “60” and Reason “M” in the field. (Refer to e-HR Desk Procedure #DP-PA-363-D, MAPP – Change in Salary (Tier I).)

For Tier II employees, since merit adjustments result in a change of step, such step advances are performed by e-HR’s automated step advance process when the employee is on Step 11 or a lower step. This process checks the affected employee’s performance evaluation record from Human Resources’ Performance Net to ensure that it equals or exceeds “Met Expectations.” Employees with a performance evaluation rating of “Needs Improvement Meeting Expectations” or “Failed to Meet Performance Expectations” will not receive an automatic step advance. Departments must ensure that an appropriate performance evaluation rating is in place before the automatic step advance deadline.

For Tier II employees on Step 12 and above who receive a rating of Exceeded Expectations or higher and who are thus entitled to a step advance, the appropriate bonus must be added using Event Codes 273 through 278, for Steps 13 through 18, respectively. Bonuses are added using PPARM, with a start date of October 1, and the bonuses are added cumulatively as the employee advances; previous bonuses are NOT stopped. Note that Tier II employees on Step 12 or higher do not have a Next Step Date on their ESMT page. The addition of the cumulative bonuses for steps 13 through 18 is not automatic and must be entered by each department manually. (Refer to e-HR Desk Procedure #DP-PA-365-D, Merit Step – Processing.)

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2. General Salary Adjustments

General Salary Adjustments are reflected by a structure change (i.e., a change in the range values), with an equivalent percentage change for individual Tier I employees with a “Met Expectation” or better performance rating. General Salary Adjustments approved by the Board are entered manually by each department as a change to the ESMT record, similar to the process used for Merit Salary Adjustments. Departments are advised of such increases by the CEO or the Auditor-Controller.

D. INDIVIDUAL SALARY INCREASES FOR OTHER-THAN-PERMANENT, FULL-TIME MAPP EMPLOYEES (Refer to County Code Section 6.08.340 [I])

While MAPP employees who are other than full-time permanent employees (including rehired retirees) are not eligible for Merit Salary Adjustment increases, their salary rates are adjusted individually whenever the Board approves a General Salary Adjustment, provided that the Appointing Authority certifies that such an employee’s performance is at least equivalent to “Met Expectations.” Please see Section V.C., above, for details about entering individual adjustments on the ESMT page.

E. OTHER INDIVIDUAL SALARY ADJUSTMENTS (Refer to County Code Section 6.08.340 [C])

From time to time, it may be necessary to make an adjustment to the salary of an individual employee, in addition to or at a different time from the annual Merit or any General Salary Adjustments.

Accordingly, County Code Section 6.08.340.C (in the MAPP provisions), which authorizes either the CEO or the Board of Supervisors to provide for the placement of a specific MAPP employee at any point on the range for the employee’s class, also enables the Board or the CEO to move the rate of an individual employee to any point or step within the range established for the employee’s class. LACERA’s department article vests identical authority for making salary adjustments for individual LACERA employees in the Board of Retirement and Board of Investments jointly, and in the Retirement Administrator.

However, these other, individual adjustments should be relatively rare, one-time-only occurrences, since the design of MAPP greatly diminishes the need for individual adjustments for these reasons: it provides for predictable salary increases related to performance, allows for general, across-the-board increases, recognizes the need to maintain appropriate supervisory differentials, and provides means to recognize and reward additional responsibilities and special assignments.

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Thus departments requesting an adjustment under this provision must fully document the circumstances giving rise to the adjustment request, and must include all relevant data supporting the need for the adjustment.

SECTION VI. PERFORMANCE MANAGEMENT

(Refer to County Code Section 6.08.325)

OVERVIEW

While MAPP participants may be eligible for periodic General Salary Adjustments that parallel those cost-of-living adjustments (COLAs) granted to employees in other pay plans, MAPP Tier I participants also receive Merit Salary Adjustments that vary based on their performance.

The performance of MAPP participants is annually evaluated in accordance with guidelines established by the Director of Personnel on the basis of three dimensions:

- Professional Credibility, which is evaluated on a Pass/Fail basis, and when a participant is rated as Fail, there is no further evaluation performed; a rating of *Failed to Meet Expectations* or a rating of *Needs Improvement Meeting Expectations* is given;
- Formulation and successful achievement in the context of an annual performance plan, which includes setting priorities and defining performance expectations jointly between supervisors and plan participants;
- Job Success Factors, as defined on the MAPP Evaluation form, such as Leading and Managing Change, Leading and Managing People, Building Relationships, Demonstrating the Fundamentals, etc.

Interim reviews are scheduled during the performance period to review and provide feedback on accomplishments to date.

At the end of the performance period, Appointing Authorities/Department Heads or their designees evaluate the participants' performance in terms of results achieved against planned objectives in the annual performance plan, as well as on observed performance in significant behavioral areas. This rating is used by an Appointing Authority to determine for Tier I participants the percentage amount of Merit Salary Adjustment to recommend to the CEO; for Tier II employees, the rating determines whether they will be entitled to a step advance, as provided above. The performance of each appointed Department Head is evaluated by the CEO, who recommends his/her findings to the Board of Supervisors, in accordance with the provisions of County Code 2.06.100.

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Thus MAPP provides the structure for defining annually the accomplishments and behavioral standards to be achieved by managers and the means for recognizing and rewarding demonstrated competent and/or superior performance.

Note: To assist MAPP managers in the tasks of developing priorities and evaluating performance, the Department of Human Resources has developed a County-wide performance management system. Additional information about this new system, which greatly facilitates the MAPP process, is provided below in sub-section C., Managing the Performance Evaluation Process.

A. DEVELOPING AN ANNUAL PERFORMANCE PLAN

The annual performance plan begins with the designation of a “rating period.”

While the Chief Executive Officer may designate any period of time as a rating period, generally the rating period will be tied to the annual budget cycle; thus the rating period currently runs from July 1 to June 30 of the following year.

Following are the general steps followed under the MAPP:

- The Board of Supervisors approves Countywide initiatives as incorporated in Los Angeles County’s Strategic Plan.
- Department Heads formulate their departmental Strategic Plan priorities to align with the County Strategic Initiatives, Strategies, and Objectives.
- Subordinate managers translate department priorities into specific priorities for their branches, divisions, and sections.
- Individual MAPP participants prepare an annual performance plan consisting of three to five Key Responsibilities and Priorities aligned with the foregoing department and County strategic plans, and develop measurable performance objectives needed to achieve each priority. Such priorities may be associated with new programs or projects, or may involve improving the efficiency and/or the effectiveness of operations for which the MAPP participant is responsible. Of these priorities, one must be a “stretch” priority, reflecting a higher degree of difficulty, importance, complexity, or priority, and one must be a service delivery priority. To be considered a stretch priority, the priority must be written at the “Far Exceeded Expectations” level.
- The participant’s supervisor and Department Head approves the participant’s proposed performance plan.

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- Monitoring of progress goes on during the rating period, and interim reviews are conducted. Any changes, such as cancelled, supplemental, or amended priorities are appropriately reflected.
- Participants are evaluated at the end of the rating period., in accordance with the three dimensions discussed above:
 - First, the participant is rated Pass/Fail regarding his/her demonstration of Professional Credibility. Professional Credibility is defined as: “Being honest; supporting a culture that fosters high standards of conduct; behaving in a fair and ethical manner toward others; demonstrating a sense of organizational responsibility and commitment to maintaining the public trust; and ensuring that work is performed consistent with County and departmental standards/expectations. ” If the participant receives a Fail, no further evaluation is performed.
 - The participant is next rated on the accomplishment of priorities. In preparation for the evaluation process, participants must first fully document by means of a self-assessment the results achieved in accomplishing or achieving their priorities, and submit this documentation to their rater. The rater rates priority achievement separately, then comprehensively, evaluating the participant’s performance across all priorities.
 - After the priorities are rated, the rater rates the participant’s demonstrated performance in seven (7) “Job Success Factors”, first individually, and then comprehensively on a scale ranging from a performance level of 1 to 5. These behaviors include: Leading and Managing Change, Leading and Managing People, Building Relationships, Focusing on Outcomes, Managing Operations, Demonstrating the Fundamentals, Compliance with County Policies and Board Directives.
- Based on these evaluations and concomitant scores, Appointing Authorities recommend Merit Salary Adjustments for their MAPP participants:
 - for Tier I participants, recommendations for increases are submitted to the CEO.
 - Tier II participants may be eligible for a step advance if they meet the conditions set forth in the MAPP plan.

B. SPECIAL RATING STANDARDS FOR MAPP PARTICIPANTS

The Civil Service Rules provide for a unique set of rating standards applicable solely to MAPP employees. Under these rules, a MAPP participant's overall performance rating falls into one of the following five ratings, as set forth in Civil Service Rule 20.11.

- Far Exceeded Expectations:
Recognizes exceptional, unexpected, and highly successful outcome of performance, special

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assignments, or unusual opportunities. Significantly exceeds performance requirements on all job responsibilities, job skills, expectations, and goals. Performance and quality of work are at such a high level that the manager is performing substantially beyond the scope normally expected of the present position. This rating category is reserved for recognition of extraordinary performance.

- **Exceeded Expectations:**
Performance exceeded most and met all other performance requirements on all job responsibilities, job skills, behaviors, expectations, and goals as defined in the performance plan.
- **Met Expectations:**
Performance met goals, behaviors, and expectations as defined in the performance plan.
- **Needs Improvement Meeting Expectations:**
Performance failed to meet some of the goals, behaviors, and expectations as defined in the performance plan. Performance or quality of work is slightly below the satisfactory level and must be improved to the level of “Met Expectations.” This performance rating requires a remedial performance plan, and within six months, a review and rating of performance with an overall rating of other than “Needs Improvement Meeting Expectations.”
- **Failed to Meet Expectations:**
Performance failed to meet most of the goals, behaviors, and expectations as defined in the performance plan. When employee receives this rating, the employee must receive a notice of reduction or discharge if still in County service in accordance with the provisions of Rule 18.

C. MANAGING MAPP’S PERFORMANCE EVALUATION PROCESS

It is evident from the foregoing sections that MAPP, with its focus on integrating priorities both horizontally and vertically on a County-wide basis, involves an almost on-going involvement of participants, including conducting the two-way flow of the priority setting process, updating of information, and evaluating accomplishments.

While managers are used to rating employees on standard forms, the requirements of MAPP transcend the usual performance evaluation process: MAPP-required processes consume a considerable amount of time and paper work in developing, documenting, updating and providing feedback in the priority-setting process alone.

Thus to facilitate all of the tasks involved in executing the MAPP required processes, to reduce paper usage, and to speed up the flow of information, the Department of Human Resources has developed a comprehensive internet-based system that allows MAPP managers to complete on-line all of the

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steps required in preparing their own priorities, as well as to review and approve their subordinates' priorities, and also to complete each subordinate's annual performance evaluation on-line.

Besides greatly simplifying and speeding up the exchange of information, this system assists managers in meeting one of the key objectives of the new Tier I & II MAPP: timely completion and submission of performance evaluations, as discussed in sub-section D. Performance Evaluation Timeliness, below.

The MAPP application is an Adobe e-Form and is accessed through the participant's *mylacounty.gov* portal.

Following are brief descriptions of some of the features that are included within MAPP Application:

- MAPP participants can enter their key responsibilities and priorities into the MAPP application, and when ready, submit to their supervisor for review and approval;
- The participant's supervisor can access each subordinate's key responsibilities and priorities through the MAPP application. Additionally, supervisors can determine whether any changes are needed, reject or approve the key responsibilities and priorities, and provide any kind of feedback on-line;
- During the performance period, participants can track progress or problems within priority achievement by using the "note pad" feature; information from the "note pad" remains available for use in completion of the participant's self-assessment;
- At the end of the performance period, MAPP participants can complete their self-assessments on-line, and the system automatically informs supervisors that their subordinates have submitted their assessments. Participants may also choose (but are not required) to enter pertinent comments in the "Optional" section. In this section, participants are encouraged to include any notable accomplishments for the rating period or anything else they would like their manager to consider when evaluating their performance.
- Supervisors can use the MAPP application to evaluate their subordinates on each of the three factors (Professional Credibility, Priorities, and Job Success Factors). Professional Credibility is rated as Pass/Fail. In the Priorities section, supervisors must provide a comment for any priority rating indicating that the participant "did not achieve/complete the milestone or priority." All other comments for the evaluation are provided in the final evaluation section: Final Performance Rating, Narrative Summary of Performance. In the Job Success Factors section, each Job Success Factor is rated individually first, and then again in the form comprehensive overall Job Success Factor score. In the Final Performance Rating section supervisors are to take into consideration previously assigned ratings in the preceding sections, and assign a Final Performance Rating that is internally consistent with how the supervisor has rated throughout the evaluation.

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- Once the evaluation is completed, an email is automatically sent to the Department Head or his/her designee to inform him/her that an evaluation is ready for review/approval; the system informs the rater when the approval is made, and notifies the rater to discuss the rating with the employee.

D. PERFORMANCE EVALUATION TIMELINESS

Tier I and II MAPP places greatly increased emphasis on the timeliness of the performance evaluation process. Thus, Merit Salary Adjustments for either Tier I and Tier II raters, as well as for the employee being rated, are withheld if the performance evaluation has not been submitted on a timely basis in accordance with the timeframe established by the Director of Personnel. Upon submission of the evaluation, the employee being rated is entitled to a retroactive adjustment (e.g., to October 1), whereas the rater is not entitled to such retroactivity. (Refer to County Code Section 6.08.325.C.)

E. RATING EMPLOYEES WITH LESS THAN A FULL YEAR ON AN ACTIVE MAPP ITEM

Under ordinary circumstances, most MAPP employees have been on a MAPP item for the entire rating period. However, occasionally, and for various reasons, some MAPP employees may not have served for the entire rating period and thus may have limited time to execute their established performance plan. At the discretion of the Appointing Authority, an evaluation may be completed for a participant with less than six months service in the MAPP plan. This sub-section E. deals with these and other circumstances.

1. Participants on a Leave of Absence

Participants on leave for less than six months must be given an overall performance rating, except in the case where the Director of Personnel determines that unusual circumstances exist.

Participants on leave for more than six months of the rating period may or may not be given a performance rating; an Appointing Authority/Department Head or his/her designee has the option of rating or not rating.

Where participants on a leave of absence are rated, any Merit Salary Adjustment may, at the discretion of the Appointing Authority, be granted upon the participant's return to work.

2. Participants with Limited Time on a MAPP Item

Participants with at least six months on the MAPP item must be rated on their accomplishments under the terms of their performance plan.

Participants with less than six months service in the plan may be rated on their accomplishments at the discretion of the Department Head.

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In either of the above cases, those participants who are not rated may not be granted a Merit Salary Adjustment.

F. APPEAL PROCESS

(Refer to County Code Section 6.08.330)

Internal Review

In the case of a disputed performance evaluation and rating, an affected MAPP participant may present, in writing, his /her request for review and modification of the rating to the Department Head/Appointing Authority. Such requests must be made within 10 business days of receipt of a performance rating.

In the case of a Department Head, a request for review and modification of the rating is made to the CEO, who reports his/her findings to the Board of Supervisors.

Director of Personnel Review

Within 10 business days of receipt of the decision of the Department Head concerning a disputed performance evaluation, an affected MAPP participant, except a Department Head, may request review by the Director of Personnel and reconsideration by the Department Head, if and only if the performance rating was "Needs Improvement Meeting Expectations" or "Failed to Meet Expectations." The Director of Personnel will review the process and submit recommendations to the Department Head, who then renders a decision on the review and the original evaluation and rating; this decision of the Department Head is final.

Note, however, that a rating of "Failed to Meet Expectations" for a classified employee must be accompanied by a Reduction or Discharge, which can, therefore, be appealed to the Civil Service Commission.

Appeal Process for LACERA MAPP Participants (County Code Section 6.127.040.F.)

For a MAPP participant in LACERA, the initial request for review is submitted to the participant's supervisor, who responds to the participant with his/her decision. Within 10 days of receipt of the decision of the supervisor, the participant, if not satisfied, may request review by LACERA's Director of Human Resources, who then reviews the process and submits a recommendation to the Retirement Administrator. The Retirement Administrator makes a final decision on the evaluation and rating; the Retirement Administrator's decision is conclusive.

CHAPTER XI. BENEFITS AND PAY PRACTICES SUMMARY

Summary of Employee Benefits and Pay Practices January 1, 2020

(Note: Blank cells = No)

Employee Benefit / Pay Practice	Employment Status - Sub Title																							
	Monthly Permanent	Monthly Recurrent	Daily as Needed	Monthly Permanent 9/10 Time	Daily Recurrent	Hourly as Needed	Per Visit (2 hours)	Hourly Recurrent	Per Session (4 hours)	County Officer	Monthly Temporary Training	Monthly Permanent Grant-Funded	Monthly Temporary	Monthly Permanent 1/5 Time	Monthly Permanent 1/4 Time	Monthly Permanent 5/16 Time	Monthly Permanent 1/3 Time	Monthly Permanent 2/5 Time	Monthly Permanent 1/2 Time	Monthly Permanent 3/5 Time	Monthly Permanent 5/8 Time	Monthly Permanent 2/3 Time	Monthly Permanent 3/4 Time	Monthly Permanent 4/5 Time
	A	B	C	D	E	F	G	H	J	L	M	N	O	P	Q	R	S	T	U	V	W	X	Y	Z
Vacations ¹	Yes	Yes	Yes	Yes**	Yes					2	Yes	Yes	Yes						Yes	Yes	Yes	Yes	Yes	Yes
Holidays	Yes	Yes		Yes**						2	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Sick Leave ¹	Yes	Yes	Yes	Yes**	Yes					2	Yes	Yes	Yes						Yes	Yes	Yes	Yes	Yes	Yes
Sick Pers. for Temp/Rec ^{11,12}						Yes ¹¹	Yes ¹²	Yes ¹¹	Yes ¹²					Yes ¹²	Yes ¹²	Yes ¹²	Yes ¹²	Yes ¹²						
Bereavement Leave	Yes	Yes*		Yes**						2	Yes*	Yes	Yes*											
Military Leave	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Jury Duty	Yes	Yes*		Yes						Yes	Yes*	Yes	Yes*	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Witness Leave	Yes	Yes*								Yes	Yes*	Yes	Yes*											
Injury Leave	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Civil Service Exam Leave	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
LACERA Retirement	Yes			Yes						Yes		Yes											Yes	Yes
Pension Savings Plan ⁶		Yes	Yes		Yes	Yes	Yes	Yes	Yes		Yes		Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes		
Deferred Compensation	Yes			Yes						Yes		Yes												
Health Insurance	Yes ⁷	Yes ⁸	9	Yes ⁷	9	9		9		Yes ⁷	Yes ¹⁰	Yes ⁷	Yes ⁸						9	9	9	9	Yes ⁸	Yes ⁷
Dental Insurance	Yes			Yes						Yes	Yes ¹⁰	Yes												Yes
Life/AD&D Insurance	Yes			Yes						Yes	Yes	Yes												Yes
Step Advance ⁴	Yes	Yes		Yes	Yes			Yes				Yes		Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Shift Differential ^{4,5,13}	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes			Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Superior-Subordinate ⁴	Yes			Yes								Yes												
Standby ^{4,5,13}	Yes	Yes		Yes				Yes				Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Call Back ⁵	Yes	Yes		Yes							Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Bilingual	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes		Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Sick Leave Buy Back ¹	Yes			Yes						2		Yes												
Sick Leave at Termination	Yes			Yes						2		Yes												

<p>1. Not applicable to MegaFlex employees.</p> <p>2. See Chapter IV of Interpretive Manual & County Code 6.08.080 & 6.18.070.</p> <p>3. Employees in RN positions are provided with subsidized health insurance.</p> <p>4. Not applicable to MAPP employees. (Note: MAPP employees on Tier II receive step advances).</p> <p>5. Not applicable to Exempt Salaried employees.</p> <p>6. Not applicable to rehired retirees.</p> <p>7. Health Insurance available through cafeteria plan.</p> <p>8. Subsidized health insurance. (County Code Section 5.36.025).</p>	<p>9. Subsidized health insurance after averaging 20 hours per week for 3 consecutive months for certain classes. (County Code Section 5.36.029).</p> <p>10. "M" items eligible for non-MegaFlex cafeteria plan benefits.</p> <p>11. Eligible for sick personal leave (payable) pursuant to County Code Section 6.12.070.A.</p> <p>12. Eligible for sick personal leave (non-payable) pursuant to County Code Section 6.12.070.B.</p> <p>12. Eligible for sick personal leave (non-payable) pursuant to County Code Section 6.12.070.B.</p> <p>13. Refer to County Code Section 6.10.020, Night service bonus rates, and 6.10.120, Standby Pay, for occupational excluded from these pay provisions.</p>
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* Refer to County Code Section 6.20.090, Benefits for monthly (other than permanent) employees, for specific benefit amounts.

** Refer to the Bargaining Unit 311 and 312 MOUs for benefit provisions.