



Human Resource Services

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September 24, 2019

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

SUBJECT: ADOPT SALARY ORDINANCE AMENDMENTS TO: 1) ESTABLISH TWO (2) CLASSIFICATIONS (JOB CODES #1846PA & #1863PA) IN THE INFORMATION TECHNOLOGY DEPARTMENT AND 2) UPDATE SECTION 7-10 (CAFETERIA BENEFIT PLAN: AMOUNT OF ALLOCABLE MONEY); AND ADOPT ADMINISTRATIVE CODE AMENDMENT TO VARIOUS SECTIONS OF CHAPTER 3.64 (EMPLOYEE HEALTH AND WELFARE BENEFIT PROGRAM)

Dear Board Members:

RECOMMENDATIONS:

- A. Adopt Salary Ordinance amendments to:
 - i. establish two (2) new classifications of Associate Infrastructure Services Technician (Job Code #1846PA) and Associate Web Designer (Job Code #1863PA) in the Information Technology Department (ITD) effective October 6, 2019;
 - ii. update Section 7-10 (Cafeteria Benefit Plan: Amount of Allocable Money) to apply benefit changes to Unrepresented Non-Management classifications related to the Northern California Public Sector Region Local 1021 of the Service Employees International Union (SEIU, Local 1021) classifications; and
- B. Adopt an Administrative Code amendment to amend various sections of and add a new section to Chapter 3.64 (Employee Health and Welfare Benefit Program).

DISCUSSION/SUMMARY:

We recommend establishing the new classification of Associate Infrastructure Services Technician (Job Code #1846PA) in the ITD to address the need for an entry-level classification within the multi-disciplinary Infrastructure series. This classification will be the lower-level classification in a flexibly-staffed series with the existing Infrastructure Services Technician. Under direct supervision from professional-level Infrastructure staff, incumbents in this position will perform entry-level duties providing technical assistance relative to design, support and maintenance of enterprise production systems, and projects within those systems. Incumbents will work in a training capacity for 1-year allowing them to acquire sufficient skills and knowledge prior to their flexible promotion to the classification of Infrastructure Services Technician.

We also recommend establishing the new classification of Associate Web Designer (1863PA) in the ITD to address the need for an entry-level (trainee) classification within the Web Designer series. This entry-level classification is part of a flexibly-staffed series with the next higher-level classifications of Web Designer I and Web Designer II, respectively. In the capacity as a trainee, incumbents will work as junior members of the Web team utilizing specialized web technology and tools to create graphic design and develop and maintain content of the County Intranet/Internet web pages and sites in accordance with ITD requirements within County standards. Moreover, incumbents will be involved with the

performance of information processing and output functions with respect to the full range of systems utilized by and between ITD and all of its customer departments/agencies. Incumbents are expected to flexibly promote to the higher-level class of Web Designer I upon a satisfactory performance evaluation and successful demonstration of proficiency to perform the duties at the higher-level.

Further, on May 21, 2019 your Board approved the SEIU, Local 1021 3-year Memorandum Of Understanding extension that includes salary increases and benefit changes (County Allowance increase; medical premium cost-share increase; dental plan maximum increases; and Share the Savings plan increases), and to apply the same SEIU, Local 1021 County Allowance increase benefit to the Unrepresented Non-Management classifications related to SEIU, Local 1021. Given that all Unrepresented Non-Management classifications related to SEIU, Local 1021 have historically received the same benefits as those authorized for SEIU, Local 1021, staff recommends that your Board approve the same County Allowance increase, medical premium cost-share increase, dental plan maximum increases and Share the Savings plan increases for the Unrepresented Non-Management classifications as follows: 1) increase County Allowance by \$100 to \$1200 per year effective Plan Year 2022; 2) increase employee medical premium cost-share from 10% to 12% effective Plan Year 2022; 3) increase the County's PPO dental plan annual maximum from \$1550 to \$1675 in Plan Year 2020, to \$1775 in Plan Year 2021, and to \$1900 in Plan Year 2022; and 4) increase the Share the Savings stipend in each tier by \$100 effective Plan Year 2020. To codify the authority for the above-referenced benefit changes, staff recommends amending Salary Ordinance Section 7-10 (Cafeteria Benefit Plan: Amount of Allocable Money) and Administrative Code Chapter 3.64 (Employee Health and Welfare Benefit Program): Sections 3.64.030 (Benefits); 3.64.050 (County contribution); 3.64.060 (County contributions for intermittent and employees regularly scheduled to work less than full-time); and 3.64.080 (Duplicative coverage), as well as adding a new section 3.64.110 (Share the Savings plan). Finally, as part of an ongoing project to clean up the Salary Ordinance and Administrative Code, staff is recommending the addition of updated language, removal of obsolete language, revision to headings, and applying formatting changes to the above-referenced sections of the Administrative Code.

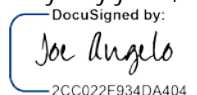
FINANCING:

Funds are available in the 2019 – 2020 Approved Budget and will be included in future years' requested budgets to cover the costs resulting from these actions.

VISION 2026 GOAL:

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

Very truly yours,

DocuSigned by:

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Joe Angelo, Director
Human Resource Services

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

By 
Kristy van Herick, Asst. County Counsel

AN ORDINANCE AMENDING
CERTAIN PROVISIONS OF THE 2019 - 2020
COUNTY OF ALAMEDA SALARY ORDINANCE

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

SECTION I

Article 1, Section 1-2, Subsection 1-2.2 of the County of Alameda Salary Ordinance is hereby amended by the addition thereto of the following job codes, titles and salaries, to be effective October 6, 2019.

Job Code		Title	STEP 01	STEP 02	STEP 03	STEP 04	STEP 05
1846	PA	Associate Infrastructure Services Technician	2500.00				3037.60
1863	PA	Associate Web Designer	2400.00				2916.00

SECTION II

The following paragraph in Article 7, Section 7-10. CAFETERIA BENEFIT PLAN: AMOUNT OF ALLOCABLE MONEY (COUNTY ALLOWANCE) of the County of Alameda Salary Ordinance is hereby amended to read as follows:

Effective January 1, 2022, ~~each~~ unrepresented non-management ~~related to SEIU~~ full time employees, ~~except for unrepresented Services-as-Needed (SAN); Temporary Assignment Pool (TAP); and Intermittent; are is~~ eligible for a cafeteria benefit plan County Allowance in the amount of one thousand two hundred dollars (\$1200) for the calendar year. This County Allowance amount shall be prorated in advance of the calendar year for employees regularly scheduled to work less than full-time based upon the hours which the employee has been regularly scheduled to work. Employees hired or become eligible after January 1st shall be entitled to a prorated County Allowance amount based upon the number of pay periods to be worked full-time. ~~An employee appointed mid-year shall be entitled to a prorated amount based upon the number of pay periods to be worked during the remainder of the calendar year, except that employees appointed during the last two (2) last full pay periods, and any following partial pay period, prior to December 31 shall not be eligible for plan benefits until the following calendar year. The maximum sum County Allowance amount available to employees who reinstate in the same calendar year shall not exceed \$12400 minus the sum of cafeteria benefit plan County Allowance benefits amount received by the employees during that any previous portion of the same calendar year.~~

SECTION III

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

By 
Kristy van Herick, Asst. County Counsel

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

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

SECTION I

The following sections in Chapter 3.64 – EMPLOYEE HEALTH AND WELFARE BENEFIT PROGRAM of the County of Alameda Administrative Code is hereby amended as follows:

3.64.030 – Benefits.

The ~~b~~Board of ~~S~~supervisors shall approve health and welfare benefit plans ~~for coverage for~~ eligible ~~person~~employees and their spouses (or domestic partners effective 2/1/96) and eligible dependents. ~~Such plan shall include a choice of a comprehensive group health service plan by a The County offers a health maintenance organization (HMO) medical plan options, or an indemnity health plan. Aa Dental Health Maintenance Organization (DHMO) group dental service plan, and a Preferred Provider Organization (PPO) dental plan. Effective February 1, 2019, the County no longer offers an indemnity medical plan option. shall also be approved by the board.~~

(Ord. 96-6 § 1 (part): prior admin. code § 2-6.03)

3.64.050 - County medical and dental contribution.

A. Medical: The ~~C~~ounty shall contribute toward the ~~semi-monthly provider's charge for a comprehensive group premium for a County-offered medical plan by a health maintenance organization or toward an indemnity health plan~~ for eligible ~~full-time~~ employees as well as their spouses or domestic partners (effective 2/1/96 and upon submission of a domestic partner affidavit as defined in Section 3.20.170), and eligible dependents ~~up to but not exceeding the actual monthly charge of the lowest cost health maintenance organization (HMO). The County and covered employees will share the cost of medical premiums.~~ In no event shall the ~~C~~ounty contribution exceed the premium of the medical plan option selected, and such. Notwithstanding the provisions of Section 3.64.060 hereof, M-designated persons who work less than full time shall be eligible for a county contribution towards the foregoing monthly provider's charges only if they are regularly scheduled to work at least forty (40) hours per pay period. The contribution shall be prorated each pay period based upon a proportion of the hours worked the employee is on paid status within that biweekly pay period to the normal full-time biweekly pay period for the job classification, provided that the employee works is on paid status at least ~~forty (40) hours~~ fifty percent (50%) of the normal full-time biweekly pay period for the job classification.

A. ~~The county shall contribute the full cost of the provider's charge for a dental plan for employees and their spouses or domestic partner (effective 1/14/96 and upon submission of a domestic partner affidavit as defined in Section 3.20.170), and their dependents, provided that the employee works at least forty (40) hours in a pay period. If an employee is not on paid status at least fifty percent (50%) of the normal full-time biweekly pay period for the job classification, the employee will be responsible for paying the entire semi-monthly premium payment for the benefit.~~

1. Unrepresented M-Designated Employees:

Effective February 1, 2019, for unrepresented M-designated employees, the ~~ee~~County shall pay contribute eighty-seven and one-half ~~(87.5) percent (87.5%)~~ of the total semi-monthly premium for an health maintenance organization (HMO) plan and an amount to be determined, as specified below, of the total premium for a PPO/Indemnity plan:

~~1. The county shall contribute eighty seven and one half (87.5) percent of the total premium for an HMO at the corresponding level of coverage (i.e., Self, Self + one dependent, or Family).~~

~~1.—~~

~~2. The county shall contribute eighty seven and one half (87.5) percent of the total premium of the lowest cost HMO toward the total monthly premium of the PPO plan at the corresponding level of coverage (Le., self, self + one dependent, family) in a plan year.~~

2. Unrepresented Non-Management Employees:

~~Effective February 1, 2013, for unrepresented non-management related to SEIU employees, including unrepresented related to SEIU intermittent. Services as needed (SAN), unrepresented related to Management. Unrepresented related to physicians and dentist services as needed (SAN), unrepresented classes that don't receive regularly scheduled adjustments and temporary assignment poll (TAP) employees, the County shall contribute ninety (90) percent (90%) of the total semi-monthly premium for an health maintenance organization (HMO) plan and the county will pay ninety (90) percent of the lowest cost HMO towards the total premium of the PPO plan, prorated each pay period based on the proportion of the paid hours within the pay period to the normal full time hours for the job classification, provided further that the employee is on paid status at least fifty (50) percent of the normal full time pay period for the job classification.~~

~~1. The county shall contribute ninety (90) percent of the total premium for an HMO at the corresponding level of coverage (i.e., Self, Self + one dependent, Family).~~

~~2. The county shall contribute ninety (90) percent of the total premium of the lowest cost HMO toward the total monthly premium of the PPO plan at the corresponding level of coverage (Le., self, self + one dependent, family) in a plan year.~~

Effective February 1, 2022, for unrepresented non-management employees, the County shall contribute eighty-eight percent (88%) of the total semi-monthly premium for an HMO plan at the corresponding level of coverage (i.e. Self, Self + 1 dependent, Family).

B. Dental: The County shall contribute the total semi-monthly premium for a County-offered dental plan at the corresponding level of coverage (i.e., Self, Self + 1 dependent, Family) provided that the employee is on paid status at least fifty percent (50%) of the normal full-time biweekly pay period. If an employee is not on paid status at least fifty percent (50%) of the normal full-time biweekly pay period for the job classification, the employee will be responsible for paying the entire semi-monthly premium payment for the benefit.

1. Unrepresented M-Designated Employees:

For unrepresented M-designated employees, the annual PPO dental maximum allowable shall be \$1650 effective plan year 2019, and \$1750 effective plan year 2021.

2. Unrepresented Non-Management Employees:

For unrepresented non-management employees, the annual PPO dental maximum allowable shall be \$1550 effective plan year 2017, \$1675 effective plan year 2020, \$1775 effective plan year 2021, and \$1900 effective plan year 2022.

(Ord. 96-6 § 1 (part); prior admin. code § 2-6.05)

(Ord. No. 2009-36, § 4, 7-21-09; Ord. No. 2012-31, § 1, 7-24-12; Ord. No. 2012-39, § 1, 10-2-12; Ord. No. 2018-11, § 3, 3-13-18)

3.64.060 - County medical contribution exceptions for intermittents and employees regularly scheduled to work less than full-time.

Notwithstanding the provisions of of this code, any employee who is regularly scheduled to work less than the normal work week for the job classification or who is in a position designated intermittent or by the letter "N," shall be entitled to elect coverage under either the comprehensive group health service plan by a health maintenance organization or an indemnity health plan specified in of this code, provided, however, that the employee works at least (50) percent of the normal work week for the job classification.

~~The county's contribution toward the provider's charge for such plan shall be prorated each pay period for the job classification, provided the employee works at least (50) percent of the normal full-time working schedule for the job classification (seventy-five (75) or eighty (80) hours). The County and covered employees will share the cost of medical premiums.~~

Notwithstanding the foregoing in Section 3.64.050 of this Code, ~~however,~~ such employees who normally work at least fifty ~~(50)~~ percent (50%) of the normal full-time weekly schedule for the job classification, who were on the County payroll for the pay period beginning April 1, 1979, and who received one hundred ~~(100)~~ percent (100%) of the County contribution during said pay period, shall continue to be eligible for one hundred ~~(100)~~ percent (100%) of said contribution until (A) a break in part-time service, (B) a break in health plan coverage, (C) a change to full-time service from part-time service even if the employee reverts to part-time service, whichever shall first occur, but in no event shall said contribution exceed the County contribution for coverage of full-time employees in comparable classes.

~~For unrepresented M-designated employees, effective February 1, 2010, the county shall contribute eighty-seven and one-half (90) percent 87.5 of the total monthly premium for health maintenance organization (HMO) at the corresponding level of coverage (i.e. Self, Self + 1 dependent, Family). Part-time employees, who choose the PPO/Indemnity plan, will receive an amount to be determined of the total monthly premium, prorated based upon the number of hours paid for in the pay period.~~

~~Effective February 1, 2013, for unrepresented non-management related to SEIU employees including unrepresented related to SEIU Intermittent, Services-as-needed (SAN), unrepresented related to management. Unrepresented related to physicians and dentist services-as-needed (SAN), unrepresented classes that don't receive regularly scheduled adjustments and temporary assignment poll (TAP) employees regularly scheduled to work less than full-time, the county shall contribute ninety (90) percent of the lowest cost total monthly premium for health maintenance organization (HMO) at the corresponding level of coverage (i.e. Self, Self + 1 dependent, Family), provided that the employee must be on paid status at least fifty (50) percent of the normal full time bi-weekly pay period for the job classification. Part-time employees, who choose the PPO/Indemnity plan, will receive ninety (90) percent of the lowest cost HMO towards the total monthly premium, prorated based upon the number of hours paid for in the pay period.~~

(Ord. 96-6 § 1 (part): prior admin. code § 2-6.06)

(Ord. No. 2009-36, § 5, 7-21-09; Ord. No. 2012-31, § 1, 7-24-12; Ord. No. 2012-39, § 1, 10-2-12)

3.64.080 - Duplicative coverage.

Unless otherwise provided in a current, valid memorandum of understanding, and subject to the premium ~~payment~~ restrictions/contribution provisions of Section 3.64.050 and Section 3.64.060, and eligibility requirements of Section 3.64.020, the provisions of this section ~~applies to employees of the county as follows:~~

Notwithstanding Section 3.64.020 hereof, married county employees or domestic partners (effective 2/1/96 and upon submission of an affidavit as defined in Section 3.24.180), and employees in parent-young adult dependent (YAD) relationships where the YAD employee is under age twenty six (26), when both parties are employed by the county. The intent of this section is to limit County employees from both covering each other or having duplicate coverage within the same plan.

A. Medical:

Married County employees and employees in domestic partnerships, who are both employed by the County, shall be entitled to one (1) choice from the following list of medical/health plan coverages:

1. Up to one full family PPO/indemnity membership;

1.2. Up to one (1) full family HMO membership plan;

1.

3. Up to one full family HMO membership with up to one full family PPO/indemnity membership;

2.4. Up to one full family PPO/indemnity membership with up to one full family PPO/Spousal membership;

2.5. Up to one (1) full family HMO membership plan with up to one (1) full family alternative HMO membership plan.

For County employees in a parent-YAD relationship, the YAD employee cannot have duplicate coverage within the same plan as the parent employee. If the parent employee has the YAD employee on a family HMO plan, the YAD employee cannot select individual coverage on the same HMO plan as the parent employee.

B. Dental: B.

Married County employees and employees in domestic partnerships, who are both employed by the County, shall be entitled to One (1) choice from the following list of dental plan coverage options:

1. Up to one (1) full family ~~indemnity-PPO~~ plan together with up to one (1) ~~PPO~~ supplemental ~~spousal indemnity~~ plan;
2. Up to one (1) full family ~~indemnity-PPO~~ plan together with up to one (1) full ~~pre-paid-closed-panel-family DHMO~~ dental plan;
3. Up to one (1) full ~~pre-paid-closed-panel dental~~ family DHMO plan, or
4. Up to one (1) full family ~~indemnity-PPO~~ plan.

For County employees when in a parent-and-the-YAD relationship, the YAD employee cannot have duplicative coverage within the same plan as the parent employee if the parent employee has the YAD employee on a family plan.

(Ord. 96-6 § 1 (part); prior admin. code § 2-6.08)

(Ord. No. 2009-36, § 6, 7-21-09)

3.64.110 - Share the Savings plan.

Medical benefit-eligible employees as defined in Section 3.64.020 who are regularly scheduled to work at least fifty percent (50%) of the normal full-time biweekly pay period for that classification, are on paid status at least fifty percent (50%) of the normal full-time biweekly pay period, and have alternate medical coverage are eligible for the Share the Savings plan stipend if they choose to waive their County-sponsored medical coverage or reduce their applicable level of enrollment (i.e. Self, Self + 1 dependent, Family). The stipend provided by this plan is taxable, payable on a semi-monthly basis, and subject to proration.

For eligible employees regularly scheduled to work less than the normal full-time biweekly pay period, the stipend is prorated each pay period based upon a proportion of the hours the employee is on paid status within that biweekly pay period to the normal full-time biweekly pay period for the job classification, provided that the employee must be on paid status at least fifty percent (50%) of the normal full-time biweekly pay period for the job classification. An employee who is not on paid status at least fifty percent (50%) of the normal full-time biweekly pay period for that classification will not receive the semi-monthly stipend.

Proration of County-provided Share the Savings stipend occurs when the employee is on leave without pay or using Vacation Purchase hours, as provided for in Section 7-14 of the Salary Ordinance. An employee who is not on paid status at least fifty percent (50%) of the normal full-time biweekly pay period due to leave without pay will not receive the semi-monthly stipend.

The County's Share the Savings plan stipend is as follows:

A. Unrepresented M-Designated Employees:

For unrepresented M-designated full-time employees, the Share the Savings plan tiers and stipend amounts for Plan Year 2019 are as follows:

- \$250 for those employees who decline all medical coverage;
- \$200 for those employees who decline Family coverage and elect Single coverage;
- \$150 for those employees who decline Family coverage and elect 2-party coverage; and
- \$150 for those employees who decline 2-party coverage and elect Single coverage.

B. Unrepresented Non-Management Employees:

For unrepresented non-management full-time employees, the Share the Savings plan tiers and stipend amounts are as follows:

1. Effective Plan Year 2017:

- \$200 for those employees who decline all medical coverage;

- \$150 for those employees who decline Family coverage and elect Single coverage;
- \$100 for those employees who decline Family coverage and elect 2-party coverage; and
- \$100 for those employees who decline 2-party coverage and elect Single coverage.

2. Effective Plan Year 2020:

- \$300 for those employees who decline all medical coverage;
- \$250 for those employees who decline Family coverage and elect Single coverage;
- \$200 for those employees who decline Family coverage and elect 2-party coverage; and
- \$200 for those employees who decline 2-party coverage and elect Single coverage.