



Human Resource Services

Lakeside Plaza Building
1401 Lakeside Drive, Suite 200
Oakland, CA 94612-4305
TDD: (510) 272-3703

November 14, 2016

Honorable Board of Supervisors
Administration Building
Oakland, CA 94612

Subject: Salary Ordinance Amendment and Administrative Code Amendment

Dear Board Members:

Recommendation:

Adopt a Salary Ordinance amendment amending Article 7, and an Administrative Code amendment amending Title 3, to extend certain benefits provisions to Unrepresented Non-Management employees, related to Building and Construction Trades Council; related to Union of American Physicians and Dentists; and related to Management.

Discussion/Findings:

We are recommending that the benefit changes reflected in the 2015-2019 Northern California Public Sector Region, Local 1021 of the Service Employees International Union, Change to Win (CTW) MOU, be extended to unrepresented non-management employees, related to Building and Construction Trades Council; related to Union of American Physicians and Dentists; and related to Management employees.

These changes are consistent with benefit changes that were extended to similar unrepresented non-management related SEIU employees. As such, effective January 1, 2017, the following provisions shall apply:

- (1) The monthly Share the Savings stipend will increase from \$100 to \$200 for employees declining all medical coverage, from \$75 to \$150 for employees declining Family coverage and electing Single coverage, and from \$50 to \$100 for employees declining Family coverage and electing 2-party coverage and from \$50 to \$100 for employees declining 2-party coverage and electing Single coverage;
- (2) The maximum annual Dental coverage will increase from \$1450 to \$1550;
- (3) The County's contribution towards a Cafeteria Benefit Plan will increase from \$900 to \$1100 for full-time employees and shall be prorated to employees regularly scheduled to work less than full-time based upon the hours which the employee has been regularly scheduled to work;
- (4) Basic Life Insurance will increase from \$9,000 to \$20,000, and eligible employees are able to purchase additional Supplemental Life Insurance in increments of \$10,000, not to exceed the lesser of three times the annual base salary or max of \$300,000;
- (5) Sick Leave balance shall be changed from no cap to a maximum of 155 days, and when the employee reaches 155 days, 5 days shall be deducted from said sick leave balance and shall be converted to 1 day of vacation;
- (6) The Vacation accrual tiers will increase from 2-4 weeks to 2-5 weeks;
- (7) Institute a Hard Cap on vacation accrual for employees hired on or after January 31, 2016; and
- (8) Available Floating Holidays will increase from 3 days to 4 days.

Also, effective January 1, 2018, each Unrepresented Non-Management related to SEIU, related to Building and Construction Trades Council; related to Union of American Physicians and Dentists; and related to Management employees will be able to participate in the Vacation Purchase program. Also, employees purchasing vacation are responsible for all County costs associated with vacation purchase.

Financing:

Funds are available in the 2016-2017 budget appropriation to pay the costs of these actions.

Very truly yours,

A handwritten signature in black ink, appearing to read "Kathy Mount", written in a cursive style.

Kathy Mount, Interim Director
Human Resource Services

KM:vb

Z:\Board Letters\11.22.16\ Unrep Non-Management Related EE's

Cc: County Administrator
Auditor-Controller
County Counsel
Agency/Department Heads

By Andrew J. Gubler

O-2016-65

AN ORDINANCE AMENDING
CERTAIN PROVISIONS OF THE 2016 – 2017
ALAMEDA COUNTY SALARY ORDINANCE

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

SECTION I

The last paragraph in Section 7-10, Cafeteria Benefit Plan: Amount of Allocable Money, of Ordinance Number 2016-54 of the County of Alameda is hereby amended to read as follows:

Effective January 1, 2017, each unrepresented non-management related to SEIU; and each unrepresented non-management related to Building and Construction Trades Council; each unrepresented non-management related to Union of American Physician and Dentists and each unrepresented non-management related to Management, full time employee is eligible for a cafeteria benefit plan in the amount of \$1100 for the calendar year. This amount shall be prorated in advance of the calendar year for employees regularly scheduled to work less than full-time based upon the hours which the employee has been regularly scheduled to work. Employees hired after January 1st shall be entitled to a prorated 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 two last full pay periods, and any following partial pay period, prior to December 31 shall not be eligible for plan benefits until the following calendar year. The maximum sum available to employees who reinstate shall not exceed \$1100 minus the sum of cafeteria plan benefits received by the employee during any previous portion of the calendar year.

SECTION II


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

THE FOREGOING was **PASSED** and **ADOPTED** by a majority vote of the Alameda County Board of Supervisors this 6th day of December, 2016, to wit:

AYES: Supervisors Carson, Chan, Miley & Valle – 4

NOES: None

EXCUSED: President Haggerty – 1



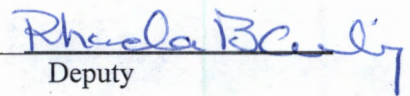
PRESIDENT, BOARD OF SUPERVISORS

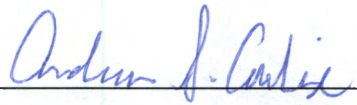
File: 29835
Agenda No: 22
Document No: O-2016-65



I certify that the foregoing is a correct copy of a Ordinance adopted by the Board of Supervisors, Alameda County, State of California

ATTEST:
Clerk, Board of Supervisors

By: 
Deputy

By 

O-2016-68
AN ORDINANCE AMENDING
CERTAIN PROVISIONS OF THE
ALAMEDA COUNTY ADMINISTRATIVE CODE

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

SECTION I

Subsections A and E of Section 3.16.010 - Holidays defined, of Chapter 3.16 Holidays, is hereby amended to read as follows:

- A. Unless mutually agreed in a current memorandum of understanding or sideletter of agreement, paid holidays shall be:
1. January 1st;
 2. The third Monday in January, known as "Dr. Martin Luther King, Jr. Day";
 3. February 12th, known as "Lincoln Day";
 4. The third Monday in February;
 5. The last Monday in May;
 6. July 4th;
 7. First Monday in September;
 8. November 11th, known as "Veterans Day";
 9. Thanksgiving Day;
 11. December 25th;
 12. All other days appointed by the President of the United States or the Governor of the state of California for a public fast, national day of mourning, thanksgiving or holiday and approved in writing by three or more members of the board of supervisors;
 13. Three floating holidays are to be scheduled by mutual agreement of the employee and his/her department and taken within the fiscal year, except that an employee hired on or after April 1st of any year shall not be entitled to floating holidays for that fiscal year. Effective from July 1, 2002 to December 31, 2002, the floating holidays authorized by this section will be one and one-half days.

Effective January 1, 2003, the provisions of paragraph 1 will no longer be operative. Effective January 1, 2003, three floating holidays are to be scheduled by mutual agreement of the employee and his/her department and taken within the calendar year, except that an employee hired on or after July 1st of any year shall not be entitled to floating holidays for that calendar year.

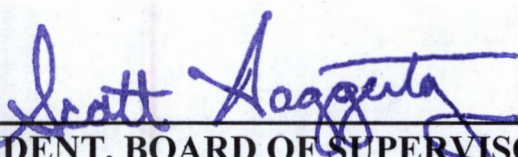
Effective January 1, 2017, for full-time unrepresented non-management related to SEIU; full-time unrepresented non-management related to Building and Construction Trades Council; full-time unrepresented non-management related to Union of American Physicians and Dentists; and full-time unrepresented non-management related to Management, eligible employees, four floating holidays are to be scheduled by mutual agreement of the employee and his/her department and taken within the calendar year, except that an employee hired on or after July 1st of any year shall not be entitled to floating holidays for that calendar year. Less than full-time eligible employees shall be entitled to prorated floating holidays based upon a proration of the hours the employee is regularly scheduled to work.

THE FOREGOING was **PASSED** and **ADOPTED** by a majority vote of the Alameda County Board of Supervisors this 6th day of December, 2016, to wit:

AYES: Supervisors Carson, Chan, Miley & Valle – 4

NOES: None

EXCUSED: President Haggerty – 1



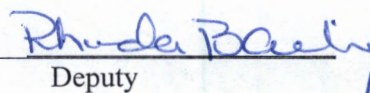
PRESIDENT, BOARD OF SUPERVISORS

File: 29835
Agenda No: 22
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I certify that the foregoing is a correct copy of a Ordinance adopted by the Board of Supervisors, Alameda County, State of California

ATTEST:
Clerk, Board of Supervisors

By: 
Deputy

THE INTER-CITY EXPRESS

~ SINCE 1909 ~

1109 OAK STREET STE 103, OAKLAND, CA 94607-4866
Telephone (510) 272-4747 / Fax (510) 465-1657

Jasmin Alvarez - Rhonda Bailey
ALAMEDA CO CLERK BD OF SUPERVISORS
1221 OAK ST 5TH FLR
OAKLAND, CA - 94612

PROOF OF PUBLICATION

(2015.5 C.C.P.)

State of California)
County of ALAMEDA) ss

Notice Type: ORD - ORDINANCE PUBLICATION

Ad Description: O-2016-65 a Salary Ordinance amendment amending
Article 7, Unrepre

I am a citizen of the United States; I am over the age of eighteen years, and not a party to or interested in the above-entitled matter. I am the principal clerk of the printer and publisher of the INTER-CITY EXPRESS, a newspaper published in the English language in the City of Oakland, County of Alameda, State of California.

I declare that the INTER-CITY EXPRESS is a newspaper of general circulation as defined by the laws of the State of California as determined by this Court's order, dated October 21, 1910, in the action entitled In the Matter of the Application of the INTER-CITY EXPRESS Publishing Company Establishing "THE INTER-CITY EXPRESS" To be a Newspaper of General Circulation, Case Number 33837, and as Amended November, 19, 1974. Said order, as amended, Orders that: "The INTER-CITY EXPRESS' is a newspaper of general circulation, as defined in Section 6000 et seq. of the Government Code, for the City of Oakland, the County of Alameda, and The State of California." Said order as amended has not been revoked.

I declare that the notice, of which the annexed is a printed copy, has been published in each regular and entire issue of said newspaper and not in any supplement thereof on the following dates, to-wit:

12/22/2016

Executed on: 12/22/2016
At Los Angeles, California

I certify (or declare) under penalty of perjury that the foregoing is true and correct.



Signature

Email

This space for filing stamp only

OK #: 2958855

O-2016-65

AN ORDINANCE AMENDING
CERTAIN PROVISIONS OF
THE 2016 - 2017
ALAMEDA COUNTY
SALARY ORDINANCE

Clerk of the Board of Supervisors, County
of Alameda

Approved as to Form
DONNA R. ZIEGLER, County Counsel

By: Andrea Carlise
12/22/16

OK-2958855#

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

SECTION I

The last paragraph in Section 7-10, Cafeteria Benefit Plan: Amount of Allocable Money, of Ordinance Number 2016-54 of the County of Alameda is hereby amended to read as follows:

Effective January 1, 2017, each unrepresented non-management related to SEIU; and each unrepresented non-management related to Building and Construction Trades Council; each unrepresented non-management related to Union of American Physician and Dentists and each unrepresented non-management related to Management, full time employee is eligible for a cafeteria benefit plan in the amount of \$1100 for the calendar year. This amount shall be prorated in advance of the calendar year for employees regularly scheduled to work less than full-time based upon the hours which the employee has been regularly scheduled to work. Employees hired after January 1st shall be entitled to a prorated amount based upon the number of pay periods to be worked full-time.

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SECTION II

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

Adopted by the Board of Supervisors of the County of Alameda, State of California, on December 6, 2016, by the following called vote:

AYES: Supervisors Carson, Chan, Miley & Valle - 4
NOES: None
EXCUSED: President Haggerty - 1

SCOTT HAGGERTY
President of the Board of Supervisors
County of Alameda, State of California

ATTEST: ANIKA CAMPBELL-BELTON



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THE INTER-CITY EXPRESS

~ SINCE 1909 ~

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PROOF OF PUBLICATION

(2015.5 C.C.P.)

State of California)
County of ALAMEDA) ss

Notice Type: ORD - ORDINANCE PUBLICATION

Ad Description: Ordinance O-2016-68

I am a citizen of the United States; I am over the age of eighteen years, and not a party to or interested in the above-entitled matter. I am the principal clerk of the printer and publisher of the INTER-CITY EXPRESS, a newspaper published in the English language in the City of Oakland, County of Alameda, State of California.

I declare that the INTER-CITY EXPRESS is a newspaper of general circulation as defined by the laws of the State of California as determined by this Court's order, dated October 21, 1910, in the action entitled In the Matter of the Application of the INTER-CITY EXPRESS Publishing Company Establishing "THE INTER-CITY EXPRESS" To be a Newspaper of General Circulation, Case Number 33837, and as Amended November, 19, 1974. Said order, as amended, Orders that: "'The INTER-CITY EXPRESS' is a newspaper of general circulation, as defined in Section 6000 et seq. of the Government Code, for the City of Oakland, the County of Alameda, and The State of California." Said order as amended has not been revoked.

I declare that the notice, of which the annexed is a printed copy, has been published in each regular and entire issue of said newspaper and not in any supplement thereof on the following dates, to-wit:

12/22/2016

Executed on: 12/22/2016
At Los Angeles, California

I certify (or declare) under penalty of perjury that the foregoing is true and correct.

Signature

Email

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OK #: 2958866

O-2016-68 AN ORDINANCE AMENDING CERTAIN PROVISIONS OF THE ALAMEDA COUNTY ADMINISTRATIVE CODE

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

SECTION I

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A. Unless mutually agreed in a current memorandum of understanding or sideletter of agreement, paid holidays shall be:

1. January 1st;
2. The third Monday in January, known as "Dr. Martin Luther King, Jr. Day";
3. February 12th, known as "Lincoln Day";
4. The third Monday in February;
5. The last Monday in May;
6. July 4th;
7. First Monday in September;
8. November 11th, known as "Veterans Day";
9. Thanksgiving Day;
11. December 25th;

12. All other days appointed by the President of the United States or the Governor of the state of California for a public fast, national day of mourning, thanksgiving or holiday and approved in writing by three or more members of the board of supervisors;

13. Three floating holidays are to be scheduled by mutual agreement of the employee and his/her department and taken within the fiscal year, except that an employee hired on or after April 1st of any year shall not be entitled to floating holidays for that fiscal year. Effective from July 1, 2002 to December 31, 2002, the floating holidays authorized by this section will be one and one-half days.

Effective January 1, 2003, the provisions of paragraph 1 will no longer be operative. Effective January 1, 2003, three floating holidays are to be scheduled by mutual agreement of the employee and his/her department and taken within the calendar year, except that an employee hired on or after July 1st of any year shall not be entitled to floating holidays for that calendar year.

Effective January 1, 2017, for full-time unrepresented non-management related to SEIU; full-time unrepresented non-management related to Building and Construction Trades Council; full-time unrepresented non-management related to Union of American Physicians and

Dentists; and full-time unrepresented non-management related to Management, eligible employees, four floating holidays are to be scheduled by mutual agreement of the employee and his/her department and taken within the calendar year, except that an employee hired on or after July 1st of any year shall not be entitled to floating holidays for that calendar year. Less than full-time eligible employees shall be entitled to prorated floating holidays based upon a proration of the hours the employee is regularly scheduled to work.

E. The following applies to unrepresented non-management employees:

Effective January 1, 2011, floating holidays for less than full time unrepresented non-management eligible employees whose standard working hours change to full time after January 1, but prior to July 1 of a calendar year, shall be increased based on the employee's full time status. The prorated adjustment to the floating holiday hour balance shall not exceed the full time equivalent amount for three days of floating holidays (twenty-four (24) hours for eighty (80) hour per pay period employee and twenty-two and a half (22.5) hours for seventy-five (75) hour per pay period employee) or the full time equivalent amount in effect for the calendar year. After July 1 of a calendar year, no adjustment will be made to the floating holiday hour balance.

Effective January 1, 2017, floating holidays for less than fulltime unrepresented non-management related to SEIU; less than full-time unrepresented non-management related to Building and Construction Trades Council; less than full-time unrepresented non-management related to Union of American Physicians and Dentists; and less than full-time unrepresented non-management related to Management, eligible employees whose standard working hours change to fulltime after January 1 but prior to July 1 of a calendar year, shall be increased based on the employee's fulltime status. The prorated adjustment to the floating holiday hour balance shall not exceed the fulltime equivalent amount for four days of floating holidays (thirty-two (32) hours for eighty (80) hour per pay period employee and thirty (30) hours for seventy-five (75) hour per pay period employee) or the fulltime equivalent amount in effect for the calendar year. After July 1 of a calendar year, no adjustment will be made to the floating holiday hour balance.

SECTION II

Section 3.24.040 - For unrepresented non-M-designated employees employed after January 1, 1956, of Chapter 3.24 Vacations, is hereby amended to read as follows:

Effective January 1, 2017, each unrepresented non-management employee related to SEIU; and each unrepresented non-management employee related to Building and Construction Trades Council; each unrepresented non-management employee related to Union of American



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Physicians and Dentists; and each unrepresented non-management employee related to Management in the service of the county except an employee occupying an exempt position as defined in Section 3.24.170 of this chapter, whose employment began prior to January 31, 2016, shall accrue vacation leave as follows:

A. Two weeks accrual: Employees shall accrue two weeks of vacation annually until the completion of 104 full-time biweekly pay periods (4 years) of continuous employment.

B. Three weeks accrual: Employees shall accrue three weeks of vacation annually after the completion of 104 full-time biweekly pay periods (4 years) of continuous employment and until completion of 286 full-time biweekly pay periods (11 years) of continuous employment.

C. Four weeks accrual: Employees shall accrue four weeks of vacation annually after the completion of 286 full-time biweekly pay periods (11 years) of continuous employment and until completion of 520 full-time biweekly pay periods (20 years) of continuous employment.

D. Five weeks accrual: Employees shall accrue five weeks of vacation annually after the completion of 520 full-time biweekly pay periods (20 years) of continuous employment.

Effective January 1, 2017, each unrepresented non-management employee related to SEIU; and each unrepresented non-management employee related to Building and Construction Trades Council; each unrepresented non-management employee related to Union of American Physicians and Dentists; and each unrepresented non-management employee related to Management in the service of the county except an employee occupying an exempt position as defined in Section 3.24.170 of this chapter, whose employment began on or after January 31, 2016, shall accrue vacation leave as follows:

A. Two weeks accrual: Employees shall accrue two weeks of vacation annually until completion of 104 full-time biweekly pay periods (4 years) of continuous employment, up to a maximum balance of four weeks.

B. Three weeks accrual: Employees shall accrue three weeks of vacation annually after the completion of 104 full-time biweekly pay periods (4 years) of continuous employment and until completion of 286 full-time biweekly pay periods (11 years) of continuous employment, up to a maximum balance of six weeks.

C. Four weeks accrual: Employees shall accrue four weeks of vacation annually after the completion of 286 full-time biweekly pay periods (11 years) of continuous employment and until completion of 520 full-time biweekly pay periods (20 years) of continuous

employment, up to a maximum balance of eight weeks.

D. Five weeks accrual: Employees shall accrue five weeks of vacation annually after the completion of 520 full-time biweekly pay periods (20 years) of continuous employment, up to a maximum balance of ten weeks.

SECTION III

Section 3.20.140 - Conversion of sick leave to vacation leave, of Chapter 3.20 Sick Leave, is hereby amended to read as follows:

When a person's sick leave accrued pursuant to Sections 3.20.060, 3.20.070 and 3.20.080 hereof reaches one hundred twenty-five (125) days, five days shall be deducted from said sick leave balance and shall be converted to one day of accrued vacation, which shall be added to vacation balances accumulated pursuant to Sections 3.24.010 and 3.24.020 hereof and shall be thereafter subject to the provisions of Chapter 3.24 of this code. Effective January 1, 2006, for unrepresented employees and effective December 31, 2006, for employees represented by the Alameda County management employees' association in representation units R15, R44, R45, R48, R49, and R50, the provisions of this section will no longer apply. Effective July 29, 2007, for employees represented by the Alameda County management employees' association sheriffs unit in representation unit 029 there shall be no maximum accumulation. Effective April 6, 2008 for employees represented by the Alameda County management employees' association probation managers unit in representation unit R075, the provisions of this section will no longer apply. Effective December 28, 2008 for employees represented by the civil engineers management unit in representation unit R30, the provisions of this section will no longer apply.

Effective January 1, 2017 for unrepresented non-management employees related to SEIU; and each unrepresented non-management employee related to Building and Construction Trades Council; unrepresented non-management employees related to Union of American Physicians and Dentist and unrepresented non-management employees related to Management, the following provisions apply:

When a person's sick leave accrued pursuant to Sections 3.20.060, 3.20.070 and 3.20.080 hereof reaches a max of one hundred fifty-five (155) days, five days shall be deducted from said sick leave balance and shall be converted to one day of accrued vacation, which shall be added to vacation balances accumulated pursuant to Sections 3.24.010 and 3.24.020 hereof and shall be thereafter subject to the provisions of Chapter 3.24 of this code.

SECTION IV

Chapter 3.24 Vacation, is hereby amended by the addition thereto of the following Section:

Section 3.24.240 - Vacation Purchase for unrepresented non-M designated employees

1. Effective January 1, 2018, each full-time unrepresented non-M designated employee related to SEIU; unrepresented non-management employees related to Building and Construction Trades Council; unrepresented non-management employees related to Union of American Physicians and Dentist and unrepresented non-management employees related to Management, may elect to purchase, during Open Enrollment, one or two additional weeks of vacation over and above their regular entitlement as set forth in Section 3.24.040 of this chapter. Part-time, Services-As-Needed (SAN) and intermittent employees may not purchase vacation.

a. On the first pay period of the calendar year, the participating employees' vacation balance will be adjusted to reflect the additional amount of vacation purchased. Employees may use the vacation time purchased, scheduled by mutual agreement, between the employee and the Agency/Department Head. Employees pay for the vacation time purchased in equal installments during the calendar year.

b. To be eligible to purchase vacation for the upcoming plan year an employee must have completed payment for any previous vacation purchased by the end of the current plan year. The County reserves the right to revoke vacation purchase elections made during Open Enrollment if the previous year vacation purchase payments are not complete.

c. To be eligible to purchase vacation, an employee must have no more than one week of unused purchased vacation as of the third pay period prior to the start of Open Enrollment. To be eligible to purchase two weeks of vacation, an employee must have used all previously purchased vacation leave as of the third pay period prior to Open Enrollment.

d. In the event than an employee uses purchased vacation and leaves County service prior to paying for it, the employee agrees as a condition of participation that the County has the right to recover the unpaid cost for any used and unpaid vacation from the employee, deducting any sum owed to the County from the employee's final pay warrant.

e. In the event there is insufficient pay to deduct from the employee's final pay warrant, the amount is still due and payable to the County; the employee must repay the County. Any failure to repay the County upon termination will result in collection proceedings.

f. In the event that an employee is unable to cover the cost of purchased vacation in any pay period(s) due to insufficient pay, the County reserves the right to adjust the

amount of the deductions from future warrants to cover the cost of the purchased vacation.

g. In the event that a participating employee moves between a 40-hour per week position and a 37.5-hour per week position, he/she shall carry over his/her purchased vacation balance in the same number of days and fractions of days.

h. In the event that an employee changes status from eligible to purchase vacation to a non-eligible status:

(1) The County shall cease deduction and no additional days will be allowed for purchase.

(2) The County shall reduce the purchased vacation balance by the amount which the employee has not yet paid.

(3) The employee shall be allowed to retain and use the time purchased as of the date of the change from eligibility to ineligibility through the final pay period of the calendar year of the date of ineligibility.

(4) For purchased vacation remaining and unused through the final pay period of the calendar year, as set forth in section h. (3), above, the employee shall be paid at the pay rate at the time of enrollment, for the purchased vacation time not taken as of the 1st pay period of the following year.

(5) If the employee has used the purchased vacation time prior to completing payment for such vacation, the County will recover the cost of that vacation not yet paid for from the employee by pay warrant deduction.

(6) In the event that an employee experiences a pay rate change during the plan year, the total annual cost will remain the same as at the time of enrollment.

1. In addition to the above conditions, an employee purchasing vacation is responsible for all County costs associated with vacation purchase. For the pay period in which purchased vacation is utilized as time off, the employee's total compensation shall not include the contributions made by Alameda County towards premium based and accrued benefits including retirement, county medical and dental plans, sick leave, and vacation time for all bi-weekly hours, or portions thereof, coded as purchased vacation. These prorated premium costs shall be deducted from the employees' paycheck for the bi-weekly pay period in which the purchased vacation is utilized and, further, the employee will not accrue vacation and sick leave for such hours. Also, purchased vacation time utilized as time off will not count towards seniority, hours in step, or towards the completion of the probationary period or retirement service credit.

SECTION V

This ordinance shall take effect immediately, and before the expiration of

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

Adopted by the Board of Supervisors of the County of Alameda, State of California, on December 6, 2016, by the following called vote:

AYES: Supervisors Carson, Chan, Miley & Valle – 4
NOES: None
EXCUSED: President Haggerty – 1

SCOTT HAGGERTY
President of the Board of Supervisors
County of Alameda, State of California

ATTEST: ANIKA CAMPBELL-BELTON
Clerk of the Board of Supervisors, County of Alameda

Approved as to Form
DONNA R. ZIEGLER, County Counsel

By: Andrea Carlise
12/22/16

OK-2958866#

OAKLAND POST

This space for filing stamp only

1433 WEBSTER ST STE 100, OAKLAND, CA 94612
Telephone (510) 287-8211 / Fax (510) 287-8247

Jasmin Alvarez - Rhonda Bailey
ALAMEDA CO CLERK BD OF SUPERVISORS
1221 OAK ST 5TH FLR
OAKLAND, CA - 94612

PROOF OF PUBLICATION

(2015.5 C.C.P.)

State of California)
County of ALAMEDA) ss

Notice Type: ORD - ORDINANCE PUBLICATION

Ad Description:

O-2016-65 a Salary Ordinance amendment amending Article 7, Unrepre

I am a citizen of the United States and a resident of the State of California; I am over the age of eighteen years, and not a party to or interested in the above entitled matter. I am the principal clerk of the printer and publisher of the OAKLAND POST, a newspaper published in the English language and adjudged a newspaper of general circulation as defined by the laws of the State of California by the Superior Court of the County of ALAMEDA, State of California, under date of 06/26/1964, Case No. 341227. That the notice, of which the annexed is a printed copy, has been published in each regular and entire issue of said newspaper and not in any supplement thereof on the following dates, to-wit:

12/28/2016

Executed on: 12/28/2016
At OAKLAND, CA

I certify (or declare) under penalty of perjury that the foregoing is true and correct.



Signature

CNS #: 2958857

O-2016-65

AN ORDINANCE AMENDING
CERTAIN PROVISIONS OF THE
2016 - 2017
ALAMEDA COUNTY SALARY
ORDINANCE

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

SECTION I

The last paragraph in Section 7-10, Cafeteria Benefit Plan: Amount of Allocable Money, of Ordinance Number 2016-54 of the County of Alameda is hereby amended to read as follows:

Effective January 1, 2017, each unrepresented non-management related to SEIU; and each unrepresented non-management related to Building and Construction Trades Council; each unrepresented non-management related to Union of American Physician and Dentists and each unrepresented non-management related to Management, full time employee is eligible for a cafeteria benefit plan in the amount of \$1100 for the calendar year. This amount shall be prorated in advance of the calendar year for employees regularly scheduled to work less than full-time based upon the hours which the employee has been regularly scheduled to work. Employees hired after January 1st shall be entitled to a prorated 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 two last full pay periods, and any following partial pay period, prior to December 31 shall not be eligible for plan benefits until the following calendar year. The maximum sum available to employees who reinstate shall not exceed \$1100 minus the sum of cafeteria plan benefits received by the employee during any previous portion of the calendar year.

SECTION II

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

Adopted by the Board of
Supervisors of the County of
Alameda, State of California, on
December 6, 2016, by the
following called vote:

AYES: Supervisors Carson,
Chan, Miley & Vaile - 4
NOES: None
EXCUSED: President Haggerty -
1

SCOTT HAGGERTY
President of the Board of
Supervisors
County of Alameda, State of
California

ATTEST: ANIKA CAMPBELL-
BELTON
Clerk of the Board of
Supervisors, County of Alameda

Approved as to Form
DONNA R. ZIEGLER, County
Counsel

By: Andrea Carlise
12/28/16
CNS-2958857#
OAKLAND POST



Email

* A 0 0 Q 0 0 4 3 1 6 7 4 0 *

EL MUNDO

This space for filing stamp only

1433 WEBSTER ST STE 100, OAKLAND, CA 94612
Telephone (510) 287-8211 / Fax (510) 287-8247

Jasmin Alvarez - Rhonda Bailey
ALAMEDA CO CLERK BD OF SUPERVISORS
1221 OAK ST 5TH FLR
OAKLAND, CA - 94612

PROOF OF PUBLICATION

(2015.5 C.C.P.)

State of California)
County of ALAMEDA) ss

Notice Type: ORD - ORDINANCE PUBLICATION

Ad Description:

O-2016-65 a Salary Ordinanceamendment amending Article 7,Unrepre

I am a citizen of the United States and a resident of the State of California; I am over the age of eighteen years, and not a party to or interested in the above entitled matter. I am the principal clerk of the printer and publisher of the EL MUNDO, a newspaper published in the English language in the city of , and adjudged a newspaper of general circulation as defined by the laws of the State of California by the Superior Court of the County of ALAMEDA, State of California, under date of 06/26/1964, Case No. 341227. That the notice, of which the annexed is a printed copy, has been published in each regular and entire issue of said newspaper and not in any supplement thereof on the following dates, to-wit:

12/29/2016

Executed on: 12/30/2016
At OAKLAND ,CA

I certify (or declare) under penalty of perjury that the foregoing is true and correct.



Signature

CNS#: 2958856

O-2016-65

AN ORDINANCE AMENDING
CERTAIN PROVISIONS OF THE
2016 - 2017
ALAMEDA COUNTY SALARY
ORDINANCE

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

SECTION I

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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 two last full pay periods, and any following partial pay period, prior to December 31 shall not be eligible for plan benefits until the following calendar year. The maximum sum available to employees who reinstate shall not exceed \$1100 minus the sum of cafeteria plan benefits received by the employee during any previous portion of the calendar year.

SECTION II

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

Adopted by the Board of
Supervisors of the County of
Alameda, State of California, on
December 6, 2016, by the
following called vote:

AYES: Supervisors Carson,
Chan, Miley & Valle - 4
NOES: None
EXCUSED: President Haggerty -
1

SCOTT HAGGERTY
President of the Board of
Supervisors
County of Alameda, State of
California

ATTEST: ANIKA CAMPBELL-
BELTON
Clerk of the Board of
Supervisors, County of Alameda

Approved as to Form
DONNA R. ZIEGLER, County
Counsel

By: Andrea Carlise
12/29/16
CNS-2958856#
EL MUNDO



Email

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PROOF OF PUBLICATION

(2015.5 C.C.P.)

State of California)
County of ALAMEDA) ss

Notice Type: ORD - ORDINANCE PUBLICATION

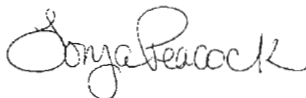
Ad Description:
Ordinance O-2016-68

I am a citizen of the United States and a resident of the State of California; I am over the age of eighteen years, and not a party to or interested in the above entitled matter. I am the principal clerk of the printer and publisher of the OAKLAND POST, a newspaper published in the English language and adjudged a newspaper of general circulation as defined by the laws of the State of California by the Superior Court of the County of ALAMEDA, State of California, under date of 06/26/1964, Case No. 341227. That the notice, of which the annexed is a printed copy, has been published in each regular and entire issue of said newspaper and not in any supplement thereof on the following dates, to-wit:

12/28/2016

Executed on: 12/28/2016
At OAKLAND, CA

I certify (or declare) under penalty of perjury that the foregoing is true and correct.



Signature

CNS#: 2958868

O-2016-68
AN ORDINANCE AMENDING
CERTAIN PROVISIONS OF THE
ALAMEDA COUNTY
ADMINISTRATIVE CODE

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

SECTION I

Subsections A and E of
Section 3.16.010 - Holidays
defined, of Chapter 3.16
Holidays, is hereby amended to
read as follows:

A. Unless mutually agreed in a
current memorandum of
understanding or sideletter of
agreement, paid holidays shall
be:

1. January 1st;
2. The third Monday in January,
known as "Dr. Martin Luther King,
Jr. Day";
3. February 12th, known as
"Lincoln Day";
4. The third Monday in February;
5. The last Monday in May;
6. July 4th;
7. First Monday in September;
8. November 11th, known as
"Veterans Day";
9. Thanksgiving Day;
11. December 25th;
12. All other days appointed by
the President of the United States
or the Governor of the state of
California for a public fast,
national day of mourning,
thanksgiving or holiday and
approved in writing by three or
more members of the board of
supervisors;

13. Three floating holidays are to
be scheduled by mutual
agreement of the employee and
his/her department and taken
within the fiscal year, except that
an employee hired on or after
April 1st of any year shall not be
entitled to floating holidays for
that fiscal year. Effective from
July 1, 2002 to December 31,
2002, the floating holidays
authorized by this section will be
one and one-half days.

Effective January 1, 2003, the
provisions of paragraph 1 will no
longer be operative. Effective
January 1, 2003, three floating
holidays are to be scheduled by
mutual agreement of the
employee and his/her department
and taken within the calendar
year, except that an employee

hired on or after July 1st of any
year shall not be entitled to
floating holidays for that calendar
year.

Effective January 1, 2017, for
full-time unrepresented non-
management related to SEIU;
full-time unrepresented non-
management related to Building
and Construction Trades Council;
full-time unrepresented non-
management related to Union of
American Physicians and
Dentists; and full-time
unrepresented non-management
related to Management, eligible
employees, four floating holidays
are to be scheduled by mutual
agreement of the employee and
his/her department and taken
within the calendar year, except
that an employee hired on or
after July 1st of any year shall not
be entitled to floating holidays for
that calendar year. Less than full-
time eligible employees shall be
entitled to prorated floating
holidays based upon a proration
of the hours the employee is
regularly scheduled to work.

E. The following applies to
unrepresented non-management
employees:

Effective January 1, 2011,
floating holidays for less than full
time unrepresented non-
management eligible employees
whose standard working hours
change to full time after January
1, but prior to July 1 of a calendar
year, shall be increased based on
the employee's full time status.
The prorated adjustment to the
floating holiday hour balance
shall not exceed the full time
equivalent amount for three days
of floating holidays (twenty-four
(24) hours for eighty (80) hour
per pay period employee and
twenty-two and a half (22.5)
hours for seventy-five (75) hour
per pay period employee) or the
full time equivalent amount in
effect for the calendar year. After
July 1 of a calendar year, no
adjustment will be made to the
floating holiday hour balance.

Effective January 1, 2017,
floating holidays for less than
fulltime unrepresented non-
management related to SEIU;
less than full-time unrepresented
non-management related to
Building and Construction Trades
Council; less than full-time
unrepresented non-management
related to Union of American
Physicians and Dentists; and less
than full-time unrepresented non-
management related to
Management, eligible employees
whose standard working hours
change to fulltime after January 1
but prior to July 1 of a calendar
year, shall be increased based on
the employee's fulltime status.
The prorated adjustment to the
floating holiday hour balance



Email

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shall not exceed the fulltime equivalent amount for four days of floating holidays (thirty-two (32) hours for eighty (80) hour per pay period employee and thirty (30) hours for seventy-five (75) hour per pay period employee) or the fulltime equivalent amount in effect for the calendar year. After July 1 of a calendar year, no adjustment will be made to the floating holiday hour balance.

SECTION II

Section 3.24.040 - For unrepresented non-M-designated employees employed after January 1, 1956, of Chapter 3.24 Vacations, is hereby amended to read as follows:

Effective January 1, 2017,
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eeeeeeeach unrepresented non-management employee related to SEIU; and each unrepresented non-management employee related to Building and Construction Trades Council; each unrepresented non-management employee related to Union of American Physicians and Dentists; and each unrepresented non-management employee related to Management in the service of the county except an employee occupying an exempt position as defined in Section 3.24.170 of this chapter, whose employment began prior to January 31, 2016, shall accrue vacation leave as follows:

A. Two weeks accrual: Employees shall accrue two weeks of vacation annually until the completion of 104 full-time biweekly pay periods (4 years) of continuous employment.

B. Three weeks accrual: Employees shall accrue three weeks of vacation annually after the completion of 104 full-time biweekly pay periods (4 years) of continuous employment and until completion of 286 full-time biweekly pay periods (11 years) of continuous employment.

C. Four weeks accrual: Employees shall accrue four weeks of vacation annually after the completion of 286 full-time biweekly pay periods (11 years) of continuous employment and until completion of 520 full-time biweekly pay periods (20 years) of continuous employment.

D. Five weeks accrual: Employees shall accrue five weeks of vacation annually after the completion of 520 full-time

biweekly pay periods (20 years) of continuous employment.

Effective January 1, 2017, each unrepresented non-management employee related to SEIU; and each unrepresented non-management employee related to Building and Construction Trades Council; each unrepresented non-management employee related to Union of American Physicians and Dentists; and each unrepresented non-management employee related to Management in the service of the county except an employee occupying an exempt position as defined in Section 3.24.170 of this chapter, whose employment began on or after January 31, 2016, shall accrue vacation leave as follows:

A. Two weeks accrual: Employees shall accrue two weeks of vacation annually until completion of 104 full-time biweekly pay periods (4 years) of continuous employment, up to a maximum balance of four weeks.

B. Three weeks accrual: Employees shall accrue three weeks of vacation annually after the completion of 104 full-time biweekly pay periods (4 years) of continuous employment and until completion of 286 full-time biweekly pay periods (11 years) of continuous employment, up to a maximum balance of six weeks.

C. Four weeks accrual: Employees shall accrue four weeks of vacation annually after the completion of 286 full-time biweekly pay periods (11 years) of continuous employment and until completion of 520 full-time biweekly pay periods (20 years) of continuous employment, up to a maximum balance of eight weeks.

D. Five weeks accrual: Employees shall accrue five weeks of vacation annually after the completion of 520 full-time biweekly pay periods (20 years) of continuous employment, up to a maximum balance of ten weeks.

SECTION III

Section 3.20.140 - Conversion of sick leave to vacation leave, of Chapter 3.20 Sick Leave, is hereby amended to read as follows:

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When a person's sick leave accrued pursuant to Sections 3.20.060, 3.20.070 and 3.20.080 hereof reaches one hundred twenty-five (125) days, five days

shall be deducted from said sick leave balance and shall be converted to one day of accrued vacation, which shall be added to vacation balances accumulated pursuant to Sections 3.24.010 and 3.24.020 hereof and shall be thereafter subject to the provisions of Chapter 3.24 of t code. Effective January 1, 2006, for unrepresented employees and effective December 31, 2006, for employees represented by the Alameda County management employees association in representation units R15, R44, R45, R48, R49, and R50, the provisions of this section will no longer apply. Effective July 29, 2007, for employees represented by the Alameda County management employees' association sheriffs unit in representation unit 029 there shall be no maximum accumulation. Effective April 6, 2008 for employees represented by the Alameda County management employees' association probation managers unit in representation unit R075, the provisions of this section will no longer apply. Effective December 28, 2008 for employees represented by the civil engineers management unit in representation unit R30, the provisions of this section will no longer apply.

Effective January 1, 2017 for unrepresented non-management employees related to SEIU; and each unrepresented non-management employee related to Building and Construction Trades Council; unrepresented non-management employees related to Union of American Physicians and Dentist and unrepresented non-management employees related to Management, the following provisions apply:

When a person's sick leave accrued pursuant to Sections 3.20.060, 3.20.070 and 3.20.080 hereof reaches a max of one hundred fifty-five (155) days, five days shall be deducted from said sick leave balance and shall be converted to one day of accrued vacation, which shall be added to vacation balances accumulated pursuant to Sections 3.24.010 and 3.24.020 hereof and shall be thereafter subject to the provisions of Chapter 3.24 of this code.

SECTION IV

Chapter 3.24 Vacation, is hereby amended by the addition thereto of the following Section:

Section 3.24.240 - Vacation Purchase for unrepresented non-M designated employees

1. Effective January 1, 2018, each full-time unrepresented non-M designated employee related to SEIU; unrepresented non-management employees related to Building and Construction Trades Council; unrepresented non-management employees related to Union of American Physicians and Dentist and unrepresented non-management employees related to Management, may elect to purchase, during Open Enrollment, one or two additional weeks of vacation over and above their regular entitlement as set forth in Section 3.24.040 of this chapter. Part-time, Services-As-Needed (SAN) and intermittent employees may not purchase vacation.

a. On the first pay period of the calendar year, the participating employees' vacation balance will be adjusted to reflect the additional amount of vacation purchased. Employees may use the vacation time purchased, scheduled by mutual agreement, between the employee and the Agency/Department Head. Employees pay for the vacation time purchased in equal installments during the calendar year.

b. To be eligible to purchase vacation for the upcoming plan year an employee must have completed payment for any previous vacation purchased by the end of the current plan year. The County reserves the right to revoke vacation purchase elections made during Open Enrollment if the previous year vacation purchase payments are not complete.

c. To be eligible to purchase vacation, an employee must have no more than one week of unused purchased vacation as of the third pay period prior to the start of Open Enrollment. To be eligible to purchase two weeks of vacation, an employee must have used all previously purchased vacation leave as of the third pay period prior to Open Enrollment.

d. In the event than an employee uses purchased vacation and leaves County service prior to paying for it, the employee agrees as a condition of participation that the County has the right to recover the unpaid cost for any used and unpaid vacation from the employee, deducting any sum owed to the County from the employee's final pay warrant.

e. In the event there is insufficient pay to deduct from the employee's final pay warrant, the amount is still due and payable to the County; the employee must

repay the County. Any failure to repay the County upon termination will result in collection proceedings.

f. In the event that an employee is unable to cover the cost of purchased vacation in any pay period(s) due to insufficient pay, the County reserves the right to adjust the amount of the deductions from future warrants to cover the cost of the purchased vacation.

g. In the event that a participating employee moves between a 40-hour per week position and a 37.5-hour per week position, he/she shall carry over his/her purchased vacation balance in the same number of days and fractions of days.

h. In the event that an employee changes status from eligible to purchase vacation to a non-eligible status:

(1) The County shall cease deduction and no additional days will be allowed for purchase.

(2) The County shall reduce the purchased vacation balance by the amount which the employee has not yet paid.

(3) The employee shall be allowed to retain and use the time purchased as of the date of the change from eligibility to ineligibility through the final pay period of the calendar year of the date of ineligibility.

(4) For purchased vacation remaining and unused through the final pay period of the calendar year, as set forth in section h. (3) above, the employee shall be paid at the pay rate at the time of enrollment, for the purchased vacation time not taken as of the 1st pay period of the following year.

(5) If the employee has used the purchased vacation time prior to completing payment for such vacation, the County will recover the cost of that vacation not yet paid for from the employee by pay warrant deduction.

(6) In the event that an employee experiences a pay rate change during the plan year, the total annual cost will remain the same as at the time of enrollment.

1. In addition to the above conditions, an employee purchasing vacation is responsible for all County costs associated with vacation purchase. For the pay period in which purchased vacation is utilized as time off, the employee's total compensation shall not include the contributions

made by Alameda County towards premium based and accrued benefits including retirement, county medical and dental plans, sick leave, and vacation time for all bi-weekly hours, or portions thereof, coded as purchased vacation. These prorated premium costs shall be deducted from the employees' paycheck for the bi-weekly pay period in which the purchased vacation is utilized and, further, the employee will not accrue vacation and sick leave for such hours. Also, purchased vacation time utilized as time off will not count towards seniority hours in step, or towards the completion of the probationary period or retirement service credit.

SECTION V

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

Adopted by the Board of Supervisors of the County of Alameda, State of California, on December 6, 2016, by the following called vote:

AYES: Supervisors Carson, Chan, Miley & Valle – 4
NOES: None
EXCUSED: President Haggerty – 1

SCOTT HAGGERTY
President of the Board of Supervisors
County of Alameda, State of California

ATTEST: ANIKA CAMPBELL-BELTON
Clerk of the Board of Supervisors, County of Alameda

Approved as to Form
DONNA R. ZIEGLER, County Counsel

By: Andrea Carlise
12/28/16
CNS-2958868#
OAKLAND POST

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PROOF OF PUBLICATION

(2015.5 C.C.P.)

State of California)
County of ALAMEDA) ss

Notice Type: ORD - ORDINANCE PUBLICATION

Ad Description:
Ordinance O-2016-68

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12/29/2016

Executed on: 12/30/2016
At OAKLAND ,CA

I certify (or declare) under penalty of perjury that the foregoing is true and correct.



Signature

CNS#: 2958867

O-2016-68
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CERTAIN PROVISIONS OF THE
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ADMINISTRATIVE CODE

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8. November 11th, known as
"Veterans Day";
9. Thanksgiving Day;
11. December 25th;
12. All other days appointed by
the President of the United States
or the Governor of the state of
California for a public fast,
national day of mourning,
thanksgiving or holiday and
approved in writing by three or
more members of the board of
supervisors;
13. Three floating holidays are to
be scheduled by mutual
agreement of the employee and
his/her department and taken
within the fiscal year, except that
an employee hired on or after
April 1st of any year shall not be
entitled to floating holidays for
that fiscal year. Effective from
July 1, 2002 to December 31,
2002, the floating holidays
authorized by this section will be
one and one-half days.

Effective January 1, 2003, the
provisions of paragraph 1 will no
longer be operative. Effective
January 1, 2003, three floating
holidays are to be scheduled by
mutual agreement of the
employee and his/her department
and taken within the calendar
year, except that an employee

hired on or after July 1st of any
year shall not be entitled to
floating holidays for that calendar
year.

Effective January 1, 2017, for
full-time unrepresented non-
management related to SEIU;
full-time unrepresented non-
management related to Building
and Construction Trades Council;
full-time unrepresented non-
management related to Union of
American Physicians and
Dentists; and full-time
unrepresented non-management
related to Management, eligible
employees, four floating holidays
are to be scheduled by mutual
agreement of the employee and
his/her department and taken
within the calendar year, except
that an employee hired on or
after July 1st of any year shall not
be entitled to floating holidays for
that calendar year. Less than full-
time eligible employees shall be
entitled to prorated floating
holidays based upon a proration
of the hours the employee is
regularly scheduled to work.

E. The following applies to
unrepresented non-management
employees:

Effective January 1, 2011,
floating holidays for less than full
time unrepresented non-
management eligible employees
whose standard working hours
change to full time after January
1, but prior to July 1 of a calendar
year, shall be increased based on
the employee's full time status.
The prorated adjustment to the
floating holiday hour balance
shall not exceed the full time
equivalent amount for three days
of floating holidays (twenty-four
(24) hours for eighty (80) hour
per pay period employee and
twenty-two and a half (22.5)
hours for seventy-five (75) hour
per pay period employee) or the
full time equivalent amount in
effect for the calendar year. After
July 1 of a calendar year, no
adjustment will be made to the
floating holiday hour balance.

Effective January 1, 2017,
floating holidays for less than
fulltime unrepresented non-
management related to SEIU;
less than full-time unrepresented
non-management related to
Building and Construction Trades
Council; less than full-time
unrepresented non-management
related to Union of American
Physicians and Dentists; and less
than full-time unrepresented non-
management related to
Management, eligible employees
whose standard working hours
change to fulltime after January 1
but prior to July 1 of a calendar
year, shall be increased based on
the employee's fulltime status.
The prorated adjustment to the
floating holiday hour balance



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shall not exceed the fulltime equivalent amount for four days of floating holidays (thirty-two (32) hours for eighty (80) hour per pay period employee and thirty (30) hours for seventy-five (75) hour per pay period employee) or the fulltime equivalent amount in effect for the calendar year. After July 1 of a calendar year, no adjustment will be made to the floating holiday hour balance.

SECTION II

Section 3.24.040 - For unrepresented non-M-designated employees employed after January 1, 1956, of Chapter 3.24 Vacations, is hereby amended to read as follows:

Effective January 1, 2017,
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-----each unrepresented non-management employee related to SEIU; and each unrepresented non-management employee related to Building and Construction Trades Council; each unrepresented non-management employee related to Union of American Physicians and Dentists; and each unrepresented non-management employee related to Management in the service of the county except an employee occupying an exempt position as defined in Section 3.24.170 of this chapter, whose employment began prior to January 31, 2016, shall accrue vacation leave as follows:

A. Two weeks accrual: Employees shall accrue two weeks of vacation annually until the completion of 104 full-time biweekly pay periods (4 years) of continuous employment.

B. Three weeks accrual: Employees shall accrue three weeks of vacation annually after the completion of 104 full-time biweekly pay periods (4 years) of continuous employment and until completion of 286 full-time biweekly pay periods (11 years) of continuous employment.

C. Four weeks accrual: Employees shall accrue four weeks of vacation annually after the completion of 286 full-time biweekly pay periods (11 years) of continuous employment and until completion of 520 full-time biweekly pay periods (20 years) of continuous employment.

D. Five weeks accrual: Employees shall accrue five weeks of vacation annually after the completion of 520 full-time

biweekly pay periods (20 years) of continuous employment.

Effective January 1, 2017, each unrepresented non-management employee related to SEIU; and each unrepresented non-management employee related to Building and Construction Trades Council; each unrepresented non-management employee related to Union of American Physicians and Dentists; and each unrepresented non-management employee related to Management in the service of the county except an employee occupying an exempt position as defined in Section 3.24.170 of this chapter, whose employment began on or after January 31, 2016, shall accrue vacation leave as follows:

A. Two weeks accrual: Employees shall accrue two weeks of vacation annually until completion of 104 full-time biweekly pay periods (4 years) of continuous employment, up to a maximum balance of four weeks.

B. Three weeks accrual: Employees shall accrue three weeks of vacation annually after the completion of 104 full-time biweekly pay periods (4 years) of continuous employment and until completion of 286 full-time biweekly pay periods (11 years) of continuous employment, up to a maximum balance of six weeks.

C. Four weeks accrual: Employees shall accrue four weeks of vacation annually after the completion of 286 full-time biweekly pay periods (11 years) of continuous employment and until completion of 520 full-time biweekly pay periods (20 years) of continuous employment, up to a maximum balance of eight weeks.

D. Five weeks accrual: Employees shall accrue five weeks of vacation annually after the completion of 520 full-time biweekly pay periods (20 years) of continuous employment, up to a maximum balance of ten weeks.

SECTION III

Section 3.20.140 - Conversion of sick leave to vacation leave, of Chapter 3.20 Sick Leave, is hereby amended to read as follows:

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When a person's sick leave accrued pursuant to Sections 3.20.060, 3.20.070 and 3.20.080 hereof reaches one hundred twenty-five (125) days, five days

shall be deducted from said sick leave balance and shall be converted to one day of accrued vacation, which shall be added to vacation balances accumulated pursuant to Sections 3.24.010 and 3.24.020 hereof and shall be thereafter subject to the provisions of Chapter 3.24 of this code. Effective January 1, 2006, for unrepresented employees and effective December 31, 2006, for employees represented by the Alameda County management employees' association in representation units R15, R44, R45, R48, R49, and R50, the provisions of this section will no longer apply. Effective July 29, 2007, for employees represented by the Alameda County management employees' association sheriffs unit in representation unit 029 there shall be no maximum accumulation. Effective April 6, 2008 for employees represented by the Alameda County management employees' association probation managers unit in representation unit R075, the provisions of this section will no longer apply. Effective December 28, 2008 for employees represented by the civil engineers management unit in representation unit R30, the provisions of this section will no longer apply.

Effective January 1, 2017 for unrepresented non-management employees related to SEIU; and each unrepresented non-management employee related to Building and Construction Trades Council; unrepresented non-management employees related to Union of American Physicians and Dentist and unrepresented non-management employees related to Management, the following provisions apply:

When a person's sick leave accrued pursuant to Sections 3.20.060, 3.20.070 and 3.20.080 hereof reaches a max of one hundred fifty-five (155) days, five days shall be deducted from said sick leave balance and shall be converted to one day of accrued vacation, which shall be added to vacation balances accumulated pursuant to Sections 3.24.010 and 3.24.020 hereof and shall be thereafter subject to the provisions of Chapter 3.24 of this code.

SECTION IV

Chapter 3.24 Vacation, is hereby amended by the addition thereto of the following Section:

Section 3.24.240 - Vacation Purchase for unrepresented non-M designated employees

1. Effective January 1, 2018, each full-time unrepresented non-M designated employee related to SEIU; unrepresented non-management employees related to Building and Construction Trades Council; unrepresented non-management employees related to Union of American Physicians and Dentist and unrepresented non-management employees related to Management, may elect to purchase, during Open Enrollment, one or two additional weeks of vacation over and above their regular entitlement as set forth in Section 3.24.040 of this chapter. Part-time, Services-As-Needed (SAN) and intermittent employees may not purchase vacation.

a. On the first pay period of the calendar year, the participating employees' vacation balance will be adjusted to reflect the additional amount of vacation purchased. Employees may use the vacation time purchased, scheduled by mutual agreement, between the employee and the Agency/Department Head. Employees pay for the vacation time purchased in equal installments during the calendar year.

b. To be eligible to purchase vacation for the upcoming plan year an employee must have completed payment for any previous vacation purchased by the end of the current plan year. The County reserves the right to revoke vacation purchase elections made during Open Enrollment if the previous year vacation purchase payments are not complete.

c. To be eligible to purchase vacation, an employee must have no more than one week of unused purchased vacation as of the third pay period prior to the start of Open Enrollment. To be eligible to purchase two weeks of vacation, an employee must have used all previously purchased vacation leave as of the third pay period prior to Open Enrollment.

d. In the event than an employee uses purchased vacation and leaves County service prior to paying for it, the employee agrees as a condition of participation that the County has the right to recover the unpaid cost for any used and unpaid vacation from the employee, deducting any sum owed to the County from the employee's final pay warrant.

e. In the event there is insufficient pay to deduct from the employee's final pay warrant, the amount is still due and payable to the County; the employee must

repay the County. Any failure to repay the County upon termination will result in collection proceedings.

f. In the event that an employee is unable to cover the cost of purchased vacation in any pay period(s) due to insufficient pay, the County reserves the right to adjust the amount of the deductions from future warrants to cover the cost of the purchased vacation.

g. In the event that a participating employee moves between a 40-hour per week position and a 37.5-hour per week position, he/she shall carry over his/her purchased vacation balance in the same number of days and fractions of days.

h. In the event that an employee changes status from eligible to purchase vacation to a non-eligible status:

(1) The County shall cease deduction and no additional days will be allowed for purchase.

(2) The County shall reduce the purchased vacation balance by the amount which the employee has not yet paid.

(3) The employee shall be allowed to retain and use the time purchased as of the date of the change from eligibility to ineligibility through the final pay period of the calendar year of the date of ineligibility.

(4) For purchased vacation remaining and unused through the final pay period of the calendar year as set forth in section h. (3), above, the employee shall be paid at the pay rate at the time of enrollment for the purchased vacation time not taken as of the 1st pay period of the following year.

(5) If the employee has used the purchased vacation time prior to completing payment for such vacation, the County will recover the cost of that vacation not yet paid for from the employee by pay warrant deduction.

(6) In the event that an employee experiences a pay rate change during the plan year, the total annual cost will remain the same as at the time of enrollment.

1. In addition to the above conditions, an employee purchasing vacation is responsible for all County costs associated with vacation purchase. For the pay period in which purchased vacation is utilized as time off, the employee's total compensation shall not include the contributions

made by Alameda County towards premium based and accrued benefits including retirement, county medical and dental plans, sick leave, and vacation time for all bi-weekly hours, or portions thereof, coded as purchased vacation. These prorated premium costs shall be deducted from the employees' paycheck for the bi-weekly pay period in which the purchased vacation is utilized and, further, the employee will not accrue vacation and sick leave for such hours. Also, purchased vacation time utilized as time off will not count towards seniority, hours in step, or towards the completion of the probationary period or retirement service credit.

SECTION V

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

Adopted by the Board of Supervisors of the County of Alameda, State of California, on December 6, 2016, by the following called vote:

AYES: Supervisors Carson,
Chan, Miley & Valle – 4
NOES: None
EXCUSED: President Haggerty –
1

SCOTT HAGGERTY
President of the Board of
Supervisors
County of Alameda, State of
California

ATTEST: ANIKA CAMPBELL-
BELTON
Clerk of the Board of
Supervisors, County of Alameda

Approved as to Form
DONNA R. ZIEGLER, County
Counsel

By: Andrea Carlise
12/29/16
CNS-2958867#
EL MUNDO