

## CHAPTER 15. MANAGEMENT BENEFITS

SECTION 15.1. The Board of Supervisors recognizes the greater responsibilities inherent in a management position.

SECTION 15.2. There are three levels of management:

- A. Executive Management: comprised of appointed Department Heads. (See Section 6.11 of the Personnel Rules.) For an appointed Department Head who serves a term of office fixed by law or contract, his or her appointment and subsequent reappointments to that office shall not be construed as a break in service from existing County service as a County appointed officer or employee.
- B. Senior Management: includes those positions, usually titled "assistant" or "deputy," which assist Executive Managers in the formulation and administration of agency or departmental policies and procedures. In the absence of the Executive Manager, a Senior Manager may take charge of all or part of a department, with full program accountability normally associated with Executive Management.
- C. Management: includes those positions which are accountable to Executive Managers, whether or not organizationally through a Senior Manager, for the performance of major agency or departmental activities. Managers are responsible for the execution of County policies, attainment of specific County goals or objectives, administration of Countywide programs or services, and representation of the agency or department before official bodies.
- D. Managers: The term manager referenced throughout this chapter includes Department Heads, Assistant and/or Deputy Department Heads, and Managers. This chapter excludes Elected Department Heads and Board of Supervisors.

SECTION 15.3. SICK LEAVE RETENTION INCENTIVE.

- A. Upon retiring under the provisions of CalPERS, or upon death, unused sick leave accrued by a County management employee shall be paid in accordance with the table below. Upon resignation, the employee shall be entitled to either a) a maximum payment of 50% of that provided for under retirement or death, or b) the maximum provided non-management employees by the appropriate formula, whichever is greater.
- B. These provisions are applicable for retirement or death whether or not a portion of the accrual was earned in a position other than that from which the employee is terminating.

<u>Years of Continuous Service</u>	<u>Percentage of Accrual Subject to Compensation</u>
5 through 9	20% of first 30 days, 10% of accrual balance
10 through 14	40% of first 60 days, 15% of accrual balance
15 through 19	60% of first 60 days, 30% of accrual balance
20 or more	80% of first 60 days, 45% of accrual balance

- C. As an option to the above payoff provisions, a retiring employee may request in writing for pre-retirement time off, in lieu of equivalent direct compensation. Such time off is to be computed on the basis of dividing the total eligible payoff by the employee's daily rate as of when the requested time would be used by the employee. It shall be taken as full-time off immediately prior to his/her stated retirement date to the extent of the computed number of days of eligibility. Employees shall not accrue any additional leave benefits while running out accrued sick leave prior to retiring. This option, once requested and granted, is binding on the County and the employee.
- D. An employee retiring may convert some or all of his/her accumulated but unused sick leave to CalPERS service credit upon retirement. Any sick leave utilized for cash payment as provided in the above section shall not be available for such conversion.
- E. Employees who are depleting leave balances (including vacation, sick leave or administrative leave) immediately prior to retirement shall not be eligible for holiday pay or accrual, which might otherwise accrue during the leave period.

SECTION 15.4. SICK LEAVE USAGE. Unrepresented Management employees shall not be required to wait for the completion of three months of continuous services before utilizing accrued sick leave. If not already provided for in this chapter, all other sick leave provisions in Chapter 13 of the Shasta County Personnel Rules apply.

SECTION 15.5. LIFE INSURANCE. The County shall provide a group life and accidental death and dismemberment policy at County expense equal to each management employee's actual base salary. In no event shall such amount be less than \$50,000, nor more than \$80,000. Management employees shall be allowed to purchase additional insurance in an amount up to three times annual salary at the employee's own expense. The purchase of additional insurance shall be subject to a maximum insured amount of \$300,000. The purchase of additional insurance shall be subject to the terms and conditions of the County's policy with the insurance carrier.

SECTION 15.6. SALARIED STATUS. Employees occupying positions designated by County resolution as management positions are salaried employees and are exempt from the overtime provisions of FLSA. For payroll purposes, such employees are compensated on a biweekly salary basis, and need not submit documented time reports. The provisions of such salaried status are as follows:

- A. For the performance of prescribed duties, a management employee receives a salary and is expected to work the necessary hours required to fulfill the responsibilities of the position.
- B. For absences of one full workday or more, a management employee will submit an exception document that deducts such time from the employee's applicable vacation, sick leave or administrative leave accrual.
- C. Subject to approval by the Department Head, or his/her designee, reasonable time off of amounts of less than one full workday is authorized for a management employee for personal use during normal work hours, without loss of salary. The County may utilize the exception to the Fair Labor Standards Act (FLSA) created by the Family Medical Leave Act (FMLA) to dock an employee's salary or leave balances for ongoing partial-day absences taken as authorized under the FMLA without affecting the exempt status of the employee (29 U.S.C. 2612(c)).

- D. In addition to Section 15.6 C above, when an employee is medically required to work part time on a temporary basis (of at least ten work days or more) or who otherwise requests a part time schedule on a temporary basis (of at least ten work days or more), and the employee's request is approved by the employee's Department Head, or his/her designee, the employee's partial day absences during that time will be deducted from the employee's leave balances and the employee will receive his/her full salary. However, if the employee is medically required to work part time on a permanent basis, or the employee otherwise requests a part time schedule on a permanent basis, and the employee's request is approved by the employee's Department Head, or his/her designee, the department will reduce the employee's allocation to reflect the expected reduced work schedule (for example .5 FTE for half time work instead of 1.00 FTE) and the employee will receive a salary commensurate with the reduced permanent allocation.

SECTION 15.7. ADMINISTRATIVE LEAVE. A management employee is entitled to 80 hours of administrative leave per calendar year, which shall be lost if not used by the end of the year. This time will be credited on the first payday on or after January 1 and is neither accumulative from year to year nor to be considered part of earned vacation accrual.

- A. A new eligible employee will receive a portion of the time, in advance, on a prorated basis consistent with his/her date of appointment.
- B. Pre-retirement Leave. Unit members who are depleting leave balances immediately prior to retirement shall not be eligible for additional administrative leave credit which might otherwise accrue during the leave period.
- C. A management employee separating from County employment will not receive payment for unused administrative leave.

SECTION 15.8. ANNUAL LEAVE BUYOUT.

- A. Beginning in 2017 for the 2018 calendar year and going forward with each subsequent calendar year, a represented management employee may elect to receive payment for up to 80 hours of unused administrative leave so long as the following criteria are met:

Any employee utilizing this provision will be required to submit an irrevocable election through Employee Online by December 31st of the calendar year prior to the calendar year in which the administrative leave is to be cashed out.

Where an employee has properly elected an intent to cash out administrative leave in the applicable calendar year as noted above, the employee can choose any pay period(s) during the year to receive the elected cash out. All requests for cash out must be made through Employee Online by the due date listed for each pay period. All requests must be submitted in five (5) whole hour increments. All requests for a cash out will be limited to the number of hours elected the preceding calendar year less any cash outs already approved, and the actual current year hours available at the time of the cash out.

If an employee who has elected cash out fails to request the elected cash out in the applicable year, the County will automatically cash out the designated amount up to the hours available to be paid on the final payday of that calendar year. All annual cash out payments shall be at the base hourly rate only with no other add-on compensation included.

By November 15 of each calendar year, the County shall issue a notice to those employees who have elected cash out and have remaining cash out balances available.

If an employee fails to submit an irrevocable election by December 31st of the calendar year prior to the calendar year in which the administrative leave would be cashed out, the employee will be deemed to have waived their right and will not be eligible to cash out any such leave in the following calendar year.

- B. Beginning in 2023 for the 2024 calendar year and going forward with each subsequent calendar year, an unrepresented management employee may elect to receive payment for up to 120 hours of unused administrative leave, vacation leave, or a combination thereof so long as the following criteria are met:

Any employee utilizing this provision will be required to submit an irrevocable election through Employee Online by December 31st of the calendar year prior to the calendar year in which the administrative leave is to be cashed out.

Where an employee has properly elected an intent to cash out administrative leave, vacation, or a combination thereof in the applicable calendar year as noted above, the employee can choose any pay period(s) during the year to receive the elected cash out. All requests for cash out must be made through Employee Online by the due date listed for each pay period. All requests must be submitted in five (5) whole hour increments. All requests for a cash out will be limited to the number of hours elected the preceding calendar year less any cash outs already approved, and the actual current year hours available at the time of the cash out.

If an employee who has elected cash out fails to request the elected cash out in the applicable year, the County will automatically cash out the designated amount up to the hours available to be paid on the final payday of that calendar year in the following order:

1. Administrative Leave
2. Vacation

All annual cash out payments shall be at the base hourly rate only with no other add-on compensation included.

By November 15 of each calendar year, the County shall issue a notice to those employees who have elected cash out and have remaining cash out balances available.

If an employee fails to submit an irrevocable election by December 31st of the calendar year prior to the calendar year in which the leave would be cashed out, the employee will be deemed to have waived their right and will not be eligible to cash out any such leave in the following calendar year.

**SECTION 15.9. MANAGEMENT EDUCATIONAL FUND.** An annual, non-accumulative amount of \$5,000 will be allocated to cover expenses relating to such generic management training components as seminars and workshops. This fund will be administered by the Personnel Director, or his/her designee, and will be used for Countywide training purposes.

**SECTION 15.10. EXPENSE ALLOWANCE.** Each management employee shall receive an allowance for legitimate business expenses based upon the following:

- A. Each appointed Department Head shall receive an additional \$50.00 biweekly stipend for reimbursement of business expenses within the County which are not otherwise claimable under current County policy.
- B. Each senior manager and manager shall receive a lump sum allowance on or near each January 1, of \$200.00 and \$100.00 respectively, for unreimbursed expenses incurred in the conduct or promotion of county business.

SECTION 15.11. VACATION ACCRUAL. The maximum vacation accumulation which may be accrued by a management employee shall be 78 times the employee's biweekly accrual rate, as determined by the schedule.

SECTION 15.12. VACATION LEAVE USAGE. Unrepresented Management employees with a minimum of three months of County service shall become eligible for vacation up to the maximum time accrued as of the date such vacation is taken. If not already provided for in this chapter, all other vacation leave provisions in Chapter 12 of the Shasta County Personnel Rules apply.

SECTION 15.13. HEALTH INSURANCE PREMIUMS.

- A. Managers: Eligibility for medical and dental insurance shall begin the first of the month following employment unless otherwise required by the insurance provider(s). The County maximum health contribution to the medical, dental, and vision plans shall be as stated in these Personnel Rules as approved by the Board of Supervisors. County contributions towards medical insurance shall commence upon employment. County contributions towards dental shall commence the first of the month following six months of employment unless otherwise required by the insurance provider(s). This provision shall not apply to employees recalled from layoff who were receiving the County contribution at the time of layoff.

Should an employee and his/her spouse or registered domestic partner both work for the County and are both eligible for County-provided health contributions, one employee may choose in writing to be added to his/her spouse's or registered domestic partner's insurance as a dependent, and the County will make a contribution to the dependent coverage that is equal to the County's contribution to the Employee-only contribution of the covered employee's plan in addition to the County's contribution to the covered employee's dependent coverage. In no event shall the total County's contribution be greater than the actual premium needed for the level of applicable coverage. Likewise, in no event shall the total County contribution be greater than it would have been without this option being invoked.

- 1. Beginning in December 2021 for premiums applied to January 2022, the County will calculate its contributions based upon one hundred percent (100%) of the Employee Only medical premium cost and ninety percent (90%) of the Employee Plus One and Employee Plus Family medical premium cost categories of the PERS Gold plan. The County contribution includes the PEMHCA minimum contribution. The employee is responsible for any medical premium costs exceeding the County contribution amount.
- 2. Beginning in December 2022 for premiums applied to January 2023 coverage:

- a. Employee Only plans for employees hired or promoted into management position before January 1, 2013: The County will pay the full premium cost for the Employee Only premium based upon the PERS Gold plan as applied to all plans. The County contribution includes the PEMHCA minimum contribution.
  - b. Employee Only plan for employees hired or promoted into management positions on or after January 1, 2013, and for all Employee Plus One and Employee Plus Family plans: The County will calculate the difference in costs between the previous year's total medical premium costs and the current year's total medical premium costs for Employee Only, Employee Plus One and Employee Plus Family categories based upon the PERS Gold plan. The County and the employee will split the difference in costs (50%/50%), whether an increase or decrease, and apply that toward their respective employer contribution and employee contribution amounts for all health plans from the previous year to determine the current year's contribution, up to a \$0 contribution. The County contribution includes the PEMHCA minimum contribution.
3. Beginning in December 2023 for premiums applied to January 2024 coverage:
  - a. Employee Only plans for employees hired or promoted into management position before January 1, 2013: The County will pay the full premium cost for the Employee Only premium based upon the PERS Gold plan as applied to all plans. The County contribution includes the PEMHCA minimum contribution.
  - b. Employee Only plan for employees hired or promoted into management positions on or after January 1, 2013, and for all Employee Plus One and Employee Plus Family plans: The County will calculate its contribution based upon ninety percent (90%) of the Employee Only medical premium cost and eighty-four percent (84%) of the Employee plus one and Employee plus family medical premium cost categories of PERS Gold. The County contribution includes the PEMHCA minimum contribution. The employee will pay that portion of the premium not contributed by the County.
4. Beginning in December 2024 for premiums applied to January 2025 coverage, and in each subsequent year:
  - a. Employee Only plans for employees hired or promoted into management position before January 1, 2013: The County will pay the full premium cost for the Employee Only premium based upon the PERS Gold plan as applied to all plans. The County contribution includes the PEMHCA minimum contribution.
  - b. Employee Only plan for employees hired or promoted into management positions on or after January 1, 2013, and for all Employee Plus One and Employee Plus Family plans: The employee contribution percentage of the annual PERS Gold baseline premium for Employee + 1 and Employee +

Family will increase by 2% annually until such time as the Employee + 1 and Employee + Family contributions reaches an 80% employer contribution / 20% employee contribution split of the annual PERS Gold health insurance contribution. The County contribution includes the PEMHCA minimum contribution. The employee is responsible for any medical premium costs exceeding the County contribution amount.

3. The County shall continue to contribute an amount equal to at least four percent (4%) of gross salaries to reduce either the Other Post Employment Benefit unfunded liability and/or the CalPERS Retirement unfunded liability.

**B. Retired Managers.**

1. The County shall provide the same County contribution towards each retired manager's premium for the CalPERS medical plan as made for currently employed managers in accordance with CalPERS enrollment and premium contribution regulations.
2. For persons hired or promoted to management positions on or after January 1, 2013, in accordance with the California Public Employees' Pension Reform Act (PEPRA), and unless otherwise required by the insurance provider(s) or contractual obligation, the County shall provide payment toward each retired manager's medical/dental premiums, provided such manager retires from active Shasta County service, and remains uninterrupted in the medical plan provided by the County. Such payment shall equal ten (10) percent of such premium and only apply to retirees having a minimum of ten (10) years of County service. Such County service need not be continuous.
3. For persons hired or promoted to management positions prior to January 1, 2013, and unless otherwise required by the insurance provider(s), the County shall provide payment toward each retired manager's medical/dental benefit premiums, provided such manager retires from active Shasta County service and remains uninterrupted in the Shasta County medical/dental plan. The percentage amount of County payment shall be based on the following formula.

10 years of County service	25% County payment of premium
15 years of County service	50% County payment of premium
20 years of County service	100% County payment of premium

4. County service for the purposes of sections 15.13.B.2 and 15.13.B. above is defined as total time spent in the employment of the County, and need not be continuous. Such time will be totaled as qualifying for this benefit, and will include non-management service time, if any.

**C. For covered employees hired prior to January 1, 2017 who retire from active County service and have not elected to be covered under Section 15.13.F; the retiree medical premium will be paid as follows:**

1. The County will continue to pay the statutory minimum amount prescribed by Government Code section 22892 directly to CalPERS;

2. CalPERS will deduct the balance of the medical premium from the retiree's retirement payment; and County will reimburse the retiree the County's contribution amount based upon the PERS Gold(or equivalent plan) rates for the coverage in which the employee is enrolled (i.e., Employee Only, Employee plus One, or Employee plus Family), minus the statutory amount prescribed by Government Code section 22892 paid by the County directly to CalPERS.
- D. For covered employees hired on or after January 1, 2017 who retire from active County service; the retiree medical premium will be paid as follows:
1. The County will continue to pay the statutory minimum amount prescribed by Government Code section 22892 directly to CalPERS; and
  2. CalPERS will deduct the balance of the medical premium from the retiree's retirement payment.
- E. If the legal requirements of the Affordable Care Act have an impact on County rights and obligations regarding health benefits for County management employees, the County retains the right to make any necessary modifications under this section.
- F. 401(A) PLAN. Any covered employee hired on or after January 1, 2017, shall not be eligible to earn or receive the County contribution to retiree medical benefit as described in Section 15.13.B, but shall receive only the County's minimum contribution amounts required under Government Code section 22892 if they elect to continue CalPERS healthcare after retirement.

Any covered employee who was hired prior to January 1, 2017, may voluntarily elect to participate in the Section 401(a) Plan in lieu of the benefit provided in Section 15.13.B. If the employee voluntarily elects to participate in the 401(a) Plan in lieu of receiving the benefit under Section 15.13.B, the County will contribute the minimum contribution required under Government Code section 22892. The employee will receive contributions into the 401(a) Plan as set forth below. The decision to elect to participate in the 401(a) Plan in lieu of receiving the benefit under Section 15.13.B shall be irrevocable.

The 401(a) Plan will be administered as follows:

1. The County shall continue to provide an Internal Revenue Code Section 401(a) Plan consistent with this section. The County shall continue to contribute into the 401(a) Plan an amount on behalf of each covered employee electing to participate under this section equal to the amount contributed by that employee from his or her own pre-tax salary into one of the County's Section 457 deferred compensation plans, but not to exceed 3% of the employee's pre-tax salary. Accordingly, if an employee contributed a total of 1-3% of his or her pre-tax salary to a 457 plan, then the dollar amount of the County's 401(a) contribution would fully match the employee's 457 contribution; if an employee contributed more than 3% of his or her pretax salary to a County 457 plan, then the dollar amount of the County's 401(a) contribution would only be equal to 3% (and not more) of the employee's pretax salary and would not fully match the employee's 457 contribution. The employee may direct the investment of said contributions in accordance with the options or limitations provided by the 401(a) Plan. Each such employee shall vest (that is, earn the right to withdraw) the County's contributions into the 401(a) Plan on

their behalf based on years of County service, as set forth below, subject to any of the plan's requirements.

2. The 401(a) Plan implementing this section shall provide the following schedule of vesting requirements for any participating employee to earn and be eligible to withdraw or otherwise receive a portion (or in some cases all) of his or her total account value at the time of termination:

<b><u>Years of COUNTY Service</u></b>	<b><u>Portion of Account Value Vested</u></b>
Less than 1 year	0%
1 year plus 1 day to 2 years	10%
2 years plus 1 day to 3 years	20%
3 years plus 1 day to 4 years	30%
4 years plus 1 day to 5 years	40%
5 years plus 1 day to 6 years	50%
6 years plus 1 day to 7 years	60%
7 years plus 1 day to 8 years	70%
8 years plus 1 day to 9 years	80%
9 years plus 1 day but less than 10 years	90%
10 years	100%

3. In addition to and notwithstanding the foregoing, employee's options for withdrawing, "rolling over," and otherwise using account money (and the tax consequences of such withdrawals and use), shall be subject to any legal requirements or limitations of Internal Revenue Code Section 401(a) and any other applicable laws with which the County and the Plan must comply.

SECTION 15.14. **VISION CARE.** The County shall provide management employees with County-approved vision insurance. Employees may enroll their dependents in the vision plan provided the employee pays any additional cost associated with such enrollment.

SECTION 15.15. **BAR DUES.** The County shall provide payment of the total dues required in order to continue membership in the California Bar Association, providing bar membership is a requirement of the position.

SECTION 15.16. **LONG-TERM DISABILITY PROGRAM.** The County provides a long-term disability program for management employees, which will include a 120 day elimination period, a 66.67% of earnings benefit, and a monthly maximum of \$2,500.00.

SECTION 15.17. **IRC SECTION 125 BENEFIT PLAN.** Employees shall sign appropriate authorization forms to establish or decline participation in payroll deductions of pre-tax earnings for payment by the County of employees medical and dental insurance premiums and flexible spending accounts (including child and dependent care expenses and unreimbursed medical expenses) in accordance with Section 125 of the Internal Revenue Code and Board action of November 3, 1998 and subsequent updates. Beginning January 1, 2017, with respect to any full-time covered employee and any part time covered employee hired prior to January 1, 2017 who is enrolled in CalPERS medical insurance, the County will continue to contribute into the 125 Benefit Plan the percentage amount based upon the PERS Gold (or equivalent plan) rates for the coverage in which the employee is enrolled (i.e., Employee Only, Employee plus One, or

Employee plus Family), minus the statutory amount prescribed by Government Code section 22892 paid by the County directly to CalPERS on behalf of that employee and minus the required amount contributed by the employee.

- A. In no event will the County's contribution under Government Code section 22892 and the resulting premium payment of this chapter exceed the actual cost of the benefit. The covered employee must authorize a payroll deduction for their required contribution. If no authorization is made, the County will not make a contribution to the 125 Benefit Plan.

SECTION 15.18. RETIREMENT. CalPERS retirement will continue as adopted in the County's contract with CalPERS.

- A. Beginning with the pay period that includes January 1, 2012, appointed Department Heads and Unrepresented Managers are responsible to pay 100% of the employees' share of retirement.
- B. Effective the pay period following such time that the CalPERS retirement contract can be amended pursuant to Government Code section 20516(a), Unrepresented Managers will pay an additional 1% of reportable compensation towards the CalPERS Employer Contribution to the PERS pension, in addition to the employee's contribution share, through payroll deduction on a pre-tax basis.
- C. Effective for new employees after May 8, 2011, the County will provide the retirement formula calculation of the last 3 consecutive years for Miscellaneous 2% @ 60 retirement. Those hired prior to May 8, 2011, are covered under the 2% @ 55 formula, based on highest 12 months.

SECTION 15.19. DEFERRED COMPENSATION. The County will match appointed Department Heads' contributions to a qualified deferred compensation plan on a dollar-for-dollar basis up to 50% of the normal base contribution for the calendar year.

SECTION 15.20. MANAGEMENT PAY DIFFERENTIAL.

- A. Principles of a Management Pay Differential. The salary of an employee in a management classification should be set at a range that is at least 5% more (F step to F step comparison including subordinates' pay stipends, if appropriate) than the subordinate classifications the manager is required to supervise. This concept includes as a principle that the manager be responsible for performance evaluations, direction of the work performed, and input into the hiring and discipline process. In order to qualify for pay differential, a person directing and evaluating the work of a subordinate would have to be of the same profession. That means for example that an accountant who supervises a licensed social worker would not qualify because, even if the manager did performance evaluations and assigned work, he/she could not judge the professional aspects of the subordinate's work.
- B. Process for Management Pay Differential. A Department Head, or his/her designee, may apply in writing, through the Department Head, or his/her designee, to the Personnel Director, or his/her designee, for consideration of a pay class stipend if a subordinate classification is at a salary range that is not at least 5% less than the manager's classification. Such stipends will be granted in one-half percent (.5%) increments. When applied, the effect of this stipend will be that the manager's salary range will be 5% above the subordinate's salary range (based on F step comparisons including subordinates pay stipends, if appropriate), without regard to the salary step of the current subordinate. The

pay stipend will be processed as a salary earnings type on a Personnel Action Form. The Personnel Director, or his/her designee, will review the stipend periodically for continued appropriateness or when classifications are changed due to reclass, MOU salary and benefit changes, or other such changes.

- C. The decision of the Personnel Director, or his/her designee, to grant or not grant a pay stipend is final unless the Department Head, or his/her designee, appeals to the CEO. The findings of the CEO are final. This process is not subject to the grievance process.

SECTION 15.21. EMPLOYEE ASSISTANCE PROGRAM (EAP). Unrepresented managers shall be entitled to utilize the services contained in the EAP plan offered and paid for by the County.

SECTION 15.22. LONGEVITY STIPENDS.

- A. Effective January 15, 2023, unrepresented managers with at least ten years of continuous County service are eligible to an additional three percent (3%) of base pay provided the overall performance rating on their most recent performance evaluation is meets or exceeds standards. To remain eligible for this stipend, the employee must maintain an overall rating of meets or exceeds standards on their annual employee evaluation.

1. The three percent (3%) longevity stipend in this section is non-cumulative. Employees who qualify for the five percent (5%) longevity stipend in section 15.22.B are not eligible for the three percent (3%) longevity stipend in this section.
2. Elected Department Heads and Members of the Board of Supervisors are not eligible for any longevity stipend provided by this section.

~~B. Effective October 27, 2007, the County will implement a 5% (five percent) longevity stipend for non-executive unrepresented managers who have at least 20 years of cumulative service with Shasta County, of which at least two years shall serve in a Management position. Effective, January 4, 2009, the County will implement a 5% longevity stipend for executive unrepresented managers (Department Heads) who have at least 20 years of cumulative service with Shasta County, of which at least two years shall be service in a management position. Those executive managers hired before January 4, 2009, will be eligible to consider up to a maximum of 5 years of service with another county or public entity (based on how many years were previously served) towards the 20 year requirement. Beginning at 12:00 noon on January 7, 2019, elected Department Heads shall not be eligible for any longevity stipend provided by this section. Members of the Board of Supervisors have not been and continue to not be eligible for any longevity stipend provided by this section.~~

- ~~B. Effective January 1, 2021, the County implements a 5% (five percent) of base pay longevity stipend for non-executive unrepresented managers who have at least 20 years of cumulative service with Shasta County.~~
- ~~C. Effective January 1, 2021, the County implements a 5% (five percent) of base pay longevity stipend for executive unrepresented managers (Department Heads) who have at least 20 years of cumulative service with Shasta County.~~

- D . Beginning at 12:00 noon on January 7, 2019, elected Department Heads shall not be eligible for any longevity stipend provided by this section. Members of the Board of Supervisors have not been and continue to not be eligible for any longevity stipend provided by this section.

SECTION 15.23. FLOATING HOLIDAY HOURS. With Department Head or his/her designee approval, unrepresented management employees may elect to use up to eight hours of non-worked holiday pay per calendar year. Floating holiday hours must be used within the calendar year provided, do not carry over into the next calendar year, and cannot be cashed out.