

SALARY AND BENEFITS POLICIES FOR UNREPRESENTED EMPLOYEES

Revised March 2016

SUPERIOR COURT
OF CALIFORNIA
COUNTY OF SONOMA

TABLE OF CONTENTS

INTRODUCTION	1
SECTION 1: HOURS OF WORK	2
1.1 Work Schedules	
1.2 Changes in Schedule	
0	
SECTION 2: SALARIES	3
2.1 Salary Range	
2.2 Probationary Period	
2.3 Merit Increases	
SECTION 3: OVERTIME AND COMPENSATORY TIME	1
3.1 Overtime for Non-Exempt Employees	
2.2 Overtime for Everent Employees	4
3.2 Overtime for Exempt Employees	4
0	
3.4 Overtime Earned	4
3.5 Overtime Compensation for Non-Exempt Employees	4
3.6 Employee Choice on Compensatory Time Off	4
3.7 Court Choice on Compensatory Time Off	5
3.8 Cash Pay Only	
3.9 Authorization for the Use of Compensatory Time	5
3.10 Payment for Compensatory Time at Separation	5
SECTION 4: BENEFITS	6
4.1 Holidays	6
4.1A Scheduled Holidays	6
4.1B Floating Holiday	6
4.1C Day Observed	7
4.1D Compensation for Holidays	7
-	
4.2 Vacation	7
4.2A Accrual Rates and Maximum Accumulation	
4.2B Part-Time Employees	
4.2C Reappointment	
4.2D Vacation Buyback	
4.2E Vacation Schedules	11
4.2F Payment for Unused Vacation	
1.21 1 dyment for Olidsed Vacation	
4.3 Sick Leave	11
4.3A Accrual and Use	
4.3B Sick Leave Use	
4.3C Dogumentation	12 12

4.3D Sick Leave Payoff	12
4.3E Sick Leave Payoff at Regular Retirement	
4.3F Sick Leave Payoff at Disability Retirement	13
4.3G Medical Examinations	13
4.3H Sick Leave - Personal Days	
4.4 Continuous Service and Reporting Leaves	13
4.4A Illness of a Relative	
4.4B Continuous Service	
4.4C Recording and Reporting Leave Taken	14
4.5 Family and Medical Leave	
4.5A Family and Medical Leave	14
4.5B Eligibility	
4.5C Requests for Leave	15
4.5D Designation of Leave	
4.5E Reinstatement	15
4.5F Medical Leave	16
4.5G Family Care Leave	
4.5H Military Family Leave Entitlements	16
4.5I Certification	
4.5J Duration	17
4.5K Benefits	18
4.5L Accrual of Seniority and Benefits	18
4.5M Leave is Unpaid	
4.5N Transfer	18
SECTION 5: HEALTH AND WELFARE BENEFITS	19
5.1 Health Plans	19
5.2 Employee Contribution-Health Insurance	
5.3 Health Plan Retirees - Employed Before January 1,	
5.4 Health Plan Retirees - Employed After January 1, 1	
5.5 Health Plan Retirees - Dependent	
5.6 Dental Benefits	20
5.7 Vision Care Benefits	
5.8 Domestic Partner Health, Vision, and Dental Cove	rage21
5.9 Participation	
5.10 Short and Long Term Disability (STD/LTD)	21
5.11 Continuation of Insurance Contributions During	
Unpaid Absence or Leave without Pay	
5.12 Medical/Pregnancy Disability Leave	22
5.13 Employee Notification Obligations	
5.14 Part-Time Benefits	23
5.15 Temporary Disability Indemnity	23

5.1	6 Claims Dispute Resolution	23
5.1	7 Plan Documents Controlling	24
5.18	8 Prescription Lenses and Frames for Computer Use	24
5.19	9 Tax-Deferred Retirement Contribution	24
5.20	0 Health Care Premium Conversion Plan	24
5.2	1 Health Care Reimbursement Account	24
	2 Dependent and Child Care Assistance	
	3 PST/457 Deferred Compensation Retirement Plan	
	,	
SEC	CTION 6: DEFERRED COMPENSATION	26
6.1	Administrative Management, Confidential, and	26
	Other Unrepresented Employees	<u></u>
	1 1 1	
SEC	CTION 7: LIFE INSURANCE	27
7.1	Confidential Employees and Other Unrepresented	27
7.2	Administrative Management Employees	27
7.3	Supervisors	27
7.4	Dependent Coverage	27
7.5	Supplemental Coverage	27
7.6	Part Time Employees	27
	1 ,	
SEC	CTION 8: RETIREMENT	28
	1 10 3 8 0 10 10 10 10 10 10 10 10 10 10 10 10 1	
SEC	CTION 9: PREMIUM PAY – CONFIDENTIAL EMPLOYE	ES29
SEC	CTION 10: MILEAGE AND TRAVEL	30
SEC	CTION 11: STAFF DEVELOPMENT	31
11.1	Program Overview	31
11.2	Eligibility/Criteria	31
11.3	Eligible Courses	31
11.4	License, Bar Dues, and Continuing Ed Reimbursement	32
11.5	Application Process	32
SEC	CTION 12: BAR DUES	33
SEC	TION 13: INVALID SECTIONS	2/1
A DE	PENDIX A - SALARY TABLE	25
71		

Superior Court of California County of Sonoma Salary Agreement – Revised March 2016

INTRODUCTION

The Superior Court of California, County of Sonoma, Salary and Benefits Policies cover Administrative Management (including Court Commissioners), Supervisors, Confidential, and other Unrepresented Court employees, unless otherwise stated. Effective January 1, 2001, it replaces the County of Sonoma Salary Resolution No. 95-0926.

The Court has the authority to issue and revise the Court Personnel Plan and is fully effective and enforceable except where inconsistent with any provisions of this Salary and Benefits Policies, in which case this Salary and Benefits Policy will control.

SECTION 1: HOURS OF WORK

1.1 Work Schedules

- A. The Court Executive Officer shall establish and modify work schedules for all employees.
- B. An employee's direct supervisor may assign an employee to a flex-time schedule as required for business needs. Non-exempt employees assigned to a flex-time schedule will be eligible for compensation for overtime when required by law or when the employee's pay status hours exceed 40 in the employee's regular seven-day work period. The employee's supervisor may discontinue the flex-time schedule and reassign an employee to a normal daily work schedule, as required by the business needs of the Court.
- C. Administrative Management and Supervisor employees shall work any and all hours necessary in the performance of their assigned duties, without overtime and without regard to fixed work schedules.

1.2 Changes In Schedule

- A. Except in cases where emergency operations require, notice of a change in work schedule arising from other than transfer or promotion shall be given to the affected employee not less than seven calendar days prior to the effective date of the change.
- B. Part-time employees shall not be paid one and one-half times the employee's base hourly rate for changes in schedule unless it results in overtime under Sections Section 3.1 or 3.2 of this policy.

Section 2: Salaries

2.1 Salary ranges shall be as specified in Appendix A.

2.2 Probationary Period

All Administrative Management, Supervisors, Confidential and Other Unrepresented job classes shall have a one-year probationary period.

2.3 Merit Increases

- A. Merit increases within a range shall not be automatic. They shall be based upon merit and shall be made only upon written approval by the employee's supervisor as expressed in a completed performance evaluation with an overall rating of satisfactory or better. Failure to complete a performance evaluation in a timely manner, assuming an overall rating of satisfactory or better, will not result in loss of salary for the employee due to a delay in the evaluation process. *Merit increases shall be made within the appropriate salary range for the class by computing the new salary step rate which is most closely equivalent to five percent (5%) higher than the previous base hourly rate.
- B. Each employee shall be considered for an initial merit increase when the employee's initial probation period ends. For a 12 month probation period, the total in-service hours within the current job class must equal 2080 hours. Subsequent merit increases shall be considered when the employee's total in-service hours equals 2,080 hours.

*For all employees hired or promoted on or after March 1, 2011, merit increases shall be made within the appropriate salary range for the class by computing the new salary step rate which is most closely equivalent to two and one-half percent (2.5%) higher than the previous base hourly rate.

SECTION 3: OVERTIME AND COMPENSATORY TIME

3.1 Overtime for Non-Exempt Employees

Overtime for non-exempt is all overtime required by the Fair Labor Standards Act. For the regular non-exempt employee it is defined as all hours **worked** in excess of 40 hours in a regular seven-day work period.

3.2 Overtime for Exempt Employees

Exempt employees do not fall under the FLSA or state law for purposes of overtime payment. However, the Court Executive Officer may, in his or her discretion, approve overtime for exempt employees for unusual circumstances. The following examples are illustrative in nature only and do not encompass the entire scope of situations that may warrant paying overtime: excessive work hours necessitated by a natural disaster; one-time special projects that are time-sensitive; unusually excessive workload. The terms and conditions under which the non-statutory overtime is to be paid in the particular circumstance will be set forth by the Court Executive Officer in writing. It is understood that such circumstances may vary by work unit as recommended by the Managers.

3.3 Assignment of Overtime

A manager/supervisor may require and authorize an employee to work overtime up to eight hours per pay period. Approval by the Court Executive Officer or a Assistant Court Executive Officer is required for overtime worked in excess of eight hours per pay period.

3.4 Overtime Earned

All overtime shall be earned at the rate of one and one-half hours for each one overtime hour worked through the 12th consecutive hour, and after the 12th consecutive hour, overtime shall be earned at the rate of two hours for each one overtime hour worked. Overtime compensation will be payable with compensation for the pay period in which the regular workweek ends or later as permissible by law. As stated an employee must work all hours in a pay week, which does not include pay status hours such as sick, vacation, holiday and comp, before overtime is calculated. Otherwise any additional hours are just paid as straight time.

3.5 Overtime Compensation for Non-Exempt Employees

Non-exempt employees shall be compensated for overtime earned either in cash at the employee's base hourly rate or as compensatory time off.

3.6 Employee Choice on Compensatory Time Off

The employee assigned to overtime and eligible for compensatory time off shall make an irrevocable choice each time such overtime is worked whether to be compensated in cash at the base hourly rate or in compensatory time off until a maximum of 40 hours of compensatory time have been accrued. Only Administrative Management and

Superior Court of California County of Sonoma Salary Agreement – Revised March 2016

Supervisor employees may request payment for any or all of the employee's current balance of compensatory time off with the employee's normal pay for any pay period.

3.7 Court Choice on Compensatory Time Off

An employee's direct supervisor has the right to specify how an employee will be compensated for eligible overtime after 40 hours of compensatory time have been accumulated and until a maximum of 120 hours of compensatory time have been accumulated. At no time, other than separation from employment, shall an employee (who is not Administrative Management or Supervisor) voluntarily or involuntarily "cash out" compensatory time that has been accrued.

3.8 Cash Pay Only

When 120 hours of compensatory time are accumulated, the Court will compensate the employee in cash at the base hourly rate for any additional overtime worked.

3.9 Authorization for the Use of Compensatory Time

No employee shall take compensatory time off without prior approval of the employee's direct supervisor. The supervisor shall attempt to schedule such time off at the time agreeable to the employee.

3.10 Payment for Compensatory Time at Separation

Each employee who is separated from Court service shall be entitled to payment for accrued compensatory time at the employee's base hourly rate at the time of the employee's separation or as otherwise required by law.

SECTION 4: BENEFITS

4.1 Holidays

A. Scheduled Holidays

Paid holidays shall be authorized for only regular full-time and part-time employees. The definition of a paid holiday is the actual day or the day observed by the Court. To be entitled to pay for such paid holiday, an employee must be in full pay status on the employee's regularly scheduled workday before and after the paid holiday. For full time employees, this paid holiday benefit shall be reduced proportionally by any unpaid time in the pay period in which the paid holiday falls. Paid holidays are as follows:

- 1. New Year's Day, January 1
- 2. Martin Luther King's Birthday, third Monday in January
- 3. Lincoln's Birthday, February 12
- 4. Presidents' Day, the third Monday in February
- 5. Cesar Chavez Holiday, March 31
- 6. Memorial Day, the last Monday in May
- 7. Independence Day, July 4
- 8. Labor Day, the first Monday in September
- 9. Columbus Day (effective October 13, 2003)
- 10. Veteran's Day, November 11
- 11. Thanksgiving Day, as designated by the President
- 12. The day following Thanksgiving Day
- 13. Christmas Day, December 25
- 14. Each day appointed by the Governor of the State of California and formally approved by the Court Executive Committee as a day of mourning, or special observance.
- 15. In lieu of a Christmas or New Year's eve holiday, each full time employee who is in full pay status on the last scheduled working day of June and the first scheduled working day of July shall be granted 8 hours of compensatory time each year which may be taken as time off on a day mutually agreeable to the employee and the employee's supervisor, or may be accumulated. Subject to the same restrictions as required of full time employees, each part time employee shall be entitled to a prorated number of hours as defined by Section 4.1D (iv).

B. Floating Holiday

Full-time employees who are in full pay status on the last working day of June and the first working day of July shall be granted 11 hours of floating holiday

compensatory time which may be taken as time off on a day mutually agreeable to the employee and the supervisor, or may be accumulated as compensatory time as provided by these policies. Part-time employees shall be entitled to a pro-rated number of hours as defined in Section 4.1D (iv). For full-time employees, this floating holiday benefit shall be reduced proportionally by any unpaid time in the pay period in which the floating holiday is credited.

C. Day Observed

If a paid holiday falls on a Saturday, the preceding Friday shall be the observed holiday in lieu of the day observed. If a paid holiday falls on a Sunday, the following Monday shall be the observed holiday.

D. Compensation for Holidays

For the purpose of this section, holiday pay is defined as eight hours of pay at the employee's base hourly rate, excluding overtime, shift differential or any other pay except as otherwise provided by this agreement.

- i. An employee regularly scheduled to work on the paid holiday is entitled to receive holiday pay. An employee who is regularly scheduled to work the paid holiday is only entitled to receive one day of holiday pay.
- ii. Except for Administrative Management, employees who are required to work on a paid holiday shall receive overtime for the time actually worked.
- iii. Full-time employees whose regularly scheduled day off falls on a paid holiday shall elect to receive eight hours compensatory time or eight hours of holiday pay. This paid holiday benefit shall be reduced proportionally by any unpaid time in the pay period in which the paid holiday falls.
- iv. Part-time employees shall, for each paid holiday in the pay period, receive holiday pay equivalent to the employee's FTE status.
- v. Extra-help employees are not covered by Section 4.1 except for provisions of Section 4.D (ii), above.

4.2 Vacation

A. Accrual Rates and Maximum Accumulation

Administrative Management, Supervisors, Confidential, and other Unrepresented employees shall accrue vacation at the appropriate rate shown in the following chart, up to the maximum accumulation amounts specified. Once employees reach their maximum cap, no additional vacation time will be accrued until the balances fall below the cap or until additional years of service increase the cap as defined in the following tables. In-service hours include all hours in pay status up to a maximum of

80 hours in a pay period. Accrual rates are determined by using a multiplication factor of 26.089 to account for years where 27 pay periods occur. In lieu of overtime and for employees hired prior to December 1, 2011 Administrative Management employees have 80 hours of administrative leave added to their vacation accruals each year (this provision does not apply to Court Commissioners hired after December 1, 2010). The equivalent days and the maximum accumulation columns in the table below include both vacation and administrative leave for Administrative Management and Supervisors, where applicable. Rates shown below will be adjusted to reflect any unpaid time in each pay period. Extra-help employees do not accrue vacation hours.

CONFIDENTIAL AND OTHER UNREPRESENTED EMPLOYEES Unit 052 Post 3/1/2011 Units Prior to 3/1/11 057, 053					
Years Comp Full-Time Service	No. of Comp In-Service Hours	No. of Vacation Comp Accrual per 80 In-Service In-Service Day		Max. Accum.	
0 - 2	0 - 4,174.2	3.07	10	360	
2 - 3	4174.3 to 6261.4	3.68	3.68 12		
3 - 4	6261.5 to 8348.5 3.99		13	360	
4 - 5	- 5 8348.6 to 10435.6 4.29		14	360	
5 - 10	10,435.7 - 20,871.2	4.60	15	360	
10 - 15	20,871.3 - 31,306.8	5.83	19	360	
15 - 20	31,306.9 - 41,742.4	6.44	21	360	
-more than 20	41,742.5 or more	7.36	24	360	

SUPERVISOR UNIT EMPLOYEES Unit 058 Post 3/1/11 and Previous to 3/1/11 Unit 096						
Years Comp Full-Time Service	No. of Comp In-Service Hours	Vacation/Supervisory Leave Accrual per 80 In-Service Hours	Total Equiv. Days	Max. Accum.		
0 - 2	0 - 4,174.2	4.61	15	360		
2 - 3	4174.3 to 6261.4	5.22	17	360		
3 - 4	6261.5 to 8348.5	5.53	18	360		
4 - 5	8348.6 to 10435.6	5.83	19	360		
5 - 10	10,435.7 - 20,871.2	6.14	20	360		
10 - 15	20,871.3 - 31,306.8	7.37	24	360		
15 - 20	31,306.9 - 41,742.4	7.98	26	360		
20 - 25	41,742.5 or more	8.59	28	360		
More than 25	52,178.1 or more	8.90	29	360		

CO	COURT COMMISSIONERS Post December 1, 2010 Unit 055					
Years Comp Full-Time Service	No. of Comp In-Service Hours	Vacation Accrual per 80 In-Service Hours	Total Equiv. Days	Max. Accum.		
0 - 7	0 - 14,559	7.39	24	380		
7-14	14,560 – 29,119	8.31	27	430		
More than 14	29,120 or more	9.24	30	460		

MANAGERS Post December 1, 2011 Unit 059					
Years Comp Full-Time Service	No. of Vacation Comp Accrual per 80 In-Service In-Service Hours Hours		Total Equiv. Days	Max. Accum.	
0 - 2	0 - 4,174.2	5.53	18	360	
2 - 3	4174.3 to 6261.4	6.14	20	360	
3 - 4	6261.5 to 8348.5	6.44	21	360	
4 - 5	8348.6 to 10435.6	6.75	22	360	
5 - 10	10,435.7 - 20,871.2	7.05	23	380	
10 - 15	20,871.3 - 31,306.8	8.28	27	380	
15 - 20	31,306.9 - 41,742.4	8.90	29	430	
20 - 25	41,742.5 – 52,178	9.51	31	460	
More than 25	52,178 or more	9.82	32	460	

ADMINISTRATIVE MANAGEMENT – Bargaining Unit 0054 and 0056						
	<u>Hire</u>	d before 12/1/11				
Years Comp Full-Time Service	No. of Comp In-Service Hours	Vacation/Adm Leave. Accrual service h	l per 80 in-	Total Equiv. Days	Max. Accum.	
0 -10	0 - 20,871.2		7.67	25	380	
10 - 15	20,871.3 - 31,306.8		8.9	29	430	
15 - 20	31,306.9 - 41,742.4		9.51	31	460	
More than 20	41,742.5 or more		10.43	34	480	

B. Part-Time Employees

Part-time employees shall accrue vacation leave on a pro-rata basis based on their FTE status. For example if an employee is a .5 FTE, they will accrue vacation at 50% of a full time employee. Usage and accrual shall be governed by the same rules and regulations applicable to full-time employees.

C. Reappointment

Each employee who was laid off and is rehired within two years shall be reinstated with the same vacation accrual rate that the employee had when laid off.

D. Vacation Buyback

Administrative Management (excluding Court Commissioners hired after December 1, 2010), Supervisors, Confidential, and Unrepresented employees may request and receive payment for up to 80 hours of accrued vacation hours in any 12-month period provided that there is a minimum remaining balance of 80 hours following payment. Such requests may be made during any biweekly pay period.

E. Vacation Schedules

To ensure that eligible employees enjoy a period of rest and relaxation away from work, the Court encourages employees to use vacation in the year it is accrued. Vacation schedules shall be arranged by the employee's direct supervisor with particular regards to the needs of the Court, and whenever possible, with regard to the wishes of the employee. Each employee's vacation time may be divided as the needs of the Court require or permit. No employee may take vacation without advance approval from their direct supervisor. No employee may take vacation leave in advance of that actually accumulated at the time such leave is taken.

F. Payment for Unused Vacation

Administrative Management, Supervisors, Confidential, or other Unrepresented employees who separate From Court service shall be entitled to payment in lieu of all unused vacation leave that the employee may have accumulated as of the employee's last day of work and shall be computed on the basis of such employee's base hourly rate at the time of separation.

4.3 Sick Leave

A. Accrual and Use

Administrative Management, Supervisors, Confidential, or other Unrepresented full-time employees shall accrue and accumulate sick leave with full pay at the rate of 3.680 in-service hours for each completed 80 hour pay period of service. Full-time Court Commissioners hired after December 1, 2010 shall accrue and accumulate sick leave at the rate of 3.08 in-service hours for each completed 80 hour pay period of service. In-service hours include all hours in pay status excluding overtime. These accrual rates shall be adjusted to reflect any unpaid time in each pay period. Part-time employees shall be eligible to receive sick leave on a pro-rata basis, based on their FTE status. Usage and accrual of said benefits shall be governed by the same rules and regulations applicable to full-time employees. Employees utilizing sick leave shall document such usage as provided in Section 4.4B. This section does not cover extra-help employees.

B. Sick Leave Use

Earned sick leave credits may, with the approval of the employee's supervisor, be used by the employee:

- i. During the employee's own incapacity due to illness or injury;
- ii. During the time needed by the employee to undergo medical or dental treatment or examination;
- iii. During a pregnancy disability leave in which the female employee is incapacitated due to the imminent or actual birth of a child;
- iv. When a child, registered domestic partner or spouse of an employee, employee's parent (defined as biological, foster, adoptive, step-parent, legal guardian or person who stood in loco parentis to the employee when the employee was a child) employee's grandparent, employee's grandchild or employee's sibling is incapacitated by illness or injury and it is necessary for the employee to care for such child, registered domestic partner, spouse, parent, grandparent, grandchild or sibling. A biological or legal relationship is not necessary for a person to have stood in loco parentis to the employee as a child.
- v. For specified purposes as defined, for an employee who is a victim of domestic violence, sexual assault, or stalking.

C. Documentation

Reasonable medical evidence of incapacity may be required for sick leave use for 3 consecutive work days or less, and shall be required for sick leave use more than 4 consecutive work days.

D. Sick Leave Distribution at Death, Layoff or Resignation (effective 4/1/2013)

Administrative Management, Supervisors, Confidential, or other Unrepresented employees who, without retiring, separate from Court service voluntarily or by death or layoff, shall be entitled to payment of the monetary equivalent of 25% of all unused sick leave remaining at the time of separation, computed on the basis of such employee's base hourly rate.

E. Sick Leave Conversion at Regular Retirement (effective 4/1/2013)

Administrative Management, Supervisors, Confidential, or other Unrepresented employees who separate from Court service on regular, non-disability retirement only shall convert 100% of all unused sick leave remaining at the time of retirement to retirement service credit as provided by Government Code Section 31641.03.

F. Sick Leave Payoff at Disability Retirement

Administrative Management, Supervisors, Confidential, or other Unrepresented employees who separate from Court service due to retirement for disability shall be entitled to payment at such employee's standard hourly rate for all unused sick leave remaining at the time of separation.

G. Medical Examinations

The Court Executive Officer may direct any employee to undergo a medical examination at the Court's expense to determine the employee's mental and physical capacity to perform the duties of the employee's position. Each determination that an employee is or is not capable of performing the duties of the employee's position will be made available to the Court Executive Officer and the employee.

H. Sick Leave - Personal Days

Up to 16 hours of an employee's available sick leave may be used for personal reasons. Notice requirements for use of leave under this provision are the same as scheduling use of sick leave and shall be documented on the employee's timesheet.

4.4 Continuous Service and Reporting Leaves

Leaves of Absence Without Pay Usage Reference Table

Employees will be required to use paid leaves before a leave of absence without pay applies as shown in the following table:

	Paid leave required to be used before leave without pay (LWOP) is approved.				
Event	Sick	Vacation	СТО	Comment	
Employee's own illness	Yes	No	No	Must use all sick leave	
Employee's pregnancy disability	Yes	No	No	Must use all sick leave	
Illness of a relative (as defined in Section A below)	Yes	Yes	Yes	Must use all leave	
Illness of a relative as defined in FMLA/CFRA* (not	No	Yes	Yes	Must use all vacation/CTO	

Co. 4.441:51)	Paid leave required to be used before leave without pay (LWOP) is approved.			
Non-sick FMLA/CFRA qualifying event (e.g., child bonding leave)	No	Yes	Yes	Must use all vacation/CTO
Undisclosed reason or extended vacation	No	Yes	Yes	Must use all vacation/CTO

^{*}Family & Medical Leave Act (FMLA)/California Family Rights Act (CFRA)

A. Illness of a Relative

When a child, spouse, or registered domestic partner of an employee, or the employee's parent, grandparent, grandchild or sibling is incapacitated by illness or injury and it is necessary for the employee to care for such child, spouse, registered domestic partner or parent, grandparent, grandchild or sibling, accrued sick leave shall be used. Parent for purposes of this section is defined as biological, foster, or adoptive parent, step parent, a legal guardian, or other person who stood in loco parentis to the employee when the employee was a child.

B. Continuous Service

No absence under any provisions of these policies shall be considered as a break in service for any employee; however service credit will not accrue for any unpaid leave of absence.

C. Recording and Reporting Leave Taken

Each supervisor shall maintain a record of all hours worked and leave taken by each employee in their unit, and shall promptly approve and report such hours worked and leave taken on the employee's timesheet.

4.5 Family and Medical Leave

A. Each eligible employee is entitled to Family and Medical Leave as provided by the Family and Medical Leave Act and the California Family Rights Act, as amended. The Federal and California Family leaves run concurrently as provided by law. Please refer to the current Department of Labor Employee Rights and Responsibilities Under the Family and Medical Leave Act publication (WHD 1420) and California Department of Fair Employment and Housing Notice B – Family Care and Medical

Leave and Pregnancy Disability (DFEH-100-21) for additional information on these leaves.

B. Eligibility

Employees with at least one year of service who have worked a minimum of 1,250 hours over the previous 12 months may be eligible (subject to other rules and conditions) for medical leave and family leave as provided by law.

C. Requests for Leave

- i. As soon as an employee learns of the need for a leave of absence, the employee should submit a written request for leave to his/her immediate supervisor. Request forms are available from Court Human Resources. If the need for the leave is foreseeable, employees are required to provide at least 30 days' notice. Approval of the leave may be delayed if timely notice is not provided. If the employee learns of the need for leave less than 30 days before the leave is needed, the request must be made as soon as is practical.
- ii. If the employee is absent due to a reason which the employee believes qualifies for medical leave or family care leave, as set forth in those policies, the employee must notify the Court as soon as is practical and must follow the Court's usual and customary call-in procedures for reporting an absence, absent unusual circumstances. If the employee does not provide timely notice, the employee may not later assert that the absence was for a protected reason.

D. Designation of Leave

Once the eligible employee makes the Court aware that the employee wishes to take leave for an FMLA and/or CFRA-qualifying reason, the Court will ordinarily notify the employee in writing within five business days that the leave is designated, and will be counted as, FMLA and/or CFRA leave.

E. Reinstatement

- i. An employee returning from a leave of absence ordinarily will be returned to the same or a comparable position, unless the position has been eliminated due to a reduction in force or reorganization, or unless the employee would have been terminated for some other business reason unrelated to the leave, or for any other lawful reason. An employee has no greater right to reinstatement or to other benefits and conditions of employment than if the employee had been continuously employed during the leave period.
- ii. If the employee fails to return upon the expiration of the approved leave of absence, and fails to notify the Court of any reason for this continued absence, the

employee, absent special circumstances, will be deemed to have voluntarily resigned his/her employment with the Court.

F. Medical Leave

Medical leave under CFRA is leave due to a serious health condition, other than pregnancy-related disability, that prevents the employee from performing the functions of the job. It includes time off needed for ongoing treatment of a serious health condition. Special rules apply to work-related injuries and pregnancy-related disability. Under FMLA, a serious health condition includes pregnancy-related disability.

G. Family Care Leave

- i. Family Care Leave under FMLA is leave for either of the following: 1) to care for a new child (whether by birth, adoption, or placement for foster care) during the first year after the birth, adoption, or placement; or 2) to care for the child, parent, or spouse of the employee with a "serious health condition" (see definition below). Child is defined as biological, adopted or foster child, stepchild, legal ward, child of a person standing in loco parentis who is under the age of 18, or an adult dependent child. Spouse is a husband or wife, as recognized by state law.
- ii. Parent is defined as biological, foster or adoptive parent, stepparent or a legal guardian. The leave does not cover parent-in-law or grandparent.
- iii. Family Care Leave under CFRA includes the same qualifying events as FMLA, but also covers domestic partners. As such, an employee may take up to 12 workweeks to care for a domestic partner with a serious health condition or a child of that domestic partner.

H. Military Family Leave Entitlements

- i. Qualifying Exigency Leave: Eligible employees whose spouse, son, daughter or parent is on covered active duty or call to covered active duty status may use their 12-week leave entitlement to address certain qualifying exigencies. Qualifying exigencies may include attending certain military events, arranging for alternative childcare, addressing certain financial and legal arrangements, attending certain counseling sessions, and attending post-deployment reintegration briefings.
- ii. Military Caregiver Leave: FMLA also includes a special leave entitlement that permits eligible employees to take up to 26 weeks of leave to care for a covered servicemember during a single 12-month period. A covered servicemember is:

 (1) a current member of the Armed Forces, including a member of the National Guard or Reserves, who is undergoing medical treatment, recuperation or therapy, is otherwise in outpatient status, or is otherwise on the temporary disability retired list, for a serious injury or illness; or (2) a veteran who was discharged or released

under conditions other than dishonorable at any time during the five-year period prior to the first date the eligible employee takes FMLA leave to care for the covered veteran, and who is undergoing medical treatment, recuperation, or therapy for a serious injury or illness.

I. Certification

Medical certification of the need for leave is required. The Court may request a second certification at the Court's expense, if it reasonably doubts the medical certification provided by the employee, and, if necessary, a third, also at the Court's expense. The certification must verify that leave is required because of a "serious health condition," which is defined as "an illness, injury, impairment, or physical or mental condition" that involves any of the following:

- i. Inpatient care in a hospital or other treatment facility and related treatment;
- ii. Continuing treatment by a health care provider plus a period of incapacity of more than three consecutive calendar days related to the treatment;
- iii. Continuing treatment or supervision by a health care provider following periods of incapacity;
- iv. Any period of incapacity or treatment due to a chronic serious health condition (such as severe asthma, diabetes, epilepsy, etc.); or
- v. Any period of absence to receive multiple treatments for post-accident or injury restorative surgery or for a condition that would result in a period of incapacity in the absence of medical treatment (such as chemotherapy or radiation treatments for cancer, or dialysis for kidney disease).

NOTE: Medical certification that the employee is released to return to work is required before the employee will be permitted to return.

J. Duration

An employee eligible for a medical or family leave under this policy may take up to a maximum of 12 workweeks of family leave/medical leave within a 12-month period. The length of each absence will depend on the medical necessity for the leave, as certified by the employee's health care provider. As an alternative to a leave, an employee may request a part-time schedule if medically necessary and if certified by the health care provider. If there is a medical need, employees can take leave on an intermittent basis or on a reduced schedule (it need not be taken in one continuous block of time) to care for a sick family member or for an employee's own serious health condition. If both parents are Court employees and the leave is taken for birth, adoption or foster child placement or the care of an ill parent, the aggregate leave may be limited to twelve (12) workweeks for unrepresented employees during any twelve (12) month period. This limitation does not apply to leave taken by one spouse to

care for the other, to care for a seriously ill child, or for his or her own serious illness. The Court Executive Officer or designee may grant such Leave Without Pay in addition to the paid sick leave provided for in Section 4.3—upon submission of reasonable documentation. Paid or unpaid Court leaves of absence, that also qualify under Federal and California Family Leave, shall run concurrently. California Pregnancy Disability Leave (CPDL) and California Family Rights Act (CFRA) leave do not run concurrently.

K. Benefits

For the first twelve (12) weeks of approved Family and Medical Leave for all employees, the Court will continue to pay the Court's contribution toward health insurance premiums. After completion of the first twelve (12) weeks of Family and Medical Leave, the Court will cease to pay its normal benefit contributions. The employee must pay the total benefit premiums if the employee desires to continue insurance coverage. Nothing in this Section shall preclude the use of medical or pregnancy disability leave when the employee is medically incapacitated or disabled.

L. Accrual of Seniority and Benefits

Seniority and benefits do not continue to accrue during a medical leave, except that seniority and benefits *will* continue to accrue during any period that paid leave is used, and will accrue pro-rata during any reduced-schedule leave.

M. Leave is Unpaid

Leave under FMLA and CFRA is unpaid. However, in certain situations, employees are required to exhaust their leave balances prior to taking unpaid leave. If an employee requests leave because of his or her own serious health condition, including any pregnancy-related disabilities, the employee is required to use any accrued sick leave before any unpaid Family and Medical Leave is approved. If an employee requests bonding leave because of a birth, adoption, or foster care placement of a child, the employee is required to use any accrued vacation or CTO leave time before any unpaid leave under the California Family Rights Act is approved. The use of paid leave does not extend the 12 week leave period protected under FMLA or CFRA. Please see Court HR for specific leave requirements.

N. Transfer

- i. If the employee's medical condition requires an intermittent or reduced-schedule leave, the Court has the right to transfer the employee temporarily to an available alternative position (which has equivalent pay and benefits) which better accommodates recurring leaves for the duration of the leave.
- ii. While on an intermittent leave or reduced schedule, if the leave is unpaid, the Court will only pay the employee for the hours actually worked, regardless of whether the employee is an exempt or non-exempt employee. Such a reduction in salary for exempt employees does not have any effect on the employee's exempt status.

SECTION 5: HEALTH AND WELFARE BENEFITS

5.1 Health Plans

Until such time as this provision is amended to provide otherwise, the Court approved Health Plans will be made available to employees through payroll deduction.

5.2 Employee Contribution - Health Insurance

Effective 7/1/2014 the employee contribution for the purchase of the Court approved Health Plans shall be 15% of the total premium. Effective July 1, 2015, premiums will be deducted over 24 of the 26 pay dates during the fiscal year, resulting in two pay dates with no premium deductions in those months that have three pay dates. This applies to full time employees. Part-time employees will be pro-rated based on their FTE status. The Court will contribute the remaining 85% of the Court approved Health Plans.

5.3 Health Plan Retirees - Employed Before January 1, 1990

- A. For employees hired before January 1, 1990, and continuously employed by the Court or County of Sonoma without a break in service before retirement (regardless of status in Court or County employment), the Court contributes to the cost of a health plan for its retirees and their dependents.
- **B.** Laid-Off & Restored Employees Employees who were employed by the County or Court prior to January 1, 1990, but who were laid off thereafter shall not be subject to the restrictions of Section 5.4 (Health Plan-Retirees Employed after January 1, 1990), provided that they are subsequently restored to County of Sonoma or Court employment and rejoin the County Retirement System.

5.4 Health Plan Retirees - Employed After January 1, 1990

For any employee who is hired or rehired by the Court after January 1, 1990, this benefit shall only be available upon the employee's retirement under the following circumstances:

A. Employed at least 10 years

With respect to the retiree, he or she must have been employed with the Court or County of Sonoma for a period of at least 10 years (consecutive or non-consecutive), which may include employment with the Court/County prior to January 1, 1990, and must have been a contributing member (or a contribution was made on their behalf) of the County's retirement system for the same length of time. Upon meeting these two conditions, the Court shall contribute for the retiree the same amount towards a health plan premium as it contributes to an active single employee in the same manner and on the same basis as is done at the time for other retirees who were hired or rehired before January 1, 1990. The retiree may enroll eligible dependents in the group health plan covering the retiree, but the retiree is responsible for the total

dependent(s) premium(s). Employees hired on or after February 3, 2014 are not entitled to this benefit.

B. Employed at least 20 years

When such an employee has been employed (consecutive or non-consecutive) by the Court/County for a period of at least 20 years, which may include employment with the Court/County prior to January 1, 1990, and has been a contributing member (or a contribution was made on their behalf) of the County's Retirement System for the same length of time, the Court shall also contribute for one dependent the same amount towards a health plan premium as it contributes to an active employee with one dependent in the same manner and on the same basis as is done at the time for other retirees who were hired or rehired before January 1, 1990. The retiree with 20 or more years of Court/County service may enroll additional eligible dependents in the group plan covering the retiree, but the retiree is responsible for the total premium cost of more than one dependent. Employees hired on or after February 3, 2014 are not entitled to this benefit.

C. Contribution limit

In no event shall employees hired or rehired after January 1, 1990 be entitled to receive greater contributions from the Court for a health plan upon retirement than the Court pays for employees hired or rehired before January 1, 1990 upon their retirement.

5.5 Health Plan Retirees - Dependent

Upon the death of an enrolled retiree who retired on or after June 29, 1999, the Court will continue to pay the health plan premium contribution for the surviving dependent who was receiving the Court contribution under Sections 5.2 or 5.3. An eligible dependent is:

- Either the retiree's spouse or registered domestic partner (requires signed domestic partner affidavit filed with the Court); or
- An unmarried child based on your plan's age limits or a disabled dependent child regardless of age.

5.6 Dental Benefits

The Court will provide dental and orthodontic benefits as detailed within the current Delta Dental Plan. See the current Sonoma Superior Court Employee Benefits Guide for additional details on coverage. The following employee contribution will apply:

• Employee Contribution: \$10.00 per pay period

Part-time employees are also eligible to participate and must pay their pro-rated contribution in accordance with Section 5.14.

5.7 Vision Care Benefits

The Court will pay the entire cost of the premium for vision care benefits for full-time employees. Part-time employees are also covered under the vision care program and must

participate and pay their pro-rated contribution in accordance with Section 5.14.

5.8 Domestic Partner Health, Vision, and Dental Coverage

The Court agrees to offer medical, dental and vision coverage for registered domestic partners of employees who have provided the Court with a signed domestic partner affidavit.

5.9 Participation

Election to participate in the Court approved health plan, dental and vision plans will take place during the first full pay period following employment, or it shall be made during an annual open enrollment period. If the employee declines enrollment because of other group medical coverage, future enrollment outside of the annual period may be available under a "special enrollment." See the current Sonoma Superior Court Employee Benefits Guide for additional details.

5.10 Short and Long Term Disability (STD/LTD)

- A. The Court will provide a Short Term (STD) and Long Term Disability (LTD) Program that includes part-time employees (.5FTE minimum). Employees must exhaust available sick leave prior to utilizing STD or LTD benefits, with the exception of CFRA leave which provides specific exemptions. Sick leave cannot supplement STD or LTD benefits. The STD or LTD plan will continue to offset against any outside income, including any short-term disability plan the employee may have available. The cost of the STD and LTD Program is entirely paid by the Court.
- **B.** Under the STD Plan if the employee is disabled for more than 14 days, a benefit may be available. The maximum benefit period is 60 days.
- C. For LTD, the waiting period for benefit eligibility is 60 calendar days. Benefits are calculated on the average salary over the last 26 pay periods, pursuant to the plan documents.

5.11 Continuation of Insurance Contributions During Non-Medical Unpaid Absence or Leave Without Pay

If an employee is on an unpaid absence or goes on leave without pay, either of which reduces the employee's time in pay status to less than 50% of the employee's allocated full-time equivalent (FTE) in a pay period, the Court will cease to pay its normal benefit contributions. The employee must pay the total benefit premiums if the employee desires to continue any coverage. If an employee is on an unpaid absence or goes on leave without pay, either of which reduces the employee's time in pay status to not less than 50% of the employee's allocated full-time equivalent (FTE) in a pay period, the Court will continue to pay its normal benefit contributions for up to one pay period. For modified work schedules that go longer than one pay period the premiums will be prorated based on the adjusted FTE, as prescribed under Section 5.14.

5.12 Medical/Pregnancy Disability Leave

- A. When an employee exhausts sick leave and goes on medical or pregnancy disability leave without pay, the Court will make its normal contribution to the employee's health, dental, vision care, life insurance STD and LTD benefits for a period not to exceed 6 pay periods (12 weeks) within a rolling twelve month period. Beginning with the 7th pay period, the employee will be entitled to continued coverage by paying the full cost of the insurance premiums. Prior to the exhaustion of the 6 pay periods, the Court will provide reasonable advance notice of the employee's obligations regarding the opportunity to continue employee-paid benefits. An employee who returns to work from medical or pregnancy disability leave without pay prior to the exhaustion of the 6 pay periods of entitlement under this Section shall not have the 6-pay-period entitlement reduced for any pay period in which the employee is in pay status for at least 50% of the employee's allocated full-time equivalent as specified in Section 5.14. If the employee returns to medical or pregnancy leave without pay for the same condition and did not previous exhaust the 6 pay period provision, the 6-pay-period time frame will continue where it left off.
- B. The Court's 6-pay-period benefit of medical leave without pay shall run concurrently with the Family Medical Leave Act, California Family Rights Act, and California Pregnancy Disability Leave (FMLA, CRFA, CPDL). The employee's 18-month entitlement under COBRA shall begin when FMLA/CFRA/CPDL have been exhausted and the employee goes on an unpaid leave which is less than 50% of the employee's allocated hours. When an employee returns to work and has at least 50% of the employee's allocated full-time equivalent in pay status in any pay period and subsequently goes out on medical or pregnancy disability leave, the 18-month COBRA time period starts over again. A new 18-month COBRA period begins again from the pay period in which the employee has a reduction of hours below 50% of the employee's allocated full-time equivalent as this would constitute a new qualifying event under COBRA.

5.13 Employee Notification Obligations

- A. An employee who is entitled to continued benefit coverage as specified in Sections 5.11 and 5.12 must notify Court Human Resources (HR) of the intent to continue insurance coverage no later than five working days after the first day of the leave of absence. The employee must apply for a leave without pay absence by completing a Leave of Absence Form. If the Court Executive Officer or Designee authorizes the leave, he/she will forward the completed Leave of Absence Form to Court HR.
- **B.** To assure continued insurance coverage, premiums must be paid by the employee to Court HR no later than the last day of the pay period. This premium provides coverage for the next two-week period. Employees who fail to pay the premium by the last day of the pay period will receive one reminder notice. In order to reinstate

coverage, the employee shall pay a \$25.00 late charge in addition to the premium amount by the date specified in the reminder notice. Only one reminder notice will be sent. If the employee fails to make proper payment to Court HR by the end of the second pay period, the employee's continued health, dental, vision, life insurance, STD and LTD coverage shall be terminated. Under no circumstances will the Court be obligated to pay premiums for dependent coverage under Sections 5.11 and 5.12.

5.14 Part-Time Benefits

Part-time employees are eligible to participate in the health insurance, dental and vision plans on a pro-rata basis. The pro-rate calculation can be found in the current Open Enrollment booklet, located on the Court Intranet or in Court HR. Part-time employees are also eligible to participate in the Court's STD and LTD plans.

5.15 Temporary Disability Indemnity-Supplementing with Paid Leaves

- A. An employee not entitled to the benefits of Labor Code Section 4850 who is absent from work by reasons of industrial injury compensable by temporary disability indemnity shall supplement such compensation with enough paid leaves to increase his/her gross earnings to equal his/her regular biweekly base salary as follows:
 - i. All sick leave shall be taken
 - ii. Once the sick leave balance is exhausted, the employee may elect to supplement by taking any combination of the remaining vacation and or compensatory time off up to his/her base salary.
- **B.** An employee shall accrue vacation leave and sick leave only during such portion of absence from work due to industrial injury for which the employee uses previously earned vacation leave, sick leave or compensatory time off.

5.16 Claims Dispute Resolution

- **A.** Employees shall utilize the appeal procedures as described in the Evidence of Coverage for the Court approved plans.
- **B.** Any dispute by an employee over a claim processed through any Court approved health plan shall be a matter to be resolved solely between the employee and the respective health plan. The Court will bear no responsibility for resolving such a dispute.
- C. Any dispute by an employee over a claim processed through the Delta Dental Plan of California contract (or its successor) shall be a matter to be resolved solely between the employee and the respective organization. The Court will bear no responsibility for resolving such a dispute.
- D. Outside Provider Plan: The STD and LTD Provider claims dispute process is

Superior Court of California County of Sonoma Salary Agreement – Revised March 2016

described in the plan document.

E. Any dispute by an employee over a claim processed through worker's compensation shall be resolved solely through the appropriate appeal procedures of that system.

5.17 Plan Documents or Contracts Controlling

While mention may be made in these policies of various benefits and provisions of benefit programs, specific details of benefits provided under the Court's approved health plans, and the dental, vision care, life insurance, worker's compensation and short and long term disability programs, shall be governed solely by the various plan documents or insurance contracts and/or policies maintained by the Court.

5.18 Prescription Lenses and Frames for Computer Use

- **A.** Full-time or part-time Administrative Management, Supervisor, Confidential and other Unrepresented employees who are assigned to use a computer for 20 hours per week or more on an ongoing basis will be entitled to this benefit.
- **B.** Eligible employees will receive an eye examination and, if prescribed, special computer lenses and frames through arrangement with the Vision Service Plan (VSP). These examinations can only be performed by a VSP member eye-care provider.
- C. Employees must combine this eye examination with their annual VSP eye examination.

5.19 Tax-Deferred Retirement Contribution - 414(h)(2)

All employees who are members of the County Retirement System shall continue to have their wages adjusted according to Section 414(h)(2) of the Internal Revenue Code which will have the effect of deferring Federal and State income taxes on the employee's retirement contributions.

5.20 Health Care Premium Conversion Plan

Employees who have health, dental or vision insurance premium contributions deducted from their salary shall have their taxable wages adjusted according to Section 125 of the Internal Revenue Code, which has the effect of diverting health care premium contributions from taxable wages.

5.21 Health Care Reimbursement Account

In accordance with Internal Revenue Code Section 105, an account will be made available to enable eligible employees to make pre-tax salary contributions for reimbursement of deductible, co-pays, and qualified medical expenses not covered by the employee's health and dental plans.

Superior Court of California County of Sonoma Salary Agreement – Revised March 2016

5.22 Dependent and Child Care Assistance

The Court will continue the Dependent and Child Care Assistance plan under Internal Revenue Code Section 129.

5.23 PST/457 Deferred Compensation Retirement Plan

Part-time (less than 20 hours per week) and extra-help employees who are hired by the Court on or after October 1, 1991, shall participate in the PST/457 Deferred Compensation Retirement System authorized by IRS Code 457 in lieu of Social Security.

The Court shall contribute the following percentage of an employee's biweekly base salary into the employee's PST/457 Deferred Compensation in lieu of Social Security.

EMPLOYEE	COURT
4.0%	3.5%

SECTION 6: DEFERRED COMPENSATION

6.1 Administrative Management, Confidential, and Other Unrepresented Employees

The Court shall deposit the following percentage of an employee's biweekly base salary into either a 401(a) Deferred Compensation account or 457 Deferred Compensation account as outlined below. (Extra help employees are not eligible for Deferred Compensation; see PST/457, Section 5.23.)

<u>Confidential Employees</u>: Employees hired prior to 3/1/11 shall receive 4%. Employees hired on or after 3/1/11 shall not be eligible for any court-paid deferred compensation.

Other Unrepresented: Employees hired prior to 3/1/11 shall receive 1%. Employees hired on or after 3/1/11 shall not be eligible for any court-paid deferred compensation.

<u>Supervisors</u>: Employees hired prior to 3/1/11 shall receive 4%. Employees hired on or after 3/1/11 shall not be eligible for any court-paid deferred compensation.

<u>Court Commissioners:</u> Employees hired prior to 12/1/10 shall receive 4.5%. Employees hired on or after 12/1/10 shall not be eligible for any court paid deferred compensation.

Administrative Management: Employees hired prior to 12/1/11 shall receive 4.5%. Employees hired on or after 12/1/11 shall not be eligible for any court-paid deferred compensation.

Court Executive Officer: Shall receive 5%.

In order to receive such deferred compensation, employees must be in a pay status for at least 50% of their regular work schedule in a pay period. Nothing herein renders the Court liable to any employee for continuance of the current deferred compensation plan in the event of a discontinuance of Internal Revenue Service or Franchise Tax Board approval of any Court deferred compensation plan or portion thereof, or the employee becoming ineligible to participate in the deferred compensation plan.

Effective 6/22/04, one percent (1%) deferred compensation will be re-directed towards the 3% at 60 retirement benefit for general members as detailed in Section 8.

SECTION 7: LIFE INSURANCE

7.1 Confidential and Other Unrepresented Employees

- A. Confidential employees who are regularly scheduled to work at least 60 hours per pay period shall be entitled to receive a term life insurance benefit equal to one-and-a-half times the annual salary computed on the basis of 26 times the biweekly salary in effect at the time of death. Confidential employees hired after March 1, 2011 who are regularly scheduled to work at least 60 hours per pay period shall be entitled to receive a term life insurance benefit of \$15,000.
- **B.** Other unrepresented employees who are regularly scheduled to work at least 60 hours per pay period shall be entitled to receive a term life insurance benefit of \$15,000.

7.2 Administrative Management Employees

Administrative Management employees who are regularly scheduled to work at least 60 hours per pay period shall be entitled to receive a term life insurance benefit equal to two times the annual salary computed on the basis of 26 times the biweekly salary in effect at the time of death, not to exceed \$200,000. Court Commissioners hired after December 1, 2010 who are regularly scheduled to work at least 60 hours per pay period shall be entitled to receive a term life insurance benefit of \$50,000.

7.3 Supervisors

Supervisor employees who are regularly scheduled to work 60 hours or more per pay period shall be entitled to receive a term life insurance benefit equal to one and a half times the annual salary, computed on the basis of 26 times the bi-weekly salary in effect at the time of death, not to exceed \$200,000. Supervisor employees hired after 3/1/2011 who are regularly scheduled to work 60 hours or more per pay period shall be entitled to receive a term life insurance benefit of \$15,000.

7.4 Dependent Coverage

Each eligible and enrolled employee may purchase dependent coverage for each eligible dependent through payroll deduction. Details of coverage shall be as specified in the insurance contract.

7.5 Supplemental Coverage

An open-enrollment period will be held each year to allow eligible and enrolled employees to purchase additional life insurance coverage for themselves at their own expense through payroll deduction. Details shall be provided during the open-enrollment period and as specified in the insurance contract.

7.6 Part Time Employees

Part time employees who work less than 60 hours per pay period are not eligible to participate in the Court's life insurance program.

SECTION 8: RETIREMENT

Effective June 22, 2004 the 3% at 60 retirement program will be available to Administrative Management, Supervisor, Confidential, and Unrepresented employees who are contributing members of the Sonoma County Employees' Retirement Association (SCERA).

On the above date, Administrative Management, Supervisors, Confidential, and Unrepresented SCERA members began contributing 3.03% pretax to their employee retirement account. This contribution will continue for twenty (20) years (until July 2024) to pay for the unfunded accrued actuarial liability resulting from any past service.

Additionally on this date, 1% of the employer-paid deferred compensation (457) contribution was re-directed to pay 1% of the normal retirement cost going forward.

The Court reserves the right to restructure the 3% at 60 enhanced retirement program to fund the remaining costs.

Due to legislated pension reform, new employees in any of the above classifications, without eligible reciprocity as approved by SCERA will not be eligible for the 3% at 60. Pursuant to AB340 enacted into law effective January 1, 2013 new employees will participate in the Plan B retirement program. Current members are also subject to the legislated changes on pensionable income as designated by AB197 also effective January 1, 2013.

Superior Court of California County of Sonoma Salary Agreement – Revised March 2016

SECTION 9: PREMIUM PAY

9.1 Confidential Employees

Confidential employees are entitled to receive a premium pay of \$1.00 per hour, which shall be included as base salary for purposes of retirement effective October 1, 1991 and deferred compensation effective 8/31/93. This section no longer applies for any position after 1/1/13 for any new or transferred employees.

SECTION 10: MILEAGE AND TRAVEL

10.1 Mileage and Travel Reimbursement

With the approval of the Court Executive Officer, employees may receive reimbursement at the standard IRS business mileage rate for reasonable travel expenses related to and required in the performance of their duties. All travel outside Sonoma County must have prior approval of the Court Executive Officer, or designee.

SECTION 11: STAFF DEVELOPMENT

11.1 Program Overview

- A. Objective is to provide meaningful opportunities for personal and professional growth and development that furthers the Court's strategic goals and improves overall court performance. This program will apply to all court personnel regardless of classification and will be administered fairly;
- B. This program will reimburse pre-approved training, education or development courses based on established criteria (see next section on Eligibility) and within the funding capability of the court;
- C. This program is core to the mission and vision of the Court. The overarching goal is to create a highly professional and well-trained work force to provide excellent service and justice.

11.2 Eligibility /Criteria

- A. All Court full-time and part-time regular (probationary period completed) employees are eligible under this program;
- B. Employees participating in this program will be required to maintain continuous Court employment for a specified period of time to be established, as a condition of reimbursed coursework. If an employee terminates his/her employment with the Court prior to the specified time (i.e. one year) following completion of reimbursed coursework, the employee may be required to reimburse the Court at some pro-rata share based on the initial cost and reasons for departure.
- C. Reimbursement for pre-approved coursework will be based on successful completion. If a letter grade is given, then the course must be passed with a C grade or better, if pass/fail a P, if credit/no credit –credit. For workshops, seminars or certificate programs, a certificate of completion or signed Proof of Attendance will be required.

11.3 Eligible Courses

A. The Court will be responsible for developing, implementing, managing, and evaluating education, training and development programs. The scope of courses should be job-related and shall maintain or enhance the employee's skills in current job or to gain additional skills or knowledge required for a promotional process within the normal career path for the position and/or mandatory training as required by statute or Rule of Court based on job classification.

- B. The Court's annual training and education plan will be the <u>primary</u> educational source for staff development and other sources will be considered <u>secondary</u>;
- C. Reimbursement under this plan shall be limited to educational assistance as defined by the IRS and for <u>secondary</u> sources will be limited to tuition and textbook costs only. The benefits provided under this program must consist solely of educational assistance as defined by IRS Code Section 1.127-2(c).

11.4 License Reimbursement

Biennial license renewal fees for Child Custody Evaluator limited to \$140, and/or LCSW limited to \$110.

11.5 Application Process

- A. Employees will be responsible for maintaining their own training and educational records with assistance from the Staff Development database;
- B. Supervisors and managers will be responsible for jointly identifying needs and developing training and education priorities for their respective units through staff development plans. Staff developments plans will be a part of the annual performance evaluation for each employee.
- C. The Leadership Team will use these priorities or needs assessments to develop an annual schedule for training, educational opportunities and programs;
- D. Reimbursement for courses will be limited per fiscal year and will be based on the Court's annual funding. All reimbursements will be subject to approval by the supervisor, manager, Peer Review Committee or ACEO and CEO.
- E. Please refer to Administrative Policies HR.05.001 and HR.05.002

Superior Court of California County of Sonoma Salary Agreement – Revised March 2016

SECTION 12: BAR DUES

For each permanent employee who is employed by the Court performing duties as an attorney, including the Research Attorneys and Family Law Facilitator, the Court will pay said employee's State Bar of California dues up to a maximum of \$410 annually. Part-time employees will receive a pro-rata payment of their State Bar of California dues based on their FTE (full time equivalent). Eligibility for such reimbursement shall be limited to those employees who, on the final date payable of said bar dues, are in a current pay status and are a permanent court employee.

SECTION 13: INVALID SECTIONS

If any section, subsection, subdivision, paragraph, sentence, clause, phrase, table, group or series of the Salary and Benefits Policies is for any reason held to be illegal or unconstitutional, such decision shall not affect the validity of the remaining portion of these policies. The Court hereby declares that they would have approved these policies and each section, subsection, subdivision, paragraph, sentence, clause, phrase, table, group and series thereto irrespective of the fact that any one or more sections, subsections, subdivisions, paragraphs, sentences, clauses, phrases, tables, groups, or series is declared illegal or unconstitutional.

Approved March 11, 2016.

José Octavio Guillén

Court Executive Officer

Raima Ballinger

Presiding Judge

Appendix A Salary Table

UNIT	JC#	POSITION	A STEP
052/053	9241	Asst Family Law Facilitator	32.97
052	9289	Business Systems Analyst I	31.95
052/053	9257	Child Custody Evaluator	34.84
058/096	9264	Court Collections Supervisor	27.45
054/055	9240	Court Commissioner	77.26
052/057	7026	Court Executive Asst	26.75
056	9235	Court Executive Officer	90.98
054/059	9275	Court Facilities Manager	39.08
054/059	9227	Court Financial Manager	39.47
052	9231	Court Human Resources Analyst I	29.86
052/057	9229	Court Human Resources Asst	23.97
054/059	9259	Court Human Resources Manager	40.32
052/053	9236	Court Investigator	31.83
052/053	9245	Court Legal Research Asst I	27.68
052/053	9246	Court Legal Research Asst II	34.81
054/059	9228	Court Operations Manager	37.76
052	9207	Court Payroll Technician	23.31
052/053	9238	Court Research Attorney I	40.47
058	9239	Court Research Attorney II	46.78
058/096	9206	Court Services Supervisor	27.45
058/096	9216	Courtroom Clerk Supervisor	27.45
052	9287	Data Center Systems Administrator	38.86
054/059	9234	Assistant Court Executive Officer	63.12
054/059	9276	Director of Court Operations	47.67
054/059	9232	Director of Information Technology	49.82
054/059	9242	Family Law Facilitator	46.14
052/053	9243	Family Mediator	34.84

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054/059	9277	Info Tech Network Manager	42,62
052/057	9219	Judicial Asst - Presiding Judge	26.75
052/057	9218	Judicial Asst - Supervising Judge	26.11
052/057	9217	Judicial Asst	25.48
053	9247	Legal Secretary II Courts	22.46
059	9274	Management Analyst/Grant Coord	30.63
054/059	9237	Mgr Probate Court Services	37.76
058	9286	Senior Court Accountant	30.69
059	9290	Senior Human Resources Analyst	32.25
052	9288	Web Developer	38.86