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Revised: 10-18-11; Resolution 2011-130  
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Revised 8-25-15 (eff 8-29-15); Resolution 2015-113  
Revised 11-8-16 (eff 11-8-16); Resolution 2016-162  
Revised 1-10-17 (eff 1-14-17); Resolution 2017-03  
Revised 1-10-17 (eff 1-14-17); Resolution 2017-12  
Revised 1-24-17 (eff 12-31-16); Resolution 2017-17  
Revised 1-31-17 (eff 2-11-17); Resolution 2017-25  
Revised 3-7-17 (eff 3-11-17); Resolution 2017-38  
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Revised 5-16-17 (eff 5-20-17); Resolution 2017-74  
Revised 9-26-17 (eff 7-1-17); Resolution 2017-159  
Revised 12-19-17 (eff 12-30-17); Resolution 2017-194  
Revised 6-5-18 (eff 6-16-18); Resolution 2018-71  
Revised 12-4-18 (eff 1-4-18); Resolution 2018-159  
Revised 12-18-18 (eff 12-29-18); Resolution 2018-165  
Revised 10-15-19 (eff 11-2-19); Resolution 2019-128  
Revised 3-10-20 (eff 2-22-20); Resolution 2020-30  
Revised 11-8-22 (eff 11-12-22); Resolution 2022-159  
Revised 2-27-24 (eff 3-2-24); Resolution 2024-16  
Revised 5-21-24 (eff 5-25-24); Resolution 2024-

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### NAPA COUNTY MANAGEMENT COMPENSATION PLAN – MANAGEMENT CLASSIFIED

#### Scope

The following sets forth the respective supplemental fringe benefits accorded to Management Classified positions. Only those County Employee positions that have been designated as Management Classified by formal action of the Board of Supervisors are eligible to receive these respective supplemental fringe benefits. A current listing of those Employee positions are set forth in Attachment 1, Part A and incorporated herein by reference. The supplemental fringe benefits are in addition to any benefits afforded in accordance with the current Memorandum of Understanding

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between the County and the Napa Association of Public Employees, SEIU, Local 1021 – Public Services Employee Supervisory Unit.

### **I. Definitions**

For purposes of this policy, the following definitions shall apply:

- A. Employee: Any person employed by the County, as reflected in the Departmental Allocation List.
- B. Retired Employee: An Employee who has separated from active, permanent service for the purpose of retiring. It is presumed an Employee has retired if an application has been filed pursuant to a defined benefit plan such as the California Public Employees' Retirement Law, the County Employees Retirement Law of 1937, or any other similar private or public defined benefit program. In all other cases, documentation that demonstrates to the satisfaction of the Director of Human Resources that the Employee has separated from active employment for the purposes of retirement must be provided.
- C. Management Classified: Those Employees designated by the County as being responsible for the formulation of program objectives, the development of policies and procedures for program accomplishment, or supervision of the implementation of County policies and programs generally (See Attachment 1, Part A).
- D. Dependents: Refers to only the following: (a) the Employee, (b) the spouse of the Employee and (c) Employee's registered domestic partner as defined under California law and (d) the children of the Employee, provided they are considered dependents for purposes of the Internal Revenue Code. For purposes of health, vision, or dental care, dependents are also children who are not considered dependents for purposes of the Internal Revenue Code but are dependents as defined in the health, vision, or dental plan the Employee has selected. "Child" or "Children" means a biological, adopted or foster child, a stepchild, a legal ward, or a child of a person *in loco parentis* who is either under 18 years of age or a dependent adult. A dependent adult is a person who is over 18 years of age and is incapable of self-care because of a mental or physical disability. A grandchild of an Employee does not qualify as a dependent unless they are adopted, a foster child, a legal ward, or dependent adult of the Employee.
- E. Years of Service: Date of hire through separation date.
- F. Memorandum of Understanding (MOU): The collective bargaining agreement between the County and NAPE/SEIU Local 1021 – Public Services Employee Supervisory Unit which establishes the terms and conditions of employment for the represented positions identified within said agreement.

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- G. County: County of Napa.
- H. Plan: The Management Compensation Plan – Management Classified of Napa County as it may be amended from time to time.
- I. Comparable Jurisdictions: The counties of Solano, Sonoma, Marin, Contra Costa, Santa Cruz, and the City of Napa.

### **II. Management Classified Employees**

- A. Management Classified Employees of the County who are not retired shall be accorded the following:
  - 1. Eighty (80) hours of management leave credited at the beginning of each year (for purposes of this paragraph, year is defined as fiscal year provided, however, the Director of Human Resources is authorized to implement a change to calendar year to be in compliance with IRS guidelines). Should the initial appointment of an employee to a Management Classified position occur after the beginning of the year the Employee shall receive this benefit prorated in proportion to the number of months remaining in that year from the time of appointment. Part-time employees shall receive this benefit on a pro-rata basis (in the same ratio as their part-time employment relates to full-time employment).
  - 2. The right to cash-out up to eighty (80) hours of management leave each calendar year, as defined in paragraph 1 of Part II.A. and be paid out at an employee's current hourly rate. Employees may take this cash-out in two payments of forty (40) hours each, provided, however, that a minimum of forty (40) hours of vacation leave must be used during that same year and the employee must have at least eighty (80) total hours of accrued vacation leave time remaining in their vacation time off after the leave bank cash-out. Prior to requesting the second forty (40) hour cash-out, the employee must use an additional forty (40) hours of accrued vacation leave during that same year and have at least eighty (80) hours of accrued vacation leave time remaining in their vacation time after the employee's cash-out. This provision, including the eligibility requirements, is independent and separate from any other leave cash-outs afforded to an employee.
  - 3. Accrual of vacation leave beginning at the rate of 4.8 hours per bi-weekly pay period, or accrual of vacation leave at the rate determined in accordance with paragraph 4 of Part II.A. (below) of this Plan, or for existing employees promoting to a management position, accrual of vacation leave at the Employee's

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current vacation leave accrual rate, whichever is higher. This vacation leave accrual rate will be effective on the date of the appointment, reclassification or promotion. Thereafter, the accrual rate will be adjusted as set forth below.

| <b>VACATION LEAVE ACCRUAL SCHEDULE</b>     |                                                 |
|--------------------------------------------|-------------------------------------------------|
| <b>Years of Continuous County Services</b> | <b>Hours of Vacation Accrued Per Pay Period</b> |
| Date of Hire through Year 9                | 4.8 hours                                       |
| Years 10 through 14                        | 6.2 hours                                       |
| Years 15 through 19                        | 7.2 hours                                       |
| Years 20 through 29                        | 8.0 hours                                       |
| 30 years or more                           | 9.0 hours                                       |

4. In the case of Management Classified Employees who are not employed by Napa County at the time of their appointment, but were previously employed by a city, county (other than Napa County), special district, state or federal government agency, the vacation accrual rate shall be the rate of vacation leave approved by the County Executive Officer; in accordance with the Vacation Leave Accrual Schedule set forth in paragraph 3 of Part II.A. (above), based upon the new Employee's total prior years of public service. Proof of prior public service will be required within two weeks of employment. Work performed for a public agency as a consultant or independent contractor, rather than as an employee, shall not be taken into account by the County Executive Officer in approving a vacation leave accrual rate exceeding 4.8 hours per bi-weekly pay period.
  - (a) Effective July 21, 2012, any current Management Classified Employee, who would have qualified for this benefit at the time of their employment, will from this date forward, be afforded the appropriate level of accrual under this section.
5. The right to accumulate a maximum of 536 hours of vacation leave; the Employee may not earn any further vacation time while accrued, unused vacation remains at this maximum.
6. The right, upon separation, to receive payment of a sum equal to the number of hours of vacation leave the Employee has accrued times the Employee's current hourly rate of pay.
7. Reimbursement of the actual cost of meals if, during the course of their regular duties, the Employee attends a meeting at which a meal is served.
8. Short Term and Long Term Disability:

- (a) The Employee is entitled to Short Term and Long Term Disability Coverage

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under this section whenever the employee due to health reasons is unable to perform the essential duties of their position. This insurance is paid for by the County on behalf of employees. The following is a summary of the benefits, however for a complete list of benefits and eligibility requirements, please refer to the plan documents:

- i. Short Term Disability insurance with a maximum weekly payment of 66.67% of the Employee's current salary up to a maximum of \$2,000 per week with a 7 day waiting period and coverage for up to 13 weeks.
  - ii. Long Term Disability insurance with a maximum monthly payment of 66.67% of the Officer or Employee's current salary up to a maximum of \$10,000 per month with a 90 day waiting period and coverage for 24 months; any disability coverage beyond 24 months would be in accordance with the certificate of coverage.
  - iii. Employees must use available sick leave to coordinate with this benefit. When their available sick leave is exhausted, an employee may use other available leave balances to coordinate with this benefit. Employees may coordinate available leave time (sick, vacation, etc.) for up to one year (26 pay periods). The gross salary of an employee using accrued sick leave, or other paid time off, shall be reduced by the Disability benefits received. Human Resources shall coordinate this leave usage in accordance with its rules and procedures for all employees.
  - iv. An employee shall earn sick leave and vacation benefits and service credit for seniority and merit/step increases during any full bi-weekly pay period in which they receive Disability benefits in proportion to the time an employee is in a County paid status. The paid status of an employee is determined by worked time as well as any accrued sick leave, or other paid time off the employee is using to coordinate with the Disability benefits received. The sick leave and vacation accrual rates and adjustments for service credit for seniority and merit increases shall be provided in accordance with Human Resources rules and procedures for all employees.
9. Basic Term Life and Accidental Death and Dismemberment group life insurance in the amount of \$50,000 with the premium paid by the County.
  10. The option to enroll in the group Supplemental Life and Accidental Death and Dismemberment insurance plan ("Supplemental Life insurance") and elect coverage in increments of \$10,000 up to a maximum of the lesser of five (5) times the Employee's salary or \$200,000. An employee may purchase Supplemental Life Insurance for their spouse/domestic partner and/or dependent children.

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Spouse/domestic partner – Supplemental Life insurance can be purchased in increments of \$10,000 up to \$100,000. Dependent children – Supplemental Life insurance can be purchased for \$1,000 (birth to six months) or for \$10,000 (six months to age 19).

11. Unlimited accrual of sick leave.
12. Deferred Compensation Plan (IRC 457)/Retirement Savings Account Plan (IRC 401(a)):
  - (a) 457 Deferred Compensation Plan (pursuant to Internal Revenue Code Section 457). Eligible Employees and Officers may voluntarily defer an amount up to the maximum as defined by IRS guidelines on a pre-tax basis.
  - (b) 401(a) Retirement Savings Account (pursuant to Internal Revenue Code Section 401(a)).
    - i. Employees must enroll in a 401(a) Retirement Savings Account Plan in order to become eligible for an employer match as set forth in subparagraph 12(b)(ii) below.
    - ii. Eligible Employees, who enroll in the 457 deferred compensation plan as referenced in subparagraph 12(a) and also enroll in a 401(a) Retirement Savings Account Plan, will be eligible for an employer match of up to \$1,000 paid into a pre-tax sub-account of each eligible employee. This provision for an employer match is subject to the annual approval of the Board of Supervisors.
    - iii. In addition, within thirty (30) days of hire, an Employee or Officer, who is eligible as defined by IRS guidelines, may also voluntarily make an irrevocable election of salary contribution to a 401(a) Retirement Savings Account Plan on a pre-tax basis.
13. Auto Allowance/Mileage Reimbursement:
  - (a) Auto Allowance. In the case of the Management Classified positions listed in Part B of Attachment 1, a flat rate of \$300.00 twice monthly as reimbursement for all private vehicle mileage while on official County business. In lieu of Auto Allowance, permanent assignment of an automobile may be available to Management Classified Employees only following a Board determination that such an assignment is specifically required by the emergency nature of the position.
  - (b) Mileage Reimbursement. In the case of Management Classified positions listed in Part B of Attachment 1 who receive the flat rate reimbursement, the

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additional right to receive mileage reimbursement at the rate paid to County employees generally for mileage driven outside of the boundaries of Napa County.

14. Safety/Hazard Premium Pay. PERS eligible safety employees, as defined in California Public Employees Retirement Law, Code Section 20438, in the classification of Probation Services Program Manager, Juvenile Hall Superintendent, or Assistant Juvenile Hall Superintendent shall receive five percent (5%) hazard premium pay.
15. Safety Uniform Allowance. A Management Classified Employee in the classification of Captain and Lieutenant shall receive Uniform Allowance in the amount specified in the Memorandum of Understanding between the County and the Deputy Sheriffs' Association Law Enforcement Unit.
16. Correctional Uniform Allowance. A Management Classified Employee in the classification of Correctional Lieutenant shall receive Uniform Allowance in the amount specified for Correctional Officers in the Memorandum of Understanding between the County and the Public Services Employee Unit.
17. POST Educational Incentive Pay. A Management Classified Employee in the classification of Captain, Lieutenant, or Chief District Attorney Investigator shall be eligible for POST Educational Incentive Pay in the amount specified in the Memorandum of Understanding between the County and the Deputy Sheriffs' Association Law Enforcement Unit.
18. CPA Premium Pay. A Management Classified Employee in the classification of Accountant-Auditor Manager, Chief Fiscal Officer-HHSA or Deputy Chief Fiscal Officer - HHSA who has a current California Certified Public Accountant Certificate shall receive five (5) percent more than their standard hourly rate.
19. Board Certified Physician or Staff Child Psychiatrist. A Management Classified Employee in a classification that requires the incumbent to be a licensed physician, and who is currently board certified by the American Board of Medical Specialties, shall receive five percent (5%) premium pay; or a Management Classified Employee in the classification of Staff Psychiatrist who has completed a Fellowship in Child Psychiatry and has been designated by the Director to provide child psychiatric services shall receive five percent (5%) premium pay. A Management Classified employee may receive no more than five percent (5%) premium pay under either of the above provisions.

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20. CEQA and Land Use Expertise Management Incentive Pay. A Deputy County Counsel IV with more than twenty (20) years of experience with Napa County providing legal advice and expertise on complex land use ordinances, projects, California Environmental Quality Act (CEQA) law, and has served as Counsel to the Napa County Planning Commission for at least 10 years shall receive five percent (5%) premium pay.

B. Retired Management Classified Employees shall be accorded the following:

1. The right, upon separation from county service for purposes of retirement, to receive payment of a sum equal to the number of hours of vacation leave the Employee has accrued times the Employee's current hourly rate of pay.
2. The right to continued coverage, at their own expense, upon retirement with eight (8) or more years of County service, of the following:
  - (a) Inclusion in the group term life insurance policy maintained by the County with a face amount of \$5,000 decreasing to \$2,500 at age 65. At age 70, the face amount of said term life insurance decreases to \$1,500.
  - (b) Dental and vision coverage for the retired member and dependents.

Payment for these life insurance, dental and vision coverages shall be made to the Treasurer's office monthly in advance of receipt of benefits.

3. Retiree Health Benefits – General Provisions

Benefits elected by eligible Management Classified Employees under paragraphs 4 and 5 of Part II. B. of this Plan are subject to the following provisions:

- (a) The County's reimbursement for health coverage shall be deemed to include the County contribution for such retirees as mandated under the California Public Employees Medical & Hospital Care Act ("PEMHCA").
- (b) The County shall initially reimburse for coverage only in the health or dental plan in which the Employee was enrolled on their last day of active permanent service with the County; with the exception that the employee if eligible must enroll in a Medicare supplemental plan; provided, however, that any health plan currently available to active county employees may be selected by said retired Management Classified Employee during any county open enrollment period. If the health or dental plan of said Employee has been abandoned or replaced, then the Retired Employee may

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select another health or dental plan offered by the County in whatever manner the County determines will result in continual coverage.

- (c) Reimbursement provided under paragraphs 4 or 5 of Part II. B. may be applied to the Employee's Medicare Part B premium, so long as it meets the other requirements of the applicable paragraph.
  - (d) Notwithstanding the provisions of subparagraph 3(b) above, a Retired Employee is subject to all laws and regulations and rules that govern their participation in a carrier's health plan, including, but not limited to, requirements under PEMHCA, the federal Medicare Act and the carrier's health plan.
  - (e) Retirement for the purposes of the benefits afforded under paragraphs 4 or 5 of Part II. B., means an Employee who has both separated from active permanent service with the County and has filed documents with the California Public Employees Retirement System ("PERS") to begin receiving monthly benefits within the time period specified under PERS law (e.g. currently one hundred and twenty (120) days from the date of separation).
  - (f) To the extent any provision of this paragraph 3 is inconsistent with or in conflict with provisions under paragraphs 4 or 5 of Part II. B. of this Plan, the provisions of the latter paragraphs shall prevail.
4. Use of Sick Leave for Health or Dental Benefits
- (a) A Management Classified Employee may elect at retirement to apply accumulated sick leave, up to a maximum of one thousand eight hundred (1,800) hours, towards either health or dental coverage. To be eligible for this benefit Employees must have at least 120 hours of sick leave at retirement. The employee may elect either of the following:
    - i. For each eight (8) hours of accumulated sick leave, County reimbursement toward the cost of one (1) month single-party coverage (in an amount up to the then current single-party rate for the health or dental plan most commonly enrolled in by active employees); or
    - ii. For each sixteen (16) hours of accumulated sick leave, County reimbursement toward the cost of one (1) month of single-party-plus-one-dependent coverage (in an amount up to the then current single-party-plus-one rate for the health or dental plan most commonly enrolled in by active employees).

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This paragraph 4 shall not apply to eligible Employees who elect the health benefits provided in paragraph 5, of Part II. B. of this Plan.

5. Health Benefits for Long-Term County Service

- (a) A Management Classified Employee may elect County reimbursement for the cost of single party health coverage to age 65 (in an amount up to the then current single-party rate for the health plan most commonly enrolled in by active employees) if retiring with the equivalent of twenty (20) years or more of continuous full-time service with the County (including time employed in other than a Management Classified position).
- (b) This paragraph 5 shall not apply to eligible Employees who elect the health benefits provided in paragraph 4 of Part II. B. of this Plan.

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**Attachment 1**

**Part A**

**MANAGEMENT COMPENSATION PLAN – MANAGEMENT CLASSIFIED  
ELIGIBILITY LIST**

**MANAGEMENT CLASSIFIED CLASSES:**

Accountant-Auditor Manager  
Acting Deputy Director of HHSA – Child Welfare Services Director  
Acting Public Defender  
Aging & Disability Program Manager  
Airport Manager ▲  
Assistant Agricultural Commissioner/Sealer of Weights and Measures ▲  
Assistant Airport Manager  
Assistant Deputy Director of HHSA – Alcohol and Drug Services  
Assistant Deputy Director of HHSA – Child Welfare Services  
Assistant Deputy Director of HHSA – Mental Health  
Assistant Deputy Director of Human Resources  
Assistant Juvenile Hall Superintendent  
Assistant Manager – Quality Management  
Assistant Public Administrator/Guardian/Conservator  
Assistant Public Works Superintendent  
Assistant Purchasing Agent  
Assistant to the Public  
  
Administrator/Guardian/Conservator  
  
Benefits Administrator  
  
Captain  
Chief Administrative Coordinator  
Chief Appraiser ▲  
Chief Child Support Attorney ▲  
Chief Deputy County Counsel\*\*  
Chief Deputy Public Defender\*\*\*  
Community and Intergovernmental Affairs Analyst I  
Community and Intergovernmental Affairs Analyst II  
Correctional Lieutenant ●  
Corrections Administrative Manager  
County Privacy Officer ▲

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**MANAGEMENT CLASSIFIED CLASSES:** (continued)

Deputy Agricultural Commissioner/Sealer of Weights & Measures  
Deputy Chief Fiscal Officer – HHSA  
Deputy County Counsel I \*\*  
Deputy County Counsel II\*\*  
Deputy County Counsel III\*\*  
Deputy County Counsel IV\*\*  
Deputy Director of HHSA – Aging & Disability ♦  
Deputy Director of HHSA – Child Welfare Services Director♦  
Deputy Director of HHSA – Self Sufficiency Services Programs ♦  
Deputy Fire Marshal

Election Services Manager ▲  
Emergency Medical Services Administrator  
Environmental Health Manager  
Environmental Management Coordinator

Facilities Superintendent – Public Works Department  
Flood Project Analyst

Geographic Information Officer

Health & Human Services Analyst  
Health Records Information Manager  
Housing and Community Development Program Manager  
Human Resources Analyst I  
Human Resources Analyst II  
Information Systems Manager (Positions filled on or after December 4, 2018 will be designated as “at-will” Management Non-Classified (Other))

Juvenile Hall Superintendent ▲

Labor Relations Officer  
Legal Office Manager  
Lieutenant

Mental Health Manager

Natural Resources Conservation Manager

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### **MANAGEMENT CLASSIFIED CLASSES:** (continued)

Principal Human Resources Analyst  
Principal Management Analyst\*  
Probation Services Program  
Manager Project Manager – H & HS  
Public Health Manager  
Public Health Nursing Manager/Public Health Nursing Director  
Public Works Superintendent  
Public Works Administrative Manager  
Purchasing Manager

Records Information Manager  
Regional Medical Services Administrator

Safety Officer  
Self Sufficiency Manager  
Senior Flood Project Analyst  
Senior Human Resources Analyst  
Sheriff's Administrative Manager  
Solid Waste Program Manager ▲  
Staff Psychiatrist  
Staff Services Manager  
Stormwater Program Manager

Training and Organizational Development Officer ▲

Watershed and Flood Control Operations Manager  
Workforce Development Manager

\* Any Management II/Senior/Principal Analyst flexibly staffed position filled prior to July 16, 2005, is designated Management Classified until such time that the position becomes vacant.

\*\* Positions filled prior to February 27, 2007 will remain Management Classified

\*\*\* Positions filled prior to May 31, 2008 will remain Management Classified

▲ Positions filled on or after July 11, 2009 will be designated “at-will” Management Non-Classified (Other)

● Positions filled on or after January 7, 2013 will be designated “at-will” Management Non-Classified (Other)

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- ◆ Positions are currently filled. The changes to the Management Compensation Plan will become effective for positions filled on or after March 28, 2015

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**Attachment 1  
Part B**

**Management Classified Automobile Allowance**