

**Part I: Section 37C-5**

Adopted: 12/18/2007; Resolution 07-181

Revised 4-28-26 (eff 5-9-26); Resolution 2026-###

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**Exhibit "A"**

**COMPENSATION FOR TEMPORARILY DISCHARGING THE DUTIES OF AN ELECTED OFFICER**

**I. Scope**

This policy sets forth the compensation for a chief deputy or assistant of an elected officer who temporarily discharges the duties of the elected office pursuant to Government Code Section 24105.

**II. Definitions**

1. Elected Officer: A person occupying an elective county office, designated as such by or pursuant to state law. For purposes of this policy an elected officer does not include a member of the Board of Supervisors.
2. Chief Deputy: The designated assistant or deputy to an elected officer who is next in authority to such elected officer at the time a vacancy occurs and who has like authority and is subject to the same obligations and penalties as the elected officer.
3. Vacancy: For purposes of this policy, a vacancy occurs upon the resignation, removal, or death of an elected officer during his term of office and until the vacancy is filled in the manner provided under state law.

**III. Policy**

1. Designation of Chief Deputy: In the case where an elected officer has more than one chief deputy or assistant who serves as next in authority to such elected officer and who is subject to the same obligations and penalties as the elected officer, the elected officer shall designate which of his chief deputies or assistants shall be the Chief Deputy for purposes of this policy. The elected officer shall notify the Board of Supervisors of the person designated to serve as Chief Deputy by filing a written notice with the Clerk of the Board.
2. Whenever a Chief Deputy temporarily discharges the duties of an elected officer during a vacancy, the Chief Deputy shall be compensated at the elected officer's current rate of pay.

**IV. Status of Other Policies**

This policy supersedes and replaces all other policies on the same subject. The County reserves the right to amend this policy whenever it is appropriate and to conform to state and federal laws, rules and regulations.

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**APPENDIX TO MANAGEMENT COMPENSATION PLANS**  
**NAPA COUNTY POLICIES 37C1-C5**

**I. Scope**

The Management compensation plans set forth fringe benefits for Management, Confidential and Unrepresented employees. This Appendix sets forth additional fringe benefits for Management Compensation Plans 37C 1-5 effective January 1, 2016. These additional fringe benefits are not an exclusive list of fringe benefits that Management, Confidential and Unrepresented employees may be entitled to.

**II. Definitions**

**1. Hazard Pay:**

Any manager of the Environmental Health Division of the Planning, Building and Environmental Services Department that: (1) are trained to the Hazardous Materials Specialist level per 29 CFR 1910.120(q)(6)(iv), (2) possess a Hazardous Materials Technician certification, per 29 CFR 1910.210(q)(6)(iii), and (3) possess a current 40-hour OSHA HAZWOPER certification, shall receive \$150 per month. Costs of training and certification under this section shall be paid by County.

**2. Longevity Pay:**

Full-time permanent employees with continuous years of County service (including employees reinstated under Article 50.0(Reinstatement of Benefits)) shall receive longevity pay in the pay period following milestone anniversary dates, as indicated below:

- (a) Upon completion of five (5) years, a \$250 one-time lump sum payment.
- (b) Upon completion of ten (10) years, a \$500 one-time lump sum payment.
- (c) Upon completion of fifteen (15) years, a \$1,000 one-time lump sum payment.
- (d) Upon completion of twenty (20) years, a \$1,500 one-time lump sum payment.
- (e) Upon completion of twenty-five (25) years, a \$2,000 one-time lump sum payment.

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- (f) Upon completion of thirty (30) years, a \$3,000 one-time lump sum payment.

Part-time permanent employees will receive these longevity payments on a pro-rated basis. As soon as administratively feasible following ratification of this MOU, employees shall be entitled to a single one-time lump sum payment based upon their continuous years of County service at the furthest milestone (i.e., (a), (b), (c), (d), (e), or (f) above) achieved. Any employee with at least five (5) and less than ten (10) years of County employment will receive the \$250 payment and any employee with thirty (30) years or more of service will receive the \$3,000 payment as part of implementation of the 2022-2024 MOU.

- 3. Bilingual Pay: Employees qualifying for payment under County's bilingual pay plan shall receive the following pay per biweekly pay period or pro-rata amount for part-time employees in the same ratio as the part-time status relates to full-time. Employees on extended State or Federal leaves of absence are not eligible to receive this pay while on a leave.

- (a) Level I - \$100 biweekly

Ability and job-related need to converse in the second language and to read English and translate orally into the second language.

- (b) Level II - \$180 biweekly

Ability and job-related need to converse in the second language and to read English and translate orally into the second language, read the second language and translate orally into English, and to write in the second language.

- 4. Out-of-Class Assignment:

Employees should not be regularly assigned duties of a higher classification. If an employee in a lower classification assumes a majority of the duties of a higher job classification, then the provisions of this section should be followed.

- (a) Except in the case of an unexpected absence, an out-of-class assignment shall normally be made in writing in advance of the commencement of the assignment by the Department Head or designee, and shall include an explanation why the employee is qualified for the assignment

- (b) Employees shall receive five percent (5%) above their standard hourly rate for all hours worked in an out-of-class assignment.

(c) An employee assigned and receiving payment for an out-of-class assignment shall receive such payment when said employee is on vacation, sick leave, holiday, compensatory time off, or other leave with pay status; an employee must be assigned to an out-of-class assignment for a minimum of ten (10) consecutive workdays to receive the payment set forth in this subsection when the employee is on vacation or sick leave.

(d) An employee who separates from service while in an out-of-class assignment shall receive their standard hourly rate for payoff of accrued vacation or compensatory time off.

#### 5. Uniform Allowance:

Napa County Department of Corrections

Employees in the following classifications shall receive the following amounts per year for uniform allowance:

(a) Correctional Lieutenant, Assistant Director of Corrections and Director of Corrections: \$900

#### Payment of Uniform Allowance

Employees covered in 40.3(a) (Uniform Allowance) shall receive such allowances payable one-half with the first full pay period in June, and one-half with the first full pay period in December. Employees who have been absent from work due to sick leave, workers' compensation or leave without pay, shall receive a pro rata share for each month in which the employee was in a paid status and was not on sick leave for more than 75% of the work hours.

Non-Sworn Employees in the Technical Services and Civil Divisions of the Sheriff's Office.

(a) Non-sworn employees in the Technical Services and Civil Divisions of the Sheriff's Office are required to wear a uniform. The Sheriff's Office will purchase and provide an initial set of four (4) black polo shirts with the Sheriff's star and employee's name embroidered on the shirts.

(b) The Sheriff's Office will replace the shirts as needed when they become worn, damaged or if the items can no longer be worn

due to pregnancy or weight gain or loss.

Napa County Sheriff and District Attorney's Offices Sworn Management

All Napa County Sheriff's Department or District Attorney's Office safety management required to maintain a uniform shall receive an annual uniform allowance payable and distributed over 24 pay periods. The annual uniform allowance is one thousand two hundred dollars (\$1,200) paid at \$50.00 per pay period. The payment shall be paid as specified above unless such employees have been absent from work due to a work-related illness or injury or leave without pay. If an employee has been absent from work due to a work related illness or injury or leave without pay, the County shall pay the employee only that percentage of the uniform allowance which is equivalent to the percentage of time the employee worked or was in a paid status during the six month payment period provided, that if an employee worked or was in a paid status for ninety percent (90%) or more of the time during a six (6) month pay period, the County shall pay the employee one hundred percent (100%) of the uniform allowance.

- (a) The County will provide reasonable monetary reimbursement for any damaged clothing to law enforcement (safety) employees in the Sheriff's Office or District Attorney's Office. The damage must have resulted in the course of employment with the County. The damage and cost replacement must be verified by the respective Department Head or designated representative.

6. Probation Management Hazard Safety Premium Pay:

Compensation to Probation management employees who are assigned to juvenile halls or jails and routinely and consistently perform hazardous activities to implement safety procedures, such as performing drop-off and intake searches to ensure removal of weapons, drugs, contraband, and other hazardous items; maintaining a controlled facility; responding to and preventing altercations; and ensuring the health and safety of detained individuals and other individuals entering and exiting the facility. The compensation will consist of 5% of base pay paid bi-weekly.

**III. Policy**

In addition to all other fringe benefits for elected officers, Managers, confidential and unrepresented employees outlined in Napa County Policy 37C Sections 1-5, Hazard Pay, Longevity Pay, Bilingual Pay, Temporary Upgrade Pay and Uniform Allowance and Probation Management Safety Hazard Premium are fringe benefits available to employees covered in Napa County Policy 37C Sections 1-5 effective January 1, 2016.

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