

# Exhibit "B"

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## PART I: SECTION 37C-1

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Revised: June 23, 2009; Resolution 09-82  
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Revised 10-9-12; Resolution 2012-148  
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Revised 9-26-17 (eff 7-1-17); Resolution 2017-159  
Revised 12-19-17 (eff 12-30-17); Resolution 2017-194  
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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  
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**Revised 12-3-24 (eff 5-3-24); Resolution 2024-\*\***

### 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

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.

- 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

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 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 employee who was originally hired as a 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. Effective June 22, 2024, any current Management Classified employee who would have qualified for this benefit at the time of their promotion to management, 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 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. 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. 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.
14. 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.

15. **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.
16. **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.
17. **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.
18. **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.
19. **CEQA and Land Use Expertise Management Incentive Pay.** A Deputy County Counsel IV, in a position filled prior to February 27, 2007, 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 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. This shall include Medicare Part B premiums subject to the Income-Related Monthly Adjustment Amount (IRMAA) as determined by the Social Security Administration.
- (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).

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).

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**PART I: SECTION 37C-1**

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- (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.

**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  
Aging & Disability Program Manager  
Assistant Agricultural Commissioner/Sealer of Weights and Measures ▲  
Assistant Airport Manager  
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 Deputy County Counsel\*\*  
Chief Deputy Public Defender\*\*\*  
Chief District Attorney Investigator  
Community and Intergovernmental Affairs Analyst I  
Community and Intergovernmental Affairs Analyst II  
Correctional Lieutenant ●  
Corrections Administrative Manager

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 – Self Sufficiency Services Programs ◆  
Deputy Fire Marshal

Emergency Medical Services Administrator  
Environmental Health Manager  
Environmental Management Coordinator

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**MANAGEMENT CLASSIFIED CLASSES:** (continued)

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))

Labor Relations Officer  
Legal Office Manager  
Lieutenant

Mental Health Manager

Natural Resources Conservation Manager

Principal Human Resources Analyst  
Probation Services Program Manager  
Project Manager  
Public Health Manager  
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  
Staff Psychiatrist  
Staff Services Manager  
Stormwater Program Manager

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

Revised: July 16, 2005  
Revised: August 12, 2006  
Revised: July 10, 2007; Resolution 07-87  
Revised: October 16, 2007; Resolution 07-138  
Revised: April 14, 2009; Resolution 09-38  
Revised: June 30, 2009 (eff 7-11-09); Resolution 09-93  
Revised: May 15, 2012 (eff 6-8-12); Resolution 2012-56  
Revised October 2, 2012; Resolution 2012-145  
Revised December 11, 2012; Resolution 2012-181  
Revised May 14, 2013 (eff 5-25-13); Resolution 2013-49  
Revised 12-16-14 (eff 1-1-15); Resolution 2014-155  
Revised 11-8-16 (eff 11-19-16); Resolution 2016-163  
Revised 9-26-17 (eff 7-1-17); Resolution 2017-159  
Revised 12-19-17 (eff 12-30-17); Resolution 2017-194  
Revised 3-10-20 (eff 2-22-20); Resolution 2020-30  
Revised November 12, 2022, Resolution 2022-159  
Revised November 29, 2022, Resolution 2022-169  
**Revised February 6, 2024, Resolution 2024-13**  
**Revised December 3, 2024, Resolution 2024-\*\***

**NAPA COUNTY  
MANAGEMENT COMPENSATION PLAN – MANAGEMENT NON-CLASSIFIED**

**Scope**

The following sets forth the respective supplemental fringe benefits accorded to Management Non-Classified positions. Only those County Employee positions that have been designated as Management Non-Classified by formal action of the Board of Supervisors, as well as members 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 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, except an Officer, as reflected in the Departmental Allocation List.

- B. Retired Officer or Employee: An Officer or Employee who has separated from active, permanent service for the purpose of retiring. It is presumed an Officer or 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 Officer or Employee has separated from active employment for the purposes of retirement must be provided.
- C. Management Non-Classified: Members of the Board of Supervisors, Department Heads and the Division Heads of the County Executive Office (See Attachment 1, Part A).
- D. Officer: All Elected Officials.
- E. Dependents: Refers to only the following: (a) the Officer or Employee, (b) the spouse of the Officer or Employee, (c) the Officer or Employee's registered domestic partner as defined under California law and (d) the children of the Officer or 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 Officer or Employee has selected. "Child" or "Children" means a biological, adopted or foster child, a stepchild, a legal ward, 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. TEST A grandchild of an Officer or Employee does not qualify as a dependent unless they are adopted, a foster child, a legal ward, or dependent adult of the Officer or Employee.
- F. Years of Service: Date of hire through separation date.
- G. 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.
- H. County: County of Napa.
- I. Plan: The Management Compensation Plan – Management Non-Classified of Napa County as it may be amended from time to time.
- J. Comparable Jurisdictions: The counties of Solano, Sonoma, Marin, Contra Costa, Santa Cruz, and the City of Napa.



**II. Benefits –**

Management Non-Classified Officers and Employees of the County who are not retired shall be accorded the following:

- A. 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 Non-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. This paragraph shall not apply to Officers.
- B. 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. This paragraph shall not apply to Officers.
- C. Officers shall have the right to receive each year a payment of a sum equal to eighty (80) hours times the Officer’s current hourly rate of pay. This paragraph shall only apply to Officers but shall not apply to members of the Board of Supervisors.
- D. 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 5 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 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. This paragraph shall not apply to Officers.

<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

- E. In the case of Management Non-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 D of Part II (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. This paragraph shall not apply to Officers.
1. Effective July 21, 2012, any current Management Non-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.
- F. 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. This paragraph shall not apply to Officers.
- G. 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. This paragraph shall not apply to Officers.
- H. Reimbursement of the actual cost of meals if, during the course of their regular duties, the Officer or Employee attends a meeting at which a meal is served.
- I. Short Term and Long Term Disability:
1. The Employee is entitled to Short Term and Long Term Disability Coverage 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:
    - (a) 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.
    - (b) 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.
    - (c) 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.

- (d) 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.

J. Effective January 1, 2005, Basic Term Life insurance and Accidental Death and Dismemberment group life insurance each in an amount equal to a one-time payment of the Officer's or Employee's current annual salary with the premiums paid by the County.

K. 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. 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).

L. Unlimited accrual of sick leave. This provision shall not apply to Officers.

M. Deferred Compensation Plan (IRC 457)/Retirement Savings Account Plan (IRC 401(a)):

1. 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.
2. 401(a) Retirement Savings Account (pursuant to Internal Revenue Code Section 401(a)).
  - (a) Employees and Officers must enroll in a 401(a) Retirement Savings Account Plan in order to become eligible for an employer match as set forth in subparagraph N.2(b) below.
  - (b) Eligible Employees and Officers, who enroll in the 457 deferred compensation plan as referenced in subparagraph N.1 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.

- (c) 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.

**N. Auto Allowance/Mileage Reimbursement:**

1. Auto Allowance. In the case of the Management Non-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 if said Officer or Employee does not have a regular overnight assignment of a County vehicle. Management Non-Classified Officers or Employees listed in Part B of Attachment 1, who currently have permanent overnight assignment of a County vehicle may elect to receive the automobile allowance in lieu of such assignment. Permanent assignment of an automobile will only be available to new Management Non-Classified Employees following a Board determination that such an assignment is specifically required by the emergency nature of the position.
2. Mileage Reimbursement. In the case of Management Non-Classified positions listed in Part B of Attachment 1 who receive the flat rate reimbursement, the additional right to receive mileage reimbursement at the rate paid to County employees generally for mileage driven outside of the boundaries of Napa County.

**O. Severance Pay:**

1. If one year of service has been completed in a Management Non-Classified position, the Officer or Employee shall receive a sum equal to their respective salary for three (3) biweekly pay periods. In addition, upon completion of not less than two years of service in a Management Non-Classified position in the case of an Employee, or four years in the case of an Officer, the Officer or Employee shall receive an additional sum equal to the following as severance:
  - (a) An Officer who is not returned to office in the primary election (March or June as the case may be) shall receive a sum equal to their salary for five (5) biweekly pay periods.
  - (b) The following Non-Classified Employees shall receive a sum equal to their salary for (7) biweekly pay periods: Agricultural Commissioner/Sealer of Weights and Measures, Chief Probation Officer, Director of Child Support Services, Director of Corrections, Director of Health and Human Services, Director of Public Works, Director of Library Services, and Public Defender. Officers not returned to office in the general (November) election shall also receive a sum equal to their salary for seven (7) biweekly pay periods.

- (c) The following Non-Classified Employees shall receive a sum equal to their salary for nine (9) biweekly pay periods: County Executive Officer, County Counsel, and Director of Planning, Building and Environmental Services.
2. A Non-Classified Employee who has entered into an employment agreement with the County shall receive the severance as provided in their employment agreement or as provided under subparagraph O.1 above, whichever is greater; provided, however, such severance is subject to the limitations of Section 53260 of the California Government Code.
3. Subparagraph O.1 applies where separation occurs due to termination or resignation in lieu of termination. Such separation must occur for other than the following reasons: (a) death, (b) disability, (c) criminal malfeasance, (d) retirement, or (e) gross negligence or recklessness in the performance of their duties subject to the following exceptions. If an Officer is not returned to office by the electorate, and they elect to retire immediately following the expiration of their term of office, they would be eligible for severance pay as provided herein. If a Management Non-Classified Employee is appointed to a set term of employment, whether as a result of state law or otherwise, and seeks to be reappointed, but is not re-appointed, and said Employee elects to retire within a reasonable period of time following the later of the expiration of the Employee's current term of employment or the date the Employee's successor is appointed, that Employee is eligible for severance pay as provided herein. A Management Non-Classified Employee who is terminated or resigns in lieu of termination, in accordance with the terms of this subsection, and elects to retire immediately following separation is eligible for severance pay provided herein.
4. Prior to the delivery of severance pay as described in subparagraph O.1, and as a condition to a Management Non-Classified Employee's receipt of such severance, such Employee shall execute and deliver to County a release (provided by the County Counsel or in a form and content acceptable to the County Counsel), effective as of the date of separation, releasing the County, Board of Supervisors, its Officers, Employees and agents from all claims the Employee may have against the County, the Board, its Officers, Employees and agents, including, without limitation, claims arising out of alleged intentional acts or other misconduct committed by Board members and claims arising under California or Federal law pertaining to equal employment opportunity or employment discrimination on the basis of sex, race, color, ancestry, religion or religious creed, national origin or ethnic group identification, sexual orientation, marital status, age (over 40), mental disability, physical disability, medical condition, or other legally prohibited basis. This subparagraph P.4 shall not apply to Officers.
- P. Safety/Hazard Premium Pay. PERS eligible safety employees, as defined in California Public Employees Retirement Law, Code Section 20438, in the class of Chief Probation Officer shall receive five percent (5%) hazard premium pay.
- Q. CPA Premium Pay. An Officer in the class of Auditor-Controller who has a current California Certified Public Accountant Certificate shall receive five (5) percent more than their standard hourly rate.

- R. Safety Uniform Allowance. An Officer in the class of Sheriff shall receive Uniform Allowance in the amount specified in the Memorandum of Understanding between the County and the Deputy Sheriffs' Association Law Enforcement Unit.
- S. Correctional Uniform Allowance. A Management Non-Classified Employee in the class of Director of Corrections 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.
- T. POST Educational Incentive Pay. A Management Non-Classified Employee in the classification of Sheriff 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, and in addition, shall be entitled to an additional ten percent (10%) premium pay if they possess the POST Executive Certificate.
- U. Detention Services Premium. Effective the pay period which includes January 1, 2018, the Director of Corrections classifications shall receive a 5% Detention Services Premium.
- V. Officers (Elected Officials).
1. An Employee serving in a management classified, non-classified, or non-classified (other) position ("Management Employee"), who chooses to run, and is subsequently elected to serve as an Officer, shall forego all accumulated sick leave upon assuming elected office.
  2. Appointment to Fill a Vacancy in Elected Office:
    - (a) A Management Employee, who is appointed to fill a vacancy arising from the resignation, removal or death of an Officer, shall be allowed to bank, but not use, sick leave accumulated before their appointment to elected office; provided however, if they choose to run and are subsequently elected to office, the Employee shall forego all accumulated sick leave upon assuming elected office.
    - (b) Should the appointed Management Employee either choose not to run for office at the end of their appointed term, or choose to run but the Employee is not subsequently elected, then the Employee shall receive their bank of sick leave hours accumulated prior to appointment upon:
      - i. Immediately thereafter resuming employment in the County service either in their former position, or in another position; or
      - ii. Retirement as defined under Part I.B. of this policy.

**III. Retiree Benefits** - Management Non-Classified Officers and Employees of the County who are retired shall be accorded the following:

- A. Vacation upon retirement: 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. This paragraph shall not apply to Officers.
- B. Life Insurance, Dental and Vision: The right to continued coverage, at their own expense, upon retirement with eight (8) or more years of County service, of the following:
  - 1. 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.
  - 2. 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.

- C. Retiree Health Benefits: – General Provisions: Retiree Health Benefits elected by eligible Management Non-Classified Officers and Employees under paragraphs D, E, F, G or H of Part III below are subject to the following provisions:
  - 1. 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").
  - 2. The County shall initially reimburse for coverage only in the health or dental plan in which the Officer or 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 Non-Classified Officer or 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 select another health or dental plan offered by the County in whatever manner the County determines will result in continual coverage.
  - 3. Reimbursement provided under paragraphs D, E, F, G or H of Part III may be applied to the Employee's Medicare Part B premium, so long as it meets the other requirements of the applicable paragraph. This shall include Medicare Part B Premiums subject to the Income-related Monthly Adjustment Amount (IRMAA) as determined by the Social Security Administration.

4. Notwithstanding the provisions of subparagraph C.2 above, a Retired Officer or 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.
  5. Retirement for the purposes of the benefits afforded under paragraphs D, E, F, G or H of Part III, means an Officer or 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).
  6. To the extent any provision of this paragraph C is inconsistent with or in conflict with provisions under paragraphs D, E, F, G or H of Part III. of this Plan, the provisions of the latter paragraphs shall prevail.
- D. Use of Sick Leave for Retiree Health or Dental Benefits – This paragraph shall apply to **all Management Non-Classified Employees hired on or after January 1, 2013**, and to those who do not elect or qualify for benefits under paragraphs E, G, or H of Part III below. This Paragraph D does not apply to Officers.
1. A Management Non-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:
    - (a) For each eight (8) hours of accumulated sick leave, County reimbursement toward the cost of one (1) month of 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
    - (b) 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).
- E. Health Benefits for Long-Term County Service - This paragraph shall apply to **all Management Non-Classified Employees hired on or after January 1, 2013**, and to those who do not elect or qualify for benefits under paragraphs D, F, G, or H of Part III.
1. A Management Non-Classified Employee or Officer 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 Non-Classified position).



F. Health or Dental Benefits for Officers - This paragraph shall apply to **all Officers elected or appointed on or after January 1, 2013**, and to those who do not elect or qualify for benefits under paragraphs G or H below.

1. A Management Non-Classified Officer may elect at retirement to apply months of service, up to a maximum of two hundred and twenty-five (225) months, towards either health or dental coverage. To be eligible for this benefit Employees must have at least 15 months of service at retirement. The Officer may elect either of the following:
  - (a) For each month of County service, reimbursement towards the cost of one (1) month of single-party health or dental 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
  - (b) For every two months of Napa County service, reimbursement towards the cost of one (1) month of single-party-plus-one dependent health or dental coverage (in an amount up to the then current single-party-plus-one dependent health or dental plan most commonly enrolled in by active employees).

G. Health Benefits for Long Term Non-Classified Service – This paragraph shall apply to **all Officers or Employees, whose service in a Management, Non-Classified position began before July 10, 2007**, and who, upon retirement, have eight (8) or more years of Napa County service, of which at least five (5) years must have been as a Management Non-Classified Officer or Employee identified in Attachment 1, Part A of this Plan. The coverage that Management, Non-Classified Employees and Officers receive under this paragraph G shall be deemed a vested right.

1. The Management Non-Classified Officer or Employee has the right to monthly reimbursement towards the entire cost of health coverage regardless of the health plan selected, and County paid vision and dental benefits for them and their dependent family for the life of such Officer or Employee subject to the following terms and conditions:
  - (a) Upon the death of the retired Management Non-Classified Officer or Employee (“Officer” or “Employee”), the County shall continue to reimburse/pay for the health, vision, and dental premiums for the life of such dependent family except the benefits shall terminate as to the spouse or domestic partner of the deceased Officer or Employee upon the remarriage of the spouse or the filing of another registered domestic partnership by the domestic partner. However, the remarriage of the spouse or the filing of another registered domestic partnership by the domestic partner shall not affect the health, vision or dental benefits accruing to the dependents of the deceased Officer or Employee. Upon the death of the spouse or domestic partner of the deceased Officer or Employee, the health, vision and dental benefits terminate for the dependents; and

- (b) The Officer or Employee is entitled to this benefit regardless of whether they are entitled to severance.
  2. Notwithstanding any other provisions in this policy, an Officer or Employee while serving in their Management Non-Classified position is conferred the irrevocable contractual right to earn years of service toward the benefits set forth in paragraph G.
- H. Health Benefits for Long Term Non-Classified Service – This paragraph shall apply to **all Officers or Employees, whose service in a Management, Non-Classified position began during the period of July 10, 2007 through December 31, 2012**, and who, upon retirement, have eight (8) or more years of Napa County service, of which at least five (5) years must have been as a Management Non-Classified Officer or Employee identified in Attachment 1, Part A of this Plan. The coverage that Management, Non-Classified Employees and Officers receive under this paragraph H shall be deemed a vested right.
  1. The Officer or Employee has the right to receive monthly reimbursement towards the entire cost of health coverage (in an amount up to the then current single-party or single- party-plus-one rate, whichever is applicable, for the health plan most commonly enrolled in by active employees), and County paid vision and dental benefits for the life of that Officer/Employee and for the life of their spouse or registered domestic partner subject to the following terms and conditions:
    - (a) Upon the death of the retired Officer or Employee, the County shall continue to reimburse/pay for the health, vision and dental benefits as set forth in this subparagraph H.1 for the life of the Officer/Employee’s spouse or domestic partner, except the benefits shall terminate upon either the remarriage of the spouse or the filing of another registered domestic partnership by the domestic partner; and
    - (b) The Officer or Employee is entitled to this benefit regardless of whether they are entitled to severance.
  2. Notwithstanding any other provisions in this policy, an Officer or Employee while serving in their Management Non-Classified position is conferred the irrevocable contractual right to earn years of service toward the benefits set forth in paragraph H.
- I. Other Retiree Health Benefits
  1. An Officer or Employee who is otherwise eligible for benefits under paragraph G of Part III, but who does not retire from Napa County, shall be deemed to have vested in the benefits set forth in paragraph G. However, the Officer of Employee shall have rights according to their years of service and date of hire, as follows:

- (a) An Officer or Employee whose service in a Management Non-Classified position began on or before December 14, 2004, and who has completed eight (8) or more years of Napa County Service, of which at least two (2) years must have been in a Management Non-Classified position; or
  - (b) An Officer or Employee whose service in a Management Non-Classified position began during the period of December 15, 2004, through July 9, 2007, and who has completed eight (8) or more years of Napa County service, of which at least five (5) years must have been in a Management Non-Classified position.
2. An Officer whose service in a Management Non-Classified position began before July 10, 2007, and who has completed less than eight (8) years but more than fifteen (15) months of Napa County service, and is otherwise eligible for benefits under paragraph F of Part III, but who does not retire from Napa County, shall be deemed to have vested in the benefits set forth in paragraph F.
3. Individuals eligible for benefits under subparagraphs I.1. or I.2. shall be subject to the following terms and conditions:
- (a) The Officer/Employee is solely responsible for providing the County Human Resources Department with an appropriate notification of their retirement, and
  - (b) This paragraph I sets forth in detail the intent of the phrase “upon retirement” as used in the lifetime medical policy originally enacted in 1989 with an effective date of April 4, 1989, and
  - (c) Once the Officer or Employee has notified the County Human Resources Department that they have retired, the County will make arrangements with that Officer or Employee to begin receiving said benefits.

#### **IV. STATUS OF OTHER POLICIES AND RESERVATION OF RIGHTS**

This policy supersedes and replaces all other policies on the same subject. The benefits afforded herein are provided to the extent they are permitted by law. Except as otherwise provided herein, the County reserves the right to amend this policy whenever it is appropriate to conform to local, state and federal laws, rules and regulations.

**Attachment 1  
Part A**

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

**MANAGEMENT NON-CLASSIFIED CLASSES**

Agricultural Commissioner/Sealer of Weights and Measures  
Assessor-Recorder-County Clerk  
Assistant County Executive Officer \*\*  
Auditor-Controller  
Board of Supervisors, Member  
Chief Information Officer \*\*  
Chief Probation Officer  
County Counsel  
County Executive Officer  
Director of Child Support Services  
Director of Human Resources\*\*  
Director of Planning, Building and Environmental Services  
Director of Corrections  
Director of Health and Human Services  
Director of Housing and Homeless Services\*\*  
Director of Library Services and Community Outreach  
Director of Public Works  
District Attorney  
Fire Administrator  
LAFCO Executive Officer  
\*\*\*Public Defender  
Sheriff-Coroner  
Treasurer-Tax Collector

\*\* Division Heads of the County Executive Office

\*\*\* This position is appointed by and serves at the pleasure of the board/commission.

**Attachment 1**  
**Part B**

**Management-Non-Classified Automobile Allowance**

Agricultural Commissioner/Sealer of Weights and Measures  
Assessor-Recorder-County Clerk  
Assistant County Executive Officer  
Auditor-Controller  
Board of Supervisors, Member  
Chief Information Officer  
Chief Probation Officer  
County Counsel  
County Executive Officer  
Director of Child Support Services  
Director of Human Resources  
Director of Planning, Building and Environmental Services  
Director of Corrections  
Director of Health and Human Services  
Director of Housing and Homeless Services  
Director of Library Services and Community Outreach  
Director of Public Works  
District Attorney  
Fire Administrator  
LAFCO Executive Officer  
Public Defender  
Sheriff-Coroner \*  
Treasurer-Tax Collector

(\*denotes current 24-hour vehicle assignment)

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**PART I: SECTION 37C-3**

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Revised February 24, 2009; Resolution 09-21  
Revised: April 14, 2009; Resolution 09-37 and Resolution 09-38  
Revised: April 28, 2009; Resolution 09-52  
Revised: June 23, 2009; Resolution 09-82  
Revised: June 30, 2009 (eff 7-11-09); Resolution 09-93  
Revised: November 10, 2009; Resolution 09-149  
Revised: March 16, 2012; Resolution 2012-23  
Revised: September 14, 2010; Resolution 2010-114  
Revised: June 21, 2011(eff 6-25-11); Resolution 2011-67  
Revised: March 30, 2012; Resolution 2012-27  
Revised October 2, 2012; Resolution 2012-145  
Revised November 20, 2012 (eff 1-7-13); Resolution 2012-167  
Revised February 5, 2013; Resolution 2013-11  
Revised April 16, 2013 (eff 4-27-13); Resolution 2013-34  
Revised May 14, 2013 (eff 5-25-13); Resolution 2013-49  
Revised September 24, 2013 (eff 9-28-13); Resolution 2013-112  
Revised December 17, 2013 (eff 12-21-13); Resolution 2013-156  
Revised April 1, 2014; Resolution 2014-28  
Revised April 8, 2014; Resolution 2014-31  
Revised May 6, 2014 (eff 5-10-14); Resolution 2014-49  
Revised July 22, 2014 (eff 8-2-14); Resolution 2014-86  
Revised September 16, 2014 (eff 9-13-14); Resolution 2014-08  
Revised 12-16-14 (eff 1-1-15); Resolution 2014-155  
Revised 3-24-15 (eff 3-28-15); Resolution 2015-38  
Revised 4-14-15 (eff 4-25-15); Resolution 2015-47  
Revised 9-13-16 (eff 9-24-16); Resolution 2016-125  
Revised 11-8-16 (eff 11-19-16); Resolution 2016-163  
Revised 1-31-17 (eff 2-11-17); Resolution 2017-25  
Revised 3-7-17 (eff 3-11-17); Resolution 2017-38  
Revised 3-7-17 (eff 5-6-17); Resolution 2017-43  
Revised 3-21-17 (eff 3-25-17); Resolution 2017-55  
Revised 5-16-17 (eff 5-20-17); Resolution 2017-74  
Revised 9-26-17 (eff 7-1-17); Resolution 2017-159  
Revised 12-5-17 (eff 12-16-17); Resolution 2017-185  
Revised 12-19-17 (eff 12-30-17); Resolution 2017-194  
Revised 6-5-18 (eff 6-16-18); Resolution 2018-71  
Revised 6-5-18 (eff 6-2-18); Resolution 2018-75  
Revised 6-19-18 (eff 6-30-18); Resolution 2018-83  
Revised 7-24-18 (eff 7-24-18); Resolution 2018-99  
Revised 12-4-18 (eff 12-4-18); Resolution 2018-159  
Revised 12-18-18 (eff 12-29-18); Resolution 2018-165  
Revised 12-18-18 (eff 12-1-18); Resolution 2018-167  
Revised 1-8-19 (eff 1-12-19); Resolution 2019-02  
Revised 1-15-19 (eff 1-15-19); Resolution 2019-09  
Revised 10-15-19 (eff 11-2-19); Resolution 2019-128  
Revised 3-10-20 (eff 2-11-20); Resolution 2020-30  
Revised 5-4-21 (eff 5-4-21); Resolution 2021-45  
Revised 11-8-22 (eff 11-12-22); Resolution 2022-159  
Revised 5-21-24 (eff 5-25-24) ; Resolution 2024-49  
**Revised 12-3-24 (eff 12-3-24); Resolution 2024-\*\***

**NAPA COUNTY**

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**MANAGEMENT COMPENSATION PLAN –  
MANAGEMENT NON- CLASSIFIED (OTHER)**

**Scope**

The following sets forth the respective supplemental fringe benefits accorded to Management Non-Classified (Other) positions. Only those County Employee positions that have been designated as Management Non-Classified (Other) 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 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, except an elected Officer, 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 Officer or 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 Officer or Employee has separated from active employment for the purposes of retirement must be provided.
- C. Management Non-Classified (Other): Those management positions designated by the Board of Supervisors as serving at the will of the appointing authority (Department Head or Officer or appointing board/commission) as listed in Attachment 1, Part A, Sections 1 and 2.
- 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 Officer or Employee has selected. "Child" or "Children" means a biological, adopted

or foster child, a stepchild, a legal ward, 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.
- G. County: County of Napa.
- H. Plan: The Management Compensation Plan – Management Non-Classified (Other) 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 Non-Classified (Other) Employees**

- A. Management Non-Classified (Other) 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 Non-Classified (Other) 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.
  - 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 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</b>	
<b>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 Non-Classified (Other) Employees who 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 employee who was originally hired as a Management Non- Classified (Other) 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. Effective June 22, 2024, any current Management Non- Classified (Other) employee who would have qualified for this benefit at the time of their promotion to management, 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 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. Effective January 1, 2005, Basic Term Life insurance and Accidental Death and Dismemberment group life insurance each in an amount equal to a one-time payment of the Employee's current annual salary with the premiums 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. 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 and Officers must enroll in a 401(a) Retirement Savings Account Plan in order to become eligible for an employer match as set forth in paragraph 13(b)(ii) below .
    - ii. Eligible Employees and Officers, who enroll in the 457 deferred compensation plan as referenced in subparagraph 13(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 Management Non-Classified (Other) Employee 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. Permanent assignment of an automobile will only be available to new Management Non-Classified Employees 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 Non-Classified (Other) positions listed in Part B of Attachment 1 who receive the flat rate reimbursement, the 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. Severance Pay

- a) Management Non-Classified (Other) Employees listed in Attachment 1, Part A, Section 1, shall be afforded the following severance benefits:
  - i. An Employee may not be removed from their position during the first ninety days (90) following the appointment and commencement of the first date of service of the Department Head to whom the Employee reports to. This provision shall not apply to an Employee appointed by and serving at the pleasure of a board/commission.
  - ii. If one year of service has been completed in a Management Non-Classified (Other) position, the Employee will receive a sum equal to their salary for three (3) biweekly pay periods. In addition upon completion of not less than two years of service in a Management Non-Classified (Other) position, the Employee shall receive an additional sum equal to seven (7) biweekly pay periods of their respective biweekly salary.
  - iii. This subparagraph applies where separation occurs due to termination or resignation in lieu of termination. Such separation must occur for other than the following reasons: (a) death, (b) disability, (c) criminal malfeasance, (d) retirement, or (e) gross negligence or recklessness in the performance of their duties. A Management Non-Classified Employee who is terminated or resigns in lieu of termination, in accordance with the terms of this subsection, and elects to retire immediately following separation is eligible for severance pay provided herein.

- iv. Prior to the delivery of severance pay as described in subparagraph (a) ii. and as a condition to an Employee's receipt of such severance, such Employee shall execute and deliver to County a release (provided by the County Counsel or in a form and content acceptable to the County Counsel), effective as of the date of separation, releasing the County, Board of Supervisors, its Officers, Employees and agents from all claims the Employee may have against the County, the Board, its Officers, Employees and agents, including, without limitation, claims arising out of alleged intentional acts or other misconduct committed by Board members and claims arising under California or Federal law pertaining to equal employment opportunity, discrimination on the basis of sex, race, color, ancestry, religion or religious creed, national origin or ethnic group identification, sexual orientation, marital status, age (over 40), mental disability, physical disability or medical condition.
- b) In addition, Management Non-Classified (Other) Employees listed in Attachment 1, Part A, Section 2, shall be afforded the following severance benefits:
- i. If one year of service has been completed in a Management Non-Classified (Other) position, the Employee will receive a sum equal to their salary for one (1) biweekly pay period. In addition upon completion of not less than two years of service in a Management Non-Classified (Other) position, the Employee shall receive an additional sum equal to one (1) biweekly pay period of their respective biweekly salary.
- ii. This subparagraph applies where separation occurs due to termination or resignation in lieu of termination. Such separation must occur for other than the following reasons: (a) death, (b) disability, (c) criminal malfeasance, (d) retirement, or (e) gross negligence or recklessness in the performance of their duties. A Management Non-Classified Employee who is terminated or resigns in lieu of termination, in accordance with the terms of this subsection, and elects to retire immediately following separation is eligible for severance pay provided herein
- iii. Prior to the delivery of severance pay as described in subparagraph (b) i. and as a condition to an Employee's receipt of such severance, such Employee shall execute and deliver to County a release (provided by the County Counsel or in a form and content acceptable to the County Counsel), effective as of the date of separation, releasing the County, Board of Supervisors, its Officers, Employees and agents from all claims the Employee may have against the County, the Board, its Officers, Employees and agents, including, without limitation, claims arising out of alleged intentional acts or other misconduct committed by Board members

and claims arising under California or Federal law pertaining to equal employment opportunity, discrimination on the basis of sex, race, color, ancestry, religion or religious creed, national origin or ethnic group identification, sexual orientation, marital status, age (over 40), mental disability, physical disability or medical condition.

15. Safety/Hazard Premium Pay. PERS eligible safety employees, as defined in California Public Employees Retirement Law, Code Section 20438 in the classification of Chief Deputy Probation Officer shall receive five percent (5%) hazard premium pay.
16. Engineer in Charge Premium Pay. A Management Non-Classified (Other) Employee appointed to serve as Engineer in Charge for the Department of Public Works or the Department of Planning, Building and Environmental Services in accordance with The California State Business and Professions Code, Chapter 7, Article 3, Section 6730.2 shall receive five percent (5%) premium pay.
17. Board Certified Physician. A Management Non-Classified (Other) 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.
18. Safety Uniform Allowance. A Management Non-Classified (Other) Employee in the classification of Undersheriff shall receive Uniform Allowance in the amount specified in the Memorandum of Understanding between the County and the Deputy Sheriffs' Association Law Enforcement Unit.
19. Correctional Uniform Allowance. A Management Non-Classified (Other) Employee in the class of Assistant Director of Corrections or 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.
20. CPA Premium Pay. A Management Non-Classified (Other) Employee in the classification of Assistant Auditor-Controller or Chief Fiscal Officer - HHSa who have a current California Certified Public Accountant Certificate shall receive five (5) percent more than their standard hourly rate, retroactive to July 11, 2009.
21. POST Educational Incentive Pay. A Management Classified Employee in the classification of Undersheriff 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.
22. Detention Services Premium. Effective the pay period which includes January 1, 2018, the Correctional Lieutenant and Assistant Director of Corrections classifications shall receive a 5% Detention Services Premium.

**B. Retired Management Non-Classified (Other) 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. This is in addition to any severance that may be payable pursuant to paragraph 15 of Part II. a) of the Plan.
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.
  - c) 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 Non-Classified (Other) 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 Non-Classified (Other) 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 select another health 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. This shall include Medicare Part B Premiums subject to the Income-Related Monthly Adjustment Amount (IRMAA) as determined by the Social Security Administration.

- d) Notwithstanding the provisions of paragraph 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 that an Employee 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).
- f) To the extent that 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 Non-Classified (Other) 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 Employee must have at least 120 hours of sick leave at retirement. An 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 health coverage (in an amount up to the then current single-party- plus-one- rate for health or dental plan most commonly enrolled in by active employees).



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 Non- Classified (Other) 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.

**Attachment 1**  
**Part A**

**MANAGEMENT COMPENSATION PLAN-MANAGEMENT  
NON-CLASSIFIED (OTHER) ELIGIBILITY LIST**

**MANAGEMENT NON-CLASSIFIED (OTHER) CLASSES**

**Section 1:**

Acting Director of Corrections  
Acting Deputy Director of HHS/Mental Health Director  
Acting Director of Health and Human Services  
Acting Director of Human Resources  
Assistant Auditor- Controller  
Assistant Compliance and Privacy Officer  
Assistant Director of HHS Assistant Chief Probation Officer  
Assistant Director of Child Support Services  
Assistant Director of Corrections  
Assistant Director of Library Services and Community Outreach  
Assistant Director of Planning, Building and Environmental Services  
Assistant District Attorney

Compliance and Privacy Officer  
Chief Deputy Director of HHS  
Chief Fiscal Officer - HHS

Deputy Director of Planning, Building, and Environmental Services – “At-Will”

Undersheriff

**Section 2:**

Airport Manager ▲  
Animal Shelter Manager  
Assistant Agricultural Commissioner/Sealer of Weights and Measures ▲  
Assistant County Counsel  
Assistant Director of Human Resources  
Assistant Public Defender  
Assistant Treasurer Tax Collector

Chief Appraiser  
Chief Building Official  
Chief Deputy County Counsel  
Chief Deputy District Attorney

Chief Deputy Probation Officer  
Chief Deputy Public Defender  
Chief Fiscal Officer- HHSA  
Clerk of the Board  
Code Compliance/Process Improvement Manager  
Communications and PIO  
Communications Manager - "At Will"  
Concessions Manager – Lake Berryessa  
Compliance and Privacy Officer  
Correctional Lieutenant ●  
County Surveyor  
Criminal Justice Analyst\*\*\*\*

Deputy Chief Information Officer – Applications and Development  
Deputy Chief Information Officer – Infrastructure and Operations  
Deputy County Counsel I\*\*\*\*  
Deputy County Counsel II\*\*\*\*  
Deputy County Counsel III\*\*\*\*  
Deputy County Counsel IV\*\*\*\*  
Deputy County Executive Officer  
Deputy Director, Employment and Compensation  
Deputy Director, Labor Relations  
Deputy Director of HHSA – Administrative Services  
Deputy Director of HHSA – Administrator of Alcohol and Drug Programs  
Deputy Director of HHSA – Aging and Disability Services ♦  
Deputy Director of HHSA – Child Welfare Services Director ♦  
Deputy Director of HHSA – Behavioral Health Director  
Deputy Director of HHSA – Public Health Officer  
Deputy Director of HHSA – Self Sufficiency Services ♦  
Deputy Director of Public Works – County Engineering  
Deputy Director of Public Works – Flood Control and Water Resources  
Deputy Director of Public Works – General Services  
Director of Housing and Intergovernmental Affairs

Elections Services Manager ▲  
Emergency Services Officer  
Engineering Manager  
Engineering Manager – PBES

Fire Marshal  
Fleet Manager - "At Will"

Information Systems Manager  
Juvenile Hall Superintendent

LAFCO Assistant Executive Officer

Management Analyst I\*\*

Management Analyst II\*\*

Park and Open Space Program Manager\*\*\*\*

Planning Manager

Principal Management Analyst

Psychiatric Medical Director

Public Services Manager

Risk & Emergency Services Manager

Senior Management Analyst

Sheriff's Public Information/Outreach Officer

Solid Waste Program Manager ▲

Staff Administration Manager-HHSA

Staff Assistant I - BOS

Staff Assistant II - BOS

Support Services Manager

Training and Organizational Development Officer

Treasury Manger

Victim Witness Program Manager

Webmaster

- \* This position is appointed by and serves at the pleasure of a board/commission.
- \*\* Any Management I/II/Senior/Principal Analyst position filled on or after July 16, 2005, shall be designated Management Non-Classified (Other).
- \*\*\* Vacant positions that are filled on or after February 27, 2007 will be designated as "At Will" Management Non-Classified (Other)
- \*\*\*\* Positions filled on or after May 31, 2008 will be designated as "At-Will" Management Non-Classified (Other)

- \*\*\*\*\* Positions filled prior to February 27, 2007, will remain Management Classified but positions filled on or after February 27, 2007, including internal promotions to the Deputy County Counsel IV, Chief Deputy County Counsel and Assistant County Counsel levels, will be designated as “at will” Management Non-Classified (Other).
- ▲ 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).
- ◆ Positions are currently filled. The changes to the Management Compensation Plan will become effective for positions filled on or after March 28, 2015.

Revised: December 13, 2005  
Revised: December 4, 2006  
Revised: January 30, 2007  
Revised: September 18, 2007  
Revised: May 13, 2008  
Revised: March 23, 2010; Resolution 2010-29  
Revised August 7, 2012; Resolution 2012-114  
Revised August 14, 2012; Resolution 2012-122  
Revised October 2, 2012; Resolution 2012-145  
Revised November 20, 2012 (eff 11-24-12); Resolution 2012-168  
Revised June 16, 2015 (eff 6-20-15); Resolution 2015-77  
Revised November 8, 2016 (eff 11-19-16); Resolution 2016-164  
Revised December 19, 2017 (eff 12-30-17); Resolution 2017-194  
Revised April 10, 2018 (eff 05-08-18); Resolution 2018-51  
Revised September 10, 2019 (retroactive to July 27, 2019); Resolution 2019-111  
Revised March 24, 2020 (eff 03-24-20); Resolution 2020-41  
Revised July 26, 2022 (eff 06-25-22); Resolution 2022-104  
Revised February 27, 2024 (retroactive to January 6, 2024); Resolution 2024-18  
**Revised May 21, 2024 (eff 05-25-24); Resolution 2024- 49**  
**Revised December 3, 2024 (eff 12-03-24); Resolution 2024-\*\***

**COUNTY OF NAPA  
MANAGEMENT COMPENSATION PLAN - CONFIDENTIAL**

**Scope**

The following sets forth the respective supplemental fringe benefits accorded to Confidential positions. Only those County Employee positions that have been designated as Confidential 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 and incorporated herein by reference. The supplemental fringe benefits are in addition to any benefits afforded in accordance with the current Memorandum of Understanding 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, except an elected Officer, as reflected in the Departmental Allocation List.
- B. **Retired Confidential Employee**: A Confidential Employee who has separated from active, permanent service for the purpose of retiring. It is presumed a Confidential 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 Confidential Employee has separated from active employment for the purposes of retirement must be provided.

- C. Confidential: Any Employee other than management, management non-classified or management non-classified (other) who, in the course of performing their duties, has access to confidential information relating to the County's administration of employer-employee relations. (See Attachment 1).
- D. Dependents: Refers to only the following: (a) the Confidential Employee, (b) the spouse of the Confidential Employee, (c) Employee's registered domestic partner as defined under California law and (d) the children of the Confidential 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 Confidential Employee has selected. "Child" or "Children" means a biological, adopted or foster child, a stepchild, a legal ward 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 he/she is 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.
- G. County: County of Napa.
- H. Plan: The Management Compensation Plan – Confidential 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. Confidential Employees

- A. Confidential Employees shall be accorded the following:
1. \$150.00 twice monthly, or in the case of a part-time Confidential Employee hired on or after September 19, 1987, a pro-rata share of the \$150.00 twice monthly as additional compensation. Basic Term Life and Accidental Death and Dismemberment group life insurance in the amount of \$20,000 with the premium paid by the County.

2. The option to enroll in the group Supplemental Life and Accidental Death and Dismemberment insurance plan 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.
3. 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 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 paragraph 13(b) (ii) below.
    - ii. Eligible Employees, who enroll in the 457 deferred compensation plan as referenced in Section 13(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, 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.

B. Retired Confidential 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 overages 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 Confidential 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 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 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. This shall include Medicare Part B premiums subject to the Income-Related Monthly Adjustment Amount (IRMAA)
- (d) Notwithstanding the provisions of paragraph 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).

- (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 Confidential Employee may elect at retirement to apply accumulated sick leave, up to a maximum of one thousand eight hundred (1,800) hours, toward 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 (1) month single-party health 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 health 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).

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 Confidential 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 Confidential 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.

**Attachment 1**

**Part A**

**MANAGEMENT COMPENSATION PLAN - CONFIDENTIAL  
ELIGIBILITY LIST**

**CONFIDENTIAL EMPLOYEES**

**Auditor-Controller Office**

Accountant Auditor I  
Accountant Auditor II  
Accounting Technician  
Administrative Support Technician  
Senior Accountant Auditor  
Senior Systems Support Analyst

**County Executive Office**

Account Clerk II  
Administrative Secretary I  
Administrative Secretary II  
Administrative Support Technician  
Buyer I/II  
Executive Assistant-CEO  
Secretary  
Senior Buyer  
Senior Office Assistant  
Staff Services Analyst II  
Web Support Analyst II

**Clerk of the Board**

Deputy Clerk of the Board of Supervisors  
Deputy Clerk of the Board Clerk I  
Deputy Clerk of the Board Clerk II  
Secretary  
Senior Deputy Clerk of the Board

**County Counsel's Office**

Legal Secretary I  
Legal Secretary II  
Paralegal

**Human Resources**

Benefits Technician

Human Resources Assistant  
Human Resources Information Systems Analyst  
Human Resources Services Specialist  
Senior Office Assistant

**Information Technology Division**

Information System Specialist I/II/Senior\*

**Sheriff Department**

Administrative Support Technician

\*The three (3) position allocations included in this Plan are those two (2) assigned to primary support of the Tyler Munis application group in the Auditor-Controller Office and the one (1) assigned to Broadband implementation housed within the County Executive Office.