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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 6-25-2024 (eff 7-6-24); Resolution 2024-71  
Revised 12-17-24 (eff 12-21-24); Resolution 2024-138  
Revised 3-25-25 (eff 3-29-25); Resolution 2025-25  
Revised 1-13-26 (eff 1-17-26); Resolution 2026-01  
Revised 3-24-26; Resolution 2026-###  
**Revised 4-28-26 (eff 5-9-26); Resolution 2026-###**

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NAPA COUNTY  
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 Chief Human Resources Officer 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

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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 Chief Human Resources Officer 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

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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 Chief 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 Chief 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.

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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

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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.

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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.

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- 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

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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.
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**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

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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).

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

5. Health Benefits for Long-Term County Service

- a) A Management Classified Employee may elect County reimbursement for the cost of single party health coverage to age 65 (in an amount up to the then current single- party rate for the health plan most commonly enrolled in by active employees) if retiring with the equivalent of twenty (20) years or more of continuous full-time service with the County (including time employed in other than a Management 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:**

Assistant Auditor-Controller  
Assistant Compliance and Privacy Officer  
Assistant Director of HHSA  
Assistant Chief Probation Officer  
Assistant Director of Child Support Services  
Assistant Director of Corrections  
Assistant Director of Library Services  
Assistant Director of Planning, Building and Environmental Services  
Assistant District Attorney  
Assistant Fire Administrator

Chief Deputy Director of HHS  
Chief Fiscal Officer - HHSA

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 Chief Human Resources Officer  
Assistant Public Defender  
Assistant Treasurer Tax Collector

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

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Chief Deputy Probation Officer  
Chief Deputy Public Defender  
Chief Fiscal Officer- HHSA  
Clerk of the Board  
Code Compliance Manager  
Communication and PIO  
Concessions Manager – Lake Berryessa  
Compliance and Privacy Officer  
Correctional Lieutenant ●  
County Surveyor

Deputy Chief Technology Officer – Applications and Development  
Deputy Chief Technology Officer – Infrastructure and Operations  
Deputy County Counsel I\*\*\*\*\*  
Deputy County Counsel II\*\*\*\*\*  
Deputy County Counsel III\*\*\*\*\*  
Deputy County Counsel IV\*\*\*\*\*  
Deputy Chief Executive Officer – Chief Budget Officer  
Deputy Chief Executive Officer – Chief Communications 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 – Comprehensive Services for Older Adults ◆  
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

Elections Services Manager ▲  
Emergency Services Officer  
Engineering Manager

Fire Marshal  
Fleet Manager - "At Will"

Information Systems Manager

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LAFCO Assistant Executive Officer  
Lead Deputy County Counsel

Management Analyst I\*\*  
Management Analyst II\*\*

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

Planning Manager

Principal Management Analyst

Probation Administrative Manager (Positions filled prior to February 14, 2026 will remain designated as Management Classified)

Public Works Administrative Manager (Positions filled prior to February 14, 2026 will remain designated as Management Classified)

Risk & Emergency Services Manager

Senior Management Analyst

Sheriff's Administrative Manager (Positions filled prior to February 14, 2026 will remain designated as Management Classified)

Sheriff's Public Information/Outreach Officer

Solid Waste Program Manager ▲

Staff Assistant I - BOS

Staff Assistant II - BOS

Training and Organizational Development Officer

Treasury Manager

Victim Witness Program Manager

\* 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)

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- \*\*\*\*\* 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.

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

**I. Scope**

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

**II. Definitions**

**1. Hazard Pay:**

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

**2. Longevity Pay:**

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

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

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

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

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

(a) Level I - \$100 biweekly

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

(b) Level II - \$180 biweekly

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

4. Out-of-Class Assignment:

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

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

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

(c) An employee assigned and receiving payment for an out-of-class assignment shall receive such payment when said employee is on vacation, sick leave, holiday,

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

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

5. Uniform Allowance:

Napa County Department of Corrections

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

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

Payment of Uniform Allowance

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

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

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

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

due to pregnancy or weight gain or loss.

Napa County Sheriff and District Attorney's Offices Sworn Management

All Napa County Sheriff's Department or District Attorney's Office safety management required to maintain a uniform shall receive an annual uniform allowance payable and

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

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

6. Probation Management Hazard Safety Premium Pay:

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

**III. Policy**

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

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