

RESOLUTION NO. 3017

A RESOLUTION OF THE LOCAL AGENCY FORMATION
COMMISSION OF THE COUNTY OF SAN BERNARDINO,
STATE OF CALIFORNIA,
AMENDING ITS SALARY SCHEDULE, BENEFITS PLAN, AND
HUMAN RESOURCES POLICIES AND GUIDELINES

On Wednesday, August 20, 2008, on motion of Commissioner _____, duly seconded by Commissioner _____ and carried, the following resolution is adopted:

SECTION 1. The Local Agency Formation Commission for the County of San Bernardino, State of California, hereby finds and determines that it wishes to amend its Human Resources Policies and Guidelines, its Benefits Plan and Salary Schedule for LAFCO Employees.

SECTION 2. The Local Agency Formation Commission for the County of San Bernardino therefore resolves and orders that the LAFCO Salary Schedule, Human Resources Policies and Guidelines, and Benefits Plan are amended to read as follows:

1. Pursuant to the provisions of Section 202 of the LAFCO Human Resources Policies and Procedures, the salary for SB LAFCO employees shall be adjusted to provide for a 3.25% across the board increase effective August 2, 2008, 1% across the board increase effective December 20, 2008, 3.25% across the board increase effective June 20, 2009, and 2.75% across the board increase effective June 19, 2010. Pursuant to action taken March 19, 2008, the LAFCO Executive Officer wage adjustment of 3.25% is effective January 1, 2008.
2. Human Resources Policies and Procedures, Section 501 shall be amended to read as follows:

...

- To be eligible for tuition reimbursement, employees must be employed by SB LAFCO throughout the duration of the course. If the reimbursement is approved and paid to the employee, and the employee leaves SB LAFCO prior to

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completing two years of LAFCO service after completing the job-related education or coursework, the employee will reimburse the SB LAFCO according to the following schedule:

<u>Job-related education/course completion date</u>	<u>Reimbursement</u>
Within 9 months	100%
After 9 months, but before 18 months	50%
After 18 months, but before 24 months	25%
After 24 months	0%

...

3. LAFCO Benefits Plan Section 102: Benefits Plan Elections shall be amended to add the following:

...

MEDICAL AND DENTAL SUBSIDIES

...

Effective August 2, 2008, an MPS will be established in the following amounts:

	Scheduled for 40 to 60 hours	Scheduled for 61 to 80 hours
Employee Only	0	0
Employee +1	\$41.74	\$83.48
Employee +2	\$99.77	\$199.54

Effective July 18, 2009, an MPS will be established in the following amounts:

	Scheduled for 40 to 60 hours	Scheduled for 61 to 80 hours
Employee Only	0	0
Employee +1	\$51.15	\$102.29
Employee +2	\$112.66	\$225.32

Effective July 17, 2010, an MPS will be established in the following amounts:

	Scheduled for 40 to 60 hours	Scheduled for 61 to 80 hours
Employee Only	0	0
Employee +1	\$61.12	\$122.23
Employee +2	\$126.32	\$252.64

...

4. LAFCO Benefits Plan Section 106 Dependent Care Assistance is amended to read as follows:

...

SB LAFCO participates in the DCAP that is administered by the County's Human Resources Division Chief, Employee Benefits and Services consistent with said IRC

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sections, and consistent with the Plan Documents for DCAP as approved by the Board of Supervisors from time to time.

5. LAFCO Benefits Plan Section 107: 401K Plan is amended to read as follows:

Section 107: Salary Savings Plans

A. 401K Plan

Effective June 25, 2005, bi-weekly contributions of SB LAFCO employees to the County's Section 401(K) Salary Savings Plan up to three and one-half percent (3.5%) of an employee's bi-weekly base salary will be matched by a SB LAFCO contribution on the basis of two (2) times the employee's contribution. The SB LAFCO contribution shall not exceed seven percent (7%) of an employee's bi-weekly base salary.

Effective June 24, 2006, bi-weekly contributions of SB LAFCO employees to the County's 401(k) Salary Savings Plan up to four percent (4%) of an employee's bi-weekly base salary will be matched by a SB LAFCO contribution on the basis of two times the employee's contribution. The SB LAFCO contribution shall not exceed eight percent (8%) of an employee's bi-weekly base salary.

Effective July 7, 2007, bi-weekly contributions of SB LAFCO employees in Groups A and B to the County's 401(k) Salary Savings Plan up to four percent (4%) of an employee's bi-weekly base salary will be matched by a SB LAFCO contribution on the basis of two times the employee's contribution. The SB LAFCO contribution shall not exceed eight percent (8%) of a Group A or B employee's bi-weekly base salary. Bi-weekly contributions of SB LAFCO employees in Group C to the County's 401(k) Salary Savings Plan up to three percent (3%) of an employee's bi-weekly base salary will be matched by a SB LAFCO contribution on the basis of two times the employee's contribution. The SB LAFCO contribution shall not exceed six percent (6%) of a Group C employee's bi-weekly base salary.

B. 457 Deferred Compensation Plan

(1) Biweekly contributions of SB LAFCO Group A employees to the County's Section 457 Deferred Compensation Plan up to one percent (1%) of an employee's biweekly base salary will be matched by a SB LAFCO contribution on the basis of one (1) times the employee's contribution.

(2) Biweekly contributions of SB LAFCO Group B and C employees to the County's Section 457 Deferred Compensation Plan up to one percent (1%) of an employee's biweekly base salary will be matched by a SB LAFCO contribution on the basis of one-half (1/2) times the employee's contribution. The SB LAFCO contribution shall not exceed one-half percent (1/2%) of the employee's biweekly base salary.

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6. LAFCO Benefits Plan Section 108(E) -- Retirement Medical Trust is amended to read as follows:

...
Effective August 2, 2008, the SB LAFCO will contribute one and three-quarters percent (1.75%) of the biweekly salary of an eligible employee with ten (10) or more years of participation in SBCERA to the Trust, and the SB LAFCO will contribute two and three-quarters percent (2.75%) to the biweekly salary of an eligible employee with sixteen (16) or more years of participation in SBCERA to the Trust. Participation in other public sector retirement systems may also be counted towards the service requirement in the same manner as above.
...

7. LAFCO Benefits Plan Section 109 Healthy Lifestyle Program is amended to read as follows:

SB LAFCO contract with SB County to provide to its employees the "Healthy Lifestyle" program. Under this program SB LAFCO employees are eligible for annual prepaid memberships with health clubs that participate in the program, or reimbursement for other health club membership up to \$324 per year on an annual basis. SB LAFCO employees wishing to participate in this program must submit a Healthy Lifestyles application as approved for use by SB County. SB LAFCO employees are also eligible for an annual physical examination through Arrowhead Regional Medical Center.

8. LAFCO Benefits Plan Section 111: Auto Allowance is amended to read as follows:

Effective August 2, 2008, the SB LAFCO Executive Officer shall receive a bi-weekly automobile allowance in the amount of five hundred sixty-one dollars and fifty-four cents (\$561.54) with no mileage reimbursement. The Executive Officer shall be required to have a vehicle available at all times for use on SB LAFCO business. This allowance shall be considered complete reimbursement for the acquisition, insurance, maintenance, repair, upkeep, fuel, and all other costs for the required vehicle.

9. LAFCO Benefits Plan Section 112: Perfect Attendance is added to read as follows:

Employees in regular, full-time positions in SB LAFCO Groups B and C who do not utilize any sick leave in a calendar year (i.e., pay period 1 through pay period 26 or 27, when applicable, of the same year), and who do not record any sick leave without pay or absent without pay during that year, shall accrue sixteen (16) hours of perfect attendance leave, for use in the next calendar year. Failure to utilize perfect attendance leave within the calendar year shall result in forfeiture of the same. Perfect attendance leave may not be cashed out.

Section 3. The Executive Officer of the Local Agency Formation Commission is ordered to certify to the passage of this resolution and to cause a certified copy to be forwarded to the County Auditor/Controller-Recorder and Manager of the County of San Bernardino's Employee Management and Compensation System (EMACS).

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PASSED AND ADOPTED by the Local Agency Formation Commission of the County of San Bernardino by the following vote:

AYES: COMMISSIONERS:

NOES: COMMISSIONERS:

ABSENT: COMMISSIONERS:

STATE OF CALIFORNIA)
) SS.
COUNTY OF SAN BERNARDINO)

I, KATHLEEN ROLLINGS-McDONALD, Executive Officer of the Local Agency Formation Commission of the County of San Bernardino, California, do hereby certify this record to be a full, true, and correct copy of the action taken by said Commission by vote of the members present as the same appears in the Official Minutes of said Commission at its regular meeting of August 20, 2008.

DATED:

KATHLEEN ROLLINGS-McDONALD
Executive Officer