Attachment A

SALARY RATES AND STEP ADVANCEMENTS

Contractor shall be hired at the "1" step of the established contract base salary range. Within the base salary range, all step advancements will be made at the beginning of the pay period in which the employee completes the required number of service hours. However, when an employee reaches the required number of service hours with 80 hours of service in each pay period, the step advance will be made at the beginning of the next pay period. Approval for advancement shall be based upon completion of required service hours in the classification, satisfactory work performance and appointing authority recommendation. An employee whose step advancement is denied shall not be eligible for reconsideration for step advancement except as provided in the Article, “Merit Advancements” and completion of required length of service in the classification and upon the appointing authority recommendation.

Attachment B

BENEFIT PLAN

A. The County will pay for Health and Dental Insurance for the Contractor up to the Contractor only cost of the lowest cost health and lowest cost dental plans provided.

Under this benefit, the County will make available the existing Health and Dental Insurance programs currently maintained by the County. Contractor must enroll in one of the health and dental programs offered by the County at least to the level that provides such insurance coverage for the individual Contractor.

B. A Cafeteria Plan is established with the remaining dollars. This Cafeteria Plan is established under Section 125 of the Internal Revenue Code and will be administered by the Human Resources Division Chief, Employee Benefits and Services consistent with said section. Contractor will have the choice of applying Cafeteria Plan dollars to:

1. Health and Dental Insurance. Amount designated will be applied to any additional health and dental insurance costs accruing to the Contractor as a result of the Contractor's selection of plans and/or coverage of dependents.

2. Voluntary Group Accidental Death and Dismemberment Insurance available under a policy carried by the County.

3. Voluntary Group Term Life Insurance available under a policy carried by the County and in accordance with the benefit limits described in Section 79 of the Internal Revenue Code.

4. Cash. Amount designated will be paid in taxable cash.

5. Administration. The Cafeteria plan year is July 1 to June 30.

Cafeteria Plan selections must be made on forms approved by the Human Resources Division Chief, Employee Benefits and Services. Selections must be made prior to the beginning of the plan year and must remain in effect during the plan year unless insurance premiums significantly increase during the plan year in which case new selections may be permitted by the Human Resources Division Chief, Employee Benefits and Services. Exception: Mid-year election changes may be authorized by the Human Resources Division Chief, Employee Benefits and Services, as long as the change is made on

account of and consistent with an employee's change in family status as identified in proposed Treasury Regulations to Section 125 of the Internal Revenue Code.

Initial selections by persons hired during the plan year must remain in effect during the plan year unless a change is permitted pursuant to the preceding sentence. In no event will changes in selections be permitted except to the extent permitted under final or proposed IRS Regulations. If no selection is made by the Contractor, all benefits over the cost of the lowest cost Contractor only health and dental coverage will be paid in taxable cash.

Contractors with health and dental dependent coverage must maintain such coverage during the plan year unless such dependent or dependents become ineligible for coverage under the insurance plans or unless the Contractor has an eligible change in family status pursuant to the preceding paragraph or unless dependent's or dependents' coverage is entirely paid on an after tax basis through payroll deduction.

At Contractor's option, Contractor may pay Contractor's share of health and dental insurance, voluntary group accidental death and dismemberment insurance and eligible voluntary group term life insurance policy premiums eligible for coverage by the Benefit Plan, but in excess of the amount of such coverage, by electing to reduce Contractor's salary in the amount necessary to cover such premiums through pre-tax payroll deductions. Any such election and payroll deductions shall be made in the manner, time period and on such forms, as are approved by the Human Resources Division Chief, Employee Benefits and Services.

Any portion of health and dental insurance, voluntary group accidental death and dismemberment insurance, and voluntary group term life insurance premiums not covered under the paragraphs above shall be automatically deducted from Contractor's paycheck.

C. Contractor must be in a paid status for at least forty-one (41) hours pay per pay period to be eligible to receive the benefits of this attachment, except that if contractor is integrating paid leave time with either short-term Disability (STD) insurance provided by the County or State Disability Insurance (SDI) she shall receive the benefits of this attachment under the following circumstances: Upon integration of disability payments and leave time, if contractor is paid less than forty-one (41) hours but has available

leave balances of forty-one (41) hours or more, she shall receive the benefits of this attachment. If Contractor is on an approved medical leave of absence without pay or on an approved leave of absence without pay under the Family Medical Leave Act of 1993, she will continue to receive the benefits of this attachment (or cash equivalency) for a period of six (6) pay periods. If Contractor is on an approved workers' compensation claim, she shall receive the benefits of this attachment for up to twenty (20) pay periods while off work due to that work injury.

If Contractor is on leave of absence without pay, other than medical leave or under the Family Medical Leave Act, she shall not be eligible to receive the monetary benefits of this attachment. Benefits will not be prorated unless approved by Human Resources Division Chief.

D. The parties acknowledge that Congress is currently considering certain changes in the tax laws, which could substantially change the tax results intended by this attachment. If Congress enacts such legislation (or IRS Regulations under current law change) and this changes the tax results intended under this attachment, this attachment and the means of providing the County's contribution will be subject to reopening of negotiations at the request of either party without any increased costs to the County.

Attachment C

HOLIDAY LEAVE

A. FIXED HOLIDAYS

Contractor shall be entitled to 8 hours of Holiday Leave for each of the following holidays:

January 1st	November 11th
Third Monday in January	Thanksgiving Day
Third Monday in February	Day after Thanksgiving
Last Monday in May	December 24th
July 4th	December 25th
First Monday in September	December 31st
Second Monday in October	

B. FLOATING HOLIDAYS

Contractor shall be entitled to a total of eight (8) hours floating holiday time provided that the Contractor is on the payroll during the entire pay period in which such floating holiday time is to accrue. "Entire pay period" shall mean that Contractor must have been hired prior to or at the start of the pay period and not have separated prior to the end of the pay period and was paid for at least one-half (1/2) of the accountable hours. Eight (8) hours floating holiday time shall be accrued during the first pay period prior to the third Monday in January.

Floating holidays accrued shall be available for use on the first day following the pay period in which they are accrued, with the approval of the Assistant County Administrator for Social Services Group or his designee. The Assistant County Administrator for Social Services Group or his designee has the right to schedule Contractor's time off for accrued holidays to meet the needs of the service but with consideration given to the well-being of the Contractor. If Contractor’s position is budgeted for less than eighty (80) hours per pay period, she shall receive floating holiday accruals on a pro rata basis; provided, however, that there shall be no proration of the maximum provided in paragraph (g) herein.

C. ELIGIBILITY FOR HOLIDAY PAY

To receive holiday pay for a fixed holiday, Contractor must be on the payroll during the entire pay period during which such fixed holiday fell. "Entire pay period" shall mean that Contractor must have been hired prior to or at the start of the pay period and not have separated prior to the end of the pay period and was paid for at least one-half (1/2) of the accountable hours and was on approved leave for any unpaid hours. Any request for sick leave in conjunction with a fixed holiday must be supported by a doctor's certificate, if requested by the Assistant County Administrator for Social Services Group or his designee.

D. When a fixed holiday falls within a vacation period, the holiday time shall not be charged against Contractor's earned vacation benefits.

E. Whenever Contractor is required to work on a fixed holiday or the fixed holiday falls on Contractor's regularly scheduled day off, Contractor shall accrue, on an hour-for-hour basis, up to a total of eight (8) hours floating holiday time. At the request of the Contractor, and with approval of the Assistant County Administrator for Social Services Group or his designee, straight time payment can be made in lieu of accrual provided such compensation is approved during the pay period in which it is worked.

F. When a fixed holiday falls on a Saturday, the previous Friday will be observed as the fixed holiday except when the preceding Friday is also a fixed holiday, then the preceding Thursday will be observed as the fixed holiday. When a fixed holiday falls on a Sunday, the following Monday will be observed as the fixed holiday except when the following Monday is also a fixed holiday, then the following Tuesday will be observed as the fixed holiday.

G. Upon termination of the Contract, Contractor shall be compensated for any unused accrued holiday time at the then current base rate equivalency.

Attachment D

SICK LEAVE

A. <u>DEFINITION</u>

Sick leave with pay is an insurance or protection provided by the County to be granted in circumstances of adversity to promote the health of the Contractor. It

is not an earned right to time off from work. Sick leave is defined to mean the authorized absence from duty of Contractor because of physical or mental illness, injury, pregnancy, confirmed exposure to a serious contagious disease or for a medical, optical, or dental appointment.

B. DEFINITION - IMMEDIATE FAMILY

Immediate family is defined as spouse, child, grandchild, mother, father, grandparents, brother, sister, mother-in-law, father-in-law, daughter-in-law, son-in-law, aunt, uncle, niece, nephew, foster child, ward of the court, or any step relations as defined herein.

C. USAGE - BEREAVEMENT

A maximum of forty (40) hours earned sick leave may be used per occurrence for bereavement due to the death of persons in the immediate family, or any relative living with Contractor.

D. USAGE - FAMILY SICK LEAVE

A maximum of twenty-four (24) hours earned sick leave per fiscal year may be used for attendance upon the members of the Contractor's immediate family residing in the Contractor's household who require the attention of the Contractor.

A maximum of forty (40) hours earned sick leave may be used per occurrence for arrival of an adoptive child at the Contractor's home.

E. ACCUMULATION

Contractor shall accrue sick leave for each payroll period completed, prorated on the basis of eighty-eight (88) hours per year. Earned sick leave shall be available for use the first day following the payroll period in which it is earned; provided, however, that an employee must have completed 1040 hours of continuous service from the employee's benefit date. Effective July

3, 1999, earned sick leave shall be available for use the first day following the pay period in which it is earned. There shall be no limit on sick leave accumulation.

The minimum charge against accumulated sick leave shall be fifteen (15) minutes.

F. COMPENSATION

Approved sick leave with pay shall be compensated at the Contractor's base rate of pay, except as otherwise provided in this agreement.

G. ADMINISTRATION

1. Investigation. It shall be the responsibility and duty of the Assistant County Administrator for Social Services Group or his designee to investigate each request for sick leave and to allow sick leave with pay where the application is determined to be proper and fitting, subject to approval of the Assistant Administrative Officer for Human Resources.

2. Notice of Sickness. The Assistant County Administrator for Social Services Group or his designee must be notified within one-half (1/2) hour after the start of the Contractor's tour of duty of a sickness on the first day of absence.

   It is the responsibility of the Contractor to keep the Assistant County Administrator for Social Services Group or his designee informed as to continued absence beyond the first day for reasons due to sickness or occupational disability. Failure to make such notification shall result in denial of sick leave with pay.

   Under the following circumstances, Contractor who has been off work due to an illness or injury will report to the San Bernardino County Center for Employee Health and Wellness for a medical evaluation of their condition and authorization to return to work:

   a. An absence of ten (10) or more consecutive working days, except if returning to work after childbirth with no job modification requirements.

   b. An absence for more than one day due to occupational injury.

   c. Contractor whose treating physician or other qualified medical provider has ordered job modification(s) as a condition for either continuing to work or for returning to work after an illness or injury. This applies to both occupational and non-occupational illness or injury.

d. Contractor who has been off work due to communicable diseases such as, but not limited to, chicken pox and measles.

It is the responsibility of the Contractor, covered by a-d above, to obtain written notice from their medical provider of their authorization to return to work with or without job modification. To ensure all necessary and relevant medical information is provided, the County shall make available, forms to be completed by the medical provider. It is the responsibility of the Contractor to provide verbal notice to their appointing authority immediately upon receipt of their medical provider's authorization to return to work. Such notice must be provided at least five (5) work days prior to reporting to work. The appointing authority or designee will schedule an appropriate medical evaluation for the Contractor with the Center for Employee Health and Wellness prior to the Contractor's return to work

Exceptions to the above requirements may be made on a case by case basis by the Medical Director or designee for the Center for Employee Health and Wellness.

The Contractor is obligated to attend the appointment as scheduled under the conditions outlined above. If the Contractor fails to adhere to the procedure, the Contractor is required to use sick leave or leave without pay for any work hours missed. If required notice has been provided, and there is a delay between the Contractor's appointment with The Center for Employee Health & Wellness and the start of the Contractor's scheduled tour of duty on the day that the Contractor was released to return to work, the County will pay for work hours missed, without charge to the Contractor's leave balances.

The final decision on the Contractor's ability to return to work rests with the medical provider at the Center. In the event the Contractor is not released to return to work by the medical provider at the Center,

the Contractor's status would continue on sick leave or, where there is no balance, leave without pay.

3. Review. The Assistant County Administrator for Social Services Group or his designee may review and determine the justification of any request for sick leave with pay and may, in the interest of the County, require a medical report by a doctor to support a claim for sick leave pay.

4. Proof. A doctor's certificate or other adequate proof shall be provided by the Contractor in all cases of absence due to illness when requested by the Assistant County Administrator for Social Services Group or his designee.

5. Improper Use. Evidence substantiating the use of sick leave for willful injury, gross negligence, intemperance, trivial dispositions, or instances of misrepresentation, or violations of the rules defined herein will result in denial of sick leave with pay and shall be construed as grounds for termination of this contract.

H. WORKER'S COMPENSATION

Contractor shall receive full salary in lieu of Worker's Compensation benefits and paid sick leave for the first forty (40) hours following an occupational injury or illness, if authorized off work by order of an accepted physician under the Worker's Compensation sections of the California Labor Code. Thereafter, accumulated paid leave may be prorated to supplement such temporary disability compensation payments, provided that the total amount shall not exceed the regular gross salary of the Contractor.

I. SEPARATION

Unused sick leave shall not be payable upon separation of the Contractor, except as provided in paragraph G.

J. SICK LEAVE CONVERSION

Contractor shall receive compensation in accordance with the following.

Upon retirement, death, or separation, Contractor or the estate of deceased Contractor will be paid for unused sick leave balances according to the following formula:

Sick Leave Balance as of	Cash Payment % of Hours

Date of Separation:	of Sick Leave Balance:
480 hours or less	30%
481 to 600 hours	35%
601 to 720 hours	40%
721 to 840 hours	45%
841 to 1000 hours	50%

If Contractor receives a Disability retirement due to permanent incapacity to work, Contractor shall be entitled to one hundred percent (100%) cash payment of any unused sick leave balances, computed at her then current base hourly rate, if Contractor elects an early retirement in lieu of exhausting such accrued sick leave balances. In no event shall Contractor, except if receiving a disability retirement, receive compensation under this section in excess of five hundred (500) hours pay computed at the then current base hourly rate of said Contractor.

K. PERFECT ATTENDANCE

If Contractor does not utilize any sick leave in a fiscal year (i.e., pay period 15 through pay period 14 of the following year), and if Contractor does not record any sick leave without pay or absent without pay during that year, Contractor shall receive a one year's paid membership in a Human Resources approved health facility or utilization of perfect attendance leave. The paid health facility membership shall not exceed the cost of an approved health facility membership, Contractor has the option of utilizing sixteen (16) hours of perfect attendance leave, no cash out provision, within the time frame of the subsequent fiscal year. Failure to utilize perfect attendance leave within the subsequent fiscal year shall result in forfeiture of the same.

L. VACATION CONVERSION OPTION

If Contractor has used less than forty (40) hours of sick leave in a fiscal year (i.e., pay period 15 through pay period 14 of the following year) Contractor may, at Contractor's option, convert sick leave to vacation leave by the following formula: Hours of sick leave used are subtracted from forty (40). Sixty percent (60%) of the remainder, or a portion thereof, may be added to vacation leave to be utilized in the same manner as other accrued vacation leave.

Example:

Sick Leave Hours Used	Hours to be Converted	Vacation
0	40	24.0
8	32	19.2
16	24	14.4
24	16	9.6
32	8	4.8
40	0	0.0

VACATION LEAVE

A. DEFINITION

Vacation is a right, earned as a condition of employment, to a leave of absence with pay for the recreation and well-being of the Contractor. If Contractor has exhausted sick leave, vacation leave may be used for sick leave purposes upon a special request of the Contractor and with the approval of the Assistant County Administrator for Social Services Group or his designee.

B. ACCUMULATION

Contractor shall accrue, on a pro-rata basis, vacation leave for completed pay periods. Such vacation allowance shall be available for use on the first day following the pay period in which it is earned.

Length of Service from Benefit Date	Annual Vacation Allowance	Maximum Allowed Unused Balance
After 1600 and through 8320 service hours	80 hours	160 hours
Over 8320 and through 18,720 service hours	120 hours	240 hours
Over 18,720 service hours	160 hours	320 hours

C. ADMINISTRATION

Vacation periods should be taken annually with the approval of the Assistant County Administrator for Social Services Group or his designee at such time as will not impair the work schedule or efficiency of the department but with consideration given to the well being of the Contractor. Contractor shall not lose earned vacation leave time because of work urgency. If Contractor has reached the maximum allowed unused balance and is unable to take vacation leave, the Assistant County Administrator for Social Services Group or his

designee will notify the Auditor/Controller of the situation and approve a waiver of the maximum allowed unused balance for a period not to exceed

one (1) thirteen (13) pay period waiver per calendar year. Written request for vacation leave shall receive a written response from the Assistant County Administrator for Social Services Group or his designee within two (2) weeks of submission. In instances where a vacation leave request has received written, advance approval and is rescinded due to work urgency by the Assistant County Administrator for Social Services Group or his designee that decision may be appealed to the Assistant Administrative Officer for Social Services for an immediate review. In those instances where a financial hardship would occur because pre-approval resulted in prepayment by the Contractor, a vacation would only be canceled under the most extreme work emergency.

The minimum charge against accumulated vacation leave shall be fifteen (15) minutes. Vacation leave shall be compensated at the Contractor's base rate of pay, except as otherwise provided in this Agreement.

When a fixed holiday falls within a vacation period, the holiday time shall not be charged against Contractor's earned vacation benefits.

If Contractor is not planning to return to County employment at the expiration of a vacation leave, Contractor shall be compensated in a lump sum payment for accrued vacation and shall not be carried on the payroll.

Attachment F

EXPENSE REIMBURSEMENT AND EXPENSE ADVANCES

EXPENSE REIMBURSEMENT

The purpose of this section is to define the policies and procedures by which Contractor shall report and be reimbursed for necessary expenses incurred on behalf of the County. It shall be the responsibility of the Contractor to obtain prior approval from the Assistant County Administrator for Social Services Group or his designee to incur a business expense. Prior approval may be in the form of standing orders issued by the Assistant County Administrator for Social Services Group or his designee.

AUTHORIZATION FOR ATTENDANCE AT MEETINGS

The Assistant County Administrator for Social Services Group or his designee may authorize attendance at meetings at County expense when the program material is directly related to an important phase of County service and holds promise of benefit to the County as a result of such attendance.

Authorization for attendance at meetings without expense reimbursement, but on County time, may be granted when the Contractor is engaged on the County's behalf, but from which the gain will inure principally to the benefit of the Contractor and only incidentally to the County.

RECORDS AND REIMBURSEMENTS

A. Requests for expense reimbursement should be submitted once each month, except if the amount claimable for any month does not exceed twenty five dollars ($25.00), the submission may be deferred until the amount exceeds twenty five dollars ($25.00), or until June 30 during the current fiscal year, whichever occurs first. At the end of the fiscal year, expense reimbursement claims for July 1 and beyond must be on a separate claim from those expenses claimed for June 30 or earlier.

B. Receipts or vouchers which verify the claimed expenditures will be required for all items of expense, except:

1. Subsistence, except as otherwise provided in this attachment.

2. Private mileage.

3. Taxi, streetcar, bus and ferryboat fares, bridge and road tolls; parking fees.

4. Telephone and telegraph charges.

5. Other authorized expenses of less than one dollar ($1.00).

C. Claims for expense reimbursement totaling less than one dollar ($1.00) in any fiscal year shall not be paid.

D. Reimbursement shall not be made for any personal expenses such as, but not limited to: entertainment, barbering, etc.

E. Except as otherwise provided in this attachment, expense reimbursements shall be made on an actual cost basis.

TRANSPORTATION MODES

A. The general rule for selection of a mode of transportation is that mode which represents the lowest expense to the County.

B. Travel Via Private Automobile

1. Reimbursement for use of privately owned automobiles to conduct county business shall be at the IRS allowable rate or thirty-two cents ($0.32) per mile, whichever is greater.

   Reimbursement at this rate shall be considered as full and complete payment for actual necessary expenses for the use of the private automobile, insurance, maintenance, and all other transportation-related costs. The County does not provide any insurance for private automobiles used on County business. Contractor is responsible for the personal liability and property damage insurance when the vehicle is used on County business.

2. When employees, traveling on official County business, leave directly from their principal place of residence rather than from their assigned work location, mileage allowed to the first work contact point shall be the difference between the distance from the residence to the assigned work location and the distance from the residence to the first work contact point. If the first work contact point is closer than the assigned work location, no mileage shall be allowed. If the employee departs from the last work contact point directly to the residence, the same principle governs.

   Employees may have multiple assigned work locations. Mileage allowed is based on the assigned work location for that day. When employees have more than one assigned work location in a standard tour of duty, mileage shall be allowed between assigned work locations. In no case will mileage be allowed between the employee's residence and the assigned work location.

C. Travel Via Rental Vehicles

Reimbursement will be provided for the cost of a rental vehicle for business purposes if such use is approved by the appointing authority. Rental vehicles are covered for liability and vehicle physical damage under the County's self-insurance program.

D. Travel Via Air

When commercial aircraft transportation is approved for Contractor, the "cost of public carrier" shall mean the cost of air coach class rate including tax and security surcharges.

SUBSISTENCE

Contractor may receive subsistence allowances for lodging and meals with prior approval of the as necessary for the purpose of conducting County business.

Excess charges greater than the allowances listed below may be authorized under special conditions, such as a convention requirement or in an area of unusually high cost (such as San Francisco Bay area, Sacramento, Fresno, Los Angeles and San Diego). Receipts are mandatory to obtain reimbursement for all lodging and claims for the full day's meal allowance.

The allowance for lodging is sixty-five dollars ($65.00) plus tax, per night, single, with receipt.

The allowance for meals is forty-one dollars ($41.00) plus tax and gratuity, the latter not to exceed fifteen percent (15%), per day, for three meals, or when separate meals are claimed, nine dollars ($9.00) for breakfast; twelve dollars ($12.00) for lunch; and twenty dollars ($20.00) for dinner, all plus tax and gratuity, as provided above.

Meal allowances for a business meeting/conference including meals are the actual cost.

It is the basic responsibility of Contractor to anticipate and make provision for Contractor's meals. In emergency situations at the work site, if Contractor is unable to obtain a meal due to extraordinary working conditions or an extremely remote work site, the County shall make every effort to provide meals.

EXPENSE ADVANCES

Contractor may obtain advancement of funds for business expenses from the County's Auditor/Controller's Office through submission of the appropriate form. Advancements

shall not exceed the per diem allowances set forth herein. The minimum amount to be advanced is twenty-five dollars ($25.00).

Attachment G

TUITION REIMBURSEMENT AND MEMBERSHIP DUES

The County agrees to establish for Contractor a fund in the amount of three hundred dollars ($300.00) each fiscal year to reimburse Contractor for tuition costs incurred for job-related education or career development or to reimburse membership dues in professional organization(s); provided such expenditure enhances furtherance of County or continuing education goals.

Effective 2/27/99, the fund is four hundred dollars (400.00). Requests for reimbursement must be approved in advance by the Assistant County Administrator for Social Services Group or his designee and shall not be paid in increments less than ten dollars ($10.00) per fiscal year. Contractor initiated education or career development shall not be considered as time actually worked for purposes of computing overtime and normally shall not occur during regular work hours except that which has the prior approval of the Assistant County Administrator for Social Services Group or his designee.

Contractor shall not receive tuition reimbursement in excess of the limitation determined by the Internal Revenue Service. Eligibility for reimbursement is contingent upon an approved course or seminar, completed with, where applicable, a grade of “C” or better or “pass” when taken on a pass/fail basis, except in extenuating circumstances where such a situation as verifiable illness prevents Contractor from completing a course.

Attachment H

INSURANCE PROGRAMS

A. LIFE INSURANCE

Subject to carrier requirements, the County will pay the premium for a term life insurance policy for Contractor in the amount of fifty thousand dollars ($50,000).

The County further agrees to make available to Contractor a group term life insurance program wherein the Contractor may purchase, through payroll deductions, term life insurance in amounts equivalent to one (1) time or two (2) times the Contractor's annual gross earnings.

The County agrees to provide these benefits subject to carrier requirements. Selection of the insurance provider(s) and the method of computing premiums shall be within the sole discretion of the County.

B. ACCIDENTAL DEATH AND DISMEMBERMENT INSURANCE

Contractor may purchase amounts of Accidental Death and Dismemberment Insurance coverage for themselves and dependents through payroll deduction according to the following schedule:

Contractor Coverage	Spouse Only	Spouse and Each Child	
$ 10,000	$ 5,000	$ 4,000	$ 500
$ 25,000	$ 12,500	$ 10,000	$1,250
$ 50,000	$ 25,000	$ 20,000	$2,500

$100,000	$ 50,000	$ 40,000	$5,000
$150,000	$ 75,000	$ 60,000	$5,000
$200,000	$100,000	$ 80,000	$5,000
$250,000	$125,000	$100,000	$5,000

C. SHORT-TERM DISABILITY INSURANCE

The County agrees to pay the premium for short-term disability insurance for Contractor. The short-term disability insurance plan benefit coverage shall include a provision for a fourteen (14) calendar day waiting period from the first day of disability before benefits begin. Benefits shall be fifty-five percent (55%) of base salary up to a weekly maximum established by the State of California for the State Disability Insurance fund. Benefit payments terminate when Contractor is no longer disabled, or upon termination of employment from the County, or after fifty-two (52) weeks of disability.

OVERTIME COMPENSATION

It is the policy of the County to discourage overtime except when necessitated by abnormal or unanticipated workload situations. It is the responsibility of the Assistant County Administrator for Social Services Group or his designee to arrange for the accomplishment of workload under their jurisdiction within a reasonable period of time. The County has the right to require overtime to be worked as necessary.

Overtime shall be defined as all hours actually worked in excess of eighty (80) hours during a pay period. For purposes of defining overtime, paid leave time shall be considered as time actually worked, provided however, that time spent attending conferences, seminars and training programs shall not be considered as time actually worked.

Overtime shall be reported in increments of full fifteen (15) minutes and is non-accumulative and non-payable when incurred in units of less than fifteen (15) minutes. Overtime shall not affect leave accruals.

When Contractor is authorized by the Assistant County Administrator for Social Services Group or his designee to work overtime, Contractor shall be compensated at straight time compensating time off. Cash payment at the employee's base rate of pay shall automatically be paid for any compensating time off accumulated in excess of eighty (80) hours, for any such time which has not been taken within twenty-six (26) pay periods after the performance thereof, or immediately prior to promotion, demotion or termination of contract. Payment for overtime compensation shall be made on the first payday following the pay period in which such overtime is payable, unless overtime compensation cannot be computed until some later date, in which case overtime

compensation will be paid in the next regular payday after such computation can be made.

The Assistant County Administrator for Social Services or his designee shall have the right to direct Contractor to take such time off as is necessary to insure that Contractor's actual time worked does not exceed eighty (80) hours within any given work period.