

**BOARD OF SUPERVISORS  
COUNTY OF SIERRA  
STATE OF CALIFORNIA**

**ORDINANCE NO. 1077**

**Amending Section 3.08.050 (d) of the Sierra County Code  
Pertaining to Compensation for County Department Head**

**THE BOARD OF SUPERVISORS OF THE COUNTY OF SIERRA ORDAINS as follows:**

**Ordinance Section One:**

Section 3.08.050 (d) of the Sierra County Code is amended to read:

**Section 3.08.050 (d) Longevity Pay**

Longevity Pay. The Appointing Authority shall increase the salary of a permanent employee by a five percent (5%) longevity increase after five (5), ten (10), fifteen (15) and twenty (20) years of continuous service. For the purpose of entitlement to longevity pay, work/years of continuous service shall be based on a full-time equivalent position (such that a 50% FTE employee needs the equivalent of five years of full-time employment to qualify for the longevity pay.) For the purpose of this subsection, any person rehired in the same classification within three (3) years of his or her separation from County employment will be entitled to have his or her prior service counted in computing continuous service for the purpose of receiving longevity pay. This ordinance shall be deemed effective as to any employee rehired subsequent to January 1, 2005.

**Ordinance Section Two:**

This ordinance shall take effect thirty (30) days after its passage. Before the expiration of fifteen (15) days after passage of this ordinance, it shall be published once with the names of the members of the Board of Supervisors, voting for and against the ordinance in the Mountain Messenger, a newspaper of general circulation published in the County of Sierra, State of California.

Introduced at a regular meeting of the Board of Supervisors held on the 17th day of January, 2017, and passed and adopted by the Board of Supervisors of the County of Sierra, State of California, on the 7<sup>th</sup> day of February, 2017, by the following roll call vote, to-wit:

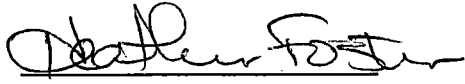
AYES: Supervisors Adams, Roen, Beard, Schlefstein  
NOES: Supervisor Huebner  
ABSTAIN: None  
ABSENT: None

COUNTY OF SIERRA



PETER HUEBNER, CHAIRPERSON  
BOARD OF SUPERVISORS

ATTEST:

A handwritten signature in black ink, appearing to read "Heather Foster", written over a horizontal line.

HEATHER FOSTER

CLERK OF THE BOARD

APPROVED AS TO FORM:

A handwritten signature in black ink, appearing to read "David Prentice", written over a horizontal line.

DAVID PRENTICE  
COUNTY COUNSEL

- (c) If a position is reallocated to a class with a lower salary range, and the incumbent's rate of pay does not correspond with a step in the new range, the salary shall be "Y" rated. Any such "Y" rate shall be indicated with a capital "Y" following the salary on all personnel and payroll records and transactions. No salary increase, including cost of living increases, shall be given to incumbents occupying "Y" rated positions until such time as the "Y" rates are removed by adjustments to the compensation plan. "Y" rates shall also be cancelled upon the separation of an employee in the "Y" rated position.
- (d) When an employee is appointed to a temporary assignment in a position that provides for a higher rate of pay, there shall be no change in pay until the Board of Supervisors approves the temporary assignment and funding is available within the Department's budget to cover such increased cost. When a temporary assignment is approved, the rate of pay shall be at the first step of the assigned range for the classification or within Five and no/100ths (\$5.00) Dollars of a five (5%) percent increase in the monthly salary, whichever is the greatest. However, in no case shall the new salary exceed the top step in the salary range for the classification. Time served, as a temporary appointment shall be credited as continuous service in the individual's regularly assigned position.

### **3.08.050 Step Increases and Sequences Affecting Pay Adjustments**

- (a) For permanent full time and permanent part time employees, the Appointing Authority, on an employee's anniversary date, may grant a one step increase in salary provided the employee's salary is not already at the maximum step in the range for the assigned class. A step increase may be granted at the six month anniversary date as to any employee who is at the "A" step on the salary table for his or her classification and may be granted no sooner than one year (anniversary date) after receiving a prior step increase or one year (anniversary date) for an employee initially placed at a step other than the "A" step within his or her classification.

Such step increases shall be granted only if the Appointing Authority has determined that the employee's performance has been satisfactory since the last step date or since a probationary appointment, whichever is more recent. The denial of a step increase shall not be deemed to constitute a form of disciplinary action against the employee.

- (b) If an employee's (other than a probationary employee) performance has not been satisfactory, the Appointing Authority shall provide written notification to the employee specifying the reasons a step increase will not be granted. A copy of such notification shall be sent to the Auditor's office. Such notification shall be provided prior to the employee's step date. No such notice shall be required with regards to a probationary employee. A denied step increase may be subsequently granted by the Appointing Authority upon performance of a subsequent evaluation.
- (c) If two (2) or more pay adjustments occur on the same effective date, such adjustments shall be made in the following sequence:
1. Adjustments to the table of pay rates;
  2. Pay adjustment resulting from salary surveys;
  3. Step increases; and
  4. Pay adjustments resulting from promotions, reappointments, and position reallocations.
- (d) Longevity Pay. The Appointing Authority shall increase the salary of a permanent employee by a five percent (5%) longevity increase after five (5), ten (10), fifteen (15) and twenty (20) years of continuous service. Department Managers shall receive longevity increases of five percent (5%) after five (5), ten (10), fifteen (15), twenty (20), twenty-five (25) and thirty (30) years of continuous service. For the purpose of entitlement to longevity pay, work/years of continuous service shall be based on a full-time equivalent position (such that a 50% FTE employee needs the equivalent of five years of full-time employment to qualify for the longevity pay.) For the purpose of this subsection, any person rehired in the same classification within three (3) years of his or her separation from County employment will be entitled to have his or her prior service