

EMPLOYMENT POLICY

SECTION I
EMPLOYEES AND CONDITIONS OF EMPLOYMENT

A. INTRODUCTION

This policy applies to the employees of the Local Agency Formation Commission of Santa Cruz County (“LAFCOSC” or “Commission”). It is not intended to be comprehensive or address all aspects of the topics described below. This Policy supersedes all prior LAFCOSC employment policies and is intended to supplement, not supersede, current applicable state and federal statutes. Applicable state and federal statutes control if they conflict with any of the guidelines in this Policy.

Employees are expected to read this Policy carefully and know, understand and abide by its contents. LAFCOSC reserves the right to interpret the Policy’s provisions and make changes to the Policy at any time. This Policy does not confer any contractual rights or guarantee any terms or conditions of employment.

B. EQUAL EMPLOYMENT OPPORTUNITY

LAFCOSC provides equal employment opportunity for all applicants and employees. LAFCOSC does not unlawfully discriminate on the basis of race, color, religion, religious creed (including religious dress and religious grooming), sex (including pregnancy, perceived pregnancy, childbirth, breastfeeding, or related medical conditions), gender, gender identity, gender expression, national origin, ancestry, citizenship, age, physical or mental disability, legally protected medical condition or information (including genetic information) family care or medical leave status, military caregiver status, military status, veteran status, marital status, domestic partner status, sexual orientation, or any other basis protected by local, state, or federal laws.

C. EMPLOYMENT

All employees of LAFCOSC are at-will, meaning that they serve at pleasure of the Commission.

D. JOB CLASSIFICATIONS

LAFOSC has established the following employee classifications:

1. Executive Officer

a. Position Responsibilities

Under general supervision of the Commission to conduct and perform the Commission's administrative and advisory services, to supervise the daily activities of the Commission staff, and to act as a liaison between the Commission and governmental agencies and the general public.

b. Typical Duties

Analyze and evaluate information on administrative and policy matters and advise the Commission on recommended action; conduct studies on governmental reorganization; comply with all legal requirements relating to the Commission's hearings; staff advisory committees to the Commission; prepare correspondence; supervise the maintenance of the Commission's files; attend all Commission meetings; attend City Council, County Board of Supervisors, and Special District Board meetings as necessary; perform as liaison officer between the Commission and cities, special districts, the County, State institutions and the general public; prepare the annual budget for the Commission; supervise the Commission's staff; review proposed local and state legislation, and appear at legislative hearings to represent the position of the Commission.

2. Secretary-Clerk

Position Responsibilities

Under the direction of the Executive Officer, record and transcribe minutes of all Commission meetings; using computer software type, format, and send correspondence, memoranda, and reports; maintain files of each submitted application, budget and personnel matters, and correspondence; execute LAFOSC contracts with contractors, the California Public Employees' Retirement System, and insurance providers; act as purchasing agent; maintain office supplies and equipment; answer basic public inquiries regarding LAFOSC matters; determine what inquiries should be referred to the Executive Officer and prioritize the referrals; arrange meetings and conferences for the

Commission, its advisory committees, and the California Association of Local Agency Formation Commissions.

3. Administrative Analyst

Position Responsibilities

Under the direction of the Executive Officer, conduct investigations and special studies and make recommendations on local agency boundary change proposals to the Commission; collect data relating to proposals; and process proposals in accordance with state law, the Commission's procedures, and the Commission's policies.

E. SALARIES

1. The salaries of all employees shall be set by resolution adopted by the Commission.
2. The salary resolutions for all employees except the Executive Officer shall include provisions for merit increases, if deemed appropriate by the Commission. The Executive Officer shall conduct annual performance reviews and determine if the merit increases are granted.
3. The process for the Executive Officer's performance and compensation review is found in LAFOSC's Personnel Policy.

F. WORKING HOURS

1. LAFOSC offices shall be open on all days and the hours that Santa Cruz County offices are open to the public for business.
2. Full-time employees shall work 40 hours per work week and half-time employees shall work at least 20 hours per week.
3. "Overtime" means authorized time worked in excess of 40 hours in a one week work period. The Executive Officer must authorize employees' overtime work. Paid time off from work for any purpose shall not count as time worked for purposes of overtime. Overtime shall be paid at the rate of one and a half times the employee's regular hourly salary or as otherwise required by applicable federal or state law. The Executive Officer must approve regular and overtime work schedules. The Executive Officer is an exempt employee and is not eligible for overtime compensation.

G. EXPENSES AND TRAVEL

Employees shall be reimbursed for all actual and necessary expenses incurred in the transaction of LAFCOSC business in accordance with the Financial Policies.

H. TERMINATION OF EMPLOYMENT

Any employee whose employment is terminated by LAFCOSC for any reason shall be entitled to two weeks' notice or two weeks' pay in lieu of notice.

SECTION II
PAID LEAVES

A. Executive Officer

The Executive Officer shall receive the same paid leave benefits as those provided to appointed Santa Cruz County department heads including vacation, sick leave, administrative leave, bereavement leave, and holidays.

B. Other LAFCOSC Employees

Employees, except the Executive Officer, shall receive the same paid leave benefits as those provided to Santa Cruz County employees in the General Representation Unit including annual leave, bereavement leave, and holidays.

SECTION III
RETIREMENT AND INSURANCE

A. RETIREMENT

LAFCOSC contracts with the California Public Employees' Retirement System ("CalPERS") to provide pension benefits to full-time and half-time employees. Employee retirement contributions to CalPERS shall be set by resolution adopted by the Commission.

B. INSURANCE

The following insurance benefits shall be provided to LAFCOSC employees:

1. Executive Officer

Insurance benefits which are provided to appointed department heads of Santa Cruz County shall be provided to the Executive Officer. These benefits are health insurance, dental insurance, vision insurance, life insurance, and long-term disability insurance.

2. Other LAFCOSC Employees

Insurance benefits which are provided to Santa Cruz County employees in the General Representation Unit shall be provided to LAFCOSC employees other than the Executive Officer. These benefits are health insurance, dental insurance, vision insurance, life insurance, and long-term disability insurance.

3. LAFCOSC annuitants who retired through CalPERS may enroll in a CalPERS' health plan as provided under the Public Employee's Medical and Hospital Care Act and CalPERS regulations. Eligibility and annuitant contribution amounts are set by the Commission's health insurance contract.

4. Employees' health insurance contributions shall be the same as the contributions made by employees who hold comparable jobs with Santa Cruz County.

C. DEFERRED COMPENSATION

1. LAFCOSC shall provide a deferred compensation program for employees. LAFCOSC shall not make employer contributions to the deferred compensation program.