

## Salary, Compensation & Leave Summary

### MANAGEMENT TRAINEES – SANTA CRUZ COUNTY

**See Personnel Regulations & References of Santa Cruz County, Section 160  
Or the Middle Management Representation Unit MOU**

Contact your Departmental Personnel Clerk or Personnel Liaison

A management trainee is an employee in a budgeted position who is serving a probation period in a management classification that is defined in the class specification as the trainee level. It is anticipated that, by the completion of the probation period, the employee will have progressed to a level where s/he is performing work under only general supervision and is customarily and regularly exercising discretion and independent judgment. As of 2/5/2013, the following classes included management trainees: Assistant Administrative Analyst, Assistant Departmental Administrative Analyst, Assistant Personnel Analyst.

**VACATION** (Section 166.3 / Article 24) – Employees are eligible after 1 year; full-time employees begin earning at a rate of 16 days per year, increasing to 31 days per year after 15 years.

**SICK LEAVE** (Section 166.4 / Article 26) – Eligible on the 90<sup>th</sup> day of employment; 48 hours a year for full-time employees.

**ADMINISTRATIVE LEAVE** (Section 166.5 / Article 27) – Advanced Initial 40 hours to be used as paid time off; additional 80 hours per year on-going which may be taken as leave or in cash (pro-rated for part-time employees); management trainees who have not completed their probation period may only use as leave (no cash). Any Administrative Leave earned during a year and not taken will be cashed out the last pay date of the calendar year.

**HOLIDAYS** (Section 166.1 / Article 25) – 13 days a year.

**JURY DUTY/REQUIRED COURT LEAVE** (Section 166.6 / Article 28.1) – All employees except extra-help shall be granted leave with pay from their work for such time as they may be required to serve in a court of law.

**BEREAVEMENT LEAVE** (Section 166.6 / Article 28.2) – 3 days in California, 5 days out-of-state.

**OASDI (FICA)** – County and employee each pay contribution of 7.65%.

**RETIREMENT** – Employees in this unit are PERS Miscellaneous members. Employees who previously worked for the County of Santa Cruz return to the retirement formula they had at the time of their separation regardless of the length of separation. All other employees' retirement formulas are as follows:

Tier 1: Hired before 12/17/12

- PERS Miscellaneous: 2% @ 55, Maximum Benefit Factor 2.418% @ 63, employees pay their own 7% PERS contribution. Retirement benefits based on single highest year.

Tier 2: Hired between 12/17/12 and 12/31/12, or after 1/1/13 but within six months of separating from a budgeted position with another California public employer in the CalPERS system or another reciprocal retirement system

- PERS Miscellaneous: 2% @ 60, Maximum Benefit Factor 2.418% @ 63, employees pay their own 7% PERS contribution. Retirement benefits based on 3-year final average.

Tier 3: New employees hired 1/1/13 or later who do not fit into Tier 1 or Tier 2

- PERS Miscellaneous: 2% @ 62, Maximum Benefit Factor 2.5% @ 67, employees pay their own 6.25% PERS contribution and .75% of the employer contribution. Retirement benefits based on 3-year final average.

**DISCLAIMER: THE ABOVE INFORMATION IS BASED ON THE COUNTY'S UNDERSTANDING OF CURRENTLY AVAILABLE INFORMATION ON EMPLOYEE PENSIONS. CALPERS, NOT THE COUNTY, MAKES THE FINAL DETERMINATION AS TO RETIREMENT PENSION TIER AND FORMULA.**

**SALARY STEP INCREASES** (Section 161.G / Article 11.2) – Step advancements are predicated upon merit and length of service, and each part-time or full-time employee in a budgeted position may receive an increase at the completion of each 2080 hours of satisfactory or better service.

**REIMBURSEMENT FOR CERTAIN LICENSES AND CERTIFICATES** (Section 165.I / Article 20)

**ALTERNATIVE COMMUTE PROGRAMS** – Van Pool, bike lockers and bicycle enclosure, and free bus passes for County Government Center work location.

The above information is summarized and simplified, is subject to change and is intended to provide an overview of benefits for this employee group. The information does not substitute for actual documents, regulations and/or descriptions of the plans.

Employees may access a variety of personnel related information on the County website at <http://www.co.santa-cruz.ca.us/Departments/Personnel/LaborRelations.aspx>. This includes: personnel forms and information; Personnel Regulations; Personnel Administrative Manual; Salary Schedule; Class Specifications.

**NOTICES:**

- Offers of employment are contingent upon your passing the pre-employment medical examination and any required background investigation/fingerprint clearance.
- Employment, compensation and benefit commitments or statements made by any person(s) which conflict with or are inconsistent with regulations or with policies adopted by the Board of Supervisors are null and void.

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