

**BEFORE THE BOARD OF SUPERVISORS  
COUNTY OF KERN, STATE OF CALIFORNIA**

In the matter of:

Resolution No. 2021-376

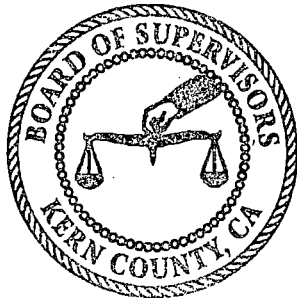
**CHANGES IN TERMS AND CONDITIONS OF  
EMPLOYMENT FOR ELECTED OFFICIALS  
AND UNREPRESENTED MANAGEMENT, MID-  
MANAGEMENT AND CONFIDENTIAL  
EMPLOYEES**

I, KATHLEEN KRAUSE, Clerk of the Board of Supervisors of the County of Kern, State of California, certify that the following resolution, on motion of Supervisor Scrivner, seconded by Supervisor Maggard, was duly passed and adopted by the Board of Supervisors of the County of Kern at a regular meeting on the 14<sup>th</sup> day of December, 2021, by the following vote:

AYES: Peters, Scrivner, Maggard, Couch, Perez

NOES: None

ABSENT: None



**KATHLEEN KRAUSE**  
Clerk of the Board of Supervisors  
County of Kern, State of California

  
Deputy Clerk

---

**RESOLUTION**

Section 1. WHEREAS:

(a) Pursuant to article XI, section 1(b) of the California Constitution and Government Code section 25300, the Board of Supervisors is authorized to prescribe the compensation and other terms and conditions of employment for all employees and elected officials of the County; and

(b) All employees classified as management, mid-management and confidential are not represented by a recognized employee organization with the exception of public

safety managers represented by the Kern County Sheriff's Command Association, the Kern County Sheriff's Command Association II, the Kern County Sheriff's Command Association III, and the Kern County Probation Managers' Association; and

(c) The Board of Supervisors has come to agreement with Kern County Probation Officers' Association, Kern County Prosecutors' Association, Kern County Detention Officers' Association, Kern County Probation Managers' Association, and Kern Law Enforcement Association for implementing a new 10-step base COLA salary schedule, an additional COLA wage increase, and Winter Recess benefits; and

(d) On November 16, 2021, the Board of Supervisors adopted Resolution #2021-339 implementing a new 10-step base COLA salary schedule, an additional COLA wage increase, and Winter Recess benefits for all unrepresented employees classified as management, mid-management, and confidential; and

(e) The Board of Supervisors desires to revise the terms and conditions of employment for all unrepresented employees classified as management, mid-management, and confidential, Bargaining Units M, D, and X, respectively.

Section 2. IT IS RESOLVED by the Board of Supervisors of the County of Kern, State of California, as follows:

1. The above-recited facts are true and correct and this Board has jurisdiction to act on this matter.

2. To provide parity with employees represented by Service Employees International Union, Local 521, the base Cost of Living Adjustment (COLA) Salary Schedule implemented in Section 2, Item 2 of Resolution #2021-339, shall be deleted and replaced with the following, effective January 1, 2022:

- a. Effective January 1, 2022, a 10-step Base COLA Salary Schedule, included as Attachment A to this Resolution, is adopted for all employees in Bargaining Units M, D, and X.
- b. All current employees will be transitioned to the new salary schedule with the pay period beginning January 1, 2022, at their current salary ranges for their current classification and as indicated in subsections c-g below.
- c. Employees at current Step A will be placed at Step 1 in the associated range for their classification.
- d. Employees at current Step B will be placed at Step 3 in the associated range for their classification.
- e. Employees at current Step C will be placed at Step 5 in the associated range for their classification.

- f. Employees at current Step D will be placed at Step 7 in the associated range for their classification.
- g. Employees at current Step E will be placed at Step 9 in the associated range for their classification.
- h. Employees on current C or D step with a future increment date of January 2, 2022 through February 21, 2022 will be placed on the schedule as if they had received that increment prior to the implementation date but excluding those employees receiving a minimum wage adjustment in Resolution #2021-339, Section 2, Item 4.
- i. Employees on current B step with a future increment date of January 2, 2022 through February 7, 2022 will be placed on the schedule as if they had received that increment prior to the implementation date but excluding those employees receiving a minimum wage adjustment in in Resolution #2021-339, Section 2, Item 4.
- j. Effective with the pay period following July 1 in each year, all employees will move to the next higher base COLA step in the associated range for their classification until they reach Step 10.
- k. Advancement between steps is not based upon employee performance.

3. To provide parity with Extra Help employees represented by Service Employees International Union, Local 521, all unrepresented Extra Help employees classified as management, mid-management, and confidential, Bargaining Units M, D, and X, respectively, shall receive paid time off for scheduled holidays as follows:

- a. Unless changed by subsequent Resolution by the Board of Supervisors, the County shall observe the following holiday schedule:
  - 1. New Year's Day
  - 2. Martin Luther King's Birthday (third Monday in January)
  - 3. Presidents' Day (third Monday in February)
  - 4. Memorial Day (last Monday in May)
  - 5. Independence Day (as observed)
  - 6. Labor Day (first Monday in September)
  - 7. Veterans Day (as observed)
  - 8. Thanksgiving Day
  - 9. Day after Thanksgiving
  - 10. Christmas Eve
  - 11. Christmas Day
  - 12. New Year's Eve
- b. Part-time employees covered by this Resolution shall have their holidays governed and compensated according to Section 123.5 of the Kern County Policy and Administrative Procedures Manual.

- c. Regular full-time employees covered by this Resolution shall have their holidays governed and compensated solely according to the terms of this Section.
- d. All holidays listed above that fall on a Saturday, shall be observed on the previous Friday. All holidays listed above that fall on Sunday shall be observed on the following Monday.
- e. In a year in which Christmas and New Year's Day fall on a Saturday and are observed on Friday, Christmas Eve and New Year's Eve day holidays shall be observed on the preceding Thursday.
- f. In a year in which Christmas Eve and New Year's Eve fall on a Saturday or Sunday, the holidays shall be observed on the preceding Friday.
- g. An actual holiday shall be defined as the day of the week on which the holiday falls.
- h. A designated holiday shall be the day observed in lieu of the actual holiday pursuant to subsections D, E, and/or F above.
- i. Employees regularly scheduled to work on an actual or designated holiday shall receive their regular pay for all scheduled hours during that day. In addition, such employees shall be entitled to alternative time off for each hour actual worked by 0.1 hours increments.
- j. Employees who are not regularly scheduled to work on either the actual or designated holiday shall receive their regularly scheduled hours for the day in alternate time off. In addition, if such an employee is called to work, such employee shall be compensated in accordance with Kern County Administrative Policy and Procedures Manual, Section 116.9, and Resolution #2018-106.
- k. Alternate time off is subject to a maximum amount of 24 hours. Any use of alternate time off is not considered hours worked for the purpose of determining overtime eligibility.

4. The Clerk of the Board shall furnish copies of this Resolution to each of the following:

- (a) All County Department Heads
- (b) County Administrative Office
- (c) Office of the County Counsel
- (d) Auditor-Controller-County Clerk

COPIES FURNISHED:
See above
1-3-2022 MS