



**San Diego County**  
**Local Agency Formation Commission**  
 Regional Service Planning | Subdivision of the State of California

**7b**

**AGENDA REPORT**  
 Business | Action

February 3, 2025

**TO:** Commissioners

**FROM:** Keene Simonds, Executive Officer  
 Priscilla Mumpower, Assistant Executive Officer

**SUBJECT: Proposed Amendments to Rule No. 6 |  
 Changes to Employee Leave Allowances**

**SUMMARY**

The San Diego County Local Agency Formation Commission (LAFCO) will consider approving proposed amendments to Rule No. 6 involving sick and vacation leave accruals and related allowances to match comparable position classes with the County of San Diego. The amendments would create administrative consistencies with other benefit allowances – such as group insurance – that are similarly provided to LAFCO employees through the County. The amendments would relatedly serve as enhancements in recruiting and retaining employees and headlined by raising the entry vacation accrual rate for most budgeted positions at LAFCO by two additional days per year from 10 to 12 days. Other changes are detailed.

**BACKGROUND**

**Rule No. 6 and Current Leave Allowances**

San Diego LAFCO’s personnel policies and associated procedures are established under Rule No. 6 and divided into three sections: working conditions; employment administration; and leave administration. Rule No. 6 was comprehensively updated in March 2024 with a focus on amending the former two sections – working conditions and employment administration sections – to reduce reference to County of San Diego policies and procedures in favor of stand-alone provisions scaled to LAFCO’s otherwise unique governmental size. Although

<b>Administration:</b> Keene Simonds, Executive Officer 2550 Fifth Avenue, Suite 725 San Diego, California 92103 T 619.321.3380 E lafco@sdcountry.ca.gov www.sdlafco.org	<b>Joel Anderson</b> County of San Diego  <b>Jim Desmond</b> County of San Diego  <b>Vacant, Alt.</b> County of San Diego	<b>Kristi Becker</b> City of Solana Beach  <b>Dane White</b> City of Escondido  <b>John McCann, Alt.</b> City of Chula Vista	<b>Chair Stephen Whitburn</b> City of San Diego  <b>Mami von Wilpert, Alt.</b> City of San Diego	<b>Vice Chair Barry Willis</b> Alpine Fire Protection  <b>Jo MacKenzie</b> Vista Irrigation  <b>David A. Drake, Alt.</b> Rincon del Diablo	<b>Harry Mathis</b> General Public  <b>Brigette Browning, Alt.</b> General Public
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amendments were made to the leave administration section, the update did not change leave accruals and related allowances; these have remained unchanged since November 2012. Current leave allowances are based on employment dates with the provisions now fully applicable to existing employees as follows.

Existing Sick Leave Allowances (Fulltime Employees; Post January 2013 Hires)	
Flat Rate:	.....4.0 hours for every 80 hours
Caps:	.....None
Credits for New Hires:	.....None
Cash Out:	.....Limited to Executive Officer (50%)

Existing Vacation Leave Allowances (Fulltime Employees, Post January 2013 Hires)	
Flat Rates:	.....10 days, Years 1-4
	.....15 days, Years 5-10
	.....20 days, Year 11+
Caps:	.....2x annual accrual rate
Credits for New Hires:	.....None
Cash Out:	.....Yes (100%)

As referenced, the existing policies are based on employment dates with distinctions made for those hired before 1980 and after 2013. All current employees were hired after 2013, and as such the above tables are limited to this category.

**DISCUSSION**

This item is for San Diego LAFCO to consider approving proposed amendments to Rule No. 6 involving sick and vacation accrual rates as well as related allowances. The proposed amendments arise from internal discussions to align accrual allowances with the County of San Diego. Three changes headline the proposed amendments and utilize the existing County position classes – unclassified, management, and non-management – assigned to LAFCO employees for purposes of providing group insurance benefits as summarized below as well as shown in the preceding tables.

- The first substantive change applies to 6.0 of the 8.0 budgeted and filled positions at LAFCO that are assigned under management class and would raise the entry vacation accrual rate by two additional days per year from 10 to 12 days.
- A second substantive change applies to all 8.0 budgeted and filled positions at LAFCO to raise the vacation accrual cap between 42% and 50% based on position class.
- A third substantive change applies to 7.0 of the 8.0 budgeted and filled positions at LAFCO under the unclassified and management classes to provide 80 hours of sick time credit to new hires.

**Proposed Sick Leave Allowances**  
(Fulltime Employees)

Flat Rate:	4.0 hours for every 80 hours
Caps:	None
Credits for New Hires:	80 hours (unclassified and management classes) <sup>1</sup>
Cash Out:	Limited to Executive Officer (50%)

**Proposed Vacation Leave Allowances**  
(Fulltime Employees)

Position Classification	Vacation Accrual, Annual	Maximum Accrual
Unclassified	15 days for Years 1-4	360 hours
	20 days for Years 5-14	480 hours
	25 days for Years 15+	600 hours
Management	12 days for Years 1-4	240 hours
	17 days for Years 5-14	340 hours
	22 days for Years 15+	440 hours
Non-Management	10 days for Years 1-4	200 hours
	15 days for Years 5-14	300 hours
	20 days for Years 15+	400 hours

**ANALYSIS**

The proposed amendments before San Diego LAFCO would provide explicit symmetry in aligning all employee benefits – and specifically group insurance, pension, and now leave allowances – with comparable job classifications with the County of San Diego and in doing so enhance competitiveness in employee recruitments and retention. It would relatedly eliminate the need for the County to perform manual data-entry overrides to accommodate otherwise unique and different accrual allowances for LAFCO employees. No short-term financial impacts are associated with the proposed amendments. Impacts may emerge in the future should employees stay longer and accrue larger and cashable vacation balances. These latter impacts, however, are reasonably manageable and can be planned and otherwise addressed overtime.

**RECOMMENDATION**

It is recommended San Diego LAFCO approve the proposed amendments to Rule No. 6 as shown in Attachment One. This recommendation is consistent with Alternative One outlined in the proceeding section.

<sup>1</sup> Non-management class is not provided a sick time credit.

## ALTERNATIVES FOR ACTION

The following alternative actions are available to San Diego LAFCO:

Alternative One (recommended):

Approve the proposed amendments to Rule No. 6 as provided as Attachment One with any desired changes.

Alternative Two:

Continue consideration of the item to a future meeting and provide direction to staff for additional information as needed.

Alternative Three:

Take no action.

## PROCEDURES FOR CONSIDERATION

This item has been placed on San Diego LAFCO's agenda for action as part of the business calendar. The following procedures are recommended in the consideration of this item:

- 1) Receive verbal presentation from staff unless waived.
- 2) Invite public comments, if any (voluntary).
- 3) Commission discussion.
- 4) Consideration of the staff recommendation.

On behalf of the Executive Officer,



Priscilla Mumpower  
Assistant Executive Officer

Attachments:

- 1) Proposed Amendments to Rule No. 6 (Track-Changes Format)
- 2) Summary of Benefits (Unclassified)
- 3) Summary of Benefits (Management)
- 4) Summary of Benefits (Non-Management)

## CHAPTER FOUR

### Leave Administration

[San Diego LAFCO sets leave and related allowances for all established positions to attract and retain quality employees.](#)

#### 4.1 Holidays

San Diego LAFCO's regular and probationary employees except as otherwise provided, are eligible for the following holidays off with regular pay:

- New Year's Day (January 1<sup>st</sup>)
- Martin Luther King Day (Third Monday of January)
- Presidents' Day (Third Monday in February)
- Cesar Chavez Day (March 31<sup>st</sup>)
- Memorial Day (Last Monday in May)
- Juneteenth Day (June 19<sup>th</sup>)
- Independence Day (July 4<sup>th</sup>)
- Labor Day (First Monday in September)
- Veterans Day (November 11<sup>th</sup>)
- Thanksgiving Day (Fourth Thursday in November)
- Friday after Thanksgiving Day
- Christmas Day (December 25<sup>th</sup>)

In addition to the recognized holidays, [county and consistent with County benefits](#), LAFCO employees who have paid service in Payroll 02 of each fiscal year will receive 16 hours of "floating holiday time" which becomes available for use in Payroll 03.

Employees entitled to paid holidays will be paid for the number of hours the employee was scheduled to work had it not been a holiday. An overtime-eligible employee who is required to work on a holiday will receive holiday pay and pay for the actual time worked on the holiday. [A part-time employee's holiday pay for holiday](#) is prorated based upon the number of regularly scheduled hours in the employee's biweekly pay period in which the holiday occurred.

#### 4.2 Sick Leave

Sick leave is paid leave from work that an employee may use for the following:

- Diagnosis, care, or treatment of an existing health condition of, or preventative care for the employee themselves or any of the following family members of the employee: a child of any age or dependency status; a parent; a parent-in-law; a spouse; a registered domestic partner; a grandparent; a grandchild; or a sibling;

- The need to discharge the required obligations that arise from the death of an immediate family member, or
- For an employee who is a victim of domestic violence, sexual assault, stalking, or other crime in order for the employee to engage in any of the following activities: (1) obtain or attempt to obtain a temporary restraining order or other court assistance to help ensure the health safety or welfare of the employee or their child; or (2) obtain medical attention or psychological counseling, services from a shelter, program or crisis center, or (3) participate in safety planning or other actions to increase safety.

#### **4.2-1 Accrual Rates + Uses**

All fulltime regular LAFCO employees are eligible for sick leave with pay according to the schedule established for those positions consistent with the County of San Diego's benefit programs. LAFCO employees are covered under one of three County benefit programs - unclassified (i.e., Executive Officer), management (i.e., Assistant Executive Officer, Analyst series, etc.), and non-management (i.e., Commissioner Clerk, etc.) - with current accrual allowances providing a uniform rate of 13 days per year. This current allowance translates to San Diego LAFCO provides paid sick leave benefits for all eligible regular full-time and regular parttime, non-probationary parttime employees. Sick leave accrues at the rate of 4 hours for every 80 regular hours worked. For parttime employees, sick leave accrues on a prorated basis according to the percentage of hours worked.

Fulltime regular employees with unclassified and management positions are also credited 80 hours of sick leave at the time of hire. Additional hours do not accrue during pay periods in which time was credited.

A seasonal, temporary, or extra help employee who works 30 or more days within a year from the beginning of employment with the Commission accrues one hour of paid sick leave for every 30 hours worked. Accrued and unused sick leave carries over to the following year of employment but a seasonal, temporary, or extra help employee stops earning sick leave once they have accrued 80 hours or 10 workdays/shifts, whichever is greater.

#### **4.2-2 Accrual Uses**

Any employee may use accrued sick leave, in a minimum increment of two hours, beginning on the 90<sup>th</sup> day after the first day of employment with San Diego LAFCO, subject to the limits and request provisions in this policy.

For regular full-time employees one-half of their accrued and available annual sick leave is protected and may be used for any purposes stated in this policy. For seasonal,

~~temporary, or extra help employees, up to 40 hours, or five (5) days, whichever is greater, of accrued and available sick leave each year is protected and may be used for any purpose stated in this policy. The year is measured beginning on July 1, 2015, or the employee's anniversary of hire date, whichever is later.~~

#### **4.2-3-2 Notice of Use**

If the need for sick leave is foreseeable, an employee must give the Executive Officer or Assistant Executive Officer reasonable advance written or oral notice.

If the need for sick leave is not foreseeable, the employee must provide written or oral notice of the need for the leave as soon as possible.

If the employee is required to be absent on sick leave for more than one day, the employee should keep the Executive Officer or Assistant Executive Officer informed each day as to when the employee expects to return to work and the purpose of the leave. Failure to request sick leave as required by this policy without good reason, may result in the employee being treated as absent without leave.

The Commission may, as allowable by current law and with advance written notification, require an employee to submit a doctor's certificate or other evidence acceptable to the Commission, after five days of protected leave such as kin care or sick leave.

For purposes of sick leave use, family is defined as follows:

- A "child" is defined as a biological, foster, or adopted child; stepchild; or a legal ward, regardless of the age or dependency of the child. A "child" also may be someone for whom you have accepted the duties and responsibilities of raising, even if they are not your legal child.
- A "parent" is defined as a biological, foster, or adoptive parent; stepparent; or legal guardian of an employee or the employee's spouse or registered domestic partner. A parent may also be someone who accepted the duties and responsibilities of raising you when you were a minor child, even if they are not your legal parent.
- A "spouse" is defined as a legal spouse according to the laws of California, which do not recognize "common law" spouses (a union that has not been certified by a civil or religious ceremony). All conditions and restrictions placed on an employee's use of sick leave apply also to sick leave used for care of a child, parent, spouse, or domestic partner.

- A “domestic partner” is defined as a legal domestic partner according to the laws of California and who has filed a Declaration of Domestic Partnership with the Secretary of State.
- [Grandchild](#)
- [Grandparent](#)
- [Sibling](#)
- [A “designated person” is defined as a person identified by the employee at the time the employee requests paid sick days. The Commission may limit an employee to one designated person per 12-month period for paid sick days.](#)

When an employee is unable to report for duty due to the employee’s own illness or that of a family member as defined above, the employee should notify the Executive Officer or Assistant Executive Officer as soon as possible. The employee should report the intended use of sick leave. If the Executive Officer or Assistant Executive Officer is not immediately available, the employee may leave a voice mail message, text, or email, unless otherwise directed.

#### **4.2-4.3 Restrictions**

Sick leave benefits at San Diego LAFCO are intended solely to provide income protection for employees in the event of illness or injury and may not be used for any other absence except as required by law.

#### **4.2-5.4 Final Disposition**

~~Upon separation of employment, employees hired prior to March 3, 1980, will be compensated in cash for sick leave credits accrued. This provision authorizing cash compensation for unused sick leave applies so long as an employee has unbroken service even though the employee may change classification as a Commission employee.~~

Employees in all LAFCO classes may upon retirement, deferred retirement, disability retirement, or death, convert all or a portion of accrued sick leave balance into retirement service credits subject to the rules and regulations of the of the San Diego County Employees Retirement Association, provided: (a) the employee has completed five (5) or more years of continuous service during that employee’s present employment; and (b) the employee’s sick leave balance totals 100 hours or more.

In addition, upon retirement or termination of service with the Commission, employees within benefit designation 01 (Executive Officer) may also elect to receive cash payment for all or a portion of unused sick leave credits equal to 50% of its value. One hundred (100%) of all sick leave credits that are paid to the employee in cash at 50% will be removed from the employee’s sick leave balance.

## 4.3 Vacation

Vacation leave is paid leave from work that a San Diego LAFCO employee may use for any purpose.

### 4.3-1 Accrual Rates + Caps

~~All fulltime regular professional employees at San Diego LAFCO hired prior to January 1, 2013, are eligible for vacation with pay according to the schedule established for those positions. During the first five years of continuous service, professional employees accrue 15 working days per calendar year of vacation time accumulated at a rate of 4.6 hours per biweekly pay period. After the completion of five years of continuous service, professional employees accrue 20 working days of vacation time per calendar year accumulated at a rate of 6.1 hours per biweekly pay period. After completion of ten years of continuous service, professional employees accrue 25 working days of vacation time per calendar year accumulated at a rate of 7.6 hours per biweekly pay period.~~

~~All fulltime regular support employees hired prior to January 1, 2013, are eligible for vacation with pay according to the schedule established for those positions. During the first three years of continuous service, support employees accrue 10 working days of vacation time per calendar year to be accumulated at a rate of 3.1 hours per biweekly pay period. After completion of three years of continuous service, support employees accrue 15 working days of vacation time per calendar year to be accumulated at a rate of 4.6 hours per biweekly pay period. After completion of nine years of continuous service, support employees accrue 20 working days of vacation time per calendar year to be accumulated at a rate of 6.1 hours per biweekly pay period.~~

~~All fulltime regular professional and support employees hired on or after January 1, 2013, are eligible for vacation with pay according to the schedule established for those positions by San Diego LAFCO and consistent with the County of San Diego's benefit programs. LAFCO employees are covered under one of three County benefit programs - unclassified, management, and non-management - with current accrual allowances as follows: . During the first five years of continuous service, employees accrue 10 working days of vacation time per calendar year to be accumulated at a rate of 3.1 hours per biweekly pay period. After completion of five years of continuous service, employees accrue 15 working days of vacation time per calendar year to be accumulated at a rate of 4.6 hours per biweekly pay period. After completion of 10 years of continuous service, employees accrue 20 working days of vacation time per calendar year to be accumulated at a rate of 6.1 hours per biweekly pay period. A summary of the vacation accrual rates applicable to LAFCO employees hired on or after January 1, 2013, follows:~~

~~0 to 5 years = 10 days/80 hours/year~~

5+ to 10 years – 15 days/120 hours/year

10+ years – 20 days/160 hours/year

~~\* Vacation time credit accrues and may be taken during the first twelve calendar months of employment; however, 10 days of vacation time credit will take twelve calendar months to accrue~~

Benefit Program	Vacation Accrual, Annual	Maximum Accrual
Unclassified	15 days for 1-4 years of service (120 hours)	360 hours
	20 days for 5-14 years of service (480 hours)	480 hours
	25 days for 15+ years of service (600 hours)	600 hours
Management	12 days for 1-4 years of service (80 hours)	240 hours
	17 days for 5-14 years of service (120 hours)	340 hours
	22 days for 15+ years of service (160 hours)	440 hours
Non-Management	10 days for 1-4 years of service (80 hours)	200 hours
	15 days for 5-14 years of service (120 hours)	300 hours
	20 days for 15+ years of service (160 hours)	400 hours

Vacation time for part-time professional or support employees is computed based on the number of hours in the normal work week as established for that part-time employee by the Executive Officer.

#### 4.3-2 Caps on Accrual

~~No employee at San Diego LAFCO may accumulate vacation time credits exceeding twice the amount allowed during any one calendar year. Employees who have reached 80% of their maximum balance of vacation leave (annual leave) will receive notification from the Commission payroll administrator about the excess leave balances. Employees whose vacation accruals reach the maximum accumulation limit cease to accrue vacation hours. An employee can only accrue additional vacation hours if the employee's vacation accumulation is below the maximum limit.~~

#### 4.3-3-2 Accrual Uses

~~Vacation time credit begins to accrue upon hire and may be taken during the first twelve calendar months of employment at San Diego LAFCO. Employees may use accrued vacation time. The time at which each employee's vacation leave is approved is at the discretion of pursuant to Section 4.3-3 the Executive Officer.~~

#### 4.3-4-3 Request to Use

All employees must first request and receive permission from their supervisor and/or manager before using vacation time to help ensure San Diego LAFCO is sufficiently staffed to meet day-to-day operations. The following noticing protocols apply:

- Any vacation time that involves three or more consecutive workdays should be requested and approved at least three weeks in advance.
- Any vacation time that involves two or less consecutive workdays should be requested and approved at least one week in advance.
- Any vacation time that involves less than one-half day of the employee's normal workday can be requested and approved the day before.

#### **4.3-5.4 Final Disposition**

Upon separation of employment at San Diego LAFCO, an employee will be compensated in cash for the unused vacation time, ~~provided the employee has been in continuous service for more than six months~~. The cash compensation for unused vacation time is computed based on the employee's rate of pay at the time of termination but will not count toward the retirement benefit formula.

#### **4.4 Family Medical Leave**

In accordance with the California Family Rights Act (CFRA), San Diego LAFCO employees are provided up to 12 work weeks of unpaid family/medical leave within a 12-month period, or 26 workweeks to care for a covered military service member proportional to the employee's average hours work. The California Family Rights Act (CFRA) Leave policy may be found at Appendix B.

#### **4.5 Pregnancy Disability Leave (PDL)**

San Diego LAFCO employees who are disabled because of pregnancy, childbirth or related medical conditions are provided an unpaid leave of absence for the period of disability up to a maximum of 17 1/3 weeks per pregnancy. Employees are entitled to pregnancy disability leave on a pro-rated basis proportional to an employee's average hours work. Time off needed for prenatal care, severe morning sickness, doctor ordered bed rest, childbirth and recovery from childbirth will all be counted as pregnancy disability leave. The Pregnancy Disability Leave (PDL) policy can be found at Appendix B, California Family Rights Leave (CFRA) / Pregnancy Disability Leave.

#### **4.6 Unpaid Leave of Absence**

Regular employees at San Diego LAFCO may be eligible for an unpaid leave of absence approved by the Executive Officer for urgent and substantial reasons, for up to a maximum of one (1) year, providing satisfactory arrangements can be made to perform the employee's duties without undue interference with the normal routine of work. Unpaid leaves for up to sixty (60) days for a regular employee may be approved

by the Executive Officer. Any accrued vacation time (and sick leave if law permits) must be taken before unpaid time is granted.

## **4.7 Victims of Violent Crimes**

San Diego LAFCO employees who are victims of domestic violence, sexual assault or stalking are eligible for paid leave using accrued leaves, according to the California Family Rights Act and will be provided reasonable accommodation. Employees may use available accrued leave, or unpaid leave.

Employees may request leave if they are involved in a judicial action, such as obtaining restraining orders, appearing in court to obtain relief to ensure their health, safety, or welfare, or that of their child or to seek medical/psychological treatment including safety planning.

## **4.8 Military Orders**

Any San Diego LAFCO employee who is ordered to serve as a member of the state militia or the United States Army, Navy, Air Force, Marine Corps, Coast Guard, or any division thereof will be granted a military leave according to applicable state or federal laws upon providing the Executive Officer with a copy of the military orders. Upon the termination of service or upon honorable discharge, the employee may be entitled to return to the employee's position, provided the position still exists, according to applicable state or federal laws.

### **4.8-1 Military Family Medical Leave Entitlements**

Qualified Exigency Leave. Eligible employees with a spouse, son, daughter, or parent in regular Armed Forces or National Guard or Reserves in support of a contingency operation, or an employee's domestic partner who is on active duty or call to active-duty status in the National Guard or Reserves in support of a contingency operation, may use their 12-week CFRA leave entitlement to address certain qualifying exigencies.

Qualifying exigencies may include addressing needs arising from short-notice deployment, attending certain military events, arranging for alternative childcare, addressing certain financial and legal arrangements, addressing needs related to the care of the military member's parent who is incapable of self-care, attending certain counseling sessions, to spend up to 15 calendar days with a military member who is on R and R leave, and attending post-deployment reintegration briefings.

Leave is permitted to care for a spouse, son, daughter, parent, or "next of kin" who is a covered service member of the U.S. Armed Forces who has a serious injury or illness: incurred in the line of duty while on active military duty; or existed before the beginning

of the member's active duty and was aggravated by service in the line of duty on active duty in the Armed Forces. This leave can run up to 26 weeks of unpaid leave during a single 12-month period. Contact the General Manager for further information.

#### **4.9 Bereavement Leave**

San Diego LAFCO provides paid bereavement leave for employees for up to five days. Employees may take bereavement leave in the event of death of any of the following family members: employee's current spouse, domestic partner, child, parent, legal guardian, brother, sister, grandparent, or grandchild; or mother-, father-, sister-, brother-, son-, or daughter-in-law. Exceptions to this list of qualifying family members may be made on a case-by-case basis by the Executive Officer. This benefit is provided for the purpose of attending memorial or burial services and or handling related matters. Refer to the definition of "child", "parent", "spouse" or "domestic partner" under the Sick Leave policy.

Effective January 1, 2024, Bereavement Leave is available for employee who experience a Reproductive Loss.

#### **4.10 Jury Duty / Court Appearances**

San Diego LAFCO provides paid jury duty pay to regular and probationary employees. Employees are to provide appropriate verification to the Executive Officer. If an employee is provided jury duty pay, the employee should remit, within 15 calendar days of receipt, all fees received for serving as a juror except those fees specifically allowed for mileage and expenses,

An employee who is subpoenaed to appear in court as a witness in a judicial proceeding related to the Commission will receive regular pay for such time. An employee subpoenaed to appear in court in a matter unrelated to their official Commission capacity, or who is appearing in court in a matter initiated by the employee, is permitted time off without pay, or if the employee chooses, to use accrued vacation for such purpose, if eligible for such leave.

#### **4.11 Time Off to Vote**

Any employee at San Diego LAFCO who does not have sufficient time outside of working hours to vote, may request up to two (2) hours of paid leave either at the beginning or end of scheduled working hours to enable them to vote. The employee must request time off to vote from the Executive Officer at least two (2) days prior to Election Day.

**Adoption History: Article VI**

Adopted April 14, 1975  
Amended April 4, 1977  
Amended October 2, 1978  
Amended March 3, 1980  
Amended July 12, 1982  
Revised May 5, 1986  
Amended September 11, 1989  
Amended November 6, 1989  
Amended August 2, 1993  
Amended April 4, 1994  
Re-affirmed and adopted December 4, 2000  
Administratively revised and updated May 24, 2005  
Amended August 7, 2006  
Re-affirmed annually via adoption of LAFCO Budget  
Comprehensively Updated and re-adopted March 3, 2008  
Amended November 5, 2012 (Sections 6.1& 6.11)  
Amended August 5, 2013 (Section 6.8)  
Amended April 7, 2014  
Amended June 5, 2017  
Administratively revised and Updated August 5, 2019  
Updated March 1, 2021 to include Section 6.21  
Amended and Updated March 2024



# COUNTY OF SAN DIEGO SUMMARY OF BENEFITS



Your Benefits | *Learn-Plan-Choose*

## Unclassified Benefit Program (UCL)

Here is your customized summary of benefit options at the County of San Diego. Some of these benefits are provided by the County automatically, while others will require you to choose them, using either County-provided Flex Credits or by paying out-of-pocket.

### What are Flex Credits, how many do I get, and how do I spend them?

Flex Credits are a per pay-period allowance. They have no cash value. Most Flex Credits are used to cover your medical plan selections. The table below lists the costs for the various health plans offered by the County, aligned with your personal Flex Credit allowance. You will see that your amounts change as you adjust the number of dependents you select.

### Your Flex Credits Per Pay Period

Employee Only	Employee + 1 Dependent	Employee + 2 or more Dependents
\$524.00	\$761.50	\$1,066.00

Depending on your medical plan selections, you will either have surplus Flex Credits to use to select additional benefits below, or you will need to supplement your choices with out-of-pocket contributions.

Insurance Plans and Their Costs Per Pay Period		Employee Only	Employee + 1 Dependent	Employee + 2 or more Dependents
Medical Plans	Kaiser Permanente HMO	\$372.56	\$745.12	\$1,054.35
	Kaiser Permanente HDHP	\$290.82	\$581.64	\$823.02
	UnitedHealthcare SignatureValue Performance HMO - Network 1	\$416.85	\$833.38	\$1,179.06
	UnitedHealthcare SignatureValue CS VEBA Alliance HMO	\$399.94	\$799.55	\$1,131.19
	UnitedHealthcare/UMR Select Plus PPO	\$739.10	\$1,478.21	\$2,091.71
	UnitedHealthcare Harmony HDHP	\$253.94	\$504.97	\$712.13
	SIMNSA Mexico HMO ( <a href="#">See eligibility requirements</a> )	\$139.22	\$244.54	\$359.45
Dental Plans	Delta Dental PPO	\$23.88	\$47.74	\$68.16
	Delta Dental DHMO	\$9.07	\$16.39	\$21.00
Vision Plans	VSP Vision Service Plan	\$4.52	\$10.46	\$14.17



Your Benefits | *Learn-Plan-Choose*

## Where do Excess Flex Credits go if I waive my health plan or if there are any left over after my selections are made?

### Are you covered by an HMO or PPO by any employer?

Excess Flex Credits will be directed to a Health Reimbursement Account up to \$5,000.

### Are you covered under an HDHP by any employer?

Excess Flex Credits will be directed to a Health Savings Account up to the IRS family maximum of \$8,300.

### Are you covered by Medicare, Medi-CAL, or Tricare?

A maximum of \$500 will be allocated to the Health Care FSA. The remainder of any excess Flex Credits will be forfeited.

### Are you covered by an individual plan or Covered CA?

A maximum of \$500 will be allocated to the Health Care FSA. The remainder of any excess Flex Credits will be forfeited.

### Can I get paid out for any unused Flex Credits?

You cannot. Flex Credits have no cash value and can only be applied to your health benefits.

## Spending Accounts

Here are the four types of spending accounts for your excess Flex Credits or out-of-pocket contributions, depending on your situation.



This symbol means that there is an option to select, increase, or contribute to coverage options using remaining Flex Credits or by paying out-of-pocket.

### Health Care FSA

You may pay into this account out-of-pocket up to \$3,050 annually if you anticipate additional health care expenses not covered by your benefit plan.



### Dependent Care FSA

If you anticipate childcare expenses, you can contribute excess Flex Credits or out-of-pocket contributions up to \$5,000.



### Health Reimbursement Account

Unused Flex Credits are deposited into this account when you are covered under an employer group health plan that is not a High Deductible Health Plan.

### Health Savings Account

If you are enrolled in a **High Deductible Health Plan**, excess Flex Credits or out-of-pocket contributions can be deposited here, up to the IRS individual or family maximum contributions.





Your Benefits | *Learn-Plan-Choose*

# Beyond health plan coverage and spending accounts, what other benefits do I receive?

Here’s a list of your additional County-provided benefits, some provided at no additional cost to you.




This symbol means that there is an option to select, increase, or contribute to coverage options using remaining Flex Credits or by paying out-of-pocket.

## Additional Insurances and Coverages


### Life Insurance

The County provides you coverage equal to twice your annual salary with a minimum of \$50,000 up to \$1,000,000.

Supplemental coverage up to 6 times your annual salary is available using Flex Credits or by paying out-of-pocket. 

### Accidental Death and Dismemberment Insurance

The County provides you coverage equal to twice your annual salary with a minimum of \$50,000 up to \$1,000,000.

Supplemental coverage up to 3 times your annual salary is available using Flex Credits or by paying out-of-pocket. 

### Dependent Life & Spousal Life Insurance


The County provides you coverage of \$2,000 for your eligible dependents.

Supplemental Spouse/Domestic Partner coverage for \$10,000 available using flex Credits or by paying out-of-pocket.


### Long Term Disability

You are provided a plan that pays 66 2/3% of monthly salary with a maximum benefit of \$12,000 per month. Benefits start 30 days after disability begins and continues to either age 65 or until your disability ends.

### Short Term Disability & Paid Family Leave

You can use Flex Credits or pay out-of-pocket to enroll in a Short-Term Disability plan that can pay a benefit of up to 60% of your weekly covered earnings. This benefit also includes up to eight weeks of Paid Family Leave (PFL) each year. 

### Critical Illness Insurance

Employees can use Flex Credits or pay out-of-pocket to enroll in Critical Illness Insurance which pays a lump sum benefit on top of any health insurance benefits for covered diseases or illnesses. 



Your Benefits | Learn-Plan-Choose

## Paid Leaves

Accruals are based on a 40-hour work week and are credited on a biweekly basis. They become available for use as they are accrued.

Type of Paid Leave	Days Per Year, Annually	Maximum Accrual
<b>Vacation</b>	15 days for 1- 4 years of service (120 hours) 20 days for 5- 14 years of service (160 hours) 25 days for 15+ years of service (200 hours)	360 hours 480 hours 600 hours
<b>Sick Leave</b>	13 days (104 hours) per year with a credit of 80 hours at the time of hire*	No maximum
<b>Holidays</b>	12 days per year	N/A
<b>Floating Holidays</b>	2 days (16 hours)	24 hours
<b>Bereavement Leave</b>	3 days +2 sick days from your accrual	N/A
<b>Emergency Child &amp; Older Adult Care Leave</b>	3 days per fiscal year	N/A

\*Additional hours do not accrue during pay periods in which time was credited.



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## Allowances

### Automobile Allowance

Executive employees identified in County Administrative Code Section 496 receive a monthly allowance for use of a non-County vehicle to conduct County business. (Note: Assistant department heads and deputy directors are not eligible for an automobile allowance. However, they are eligible for mileage reimbursement.)

### Relocation Allowance

Expenses up to a limit of \$15,000 (for unclassified management) and \$20,000 (for executive management) may be reimbursed for personal transportation, moving expenses for household goods and/or temporary housing. This benefit requires prior approval by the Board of Supervisors or Chief Administrative Officer.

## Retirement

### Pension

The San Diego County Employees Retirement Association (SDCERA) provides a defined benefit pension plan. You will automatically become a member and contribute each paycheck. For more information, contact SDCERA at (619) 515-6800.

[www.SDCERA.org](http://www.SDCERA.org)

### Deferred Compensation

You may elect to defer a portion of your compensation to a 457 Plan and/or a 401A Plan. Contact Deferred Compensation through Nationwide Retirement Solutions at (619) 531-5840 for additional information.

[www.MyDCPlan.com](http://www.MyDCPlan.com)



## Additional Benefits

### Perk Spot

Perk Spot allows you access to online discounts from hundreds of retailers in addition to local area discounts and savings. Go to [SDCounty.PerkSpot.com](http://SDCounty.PerkSpot.com) and beneath the “New Members” heading complete the registration process or contact PerkSpot directly at [cs@perkspot.com](mailto:cs@perkspot.com).

### Employee Assistance Program (EAP)

EAP offers confidential consultation and referral services to help you and anyone in your household address personal problems (e.g. marital, financial, or emotional problems; family issues; substance/alcohol abuse) that are difficult to handle. You may contact Anthem Blue Cross EAP at (888) 777-6665 for information.

### Transit Pass Program

The County contributes towards your purchase of a bus, trolley or Coaster Pass. For more information, contact your departmental payroll staff.



Additional details about benefit plans and Flex Credits can be found in the information-packed [Employee Benefits Guide](#) or by visiting the [Human Resources Benefits website](#).

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# COUNTY OF SAN DIEGO SUMMARY OF BENEFITS



Your Benefits | *Learn-Plan-Choose*

## Management Benefit Program (MGT)

Here is your customized summary of benefit options at the County of San Diego. Some of these benefits are provided by the County automatically, while others will require you to choose them, using either County-provided Flex Credits or by paying out-of-pocket.

### What are Flex Credits, how many do I get, and how do I spend them?

Flex Credits are a per pay-period allowance. They have no cash value. Most Flex Credits are used to cover your medical plan selections. The table below lists the costs for the various health plans offered by the County, aligned with your personal Flex Credit allowance. You will see that your amounts change as you adjust the number of dependents you select.

### Your Flex Credits Per Pay Period

Employee Only	Employee + 1 Dependent	Employee + 2 or more Dependents
\$476.00	\$711.50	\$1,011.50

Depending on your medical plan selections, you will either have surplus Flex Credits to use to select additional benefits below, or you will need to supplement your choices with out-of-pocket contributions.

Insurance Plans and Their Costs Per Pay Period		Employee Only	Employee + 1 Dependent	Employee + 2 or more Dependents
Medical Plans	Kaiser Permanente HMO	\$372.56	\$745.12	\$1,054.35
	Kaiser Permanente HDHP	\$290.82	\$581.64	\$823.02
	UnitedHealthcare SignatureValue Performance HMO - Network 1	\$416.85	\$833.38	\$1,179.06
	UnitedHealthcare SignatureValue CS VEBA Alliance HMO	\$399.94	\$799.55	\$1,131.19
	UnitedHealthcare/UMR Select Plus PPO	\$739.10	\$1,478.21	\$2,091.71
	UnitedHealthcare Harmony HDHP	\$253.94	\$504.97	\$712.13
	SIMNSA Mexico HMO ( <a href="#">See eligibility requirements</a> )	\$139.22	\$244.54	\$359.45
Dental Plans	Delta Dental PPO	\$23.88	\$47.74	\$68.16
	Delta Dental DHMO	\$9.07	\$16.39	\$21.00
Vision Plans	VSP Vision Service Plan	\$4.52	\$10.46	\$14.17



Your Benefits | Learn-Plan-Choose

## Where do Excess Flex Credits go if I waive my health plan or if there are any left over after my selections are made?

### Are you covered by an HMO or PPO by any employer?

Excess Flex Credits will be directed to a Health Reimbursement Account up to \$5,000.

### Are you covered under an HDHP by any employer?

Excess Flex Credits will be directed to a Health Savings Account up to the IRS family maximum of \$8,300.

### Are you covered by Medicare, Medi-CAL, or Tricare?

A maximum of \$500 will be allocated to the Health Care FSA. The remainder of any excess Flex Credits will be forfeited.

### Are you covered by an individual plan or Covered CA?

A maximum of \$500 will be allocated to the Health Care FSA. The remainder of any excess Flex Credits will be forfeited.

### Can I get paid out for any unused Flex Credits?

You cannot. Flex Credits have no cash value and can only be applied to your health benefits.

## Spending Accounts

Here are the four types of spending accounts for your excess Flex Credits or out-of-pocket contributions, depending on your situation.



This symbol means that there is an option to select, increase, or contribute to coverage options using remaining Flex Credits or by paying out-of-pocket.

### Health Care FSA

You may pay into this account out-of-pocket up to \$3,050 annually if you anticipate additional health care expenses not covered by your benefit plan.



### Dependent Care FSA

If you anticipate childcare expenses, you can contribute excess Flex Credits or out-of-pocket contributions up to \$5,000.



### Health Reimbursement Account

Unused Flex Credits are deposited into this account when you are covered under an employer group health plan that is not a High Deductible Health Plan.

### Health Savings Account

If you are enrolled in a **High Deductible Health Plan**, excess Flex Credits or out-of-pocket contributions can be deposited here, up to the IRS individual or family maximum contributions.





Your Benefits | *Learn-Plan-Choose*

# Beyond health plan coverage and spending accounts, what other benefits do I receive?

Here’s a list of your additional County-provided benefits, some provided at no additional cost to you.



This symbol means that there is an option to select, increase, or contribute to coverage options using remaining Flex Credits or by paying out-of-pocket.

## Additional Insurances and Coverages

### Life Insurance

The County provides you coverage equal to your annual salary with a minimum of \$50,000 to a maximum of \$1,000,000.

Supplemental coverage up to 6 times your annual salary is available using Flex Credits or by paying out-of-pocket.



### Accidental Death and Dismemberment Insurance

The County provides you coverage equal to your annual salary with a minimum of \$50,000 to a maximum of \$1,000,000.

Supplemental coverage up to 3 times your annual salary is available using Flex Credits or by paying out-of-pocket.



### Dependent Life & Spousal Life Insurance

The County provides you coverage of \$2,000 for your eligible dependents.

Supplemental Spouse/Domestic Partner coverage for \$10,000 available using flex Credits or by paying out-of-pocket.

### Long Term Disability

You are provided a plan that pays 66 2/3% of monthly salary with a maximum benefit of \$12,000 per month. Benefits start 60 days after disability begins and continues to either age 65 or until your disability ends.

### Short Term Disability & Paid Family Leave

You can use Flex Credits or pay out-of-pocket to enroll in a Short-Term Disability plan that can pay a benefit of up to 60% of your weekly covered earnings. This benefit also includes up to eight weeks of Paid Family Leave (PFL) each year.



### Critical Illness Insurance

Employees can use Flex Credits or pay out-of-pocket to enroll in Critical Illness Insurance which pays a lump sum benefit on top of any health insurance benefits for covered diseases or illnesses.





Your Benefits | *Learn-Plan-Choose*

## Paid Leaves

Accruals are based on a 40-hour work week and are credited on a biweekly basis. They become available for use as they are accrued.

Type of Paid Leave	Days Per Year, Annually	Maximum Accrual
<b>Vacation</b>	12 days for 1- 4 years of service (96 hours) 17 days for 5- 14 years of service (136 hours) 22 days for 15+ years of service (176 hours)	240 hours 340 hours 440 hours
<b>Sick Leave</b>	13 days (104 hours) per year with a credit of 80 hours at the time of hire*	No maximum
<b>Holidays</b>	12 days per year	N/A
<b>Floating Holidays</b>	2 days (16 hours)	24 hours
<b>Bereavement Leave</b>	3 days +2 sick days from your accrual	N/A
<b>Emergency Child &amp; Older Adult Care Leave</b>	3 days per fiscal year	N/A

\*Additional hours do not accrue during pay periods in which time was credited.



Your Benefits | *Learn-Plan-Choose*

## Retirement

### Pension

The San Diego County Employees Retirement Association (SDCERA) provides a defined benefit pension plan. You will automatically become a member and contribute each paycheck. For more information, contact SDCERA at (619) 515-6800.

[www.SDCERA.org](http://www.SDCERA.org)

### Deferred Compensation

You may elect to defer a portion of your compensation to a 457 Plan and/or a 401A Plan. Contact Deferred Compensation through Nationwide Retirement Solutions at (619) 531-5840 for additional information.

[www.MyDCPlan.com](http://www.MyDCPlan.com)



## Additional Benefits

### Perk Spot

Perk Spot allows you access to online discounts from hundreds of retailers in addition to local area discounts and savings. Go to [SDCounty.PerkSpot.com](http://SDCounty.PerkSpot.com) and beneath the “New Members” heading complete the registration process or contact PerkSpot directly at [cs@perkspot.com](mailto:cs@perkspot.com).

### Employee Assistance Program (EAP)

EAP offers confidential consultation and referral services to help you and anyone in your household address personal problems (e.g. marital, financial, or emotional problems; family issues; substance/alcohol abuse) that are difficult to handle. You may contact Anthem Blue Cross EAP at (888) 777-6665 for information.

### Transit Pass Program

The County contributes towards your purchase of a bus, trolley or Coaster Pass. For more information, contact your departmental payroll staff.



Additional details about benefit plans and Flex Credits can be found in the information-packed [Employee Benefits Guide](#) or by visiting the [Human Resources Benefits website](#).

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# COUNTY OF SAN DIEGO SUMMARY OF BENEFITS



Your Benefits | *Learn-Plan-Choose*

## Confidential Non-Management Benefit Program (CNM)

Here is your customized summary of benefit options at the County of San Diego. Some of these benefits are provided by the County automatically, while others will require you to choose them, using either County-provided Flex Credits or by paying out-of-pocket.

### What are Flex Credits, how many do I get, and how do I spend them?

Flex Credits are a per pay-period allowance. They have no cash value. Most Flex Credits are used to cover your medical plan selections. The table below lists the costs for the various health plans offered by the County, aligned with your personal Flex Credit allowance. You will see that your amounts change as you adjust the number of dependents you select.

### Your Flex Credits Per Pay Period

Employee Only	Employee + 1 Dependent	Employee + 2 or more Dependents
\$476.00	\$711.50	\$1,011.50

Depending on your medical plan selections, you will either have surplus Flex Credits to use to select additional benefits below, or you will need to supplement your choices with out-of-pocket contributions.

Insurance Plans and Their Costs Per Pay Period		Employee Only	Employee + 1 Dependent	Employee + 2 or more Dependents
Medical Plans	Kaiser Permanente HMO	\$372.56	\$745.12	\$1,054.35
	Kaiser Permanente HDHP	\$290.82	\$581.64	\$823.02
	UnitedHealthcare SignatureValue Performance HMO - Network 1	\$416.85	\$833.38	\$1,179.06
	UnitedHealthcare SignatureValue CS VEBA Alliance HMO	\$399.94	\$799.55	\$1,131.19
	UnitedHealthcare/UMR Select Plus PPO	\$739.10	\$1,478.21	\$2,091.71
	UnitedHealthcare Harmony HDHP	\$253.94	\$504.97	\$712.13
	SIMNSA Mexico HMO (See eligibility requirements)	\$139.22	\$244.54	\$359.45
Dental Plans	Delta Dental PPO	\$23.88	\$47.74	\$68.16
	Delta Dental DHMO	\$9.07	\$16.39	\$21.00
Vision Plans	VSP Vision Service Plan	\$4.52	\$10.46	\$14.17



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## Where do Excess Flex Credits go if I waive my health plan or if there are any left over after my selections are made?

### Are you covered by an HMO or PPO by any employer?

Excess Flex Credits will be directed to a Health Reimbursement Account up to \$5,000.

### Are you covered under an HDHP by any employer?

Excess Flex Credits will be directed to a Health Savings Account up to the IRS family maximum of \$8,300.

### Are you covered by Medicare, Medi-CAL, or Tricare?

A maximum of \$500 will be allocated to the Health Care FSA. The remainder of any excess Flex Credits will be forfeited.

### Are you covered by an individual plan or Covered CA?

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### Can I get paid out for any unused Flex Credits?

You cannot. Flex Credits have no cash value and can only be applied to your health benefits.

## Spending Accounts

Here are the four types of spending accounts for your excess Flex Credits or out-of-pocket contributions, depending on your situation.



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### Health Care FSA

You may pay into this account out-of-pocket up to \$3,050 annually if you anticipate additional health care expenses not covered by your benefit plan.



### Dependent Care FSA

If you anticipate childcare expenses, you can contribute excess Flex Credits or out-of-pocket contributions up to \$5,000.



### Health Reimbursement Account

Unused Flex Credits are deposited into this account when you are covered under an employer group health plan that is not a High Deductible Health Plan.

### Health Savings Account

If you are enrolled in a **High Deductible Health Plan**, excess Flex Credits or out-of-pocket contributions can be deposited here, up to the IRS individual or family maximum contributions.





Your Benefits | *Learn-Plan-Choose*

# Beyond health plan coverage and spending accounts, what other benefits do I receive?

Here’s a list of your additional County-provided benefits, some provided at no additional cost to you.




This symbol means that there is an option to select, increase, or contribute to coverage options using remaining Flex Credits or by paying out-of-pocket.

## Additional Insurances and Coverages


### Life Insurance

The County provides you life insurance coverage of \$10,000.

Supplemental coverage up to 6 times your annual salary is available using Flex Credits or by paying out-of-pocket. 

### Accidental Death and Dismemberment Insurance

The County provides you coverage of \$10,000.


Supplemental coverage up to 3 times your annual salary is available using Flex Credits or by paying out-of-pocket. 

### Dependent Life & Spousal Life Insurance


The County provides you coverage of \$2,000 for your eligible dependents.

Supplemental Spouse/Domestic Partner coverage for \$10,000 available using flex Credits or by paying out-of-pocket.


### Long Term Disability

You can use Flex Credits or pay out-of-pocket to enroll in a Long Term Disability plan that can pay a benefit of up to \$5,000 a month. Benefits begin after 180-day elimination period. 

### Short Term Disability

You pay into CA State Disability Insurance (SDI) with your paycheck. You can use Flex Credits or pay out-of-pocket to enroll in a Short-Term Disability plan that can pay an additional benefit of up to 25% of your weekly covered earnings to a maximum of \$1,000 per week. 

### Critical Illness Insurance

Employees can use Flex Credits or pay out-of-pocket to enroll in Critical Illness Insurance which pays a lump sum benefit on top of any health insurance benefits for covered diseases or illnesses. 



Your Benefits | *Learn-Plan-Choose*

## State Disability Insurance (SDI) and Paid Family Leave (PFL)

**YOUR CLASSIFICATION PAYS INTO SDI**

The State Disability Insurance (SDI) and Paid Family Leave programs are managed by the State of California, Employee Development Department (EDD), which is responsible for program eligibility requirements, benefit determinations and disability payments. For general information regarding State Disability Insurance and Paid Family Leave, contact EDD at (800) 480-3287 or at [www.edd.ca.gov/disability](http://www.edd.ca.gov/disability).

### Paid Leaves

Accruals are based on a 40-hour work week and are credited on a biweekly basis. They become available for use as they are accrued.

Type of Paid Leave	Days Per Year, Annually	Maximum Accrual
<b>Vacation</b>	10 days for 1- 4 years of service (80 hours) 15 days for 5- 14 years of service (120 hours) 20 days for 15+ years of service (160 hours)	200 hours 300 hours 400 hours
<b>Sick Leave</b>	13 days (104 hours) per year	No maximum
<b>Holidays</b>	12 days per year	N/A
<b>Floating Holidays</b>	2 days (16 hours)	24 hours
<b>Bereavement Leave</b>	3 days +2 sick days from your accrual	N/A
<b>Emergency Child &amp; Older Adult Care Leave</b>	3 days per fiscal year	N/A



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## Retirement

### Pension

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### Perk Spot

Perk Spot allows you access to online discounts from hundreds of retailers in addition to local area discounts and savings. Go to [SDCounty.PerkSpot.com](http://SDCounty.PerkSpot.com) and beneath the “New Members” heading complete the registration process or contact PerkSpot directly at [cs@perkspot.com](mailto:cs@perkspot.com).

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EAP offers confidential consultation and referral services to help you and anyone in your household address personal problems (e.g. marital, financial, or emotional problems; family issues; substance/alcohol abuse) that are difficult to handle. You may contact Anthem Blue Cross EAP at (888) 777-6665 for information.

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