

# EL DORADO LAFCO

LOCAL AGENCY FORMATION COMMISSION

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## *AGENDA OF MAY 21, 2008*

### *REGULAR MEETING*

**TO:** Francesca Loftis, Chair, and  
Members of the El Dorado County Local Agency Formation  
Commission

**FROM:** José C. Henríquez, Executive Officer

**AGENDA ITEM #6:** REVIEW AND CONSIDER THE DRAFT LAFCO EMPLOYEE  
BENEFITS POLICIES

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#### **RECOMMENDATION**

Staff recommends that the Commission:

1. Receive and review the Draft Employee Benefits Policy;
2. Consider any changes to the Draft Policy; and
3. Approve the Draft Policy, which will be incorporated into the Commission's Policies and Guidelines.

#### **REASON FOR RECOMMENDED ACTION**

At the January meeting, the Commission instructed staff to further develop an employee benefit policy that was independent of the County's benefits policies. Counsel developed the attached policies, incorporating the best practices found throughout the state as well as the research conducted by the Executive Officer on the benefits policies of other LAFCOs and local agencies. If approved, the Benefits Policies will not only be an appendix to the Commission's Policies and Guidelines but also a handbook that will be distributed to existing and future employees.

#### **BACKGROUND**

The prior Executive Officer used the County's MOU as a guide to the types of benefits offered to its employees based on the Commission's Policies and Guidelines (P&G) sections 2.3.3, 2.3.5 and 2.3.6, which read in part:

- 2.3.3 Employee Benefits:** All changes approved by the Board of Supervisors for county employees in comparable positions will be reviewed and considered by LAFCO for its employees. Unless otherwise specified by LAFCO policy, employees of LAFCO shall receive benefits available to employees of El Dorado County in comparable classifications.

**2.3.5 Employee Policies and Regulations:** Unless otherwise specified by LAFCO, policies and regulations in the County Salary and Benefits resolution and related ordinances will apply to El Dorado LAFCO employees....

**2.3.6 Exceptions**

- (a) Longevity Pay is not provided by LAFCO.
- (b) Retiree Health Insurance Benefits for LAFCO employees will be the same as those of El Dorado County, although LAFCO does not participate in the County's pre-funding program and will independently fund such benefit.

The Commission expressed its desire to have its own benefits policy and directed staff to draft a new policy that removes the references to the County's employee benefits. Towards that end, Counsel was directed to write the new policy with the assistance of the Executive Officer, who would research the benefits offered locally and by other LAFCOs. Finally, the Commission expressed its preference not to remove any benefits that the employees currently receive.

The attached Draft Employee Benefits Policies is composed of two parts. The first is comprised of changes to the Policies and Guidelines that deletes Sections 2.3.4-2.3.8. In addition, the new sections to the P&G incorporate a new Appendix F, which is a comprehensive listing of all of the benefits to be offered to the employees. This Appendix F will also be used as an Employee Handbook, which will be given to current and future employees.

Per the Commission's direction, no benefit currently being offered to staff was taken away. Most benefits were retained consistent with the current practice (sick and vacation accrual rates, two floating holidays), some benefits were clarified (no more compensated time off for overtime, but overtime is accrued only by working over 40 hours a week), and a few were added. Some of the highlights include:

- Specified Code of Conduct for employees in addition to a grievance procedure
- The Commission participates in Family Medical Leave Act, with the Commission providing health insurance benefits under the same conditions as though the eligible employee was working, for up to 12 weeks during any FMLA leave.
- Up to five (5) working days of paid Bereavement Leave will be offered to employees in case of the loss of a family member (defined as spouse, children, siblings, parents or spouse's parents), but the employee does not accrue vacation or sick time during leave.

These benefits were drafted consistent with the Commission's direction in January, as well as to incorporate the best practices found in the state and to successfully compete with local agencies for the retention or recruitment of employee talent. The Commission has the discretion to revise the recommended policies to better define the benefits offered to employees.

Attachments

Attachment A: Recommended Amendments to Policy 2.3 of the Commission's Policies and Guidelines

Attachment B: Draft Employee Benefits Policy