

CHAPTER 2

PAYROLL PROCEDURES

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CHAPTER 2

PAYROLL PROCEDURES

201. General Statement. It is the policy of Kern County to pay all employees for time worked in an accurate and timely manner, in accordance with applicable State, Federal and local laws, and to maintain the required supporting documents and records. This Chapter provides implementing procedures that should be used as a reference manual for guidelines, procedures and related information. These policies and procedures will:

- Comply with all Kern County Civil Service Rules in addition to State and federal regulations.
- Ensure relevance, accuracy and consistency of Countywide payroll procedures among department payroll/personnel staff.
- Facilitate more timely access to relevant payroll information and procedural changes for department payroll/personnel staff.
- Enable department payroll/personnel staff to address employees' payroll concerns more efficiently.

Provisions within Memoranda of Understanding with employee unions supersede the provisions within this Chapter for represented employees.

202. Payroll Periods and Paydays. Each biweekly payroll period begins at 12:01 a.m. on a Saturday and ends on a Friday at 12:00 Midnight two weeks later and is identified by the calendar year and a sequence number. The payroll periods and paydays are available on CountyNet. (Rev. 01/10)

All employees are paid biweekly on every other Tuesday. If there is a holiday on that Tuesday or any other day from the end of payroll period to payday, payday may fall on a Monday or Wednesday. Payroll warrants will not be released in advance of paydays. (Rev. 01/10)

203. Responsibilities and Controls.

.1 *Department.* Maintains time records and prepares payroll and employment related forms.

.2 *Human Resources Division.* Human Resources shall maintain an official roster of all persons employed in the classified service and shall approve all change in employment status, pay, and other matters pertinent to carrying out the provisions of the Kern County Initiative Civil Service Ordinance. Appointing authorities shall be responsible for reporting to Human Resources information necessary for maintenance of the roster and for changes in employee status affecting payroll. This is done through the Change in Employee Status/ Notice of Employment program (CES/NOE).

- a. Human Resource staff will review and approve any new appointments, promotions, demotions, or salary increases or decreases to ensure that they are in accordance with provisions of the Kern County Initiative Civil Service Ordinance and of the rules and regulations prescribed there under.
- b. If a change in employee status made through the CES/NOE program is found to be in accordance with the provisions of the Salary Ordinance and the Kern County Initiative Civil Service Ordinance and the rules and regulations prescribed there under, Human Resources shall approve the change and it will be processed to the payroll system
- c. If a change in employee status made through the CES/NOE program is found to be in violation of any provision of the Salary Ordinance and of the Kern County Initiative Civil Service Ordinance and/or Rules and Regulations of the Commission, Human Resources shall immediately notify the appointing authority by rejecting the change in the CES/NOE program, and it will not be processed to the payroll system.
- d. The Employee Relations Officer shall ensure that changes in employee status are reviewed and approved and supervise the staff performing such functions. The Employee Relations Officer may authorize, in writing, any regular employee of Human Resources to review and approve changes made in the CES/NOE program in the Employee Relations Officer's name. (Rev. 01/16)

.3 *Auditor-Controller-County Clerk*. Is responsible for the processing of payroll, controls the arithmetic correctness of payroll and voluntary deductions, distributes payroll, implements changes in federal and State laws, and submits State and federal forms and reports as required.

.4 *Retirement Administration*. Monitors membership and controls retirement contribution deductions.

.5 *Information Technology Services Division (ITS)*. Maintains Automated Payroll System files, and produces payroll and related reports.

204. Biweekly Payroll Time Line. The Auditor-Controller-County-Clerk, Human Resources Division and ITS have established internal deadlines in order to issue payroll timely. The following apply to departments.

.1 *Notice of Employment (NOE) and Change in Employee Status (CES) submissions, and Voluntary Deduction Changes*. Submissions are due to the Human Resources Division by Tuesday 12:00 Noon of the second week of the payroll period. If a holiday falls on Wednesday, Thursday or Friday of the second week, forms will be accepted until 12:00 Noon Monday or as otherwise specified. Any submissions after the deadline will not be processed as part of the payroll for that period.

.2 *The Time Reporting and Account Costing System (TRACS)*. The TRACS Time Keeping System is maintained by the Auditor-Controller for county departments to enter, submit and approve biweekly payroll. It is available to departments continuously and is to be completed and verified by the scheduled due date.

.3 *Attendance Reports*. For departments not on TRACS, the Attendance Reporting System is available to departments by Noon Friday of the second week, and is to be completed and verified by the scheduled due date.

205. Attendance Reporting System. For departments not on TRACS, the Attendance Report is the document by which an employee will be issued a payroll warrant. The total time reported is the time an employee is entitled to be paid. The following is noted:

- a. The Attendance Reporting System is preset for regular full-time employees and the programmed hours for regular part-time employees. No entry is to be made if the employee worked the number of preset hours, unless he/she had shift time, compensatory time, paid overtime, paid sick leave, or paid vacation. This does not apply to hourly employees whose time must always be entered.
- b. For reported sick leave, family sick leave, compensatory time, or vacation, state the dates in the comments section. For family sick leave, also state the relationship of the family member. Departments using electronic timesheets that interface with the Attendance Reporting System are exempt from transmitting this information. However, the information must be collected and retained in the department. (Rev. 09/03)
- c. If an employee did not work on a scheduled workday and he/she is not to be paid, the entry under Regular Time should be "O". The Fire Department will deduct one day.
- d. If the employee is to receive his/her regular biweekly pay, regular time plus Shift 2, Shift 3, sick leave, compensatory time, and vacation should equal number of hours of work required for a full-time employee.
- e. Totals are automatically calculated.

.1 *Omitted New Employee*. If a new employee's (Notice of Employment) NOE is not received by the Human Resources Division by the deadline, the employee will not appear on the Attendance Report-and will not be issued a payroll warrant. Add the hours for which the employee was not paid to the total hours worked during the next pay period. For example, an employee starts work on the last day of Pay Period 15-19 and works 8 hours in that period, and 80 hours in Pay Period 15-20, show 88 hours under Regular Time on the Attendance Report for Pay Period 15-20 to pay the employee in full. Explain the reason for the deviation from the standard 80 hours in the comments section. *Example*: "8 hours not paid 15-19."

.2 *Authorization.* The Attendance Report must be authorized by the department head or designee by password use. This authorization certifies that the payroll is proper and that all required employee loyalty oaths are on file. No one person should be recording and also verifying the payroll. There must be a signature card on file with the Human Resources Division and Auditor-Controller-County Clerk for each person who authorizes the Attendance Report.

Contact the Human Resources Division to add or delete access to the Attendance Reporting System. Contact the Auditor-Controller-County Clerk for changing who is responsible for authorizing the Attendance Report.

206. TRACS Time Keeping System. The TRACS Time Keeping System is the method by which the Attendance Reporting System is populated for those employees implemented on TRACS.

- a. Employees will be assigned a work schedule in TRACS by which regular time, shift time, compensatory time, and paid overtime will be calculated.
- b. Employees using the TRACS Time Keeping System are required to select the appropriate task(s) established by their department and enter all hours including shift time, compensatory time, paid overtime, paid sick leave, and/or paid vacation. For family sick leave the relationship of the family member must be shown.
- c. Omitted New Employee. If a new employee’s Notice of Employment (NOE) is not received by the Human Resources Division by the deadline, the employee will not appear on the Attendance Report and the hours entered in TRACS cannot be uploaded. The employee will not be issued a payroll warrant. The department will be required to submit a Payroll Correction to the Auditor using the TRACS Special Pay Module.
- d. Authorization. The TRACS Time Sheet must be approved by the employee’s supervisor, the department’s payroll staff and the department head or designee by use of an electronic signature. No one person should be recording and also verifying the payroll.

207. Recording Time – General. Regular time is recorded in increments to the nearest tenth of an hour.

0 = 0-3 MINUTES	
.1 = 4-9 MINUTES	.6 = 34-39 MINUTES
.2 = 10-15 MINUTES	.7 = 40-45 MINUTES
.3 = 16-21 MINUTES	.8 = 46-51 MINUTES
.4 = 22-27 MINUTES	.9 = 52-57 MINUTES
.5 = 28-33 MINUTES	1 = 58-63 MINUTES

The Fire Department will report time in increments of 1/10 day, which is 2.4 hours. Report 1/10 as .1; 2/10 as .2, etc.

208. Recording Time – Holidays. Report all holidays taken as regular time. When a holiday falls on an employee’s scheduled day off, the employee shall be granted an alternate day off. An employee who is off work *without pay* the *workday* preceding a holiday is not entitled to receive pay for that holiday. (If an employee has *any* recorded paid time on the workday prior to a holiday, that employee must receive pay for that holiday.) Refer to Chapter 1 for provisions regarding part-time employees.

209. Recording and Calculating Overtime and Compensatory Time Off (CTO) – General. The Time, Reporting and Account Costing System (TRACS) is used for recording overtime and CTO. The time is submitted by the employee and subject to approval by the department head or designee.

Paid overtime and compensatory time is recorded to the nearest tenth of an hour. A CTO balance report is distributed quarterly to departments by ITS. With few exceptions, employees cannot accumulate more than 120 hours of CTO time (see Chapter 1 for CTO policies). Paid overtime hours are reported in terms of straight time earned in the TRACS System and on the Attendance Report. Refer to Chapter 1 to determine whether time worked qualifies for compensation at time and one-half. (Rev. 09/03)

210. Overtime Compensation – Extra Help Employees. Extra help employees receive overtime compensation for all hours worked in excess of 40 hours in a workweek. The department head has the option to either pay the overtime at the rate of 1-1/2 times the employee's regular hourly rate or grant CTO at the rate of 1-1/2 times the overtime hours worked.

Extra help Deputies and Detention Officers receive overtime compensation at the rate of 1-1/2 times the overtime hours worked after 86 hours in a biweekly pay period as stipulated under the 207K exemption under the Fair Labor Standards Act.

211. Daylight Savings Time Conversion. All employees who work a 40-hour work week and who are on duty when the Daylight Savings time converts to Standard time are compensated for the additional hour worked. Conversely, there is no authority to pay for the hour of work lost on night shifts when Standard time converts to Daylight Savings time. Departments may offer affected employees the opportunity to use an hour of vacation or CTO time in order to have a complete (80-hour) paycheck.

212. Recording Sick, Vacation, and other Leave. Refer to Chapter 1 for the accrual rates and other policies regarding sick leave, vacations, holidays, and jury duty. Sick leave, vacation time taken, and jury duty is recorded in TRACS by the employee and subject to approval by the department head or designee. The following is noted:

- a. Probationary, permanent, temporary, and provisional employees are eligible to accrue sick leave and vacation. Each employee's current sick leave and vacation balance is printed on the payroll register and warrant stub as accrued.
- b. New employees will accrue vacation leave after the first day of regular and continuous employment. They may use all accrued vacation leave in accordance with Section 119 of Chapter 1 of the County Administrative Policy and Procedures Manual or the applicable MOU. (Rev. 11/19)
- c. Bonus pay for unused sick leave is automatically calculated.
- d. Family sick leave is reported the same way as regular sick leave.
- e. The amount of vacation time taken at one time cannot exceed twice the amount the employee currently earns for one year.
- f. If an employee reaches the maximum vacation accrual amount, the employee ceases to earn vacation credit until the balance is below the maximum amount.
- g. Holidays which fall during a vacation period, or when such employee is absent on paid sick leave, are not to be charged against the employee's vacation or sick leave balance.

213. Special Pay Allowances. Special pay allowances for represented employees are provided for in the MOUs. Allowances are paid automatically and a legend of special pay codes is available from the department payroll clerk.

.1 *Method for Special Pay Allowances.* An employee may have up to fifteen special allowances on the payroll master record. Allowances may be added for new employees via a Notice of Employment (NOE) or changed for current employees by submitting a Change of Employee Status (CES) as follows:

- a. *Action Code.* Must be "A" (add), "C" (change); or "D" (delete).
- b. *Pay Code.* Enter the alphabetic code of the allowance to be added.

- c. *Number of Times to be Paid.* If the allowance is to be paid on a permanent basis, enter the number 99. Otherwise, enter the actual number of times that the allowance is to be paid (from 1 to 98).
- d. *Amount.* If the amount is fixed (see listing) leave this field blank. Otherwise, enter the amount that is to be paid as provided in the applicable MOU.

214. Shift Differential Pay. Premium pay is added to an employee's regular pay as compensation for working a minimum of 5 hours during a period other than a normal workday shift. Premium pay rates are specified within the applicable MOU and are automatically calculated.

Regular employees, other than a safety member, are entitled to shift differential pay for the entire shift. Unrepresented extra help employees, other than extra help registered nurses on the Kern Medical Center payroll, do not qualify for premium pay.

P.M. Shift (Shift 2). A work period of at least 5 hours between 3 p.m. and 12 Midnight.

A.M. Shift (Shift 3). A work period of at least 5 hours between 12 Midnight and 9 a.m. (Rev. 07/08)

.1 *Calculating the "Five Hours Worked" Provision.* Do not include any time off with or without pay (except rest periods) such as, sick leave, and time for which CTO or overtime pay is earned.

.2 *SEIU Represented Employees.* For these employees, overtime and CTO are not excluded when the time earned is the result of working a holiday.

.3 *Shift Time Recording.* Report Shift Time in the appropriate columns of "Shf2" or "Shf3". For employees who work both "2" and "3" shifts in the same pay period, the shift hours must be reported separately in the same columns. For example: "2" 40 "3" 40

215. Stand-by Pay. Refer to the applicable MOU.

216. Longevity Pay. Payment is automatically calculated. Refer to the applicable MOU for eligibility and amounts.

217. Kern\$Flex Pay. Management, mid-management, and confidential employees receive Kern\$Flex Pay at the rate provided in Chapter 1. The amount is automatically computed.

218. Elected Official Partial Pay. If an elected official does not earn the full salary, the salary will be computed by the Auditor-Controller-County Clerk. Contact the Human Resources Division for this type of transaction.

219. Members of Boards and Commissions. Board and Commissions will be paid biweekly on a per-meeting basis of pay, which for payroll purposes is entered as the hourly rate. Contact the Human Resources Division for the authorized amount. If payment for one or more meetings is to be made, enter the number of meetings under Regular Time. The amount to be paid is automatically calculated. If no payment is to be made, enter "O" under Regular Time.

220. Voluntary Payroll Deductions. These deductions are administered by the Auditor-Controller-County Clerk.

.1 *Voluntary Deductions and/or Adjustment codes and Descriptions.* A list of the voluntary payroll deductions and/or adjustment codes and descriptions as they appear on the Statement of Earnings and Deductions is available from the department payroll clerk.

221. Direct Deposit. Employees not subject to a direct deposit requirement by their respective Memorandum of Understanding (MOU), may have their pay checks deposited in their checking account by completing an Employee's Authorization Direct Deposit of Payroll form, attaching a voided check and submitting it to the department payroll clerk. For new employees, include the form in the NOE packet. (Rev. 01/10 01/15)

222. Employee Hiring Forms. To hire an employee, the following forms are required to be completed and sent to the Personnel Department, which will forward them to the appropriate department.

.1 *Notice of Employment.* Submission of a NOE by the hiring department is required to place a new employee on the payroll for the first time or to reemploy an individual who has left County employment for more than one day.

.2 *Loyalty Oath.* A signed Loyalty Oath is required of employees before a payroll warrant can be issued. State and federal law may provide certain limited exceptions to the loyalty oath requirement. If an employee refuses to take the oath, the matter should be immediately referred to County Counsel.

Notary Publics and County officers and their deputies may administer and certify these oaths. County officers are listed in Government Code section 24000. File completed forms in the employee's departmental personnel file.

.3 *Employment Eligibility Verification.* Complete U.S. Department of Justice, Immigration and Naturalization Services form I-9.

.4 *Retirement Form #7, Member's Sworn Statement.* Employees subject to retirement membership are listed in Section 226. Leave blank those areas marked "percentage" and "age". Forward the form directly to the Retirement Administration.

.5 *Medical/Dental/Vision Insurance.* Eligible permanent/probationary employees are to be provided with information on the medical, dental, and vision plans when hired and must watch an online orientation session for benefit selection within two weeks of hire. Extra help, per diem, and other temporary employees are eligible for medical insurance coverage pursuant to the terms and conditions of the *Health Benefits Eligibility Policy for Full-Time Extra Help and Temporary Employees Not Otherwise Eligible for Health Benefits*.

223. Notice of Employment (NOE) – Instructions for Completing.

.1 *Department Number and Suffix.* Use the department number shown as the schedule number in the Departmental Position and Salary Schedule. Departments which distribute payroll by division are identified by a letter or number suffix to the schedule number.

.2 *Social Security Number.* The employee's Social Security card should be visually inspected at the time of hire or as soon as possible thereafter to verify the correct number and that the name matches payroll.

.3 *Employee Mailing Address and Zip Code.* If the employee's home address is different from the mailing address, state the home address in the comments section.

.4 *Tax Allowances.*

.4.1. *Exempt.* Federal or State income tax withholding is not required if an employee certifies they do not expect to incur a federal income tax liability for the current year, and did not have a tax liability in the preceding year. Employee must indicate Exempt at Item #7 on the KCA-C #W4 (W4). The exemption expires on February 15 each year, and must be renewed annually to keep the tax exempt status in effect.

.4.2. *Federal.* An employee's allowance may not exceed the legal entitlement. Generally, this will be the number shown on the employee's W4.

.4.3. *Federal Additional Tax.* If specified by the employee on the W4, Item #6, this deduction is in addition to the regular income tax deduction. Additional deductions must be \$5.00 or more per pay period, and must be stated in whole dollar amounts.

.4.4. *State.* The employee either notes the number of exemptions or marks the Exempt box on the W4. There are two types of State allowances. The Personal or Dependent allowances and the Itemized allowances. An employee may be entitled to claim additional withholding allowances if he/she has large itemized deductions (for income tax purposes) in one year and expects the same the next year. Changes in allowances require a new W4 and a CES. It is the responsibility of the employee to determine his/her qualification each year. Tax worksheets

are available from the IRS. As the State will accept the number of additional exemptions computed for federal purposes, it is not necessary to prepare a State worksheet.

.4.5. *State Additional Tax.* If specified by the employee on the W4, Item #6, this deduction is in addition to the regular income tax deduction. Additional deductions must be \$1.00 or more per pay period, and must be stated in whole dollar amounts.

.4.6. *Employee Deductions.* Indicate if the employee's earnings are subject to Social Security, SDI, or retirement deductions, under Type of Change 50 through 55.

.5 *Type of Appointment (Status).* See Exhibit B for definitions and codes.

.6 *Effective Date.* The effective date is the first day of work.

.7 *Division Name, Item Number Classification, Insurance Code, Range, Step and Salary.* The information required to complete these sections is in the Departmental Positions and Salary Schedule. Note the following special situations:

- a. Individuals who possess POST and Fire Science certificates are placed in those classifications identified by a "C" (Certified) or "C-A" (Certified-Advance).
- b. Consult the Human Resources Division for the proper insurance compensation code for unlisted extra help positions.
- c. The range section is left blank for fixed salaries.
- d. Do not complete the salary step section if the classification salary is Flat Biweekly, Hourly, or fixed. Use the comments section of the NOE form to justify the request.
- e. Show the salary rate for a full-time equivalent position (even for part-time status). For hourly personnel, state the hourly rate. For board and commission members, state the rate per meeting (hourly).

.8 *Hours of Work Required.* Mark appropriate box. When classification "E" (part-time) is used, the number of hours of work required must be stated, except for boards and commissions.

.9 *Special Pay Allowances.* Refer to Section 211.

.10 *Part-Time, Seasonal, and Temporary Employee Deferred Compensation Plan.* The NOE will not be processed if an extra help, part-time, seasonal, or temporary employee does not name a beneficiary.

224. Change of Employee Status (CES) Form – Instructions for Completing. This form is to be used to report any change in an employee's personal or employment status, tax exemptions, and to correct sick and family sick leave, CTO, and vacation balances.

Each CES must have the following sections completed.

Department number and suffix as applicable
 Employee's Social Security number
 Date form prepared
 Employee's present name – Last, First, and Middle name
 Signature of department head or designee
 Signature of the employee (or note that the employee is unable to sign)

.1 *Change of Personal Status.* Report only the items being changed.

.1.1 *Address.* If a home address is different from the mailing address, show the home address in the comments section.

.1.2 *Tax Exemptions.* Federal and State exemptions or additional tax may be increased or deleted by entering the new exemption or amount. A new W4 form is also required.

.2 *Sick Leave or Vacation Balance Corrections.* To correct errors made on the Attendance Report or to restore sick leave credits following job-connected disability (as provided by Risk Management), mark the appropriate Add or Deduct box and insert the number of hours. These changes require Human Resources Division approval.

.3 *Compensatory Time Off and Family Sick Leave Balance Corrections.* To correct errors made on the Attendance Report, mark the Other box in Section 5 and provide an explanation of the error and a statement instructing the Human Resources Division to Add or Deduct the appropriate number of hours.

.4 *Type of Appointment.* Mark one only. See Exhibit B for definitions and codes.

.5 *Type of Change.* Mark one only. See Exhibit C for definitions and codes.

.6 *Effective Date of the Transaction.* The date the action stipulated to in Sections 4, 5, 6 and 9 of the CES form is to occur. For all separations from County Service, the effective date is the final day for which compensation is received by the employee.

.6.1 The "From" line in Section 6 reflects the employee's present status and must be completed for transaction codes 01, 02, 03, 10, 11, 12, 20, 21, 22, 30, 31, 32, 33, 34, 35, 36, 40, 41, and 42.

.6.2 The "TO" line in Section 6 reflects the new status the employee will enter on the effective date of the transaction and must be completed for transaction codes 01, 02, 03, 10, 11, 12, 13, 20, 21, 22, 40, 41, and 42.

.7 *Hours of Work Required.* Complete the Hours of Work Required block for all transactions requiring the "TO" line to be completed.

.8 *Employee Deductions.* Indicate if the employee's earnings are subject to Social Security, SDI, or retirement deductions, except under Type of Change 50 through 55.

.9 *Special Pay Allowances.* See Section 211.

.10 *Leave of Absence (Codes 45 59).* Provide the following data:

- a. Effective date, which is the first day of absence.
- b. Employee's department number, item number, and classification on the "TO" line.
- c. Describe the leave in the comments section; e.g. in accordance with Civil Service Rule 1200, and submit any required doctor's notes, military orders, etc.
- d. For Leaves Without Pay state the specific duration of the leave as reflected on the Request for Leave of Absence Without Pay form No. P.A. 5230 96-5230. (Codes 52 and 55).
- e. A completed Request for Leave of Absence Without Pay must accompany leaves except leaves for Paid Administrative Leaves.

.11 *End of Leave (Code 54 and 59).* Provide the following data:

- a. Effective date, which is the date the employee reports to work.

- b. Show the employee's department number, item number, and classification on the "TO" line of Section 6 of the CES form.

225. Separation from County Service. Employee separation requires that a CES be submitted, with the appropriate change marked. Send a copy of related correspondence, such as a letter of resignation, to the Personnel Department. (Rev 01/10)

226. Deductions Taken Upon Separation. When an employee leaves County service, the following deductions, as applicable, will be automatically taken. (Rev. 01/10)

- a. *Upon Retirement.* (R) Deductions will be made for taxes, retirement, and voluntary deductions from the final biweekly payroll and accrued vacation/sick leave payoffs, except that State Disability Insurance (SDI) will not be deducted from vacation and sick leave payoffs. The Post Employment Health Plan deduction will be taken from the sick leave payoff for unrepresented management and mid-management employees, and for represented employees in accordance with the applicable memorandum of understanding. (Rev. 01/10)
- b. *Upon Separation.* (T) Deductions, excluding retirement, will be made for payroll taxes and voluntary deductions from the final biweekly payroll and accrued vacation leave. SDI will not be deducted from vacation and sick leave payoffs. (Rev. 01/10)
- c. *Upon Death.* (D) No taxes are withheld from sick leave payoffs and deductions for FICA1 and FICA2 only will be made from vacation leave payoffs. Retirement deductions will be taken if a full schedule has been worked.

.1 *Attendance Report.* If the CES is submitted in a timely manner, the Attendance Report will reflect the separation code of "R, T, or D," which will result in a final warrant and payoff of accumulated vacation; the "R and D" codes will result in a payoff of the appropriate percentage of accumulated sick leave and other

.2 *Deferred Payoff Retirements.* For all Golden Handshake Retirements and Deferred Payoff Retirements, contact the Auditor-Controller-County Clerk in order to override the automatic payoff of sick leave and vacation balances by replacing the "R" code with an "I" code. The payoff amount must be calculated and submitted to the Auditor-Controller-County Clerk. At the appropriate time of payoff, the report on the Attendance Report will reflect a code "VP" for payment.

227. Retirement. Probationary, permanent, provisional and appointed officers who work 50% or more of the regular standard hours required are subject to County Retirement provisions and are a member of the Retirement Administration. For Temporary employees, consult the Retirement Administration. Retirement membership is optional for elected county officials.

.1 *Retirement Categories.* Retirement Category 1 applies to all new employees. The base amount is the first \$161 of earnable for biweekly salary. Retirement Category 2 applies to Category 1 employees whose pensionable salary is more than \$161 biweekly. The base amount is the excess of earnable salary and pensionable special pays, rounded to the nearest dollar over the Category 1 base amount.

.2 *Recording Retirement Information.* New employees' retirement information is reported on an NOE and, whenever a KCERA member's salary changes, on a CES. The box for retirement should be marked in each case.

228. Salary Advance-General. If an employee is underpaid a substantial portion of monies or benefits legally due on a payroll warrant, the Auditor-Controller-County Clerk may issue a salary advance. Submit a Salary Advance Request form, which has been approved by the department head or designee, to the Employee Relations Officer. (Rev. 01/10)

The advance, if approved, will be used for the gross wages less estimated taxes that the employee was entitled to for the pay period involved. The department must still report the (omitted) hours on the next attendance report, along with the regular recording of time worked in that pay period. The amount advanced will be deducted by the

Auditor-Controller-County Clerk from the employee's next biweekly payroll warrant from which deductions will also be made for all required taxes, etc. applicable to the gross pay for the two combined pay periods.

229. Salary Advance to Purchase Eligible Prior Service. Employees who are retiring are eligible to receive a salary advance up to the amount they need to purchase their eligible prior public service. The amount advanced shall not exceed sixty-five percent (65%) of the employee's eligible sick leave payoff and/or vacation balance. The necessary forms must be submitted to the Retirement Administration at least 60 days prior to the retirement date.

230. Cash Payment of Accrued Vacation Balance – Financial Hardship. If an employee is approved to receive a cash payment of accrued vacation balance due to a serious financial hardship as provided in Chapter 1, the Auditor-Controller-County Clerk will notify the department of the number of hours to be deducted from the employee's vacation balance. Submit a CES to deduct the hours.

231. Industrial Accidents. If an employee is absent due to industrial sickness or injury, the employee is entitled to receive full pay without using accumulated sick leave during the first three days of absence. The date of the injury is counted as the first day. Following this initial three-day leave, the employee has two pay options (Refer to Chapter 1). When an employee returns to work following an industrial injury, submit a CES form, and state in the comments section that the absence was due to an industrial injury.

When a disability under Labor Code section 4850 is expected to exceed three months, the employee may request a change in federal and State exemptions to "TE" (Tax Exempt) so that less tax is withheld. Mark the Type of Change as "61-Other" on the CES. Only the temporary disability (or Workers' Compensation equivalent) portion of the employee's pay is exempt from taxes. Note that the change is due to a 4850 disability in the comments section. Social Security taxes withheld during the 4850 period will be refunded by the Auditor-Controller-County Clerk. When the employee returns to work, prepare and submit a CES to remove the "TE" status and restore federal and State exemptions by marking the Type of Change as "61-Other".

The Auditor-Controller-County Clerk will audit 4850 claims and compute the total amount of workers' compensation benefits paid to 4850 claimants. Adjustments to year-to-date gross earnings, FICA1 and FICA2 gross earnings, and refunds are done quarterly. Refunds to the employee for applicable Social Security tax deductions are made on a County warrant. A journal voucher charging the Worker's Compensation Self-Insurance budget unit for workers' compensation insurance reimbursement is prepared using Revenue Code No. 5450 for receipts under Labor Code Section 4850. When notice is received of 4850 benefits paid in a prior year, a letter will be mailed notifying the employee that nontaxable workers' compensation benefits were paid in the specific year along with an amended W2. The employee may wish to file an amended tax return for that year.

232. State Disability. The County has an integrated disability plan with the State. The employee's wages are integrated with the disability payments from the State which enables employees to extend their sick leave/vacation time. The total sick leave/vacation usage payment from the County, when combined with the SDI payment from the State, should not exceed the employee's regular salary. If an overpayment should occur, the overpayment will be adjusted on a subsequent payroll, and the corresponding sick leave and vacation time is restored to the employee's sick leave and vacation balances. (Rev. 06/08)

The Claim for Disability Insurance Benefits form (DE 2501) is available from the department payroll clerks and the Auditor-Controller-County Clerk. On the SDI Claim form the employee should follow the instructions on auditornet for completing the SDI claim form. In addition, employees should be prepared to provide the Auditor-Controller-County Clerk's office with copies of the payment stubs attached to the SDI checks if requested. (Rev. 06/08)

The Auditor-Controller-County Clerk will maintain disability records on all employees. These records will track the wages paid, disability paid, and any adjustments made the employee's sick leave/vacation balances. (Rev. 06/08)

233. Family Temporary Disability. Those employees covered by State Disability Insurance (SDI) are also covered by the Family Temporary Disability Insurance Program (FTDI). Covered employees are required to pay

an additional amount for this new benefit beginning January 1, 2004. FTDI benefits are available to eligible employees who take time off on or after July 1, 2004. All time off taken will, to the maximum amount permitted by law, run concurrently with the leaves mandated by the Family and Medical Leave Act (FMLA) and California Family Rights Act (CFRA) and will count against the twelve week limit contained in that rule. Employees who are receiving SDI, unemployment insurance or workers' compensation benefits are ineligible to receive FTDI benefits. Questions about other program restrictions, limitations, and/or eligibility should be directed to the State Employment Development Department. The County will administer the FTDI program the same manner as the SDI program.

**TYPES OF APPOINTMENTS (STATUS)
DEFINITIONS AND CODES**

Probationary (1). Use this type for all appointments which lead to a permanent status after the probationary status period.

Permanent (2). This type of appointment is used primarily on CES forms. Contact the Personnel Department for instructions if required on a NOE.

Extra Help (3). Use this type for all appointments which are for limited or seasonal term, not to exceed nine calendar months.

Temporary (4). Use this type for all temporary appointments to budgeted positions which are temporarily vacant due to the permanent employee's leave of absence without pay, or positions authorized for specific limited periods. It is also used for Call Firemen, Per Diem classifications at Kern Medical Center, and contract employees appointed on an hourly basis.

Provisional (5). Use this type for appointments made in the absence of any appropriate eligible list, as provided by Civil Service Rule 604.00.

Retired (6). Use this type for all reemployed persons who have retired from County service. Include a copy of the Summary of Proceedings from the Clerk of the Board in the NOE packet. Refer to Chapter 1 for restrictions.

Elected/Appointed (7). Use this code for all elected officers and for department heads appointed by the Board of Supervisors, the Civil Service Commission, the Board of Retirement, or the Superior Court.

Unclassified (8). To be used by Special Districts only.

Board of Commission Member (9). To be used only for compensation pay to members of Boards or Commissions.

CHANGE OF EMPLOYEE STATUS (CES)
DEFINITIONS AND CODES

(01) *Promotion.* To advance an employee in a flexible classification or, through certification from an eligible list, to a vacant position in a higher class in the same or a different department. If the promotion is to a different department, the sending department completes the CES form. The effective date of the promotion establishes a new anniversary date.

(02) *Reclassification.* To change the classification of a position following action taken by the Civil Services Commission.

(03) *Change of Item/Title.* To change only the item number and/or title of a position following action taken by the Civil Service Commission. The salary will remain the same and the anniversary date is not changed.

(10) *Transfer, Interdepartmental.* To remove an employee from the payroll of one department and place him/her on the payroll of another department. This is a lateral transfer which does not affect any dates. The sending department should prepare the CES form.

(11) *Transfer, Certified.* To remove an employee from the payroll schedule of one department and place him/her on the payroll of another department in the same or similar classification following certification from an eligible list.

(12) *Transfer, Interdivisional.* To remove an employee from the payroll of one division of a department and place him/her on the payroll of another division of the same department without change of classification or salary.

(13) *Post/Fire Science Certificate.* Used by the District Attorney's Office and Fire and Sheriff's Departments to advance an employee who possesses a Post Certificate or Fire Science Certificate.

(20) *Revert to Former Position.* To return an employee to his/her former position when he/she does not complete the probationary period in his/her present position.

(21) *Demotion, Disciplinary.* To change the status of an employee from a position in one class to a position in another class having lesser duties and responsibilities, lower qualifications and a lower range of compensation due to a disciplinary action taken by the department toward the employee.

(22) *Demotion, Voluntary.* To change the status of a permanent employee from a position in one class to a position in another class having lesser duties and responsibilities, lower qualifications and a lower range of compensation due to a voluntary demotion requested by the employee within the same department or as part of a transfer to another department.

(30) *Resignation.* To record termination of employment by choice of the employee.

(31) *Termination of Appointment.* To record termination of appointment according to predetermined terms, such as extra help.

(32) *Dismissal.* To record termination of employment, for cause, by appointing authority.

(33) *Lay-off.* To record termination of employment without prejudice because of lack of funds or work or because of changes of duties or organization as authorized by the Board of Supervisors.

(34) *Death.*

(35) *Retirement.* Includes Golden Handshake retirements.

(36) *Disability Retirement.* As determined and approved by the Retirement Board.

(40) *Increment Raise.* To advance an employee, after one year of satisfactory service, to a higher step of the salary range without changing the classification. The effective date must always be the start of a pay period (Saturday).

(41) *Increment Advancement Request.* To request advancement of an employee to a higher step of the salary range at a time other than the normal increment date. This request must be approved by the Director of Personnel prior to the requested effective date. The effective date must always be the start of the pay period (Saturday).

(42) *Change of Salary.* To record salary changes effected by action of the Board of Supervisors and to record increment raise for extra help employees.

(50) *Leave, Illness.* Routine sick leave taken by biweekly employees will not require a CES form, provided that the employee has sufficient sick leave balance, except in the following situations:

- a. *Sick leave in excess of five days in any month, or in excess of five consecutive days* requires a CES form and a doctor's certificate of verification *attached* to the CES form.
- b. *Absence due to job-connected disability* requires a CES form.

(51) *Leave, Military.* Refer to the Civil Service Rules for specific provisions.

(52) *Leave Without Pay, Illness.* For any absence for which the employee receives no pay, due to non-job related illness or injury and provided by Civil Service Rules 1201.20-31.

(53) *Suspension.* For any enforced absence of an employee without pay for disciplinary purposes. Complete bottom line in Section 6 of the CES form. State the duration of the suspension in *number of work days*.

(54) *Return to Duty.* To record the effective date of return to duty from leave of absence without pay, except Code 53, Suspension.

(55) *Leave Without Pay, Personal.* For any absence for which the employee receives no pay for personal reasons as stipulated in Civil Service Rule 1202.20 et.seq.

(61) *Other.* This code may be used to adjust work hours; establish or discontinue deductions for Social Security, State disability, or retirement; or to change the type of appointment *only*. Check with the Personnel Department for proper procedure to transfer an employee to or from extra help status.