

FOREWORD

Plumas County, first settled in 1850, was officially organized as a California County in 1854 with Quincy as its County seat. Situated in the northeastern section of California where the Sierra Nevada Mountain Range forms a junction with the Cascades, Plumas County encompasses 2,570 square miles. Contained within its boundaries are over a million and a half acres of watersheds and productive timberland, including over a hundred natural and man-made lakes and a thousand miles of streams and rivers. Residents and visitors find hunting, fishing, skiing, boating and many other types of outdoor recreation readily available.

Plumas County derives its name from El Rio de las Plumas—"The River of the Feathers," named by the Spanish explorer, Captain Luis Arguello, who discovered the river in 1817. First inhabited by the Maidu Indians, the region was visited only occasionally by intrepid mountain men until 1848 when Peter Lassen led a pioneer wagon train over the Oregon Trail. That same year gold was discovered at Bidwell Bar on the Middle Fork of the Feather River near Oroville. In 1850 rich deposits were found throughout the region.

The emigration started by the Gold Rush resulted in the use of Beckwourth Pass, the lowest crossing in the Sierra Nevada Mountains at 5,212 feet elevation. With the invasion of prospectors, towns sprang up almost overnight and within a few years settlements had developed though the entire region. It was during this period that competitive skiing was first initiated in the Western Hemisphere, originating in the towns of Onion Valley and La Porte with the miners racing on 12 to 14 foot skis. The Alturas Ski Club, organized at La Porte in the winter of 1866-67, held races ten years before the first European ski club was founded in Oslo, Norway in 1877.

Mining brought the supporting industries of agriculture and lumber, which are the mainstays of the area's economy now. Plumas County's principle industry is logging; other chief industries are hydroelectric power development, recreation, livestock production, mining and lumber products manufacturing.

A fascinating selection of tales and mementoes of Plumas County, from early Native American days through the pioneer era to contemporary happenings, can be found at the Plumas County Library and at the Museum.

WELCOME TO PLUMAS COUNTY EMPLOYMENT

It is a pleasure to welcome new employees into public service with the County of Plumas and to offer the informational material of this booklet to all employees who have been with Plumas County over the years.

Since there are often questions arising as to policies, procedures, benefits and salary matters, an attempt has been made to foresee many of these items and to cover major highlights in this booklet. Certainly not all of the answers can be covered, and you are urged to consult your immediate supervisor, department head, or the Human Resources Department if you have a problem or question not answered herein. It is in the best interests of the county management, as well as to you, that you be properly oriented to your duties, responsibilities, county policies and procedures, and the many advantages of Plumas County employment.

Information on employee benefits, salaries and other topics are a summarization of the specific provisions/language contained in the Personnel Manual (Rules), Memoranda of Understanding, Plumas County Ordinances and Resolutions, and applicable federal and state laws. This document is not intended to supersede, modify, alter or amend the source documents or laws by the summarization contained herein. Nothing in this pamphlet is intended to create a contract or guarantee of employment or benefit of any kind between the County and the employee. The policies, procedures, benefits and other information referred to in this pamphlet are reissued from time to time. If there are any questions contact your supervisor or the Human Resources Department.

YOUR OBLIGATIONS AS A PLUMAS COUNTY EMPLOYEE

Only the Board of Supervisors authorizes positions in the county service. Each position is considered to be necessary to the orderly and efficient operations of the many county services provided to the general public. Your job, in whatever classification it may be, is important to the accomplishment of the service rendered by your department. Your department head and his/her designated supervisors are charged with assisting you in becoming familiar with your duties and responsibilities. However in the final analysis your job success is essentially up to you and can be achieved only if you follow these basic guides to successful performance:

1. Knowledgeable, efficient and accurate work performance.

2. A friendly and cooperative attitude with the public, your fellow employees and associates.
3. Regular and punctual attendance.

COUNTY GOVERNMENTAL SERVICES

The Board of Supervisors is the chief legislative and policy making body in Plumas County. The Board through the County Administrative Officer has primary responsibility for establishment of budgets, levying taxes, passage of ordinances, policy matters, setting of salaries, and the appointment of heads of departments and other officials who are not subject to the elective process. It also appoints elective officials in instances where the office has been vacated during the term of office.

County departments are engaged in a wide variety of services to the public including: law enforcement and other regulatory, health, educational, agricultural, public works, welfare and other specialized services. Staffing of these County departments varies from as few as three employees to in excess of fifty. The number and types of services are best represented on the informational sheet contained herein. All appointive county officers and department heads are appointed by the Board of Supervisors, except the position of Farm Advisor who is appointed and employed by the University of California.

YOUR BENEFITS WITH PLUMAS COUNTY

VACATION

As a permanent employee, you shall be entitled to vacation leave in accordance with the following schedule:

Employees with Service Years	Shall Receive Annually
1	10 working days
2	10 working days
3-7	15 working days
8-up	21 working days

You may carry over/accrue vacation provided your vacation balance does not exceed 2 times (2x) the current year's rate of accrual. Vacation may be taken at a time approved by the department head. The intent of the vacation policy is to grant time off each year, depending on length of service, as a period of rest and relaxation from job duties. However, you may take less than the normal amount in one year and a correspondingly longer amount the following year as approved by your department head. Part time employees accrue benefits on a pro-rated basis.

Upon separation from the classified service, an employee, or said employee's estate, shall be paid one hundred percent of the value of any accrued, unused vacation leave. Valuation shall be on the basis of the hourly equivalent of said employee's monthly salary at the effective date of separation.

HOLIDAYS

All permanent employees of the County shall be entitled to the following holidays with pay:

1. First day of January (New Years Day)
2. Third Monday in January (Martin Luther King Jr. Day)
3. Twelfth Day of February (Lincoln's Birthday)
4. Third Monday in February (President's Day)
5. Last Monday in May (Memorial Day)
6. Fourth of July (Independence Day)
7. First Monday in September (Labor Day)
8. Second Monday in October (Columbus Day)
9. Eleventh day of November (Veteran's Day)
10. Fourth Thursday of November (Thanksgiving)
11. Friday in November following Thanksgiving Day
12. Twenty-fourth day of December (Christmas Eve)
13. Twenty-fifth day of December (Christmas Day)
14. Every day appointed by the President of the United States or the Governor of this state as a special one-time holiday.
15. One (1) to three (3) floating holidays (Depending on bargaining unit) to be approved in advance by the Department Head.

If January 1, February 12, July 4, or December 25 falls upon a Sunday, the Monday following shall be a holiday, and if it falls upon a Saturday, the Friday

before shall be a holiday. If December 24 falls on a Sunday or Saturday, the Friday before shall be a holiday, and when it falls on a Friday, the preceding Thursday shall be the holiday.

County employees in some departments may work on certain holidays and receive either compensatory time off or overtime pay, at the discretion of the department head.

HEALTH INSURANCE

The County of Plumas presently pays a portion of the monthly premium for Medical, Dental, Vision and Prescription insurance plan for full time employees and a pro-rated portion for part time employees. Currently, the only plan offered to General, Crafts & Trade and Mid-Management employees is Operating Engineers and the only plan offered to Sheriff, Confidential and Department Heads is CalPERS. Booklets explaining these benefits are available at the Human Resources Department.

SICK LEAVE

Each permanent employee shall be entitled to one and one fourth working day per month-accumulated sick leave. Accumulation begins on the first day of employment.

Sick leave continues to accrue when you are on any paid leave, but does not accrue during unpaid leaves of absence. Part time employees accrue benefits on a pro-rated basis.

An appointing authority shall approve sick leave only after ascertaining that the absence was due to illness or unfitness for work for medical reasons, and a doctor's certificate may be required.

In the event of serious injury or serious illness in the employee's family, a permanent employee shall be allowed up to ten days leave per year, which shall be chargeable to sick leave or vacation at the employee's option.

RETIREMENT

Plumas County contracts with the California Public Employees' Retirement System (CalPERS) for retirement benefits for its employees. Participation is mandatory from the beginning of your employment as a regular full or part-time employee. Currently, the County pays the employee's contribution to the system. Retirement Plan information is available from the Human Resources Department.

In addition to CalPERS miscellaneous employees (non-safety) participate in Social Security and have the appropriate deductions made from their paychecks. Safety employees (law enforcement) are not covered under Social Security and do not have this deduction made from their paycheck.

WORKERS' COMPENSATION

Any employee who is injured in such manner or under such circumstances as to be entitled to temporary disability indemnity under Division 4 or Division 4.5 of the Labor Code, and who, as a result of such injury, is unable to perform the duties of his/her employment, may elect to take as much of his/her accumulated sick leave, vacation leave, or, if applicable, compensated time off for overtime, as when added to his/her disability indemnity will result in a payment of the full salary.

The employee who is injured while on the job must notify his/her Supervisor/Department Head immediately.

Any employee who is entitled to temporary disability indemnity under Division 4 or Division 4.5 of the Labor Code shall accrue sick leave credits during the time the employee receives temporary disability until the employee exhausts his/her accumulated sick leave, vacation leave and compensated time off.

Payment of salary during injury as set forth in this section shall be subject to the provision of the Labor Code.

LEAVE OF ABSENCE

Plumas County Employees have a number of leaves that they are entitled to use if needed. These different types of leaves include:

- a. Family Medical Leave Act (FMLA); An unpaid leave of absence may be granted under the provision of FMLA if an employee has worked for the County at least twelve (12) months or 1,250 hours. Employees eligible for leave may elect to take up to twelve (12) weeks of unpaid leave.
- b. Non-Family Medical Leave Act Absences; if a leave does not qualify under FMLA, the employee must request an unpaid leave of absence for personal or medical reasons. Leaves of fourteen (14) calendar days or less may be granted by the department head.
- c. Family Deaths; Permanent or probationary employees may receive five (5) days of paid leave due to a death in the family. Family is identified as spouse, child, mother, father, brother, sister, and grandparents, including “in-laws,” “step,” “foster” and “half.”
- d. Disability Leave; An employee who has become temporarily disabled for any reason shall have a right to disability leave not to exceed four months, or until a doctor certifies fitness to return to work, whichever is sooner.
- e. Maternity Leave; if a doctor certifies that an employee is disabled due to pregnancy, childbirth, or related medical conditions, the employee shall have the right to maternity leave not to exceed four months.
- f. Military Leave; Military leave with pay for up to thirty (30) days shall be granted in accordance with state law.
- g. Catastrophic Leave; Due to their own or a family member’s catastrophic illness or injury, an employee may not work for extended period of time, and may exhaust his or her leave balance. In such cases, the County allows co-workers to donate some of their own accrued vacation, floating holidays or compensated time, to the ill employee. Sick leave cannot be donated.

If there are any questions regarding the leaves available please contact the Human Resources Department.

OVERTIME

Pay for overtime is governed by the Fair Labor Standards Act and/or applicable state laws and the provisions of the Memorandum of Understanding.

Generally, any non-exempt employee who is required or authorized to work overtime will be paid for one and one-half (1 ½) times the number of hours worked. Pay will be in the form of money or compensatory time off.

Additional compensation, if any, for exempt employees will be governed by the applicable Memorandum of Understanding or resolution of the Board of Supervisors.

HOURS OF WORK

Work hours, workdays, workweeks and work schedules will vary from department to department and job class to job class and will be determined by the Department Head within the overall County policy in order to meet the needs of the County.

THE SALARY PLAN

The basic salary plan is a 2½% range system. Each classification is assigned to a salary range and each range has five steps, five percent (5%) apart. Progression through the ranges is not automatic and is based on merit. Hiring is usually done at the A step, and an employee is eligible for progression to the B step following the successful completion of a minimum of twelve month's service, upon approval by the department head. Progression through the C, D, and E steps are annual thereafter, subject to the approval of the department head. To illustrate, an employee in a job classification assigned to a range in the salary plan beginning at \$1,846 per month (\$852.00 bi-weekly) would generally progress over steps as follows:

Range No.	Step A	Step B	Step C	Step D	Step E
23	1846 (852)	1939 (895)	2036 (940)	2138 (987)	2244 (1036)

A complete schedule of classification and ranges is contained in the salary resolution.

PROBATION PERIOD

The probationary appointment shall become a permanent appointment after successful completion of a probationary period. The probationary period shall be twelve (12) months of continuous and compensated service measured from the anniversary date.

A probationary employee may be terminated without cause, except, that a permanent employee who becomes probationary due to a promotion shall be demoted without cause to the pre-promotion position.

LONGEVITY

Employees are eligible for five percent (5%) longevity increases, upon completion of seven, ten, fourteen, eighteen and twenty-one years of full-time continuous and compensated service, or the equivalent, measured from the date of hire. Eligibility is based on satisfactory performance as well as years of service.

PLUMAS COUNTY EMPLOYEES' ASSOCIATION

The Plumas County Employees' Association (PCEA) is a non-profit organization founded by the employees in 1958. The Association is not a recognized bargaining representative but does provide other services to its members

Annually, the Association awards a "higher education scholarship" to a student whose parent(s) is/are PCEA members.

A benevolent fund is set up to aid the members of PCEA in case of an emergency. Also, upon a vote of the Board of Directors, PCEA gives aid to a member of the community in need or distress.

Social activities of the PCEA include dinner meetings and an annual Christmas dinner dance. Other events will be announced as scheduled.

Annual dues are currently set \$48.00 per year and may be a payroll deduction.

EMPLOYEE REPRESENTATION

The Operating Engineers Union local #3 represents employees in the General, Crafts and Trades and Mid- Management and Supervisory Bargaining Units

The Sheriff Employees Benefit Association represents employees in the Sheriffs Department.

Employees in the Confidential Unit are currently unaffiliated and represent themselves as an independent association.

DEFERRED COMPENSATION PLAN

Employees desiring additional retirement benefits may enter into a plan of deferred compensation. Further information may be obtained from the Human Resources Department.

CREDIT UNION

The Sierra Central Credit Union and Golden One Credit Union are open for membership to all Plumas County Employees.

Pamphlets explaining more about the available credit unions are available at the Human Resources Department.

DRUG-FREE WORKPLACE

Plumas County must be a drug-free workplace in order to receive and maintain contracts and/or grants from the Federal Government and the State of California

1. The unlawful possession, use, manufacture, distribution or dispensation of controlled substances and/or the use of alcohol within the workplace, during the workday, or while on County business is prohibited. Employees are required to advise their department heads of any criminal drug statute

conviction for a violation occurring in the workplace no later than five (5) days after such conviction.

2. Employees who fail to adhere to the drug-free workplace policy will be disciplined up to and including dismissal.

EMPLOYEE ASSISTANCE PROGRAM

The County is concerned about the well being of its employees and their families, and is aware that there may be times when employees, or someone in their household, feel out of control and overwhelmed. Maybe it is a personal or workplace issue, a problem or crisis that consumes ones thoughts.

The County has arranged with MHN to provide Employee Assistance Program (EAP) services to employees and their household members. Please call 1 (800) 242-6220. For additional information contact the Human Resources Department.

JURY DUTY

Any employee who is called for jury duty or subpoenaed to appear as a witness, other than as an expert witness or party to the action, shall receive paid leave for such purpose on the terms that follow:

1. The employee shall receive paid leave provided that any witness fees or jury fees are assigned to the County Auditor.
2. If called as a witness in litigation in which the County is a party, or to testify in his/her official capacity as a County employee, the employee shall receive paid leave and an allowance for any necessary travel, provided that any witness fees are assigned to the County Auditor.

**PLUMAS COUNTY ELECTED OFFICIALS
AND DEPARTMENT HEADS**

Administrative Officer , Jack Ingstad 520 Main St. Room 309, Quincy	283-6315
Agricultural Commissioner , Karl Bishop 208 Fairgrounds Rd., Quincy	283-6273
Alcohol & Drug , John Banks 711 E. Main Street, Quincy	283-6316
Assessor , Chuck Leonhardt 555 Main St., Quincy	283-6380
Auditor-Controller , 520 Main St. Room 205, Quincy	283-6246
Board of Supervisors , Nancy Da Forno, 520 Main St. Room 309, Quincy	283-6170
County Clerk/Recorder , Kathy Williams 520 Main St. Room 102, Quincy	283-6218
County Counsel , Barbara Thompson 520 Main St. Room 302, Quincy	283-6240
District Attorney , Jeff Cunan 520 Main St. Room 404, Quincy	283-6303
Facility Services , Sid Roberts 198 Plumas Ave., Quincy	283-6299
Fair Manager , David Cline 204 Fairgrounds Rd., Quincy	283-6272
Health Department , Henry Foley, M.D. 1446 E. Main St., Quincy	283-6337

Human Resources, Gayla Trumbo 520 Main St. Room 115, Quincy	283-6444
Information Technology, Dave Preston 520 Main St. Room 211 Quincy	283-6263
Library, Margaret Miles 445 Jackson St. Quincy	283-6310
Mental Health, John Sebold, 264 County Hospital Rd., Quincy	283-6316
Museum, Scott Lawson 500 Jackson St. Quincy	283-6320
Planning/Building, Jonathan Schnal 555 Main St., Quincy	283-7011
Probation Officer, Reginald Valencia 520 Main St. Room 407, Quincy	283-6200
Sheriff/Coroner, Terry Bergstrand 1400 E. Main St., Quincy	283-6375
Social Services, Elliott Smart 270 County Hospital Rd., Room 207, Quincy	283-6350
Treasurer/Tax Collector, Ginny Dunbar 520 Main St. Room 203, Quincy	283-6260
Public Works/Engineering, Tom Hunter 1834 E. Main St., Quincy	283-6268
Veterans Services, Sheryl Austin 270 County Hospital Rd. Room 104, Quincy	283-6275