

**TEHAMA COUNTY**  
**and**  
**JAYME BOTTKE**  
**EMPLOYMENT AGREEMENT**  
for the position of  
**Executive Director, Health Services Agency**

THIS AGREEMENT, is made and entered into on September 14, 2021 and effective commencing September 09, 2021 by and between the Tehama County Board of Supervisors, hereinafter called "COUNTY" and JAYME BOTTKE, hereinafter called "BOTTKE" both of whom understand as follows:

WITNESSETH

WHEREAS, COUNTY desires to employ the services of JAYME BOTTKE as Executive Director, Health Services Agency from the effective date hereof until September 08, 2024; and

WHEREAS, it is the desire of the COUNTY to provide certain benefits, to establish certain conditions of employment and to set working conditions for BOTTKE; and

WHEREAS, BOTTKE desires employment in the position described above; and

WHEREAS, except as otherwise provided herein, all provisions of the personnel rules and regulations of the COUNTY relating to leave, expense reimbursement, retirement and pension system contributions, and other benefits and working conditions as they now exist or hereafter may be amended, also shall apply to BOTTKE as they would to any employees of the County; and

WHEREAS, the COUNTY Board shall fix any such terms and conditions of employment, as it may determine from time to time, relating to the performance of BOTTKE provided such terms and conditions are not inconsistent with or in conflict with the provisions of this agreement or any other law.

NOW THEREFORE, in consideration of the mutual covenants herein contained, the parties agree as follows:

Section 1: Duties

COUNTY hereby agrees to employ BOTTKE as the Executive Director, Health Services Agency to perform the functions and duties as specified in the Executive Director, Health Services Agency classification specification heretofore or hereinafter approved by the Tehama County Board of Supervisors and to perform other legally permissible and proper duties and functions of the Health Services Agency from time to time as may be assigned.

Except as otherwise provided by the COUNTY, a workweek is defined to consist of seven (7) consecutive calendar days, Sunday through Saturday, consisting of forty (40) hours. BOTTKE shall report for work at her regular established headquarters and shall return hereto at the conclusion of the day's work, except for off-site COUNTY business, or as otherwise established.

Section 2: Term

BOTTKE agrees to remain in the exclusive employ of COUNTY until September 08, 2024 and further agrees to accept no other employment that may conflict with BOTTKE's performance of duties until this termination date, unless said termination date is affected as hereinafter provided.

Section 3: Salary

For purposes of this agreement, BOTTKE shall be considered an overtime-exempt County employee. The salary and benefits provided under this agreement shall constitute the total compensation for all services provided by BOTTKE under this agreement.

In full consideration for services rendered, and the satisfactory job performance of specified duties, the COUNTY agrees to pay BOTTKE hereto an annual salary, payable in twenty-six (26) installments, on the same biweekly basis as other employees of the COUNTY, and prorated on actual hours worked within the annual period. Annual salaries will be as follows:

September 09, 2021 through September 08, 2022	\$149,998.43 Annually
September 09, 2022 through September 08, 2023	\$157,498.35 Annually
September 09, 2023 through September 08, 2024	\$165,373.27 Annually

In the event that, during the term of this contract, the COUNTY agrees to adjustments in employment compensation, such as increases or reductions in salary, increased contributions to CalPERS, or changes to other benefits for all classifications represented by the Tehama County Management Employees Association, herein after called "TCMEA", BOTTKE's employment compensation will be adjusted by an equal percentage. Any such adjustments shall be effective for all calendar months commencing after the effective date of the adjustment as stated in the Memorandum of Understanding between the COUNTY and the TCMEA currently in effect (hereinafter the "MOU").

Notwithstanding any other provisions of this contract, COUNTY's Board of Supervisors reserves the right, in its sole discretion, to increase the compensation paid by COUNTY to BOTTKE during the term of this contract. The compensation stated in this contract shall not be deemed to be a fixed amount for the entire term of this contract, and may be increased, in the discretion of the Board of Supervisors, consistent with the California Constitution, Article XI, Section 10, subdivision (a).

Except as stated above, COUNTY shall not at any time during the term of this agreement reduce the salary, compensation or other financial benefits of BOTTKE, except with the concurrence of BOTTKE and then only to the degree of such a reduction across-the-board for all employees of the Department in which BOTTKE is employed (including a reduction resulting from employee furloughs).

Except as provided in the cell phone allowance, partial months will be prorated based on the number of days this contract is in force during the month calculated as a percentage of the total number of calendar days in the month.

#### Section 4: Cellular Telephone Allowance

As BOTTKE's duties require the use of a cellular telephone in the course of County business, COUNTY agrees to provide BOTTKE a cellular telephone allowance of \$60 per month to cover all costs of related equipment and service. This cellular telephone allowance is not considered part of salary and is therefore not included in California Public Employees' Retirement System calculations for BOTTKE and shall not be prorated.

#### Section 5: Automobile

Should it be required that BOTTKE use her personal vehicle in the performance of her official County duties, it is agreed that BOTTKE will be reimbursed at the approved County reimbursement rate. This mileage reimbursement is not considered part of salary and is therefore not included in California Public Employees' Retirement System calculations for BOTTKE.

#### Section 6: Personal Time Off (PTO)

In lieu of accruing vacation or sick leave, BOTTKE shall accrue and have credited to her personal account, Personal Time Off (PTO) leave. PTO shall accrue at a rate of 240 hours per year (9.23 hours per pay period) of full-time service (prorated for any part-time work or unpaid leaves). Accrual of PTO shall continue until such time BOTTKE has accrued a total balance of five hundred (500) hours, at which point the accrual of additional time beyond 500 hours shall cease.

Any existing sick leave balances shall be carried forward and available to BOTTKE for use for a non-work related absence due to:

- a. The inability of an employee to be present or perform the employee's duties because of personal illness, off-duty injury, or confinement for medical treatment
- b. Personal medical or dental appointments, which are impractical to schedule outside of regular working hours
- c. The need of the employee to attend to an immediate family member who is ill or injured for up to a maximum of six (6) days per fiscal year. For purposes of this Section, "Immediate family member" includes only: 1) A spouse or registered domestic partner; 2) A child, which for purposes of this article means a biological, adopted, or foster child, stepchild, legal ward, or a child to whom the eligible employee stand in loco parentis. This definition of a child is applicable regardless of age or dependency status; 3) A biological, adoptive, or foster parent, stepparent, or legal guardian of an eligible employee or of the eligible employee's spouse or registered domestic partner, or a person who stood in loco parentis when the eligible employee was a minor child; 4) A grandparent, step-grandparent, or great grandparent; 5) A grandchild; and 6) A sibling.

BOTTKE shall have one (1) personal holiday (8 hours) added to her PTO balance each July 1st, subject to the 500-hour cap.

The Board of Supervisors may, in its discretion and at BOTTKE's request, compensate BOTTKE for up to sixty (60) hours of accumulated PTO leave, once per calendar year, in lieu of PTO time off with pay, consistent with the method utilized by COUNTY for members of the Management Unit.

#### Section 7: Management Leave

BOTTKE shall have five (5) paid management leave days (40 hours) added to her Management Time Off (MTO) bank each July 1st. MTO and the MTO bank are separate and distinct from PTO and PTO bank. MTO does not constitute additional wages, and shall not be considered vested for any purpose. All MTO shall be used within the fiscal year in which it was granted, or BOTTKE will lose that MTO.

In the event that, during the term of this Agreement, COUNTY and the TCMEA agree to increase or decrease the number of paid MTO hours for employees represented by the Association, or that such adjustment is otherwise lawfully imposed by COUNTY, then the number of MTO hours credited to BOTTKE hereunder shall be increased or decreased by an equal amount, commencing the following July 1st.

#### Section 8: Holidays

BOTTKE shall be entitled to have the following holidays off with pay: January 1, the third Monday in January (Dr. Martin Luther King, Jr.'s birthday), February 12 (Lincoln Day), the third Monday in February (President's Day), the last Monday in May (Memorial Day), July 4 (Independence Day), the first Monday in September (Labor Day), the second Monday in October (Columbus Day), November 11 (Veterans Day), Thanksgiving, the Friday after Thanksgiving, and December 25 (Christmas). BOTTKE shall also be entitled to the last workday before Christmas (Christmas Eve) or the last workday before New Year's (New Year's Eve), as determined by the COUNTY.

If any of the foregoing holidays falls on a Sunday, the Monday following shall be observed as the holiday. If any of the foregoing holidays falls on a Saturday, the preceding Friday shall be observed as the holiday. If an employee is in a non-pay status on both workdays immediately adjacent to the holiday, the employee shall not receive pay for the holiday.

#### Section 9: Health and Life Insurance

COUNTY agrees to provide comprehensive medical, vision, life and dental insurance for BOTTKE and her dependents. The method utilized to calculate the portion of the premium, if any, paid by COUNTY shall be consistent with the method utilized by COUNTY to calculate the contribution for employees covered by the MOU. BOTTKE may elect to participate in the County's Premium Only Section 125 benefit program, which allows pre-tax benefits for employees' contributions to the group health insurance premium.

The COUNTY will make an Employee Assistance Program (EAP) available. The EAP will provide personal counseling on legal services and personal and work related issues for BOTTKE and/or members of her immediate family.

The COUNTY will allow BOTTKE to establish an employee-funded Flexible Spending Account, which currently provides employees with the options of Dependent Care Assistance and Unreimbursed Medical Expenses. The plan year maximum for Flexible Spending Accounts will be determined by the contribution limits set by the Internal Revenue Service.

#### Section 10: Retirement

The parties acknowledge and agree that BOTTKE is a local miscellaneous member of the California Public Employees' Retirement System (CalPERS), and a "Classic" employee as defined in the California Public Employees' Pension Reform Act of 2013.

BOTTKE shall participate in the CalPERS 2% @ 55 defined benefit program, as set forth in the California Public Employees' Pension Reform Act of 2013. Retirement is integrated with Social Security.

The parties acknowledge and agree that the required CalPERS member contribution for BOTTKE shall be seven percent (7%) of the compensation paid to BOTTKE hereunder. COUNTY will not pay any part of the required member contribution on behalf of BOTTKE.

The CalPERS retirement plan includes "Pre-Retirement Optional Settlement 2 Death Benefit" as described in Government Code 21548.

Upon Public Employees' Retirement System or Social Security Retirement or upon the death of an employee, the sick leave balance of an employee with less than fifteen (15) continuous years of County service shall be reduced by one hundred seventy-six (176) hours. The employee or the employee's estate shall be entitled to fifty per cent (50%) of the value of the sick leave remaining, if any. After fifteen (15) continuous years of County service and upon Public Employees' Retirement System or Social Security retirement or upon the death of any employee, the employee or the employee's estate shall be entitled to fifty per cent (50%) of the value of the employee's sick leave balance. Payment made under this Section shall be made in a lump sum if the value of the remaining sick leave is equal to or less than two thousand dollars (\$2,000.00) or in increments of not less than two thousand dollars (\$2,000.00) per month if the value of the remaining sick leave is greater than two thousand dollars (\$2,000.00).

#### Section 11: Deferred Compensation

BOTTKE may participate in those Section 457 Deferred Compensation Plans the COUNTY offers to its other employees on the same terms as the MOU. In the event that, during the term of this Agreement, COUNTY and the TCMEA agree to increase or decrease the matching deposit for employees represented by the TCMEA, or that such adjustment is otherwise lawfully imposed by COUNTY, then the matching deposit provided to BOTTKE hereunder shall be increased or decreased by an equal amount, commencing the following month.

#### Section 12: Professional and Official Travel

COUNTY hereby agrees to pay for travel and subsistence expenses of BOTTKE in accordance with adopted COUNTY travel policy for professional and official travel, meetings and occasions adequate to continue the professional development of BOTTKE and to adequately pursue necessary official functions for COUNTY, including conferences specific to the Executive Director, Health Services Agency functions and such other related national, regional, state and local governmental groups and committees thereof which BOTTKE serves as a member, subject to the COUNTY budget as approved by the COUNTY Board of Supervisors.

COUNTY also agrees to pay for travel and subsistence expenses of BOTTKE, in accordance with adopted county travel policy, for short courses, institutes and seminars that are necessary for her

professional development and for the good of the COUNTY, subject to the COUNTY budget as approved by the COUNTY Board of Supervisors.

If BOTTKE is assigned to temporary work at such distance from her regular headquarters that it is impractical to return thereto each day, or to her regular place of abode, BOTTKE will be allowed personal expenses or per diem as established by the Board of Supervisors.

#### Section 13: Resignation

Nothing in this agreement shall prevent, limit, or otherwise interfere with the right of BOTTKE to resign from her position with COUNTY. If BOTTKE voluntarily resigns her position with COUNTY before expiration of the aforesaid term of her employment, then BOTTKE shall give COUNTY two months' notice in advance, unless the parties agree otherwise.

#### Section 14: Termination and Severance Pay

The Executive Director, Health Services Agency serves at the will of the COUNTY. Nothing in this agreement shall prevent, limit, or otherwise interfere with the right of the COUNTY to terminate the services of BOTTKE at any time. If BOTTKE is terminated by the COUNTY before expiration of the aforesaid term of employment, and if BOTTKE is willing and able to perform her duties under this agreement, and if termination is for other than "just cause," then the COUNTY will pay BOTTKE a lump-sum cash payment. Said lump-sum cash payment shall be equal to the lesser of three month's aggregate salary and benefits or the aggregate salary and benefits for the remaining term of this agreement.

If termination is for "just cause" or disability that cannot reasonably be accommodated, then no severance payment shall be made.

BOTTKE shall also be compensated for all unused earned PTO leave in the same manner as is provided for unused earned vacation leave in the MOU. MTO is not considered vested, and BOTTKE shall receive no compensation for unused MTO.

#### Section 15: Industrial Injury or Illness

Should BOTTKE be absent from work as a result of a work-related disability, and is receiving temporary disability indemnity payments provided for by the Labor Code of the State of California, BOTTKE may elect to utilize State Disability Insurance, MTO and/or PTO to supplement her temporary disability indemnity payments, up to a maximum of full salary. During the time BOTTKE is receiving temporary disability indemnity payments, which are supplemented by State Disability Insurance and accrued leave, BOTTKE shall continue to accumulate additional MTO/PTO, and is entitled to continuation of the employee's insurance benefit program on the normal premium-sharing formula. Following exhaustion of all accumulated MTO/PTO, BOTTKE's insurance benefits shall be continued on the normal premium-sharing formula for a maximum of six (6) full calendar months, following the date of exhaustion of other forms of County paid time off.

If BOTTKE is absent by reason of industrial disability, BOTTKE may be returned to work by the COUNTY and given temporary light duties within the employee's ability to perform, with the consent of her physician. The duration of any such period of temporary work shall be determined

by COUNTY. BOTTKE shall be compensated at the then-current rate of pay while engaged in such temporary duties. The COUNTY may require BOTTKE when requesting to return to work after an absence caused by disability or illness, to submit to a medical examination by a physician or physicians approved by COUNTY for the purpose of determining that such employee is physically and mentally fit and able to perform the duties of the her position without hazard to self or to her fellow workers, or to her own permanent health.

Nothing herein shall be construed nor applied in a way which is inconsistent with any employee right under the State of California Workers' Compensation Act or related statutes, or be construed to waive any rights contained therein.

Should BOTTKE return to work from a work place industrial injury or illness, BOTTKE shall receive up to four (4) hours of paid release time per visit or appointment with a physician or other appropriate healthcare provider providing ongoing medical treatment prescribed by the workers' compensation physician that is in relation to the industrial illness or injury itself. The release time is permitted until BOTTKE has been deemed permanent and stationary by the workers' compensation physician or workers' compensation third party administrator.

#### Section 16: Incapacity and Unpaid Leave

Subject to all applicable provisions of the Family Medical Leave Act (FMLA), California Family Right Act (CFRA), and any other statute or regulation pertaining to leaves or disability, if BOTTKE is permanently disabled and cannot be reasonably accommodated, or is otherwise unable to perform her duties because of sickness, accident, injury, mental incapacity or health, COUNTY shall have the option to terminate this agreement.

In the event that a non-statutory leave is approved by the Board of Supervisors due to BOTTKE's incapacity, or for any other reason, BOTTKE shall not receive any salary, stipend or other compensation hereunder once BOTTKE's accrued leave balances have been exhausted. Time spent on an unpaid leave of absence shall not be treated as COUNTY service for any purpose under this Agreement and BOTTKE shall not accrue PTO benefits while on unpaid leave.

If the COUNTY believes BOTTKE is abusing leave, they may require satisfactory evidence of sickness or disability before payment of leave will be made.

Should BOTTKE fail to return to work within three workdays of the expiration of approved leave, BOTTKE shall be deemed to have tendered an automatic resignation. However, when there are extenuating or mitigating circumstances which delay the employee's return, the COUNTY will allow BOTTKE an opportunity to provide the circumstances to make a final determination of employment by way of appealing a finding that BOTTKE had automatically resigned.

Health insurance will be continued on the normal premium share-of-cost basis for the duration of any statutory leaves of absence. Prior to five (5) years of continuous regular COUNTY service, if BOTTKE is on a leave of absence beyond any accrued leaves, he may maintain the COUNTY's group health insurance coverage for one (1) full calendar month on the normal premium share-of-cost basis. After five (5) or more years of continuous regular COUNTY service, if BOTTKE is on a leave of absence beyond any accrued leaves, BOTTKE may maintain the COUNTY's group

health insurance coverage for a total of three (3) months on the normal premium cost-sharing basis. BOTTKE may receive the insurance continuation payment by the employer only once in a twelve (12) month period. The twelve (12) month period begins the date BOTTKE returns to work from the leave of absence in which BOTTKE completed the use of the one (1) month or three (3) month insurance continuation payment benefit referred to in this section.

#### Section 17: Performance Evaluation

The Chief Administrator shall review and evaluate the performance of BOTTKE at least once during each year. Said review and evaluation shall be conducted in a manner consistent with COUNTY Department Head evaluation policies. Said criteria may be added to or deleted from as the COUNTY may from time to time determine, in consultation with BOTTKE. Further, the COUNTY Chief Administrator shall provide BOTTKE with a summary written statement of the findings and provide an adequate opportunity for BOTTKE to discuss her evaluation with the Chief Administrator, and as appropriate, the Board of Supervisors.

At the time of evaluation, the COUNTY and BOTTKE shall define such goals and performance objectives that they determine necessary for the proper operation of the Health Services Agency Department and shall further establish a relative priority among those various goals and objectives, said goals and objectives to be reduced to writing. The goals and objectives shall generally be attainable within the time and budgetary resources provided.

In effecting the provisions of this Section, the COUNTY and BOTTKE mutually agree to abide by the provisions of applicable law.

#### Section 18: Safety

The COUNTY desires to maintain a safe place of employment for COUNTY employees and to that end, the COUNTY shall make all reasonable provisions necessary for the safety of employees in the performance of their work.

#### Section 19: Indemnification

To the extent that BOTTKE is acting in her official capacity as the Executive Director, Health Services Agency, BOTTKE shall be considered as a COUNTY employee for purposes of indemnity and the COUNTY shall defend, save harmless, and indemnify BOTTKE against any tort, professional liability claim or demand or other legal action arising out of an alleged act or omission occurring within the course and scope of BOTTKE's duties as Executive Director, Health Services Agency.

#### Section 20: Bonding

COUNTY shall bear the full cost of any fidelity or other bonds required of BOTTKE under any law or ordinance.

#### Section 21: Notices

Notices pursuant to this agreement shall be given by deposit in the custody of the United States Postal Service, postage prepaid, addressed as follows:

A. COUNTY: Chairman of the Board of Supervisors, 727 Oak Street, Red Bluff CA, 96080



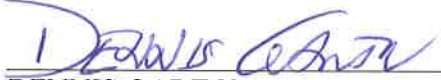
B. BOTTKE: JAYME BOTTKE at the permanent address on record with the COUNTY Auditor

Alternatively, notices required pursuant to this agreement may be personally served in the same manner as is applicable to civil judicial practice. Notice shall be given as of the date of personal service or as the date of deposit of such written notice in the course of transmission in the United States Postal Service.

Section 22: General Provisions

- A. The text herein shall constitute the entire agreement between the parties.
- B. This agreement shall be binding upon and inure to the benefit of the heirs at law and executors of BOTTKE.
- C. This agreement shall become effective commencing 9/09/2021.
- D. If any provision, or portion thereof, contained in this agreement is held unconstitutional, invalid or unenforceable, the remainder of this agreement or portion thereof shall be deemed severable, shall not be affected, and shall remain in full force and effect.

IN WITNESS WHEREOF, the Tehama County Board of Supervisors has caused this agreement to be signed and executed in its behalf by its Chairperson, and duly attested by the Clerk of Tehama County, and BOTTKE has signed and executed this agreement, both in duplicate, the day and year first above written.

  
\_\_\_\_\_  
DENNIS GARTON  
Chairman, Board of Supervisors

  
\_\_\_\_\_  
JAYME BOTTKE  
Employee

Approved as to form:  
  
\_\_\_\_\_  
MARGARET LONG  
County Counsel



**E-Contract Review**  
**Approval as to Form**

Department Name: Personnel

Vendor Name: In house Contract

Contract Description: 2021-2024 Botke Employment Contract

APPROVED AS TO FORM:

M Date: 9/1/21  
Office of the Tehama County Counsel  
Margaret E. Long, Interim County Counsel

