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**Salary and Benefit Policy**

**Approved:**

  
Chair

**Purpose** It is the purpose and intent of First 5 San Bernardino to establish policies and processes for the salaries and benefits of employees of First 5 San Bernardino.

**Policy** As required by Health and Safety Code Section 130140(d)(6), First 5 San Bernardino salaries and benefits shall conform with all applicable State and Federal laws. In addition, the policy shall conform to established San Bernardino County government policies.

**Guidelines** First 5 San Bernardino contracts with the San Bernardino Department of Human Services System. As a result, all First 5 San Bernardino employees are contract employees of San Bernardino County. As a part of the contract between the Commission and the County, employee salaries and benefits are established through a job classification based on specifications of the county of San Bernardino. Salaries and Benefits must also align with the San Bernardino County Code and the General Memorandum of Understanding (MOU).

Employee hiring, termination, payroll, pay increases and benefits are processed through the County's Department of Human Services System and Auditor-Controller's Office. In order for First 5 San Bernardino to use the County's Human Service System and payroll services, the Commission must comply with all County employment policies.