

# MARIPOSA COUNTY



## LOCAL 2703

AFSCME LOCAL 2703  
AFL/CIO

Mariposa County Managerial  
and Confidential Organization (MCMCO)

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## MEMORANDUM OF UNDERSTANDING

November 1, 2014 - October 31, 2017

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## **PREAMBLE**

The parties to this Memorandum of Understanding are the Mariposa County Board of Supervisors (“County”) and the Mariposa County Manager/Confidential Organization, a chapter of AFSCME, Local 2703 (“Union”).

## **ARTICLE 1 - RECOGNITION**

The County recognizes the Union as the Recognized Employee Organization, as defined in the County Employer/Employee Relations Ordinance, for all regular, full-time employees occupying classes listed in the attached Appendix “A,” but excluding confidential employees, as that term is defined below.

## **ARTICLE 2 - DEFINITIONS**

### **Section 2.1 - Recognized Employee Organization**

“Recognized Employee Organization” means a registered employee organization which has the exclusive right to represent the employees in a representation unit pursuant to a vote of the employees in that unit.

### **Section 2.2 - Employee**

“Employee” means any person employed by the County, excepting those persons elected by popular vote, appointed to fill the unexpired term of an elected office, or appointed to office by the governor of the State of California.

### **Section 2.3 - Management Employee**

“Management Employee” means an employee having significant responsibilities in formulating and/or administering County policy. This shall include those that act on behalf of a department head in his/her absence. Management employees are designated by the Board of Supervisors without a meet and confer or meet and consult process.

### **Section 2.4 - Confidential Employee**

“Confidential Employee” means any employee who, in the regular course of his/her duties, has access to, or possesses information related to, his/her employer's employer-employee relations. Confidential positions shall be designated by the Board of Supervisors following a meet and consult (only) process with employee organizations.

### **Section 2.5 - Regular Full-Time Employees**

“Regular Full-Time Employees” means all permanent and probationary salaried employees, excluding

extra help employees. The term “Regular Full-Time Employees” is deemed to include part-time employees within bargaining unit classifications who receive employee benefits.

#### **Section 2.6 - Extra Help Employee**

“Extra Help Employee” means any employee who is not a regular full-time employee and is paid on an hourly basis.

#### **Section 2.7 - Anniversary Date**

“Anniversary Date” means an employee's original date of hire into a permanent classification covered by this Memorandum of Understanding. For all purposes except step raises and evaluations subsequent to a demotion or promotion, an employee's anniversary date shall not be changed unless seniority stops accruing or is broken, as is specified in Article 12, Seniority and Layoff or Section 12.7, Seniority Accrual. An employee's anniversary date in a classification may be changed upon promotion or demotion, for purposes of evaluation and granting of step increases only, as specified in Article 6, Compensation, Section 6.2.3, Promotion, and Section 6.2.4, Demotion.

#### **Section 2.8 - Y-Rate**

If the salary of the employee is greater than the maximum of the new range, the salary of the employee shall be designated as a “Y” rate and shall not change during continuous regular service until the maximum of the new range exceeds the salary of the employee.

### **ARTICLE 3 - NON-DISCRIMINATION**

Neither the County nor the Union shall discriminate against an employee covered by this Memorandum of Understanding in violation of a relevant federal, state or local statute.

### **ARTICLE 4 - MANAGEMENT RIGHTS**

#### **4.1**

The Union agrees that the County has complete authority for the policies and administration of all County departments which it shall exercise under the provisions of law and in fulfilling its responsibilities under this Memorandum of Understanding.

#### **4.2**

Any matter involving the management of governmental operations vested by law in the County and not covered by this Memorandum of Understanding is in the province of the County.

### 4.3

The Mariposa County Board of Supervisors, hereinafter referred to as “Board”, on its own behalf and on behalf of the County, hereby retains and reserves unto itself all rights, power, authority, duty and responsibility confirmed on and vested in it by the laws and Constitution of the State of California.

### 4.4

The exercise of any such right, power, authority, duty, or responsibility by the Board and the adoption of such rules, regulations, and policies as it may deem necessary and as they apply to employees represented by the Union shall be limited only by the specific and express terms of this Memorandum of Understanding.

### 4.5

The management of the County government and the direction of the work force of the County are vested exclusively in the County subject to the terms of this Memorandum of Understanding. The existing rights of the County include but are not limited to the following:

4.5.1 - Direct the work of its employees;

4.5.2 - Hire, promote, demote, transfer, assign, and retain employees in positions within the County, subject to this Memorandum of Understanding;

4.5.3 - Discipline employees in accordance with this Memorandum of Understanding;

4.5.4 - Maintain the efficiency of governmental operation;

4.5.5 - Relieve employees from duties because of lack of work subject to this Memorandum of Understanding;

4.5.6 - Take actions as may be necessary to carry out the County services in emergencies; and

4.5.7 - Determine the methods, means and personnel by which operations are to be carried out.

4.5.8 - The County reserves the right to consider and implement employee furloughs at any point during the term of this Memorandum of Understanding. In the event furloughs are implemented, the County will meet and confer regarding the effects of such furloughs on terms and conditions of employment of the bargaining unit.

## ARTICLE 5 - UNION RIGHTS

### Section 5.1 - Stewards and Release Time

#### 5.1.1 - Notification of Stewards.

The Union shall notify the County of the names of its stewards within 10 days of their selection. Alternate stewards may be designated to serve in the absence of the steward. Stewards shall contact County department heads when carrying out their duties.

#### 5.1.2 - Grievance Processing.

An employee, when a grievant, and one union representative (steward) shall be released from duty for the purpose of presenting the grievance at all formal steps of the grievance procedure.

The Union agrees that preparation of the grievance and conferencing on the subject of the grievance by the respective employee and the union representative shall be done at times other than during working hours, unless expressly authorized by the County Administrative Officer.

#### 5.1.3 - Negotiating Committee

##### 5.1.3.1 - Release Time.

The County shall provide reasonable release time for the union negotiating committee. Reasonable release time shall include time immediately preceding scheduled negotiations to prepare for negotiations with the County. Release time shall be granted for no more than three (3) representatives, including alternates, unless otherwise agreed to by the parties.

##### 5.1.3.2 - Compensatory Time.

Those negotiators who are on their own time during the meetings will not be entitled to compensatory time.

##### 5.1.3.3 - Resource People.

Resource people for the unit negotiations shall be allowed on their own time, leave without pay, vacation, or compensatory time off, to attend scheduled negotiation meetings, unless otherwise agreed to by the parties.

### Section 5.2 - Bulletin Boards, Use of Facilities

#### 5.2.1 - Bulletin Boards.

The Union shall be provided reasonable use of existing bulletin board space in each building or department at a location agreed upon by the Union and the department, under the following conditions:

- 1) Material shall be posted on space as designated;

- 2) Posted material shall bear the identity of the organization;
- 3) Posted material shall not be misleading, contain any deliberate misstatements or violate any federal, state or county laws;
- 4) Material shall be neatly displayed and shall be removed when no longer timely.

5.2.2 - Visitation and Distribution.

The Union may have an authorized representative contact members of the Union in County facilities and leave literature and material for distribution, provided he/she has first made arrangements with the department head, or his/her representative, to provide for a time which does not disrupt County business.

5.2.3 - Facilities.

County facilities shall be made available to the Union for meeting purposes only provided that appropriate advance arrangements are made. A charge at the prevailing County rates may be made to offset the cost of such use.

5.2.4 - Names and Addresses of Covered Workers.

The County shall supply the Union with names, addresses and classifications of all workers within the unit represented by the Union. Such lists shall be supplied upon request of the Union at a reasonable charge.

5.2.5 - Notification of Union Coverage.

The County shall present new employees who are covered by this Memorandum of Understanding with a copy of this Memorandum of Understanding at the time of hire.

5.2.6 - Printing of Memorandum of Understanding.

The parties agree to share equally the cost of printing bound copies of this Memorandum of Understanding.

**Section 5.3 - Union Security**

The County will deduct from the pay of Union members and pay to the Union the normal and regular monthly Union membership dues as authorized in writing by the employee on the appropriate form subject to the following conditions:

5.3.1 - Such deductions shall be made only upon submission of the form to the designated representative of the County duly completed and executed by the employee and the Union. The Union shall devise the appropriate form and shall submit such form to the County Auditor for his/her approval.

5.3.2 - The County shall not be obligated to put into effect any new, changed, or discontinued

deduction until the pay period commencing fifteen (15) days or more after such submission.

5.3.3 - The Union shall hold the County harmless from any and all claims or actions pertaining to the enforcement or application of this Article.

## ARTICLE 6 - COMPENSATION

### Section 6.1 - Salaries

An employee shall be paid a salary within the monthly range, or rate or equivalent hourly rate, established for the class of position to which the employee has been appointed as provided in the Salary Resolution. The wage scale and job classifications as set forth in Appendix "A" attached hereto shall apply to all employees covered by this Memorandum of Understanding and shall be made a part thereof.

#### 6.1.1 - Wage Increase.

Wages for employees covered by this MOU shall be increased across the board as follows:

Five percent (5%) effective November 1, 2014.

Three percent (3%) effective November 1, 2015.

Three percent (3%) effective November 1, 2016.

In addition to the salary increases stated above, employees will receive a three percent (3%) salary increase effective when the County effectuates the first three percent (3%) classic member retirement contribution specified in section 6.4.4 (b)(iii); an additional three percent (3%) effective November 1, 2015; and an additional two percent (2%) effective November 1, 2016.

#### 6.1.2 - Compensation Study.

The County proposes to commence meeting and conferring with MCMCO representatives concerning the recommendations contained in the Compensation Study prepared by Bryce Consulting in June of 2014, no later than six (6) months from the date the County appoints a permanent Human Resources Director. This timeline will begin to run irrespective of the tenure of the appointed Director.

### Section 6.2 - Pay Practices

#### 6.2.1 - Schedule of Payments.

Employees shall be paid on the last working day of each calendar month.

#### 6.2.2 - Merit Advancement Within Range.

An employee may be advanced after one year's service in a specific classification, and each year thereafter he/she serves in that specific classification, to the next higher step of the salary range

approved for the class of position the employee fills if the employee has earned such advancement according to Section 7.3, Evaluations.

6.2.3 - Promotion.

When an employee is promoted, i.e., reassigned to a position in a new class with a higher maximum salary than the previous class, the employee's salary shall be adjusted to the existing step of the new range which shall be at least five percent (5%) higher than the employee's existing salary or the top step of the new range if 5% increase cannot be achieved. An employee who is promoted shall have a new anniversary date as of the date of such promotion, for purposes of evaluation and step raise only.

6.2.4 - Demotion.

When an employee is demoted to a position in a class with a lower maximum salary range than the previous class, the employee's salary shall be adjusted to the highest possible salary on the lower range for which the employee is eligible in terms of years of service, but which in no case exceeds or is equal to his/her existing salary. An employee who is demoted shall have a new anniversary date as of the date of such demotion, for purposes of evaluation and step raise only.

6.2.5 - Transfer.

An employee transferred to a position in a class with the same range number shall receive the same salary the employee would be otherwise entitled to on the date the transfer is effective.

6.2.6 - Position and Reclassification.

The salary of the incumbent of a position which is reclassified shall be determined as follows:

6.2.6.1 - If the position is reclassified to a class with the same salary range, the salary of the employee shall not change.

6.2.6.2 - If the position is reclassified to a class with a higher salary range, the affected employee shall be adjusted to the existing step of the new range which shall be at least five percent (5%) higher than the employee's existing salary.

6.2.6.3 - If the position is reclassified to a class with a lower salary, the salary of the employee shall not change. In cases where the salary of the employee is greater than the maximum of the new range, said employee shall be Y-rated at their current salary.

6.2.7 - Pay upon Termination.

An employee who terminates his/her employment or is terminated with the County shall receive a check with all his/her outstanding pay within forty-eight (48) hours of his/her termination date, unless arrangements are made with the Auditor's Office for direct deposit.

6.2.8 - Compaction.

It is in the County's interest to minimize salary range compaction. In this regard, the County's objective is to maintain a 10% spread between unit member salary steps and the highest

supervised employee salary step. It is understood and agreed that this objective is not to be construed as imposing a mandate on the County to take any particular action or effectuate any particular changes in this regard.

## **Section 6.3 - Differentials/Allowances**

### 6.3.1 - On-Call Compensation.

On-call compensation is defined as the requirement to remain immediately available to report for duty to perform an essential service when assigned by the appointing authority, subject to the approval of the administrative officer. On-call duty is in addition to and distinct from the normal workweek. This section is not applicable to those situations where workers are recalled to work when not previously placed on on-call status.

Employees assigned to on-call duty shall receive one dollar and fifty cents (\$1.50) per hour for each hour of on-call duty.

Any employee who is found to be unavailable for or who fails to respond to a call for the performance of work during an on-call period shall receive no on-call compensation for the entire on-call period. However, if the employee remains available and is able to respond but cannot be contacted due to circumstances beyond his/her control, this paragraph will not apply.

During the term of the 2013/2014 MOU, the parties reopened the agreement to allow the parties to discuss the nature, scope, and applicability of the on-call language in this section, particularly with respect to classifications in the bargaining unit that may be directly impacted by on-call duties and responsibilities. The parties agreed that the Fleet Superintendent classification and the Senior Information System Specialist classification are the two classifications that are subject to the provisions of this section. There are no other classifications to which on-call compensation is applicable.

### 6.3.2 - Shift Differential.

Employees shall receive shift differential as follows:

6.3.2.1 - Fifteen cents (\$.15) per hour for all hours worked between 12:30 PM and 9:00 PM, when the work shift begins on or after 12:30 PM.

6.3.2.2 - Thirty cents (\$.30) per hour for all hours worked between 9:00 PM and 8:00 AM, provided, however, that if half or more of an employee's scheduled work shift falls between these hours, he/she shall receive the entire amount for the entire scheduled shift.

### 6.3.3 - Split Shift Differential.

The County agrees to provide an allowance for split shift differential of \$10 per day. A split shift is defined as a break of more than 1 hour which is non-paid, non-work and a non-rest break between the beginning and end of a work shift.

#### 6.3.4 - Call-back Pay.

Any time an employee is called back to work, either after his/her normal work shift, or his/her scheduled day off, he/she shall receive a minimum of three (3) hours of pay at one and one half times the normal hourly rate.

#### 6.3.5 - Educational Incentive Program.

Employees shall be eligible for tuition reimbursement up to a maximum of \$200 per semester provided they have received prior approval by their Department Head and successfully completed the requirements of the approved class. Employees shall be eligible for reimbursement provided the classes meet the objectives defined in Section 8.3.6.

6.3.5.1 Stipends. The following incentives have been established by Resolution No. 01-251 of the Board of Supervisors:

- \$700 monthly stipend for employees with a Masters in Social Work (MSW) or a Master of Art (MA).
- \$800 monthly stipend for employees who are Licensed Clinical Social Workers (LCSW), Licensed Marriage and Family Therapist (MFT), or employees with a Ph.D. (Doctorate) in clinical psychology.

#### 6.3.6 - Foul Weather and Safety Gear.

Employees who are required to work outdoors in inclement weather or required to use safety gear, may be provided foul weather gear to include raincoats and pants with reflective striping as well as rubber boots as applicable and approved by the department head.

### **Section 6.4 - Benefits**

#### 6.4.1 - Insurance.

6.4.1.1 - Medical Insurance. The County agrees to contract with the California Public Employees Retirement System (CalPERS) Health Benefits Program for the purpose of providing employees and their dependents with access to medical insurance benefits. Employees must comply with all applicable rules and regulations of the CalPERS Health Benefits Program and the Public Employees Medical and Hospital Care Act (PEMHCA).

6.4.1.2 - County's Contribution for Medical Insurance Benefits. Effective December 1, 2012, the County's contribution for medical insurance benefits governed by Government Code Section 22892 shall be Five Hundred Dollars (\$500) per employee or annuitant per month.

6.4.1.3 - Dental and Vision Insurance. The County's contribution for dental and vision insurance will be One Hundred Percent (100%) of the employee only premium amount. The County will cover 100% of premium increases for dental and vision,

said increases not to exceed a combined amount of Fifteen Dollars (\$15.00) per employee per month for the term of the MOU.

6.4.1.4 - Life Insurance. The County will pay Thirty Thousand Dollars (\$30,000.00) coverage for employee and One Thousand Dollars (\$1,000.00) dependent coverage.

6.4.1.5 - State Disability Insurance (SDI). The County will pay One Hundred Percent (100%) of SDI.

6.4.1.6 - Flexible Benefit Allowance. Separate and apart from the County's contribution for medical coverage provided under section 6.4.1.2, effective December 1, 2012, the County shall make available to each employee a cash option amount. This amount may be applied toward the employee's cost of any and all qualified non-taxable benefits under the County's IRS Section 125 Plan or taken by the employee as cash. Use of this flexible benefit allowance must be elected by each participating employee in the manner required by the County's Section 125 Plan.

	Medical	Dental	Vision	Flexible Benefit Allowance
Medical Non-Participant	0	51.10	11.88	614.62
Participant	500	51.10	11.88	640.81

6.4.2 - Maintenance of Benefits.

The County reserves the right to terminate or change any and all benefit programs as stated in Section 6.4.1, Insurance, provided that it replaces such plans with equivalent benefits. The County shall meet and confer with the Union prior to any changes.

6.4.3 - Benefits Available During Leaves.

During any leave under Section 8.3, Leaves, with the exception of the Federal Family and Medical Leave Act and/or the California Family Rights Act, an employee may carry through certain benefits while not on County payroll, as follows:

6.4.3.1 - Life, Dental, and Vision. May be carried for 90 days while on leave. Employee must pay the total premium, including the County's portion. The County Auditor must be notified and checks must be made payable to the County.

6.4.3.2 - Health. May be carried while on leave. With the exception of Family Medical Leave as set forth in County policy, the employee must pay total premium including the County's portion. A form must be signed by the County Auditor's Office and checks must be mailed to the carrier.

6.4.3.3 - State Disability Insurance. Any employee who suffers a disability should

obtain disability insurance information from the Auditor's Office.

6.4.4 - Retirement.

The County shall provide to covered employees retirement benefits under CalPERS known as the 2.7%@55 plan and the one (1) year final compensation benefit, including the value of the Employer Paid Member Contribution (EPMC). Effective November 1, 2011, new employees shall be provided retirement benefits under the 2%@55 retirement option based on the three (3) year final compensation amendment and including the value of the EPMC.

a. Employees hired before November 1, 2011

For employees hired before November 1, 2011, the County's retirement plan shall consist of the following provisions:

- i. Defined benefit formula of 2.7% at 55 with a five (5) year vesting period.
- ii. Final compensation based on the single highest year.
- iii. The reporting and paying of EPMC.

b. Employees hired on or after November 1, 2011 through December 31, 2012 and "Classic Members" hired on or after January 1, 2013

This subsection shall apply to employees hired on or after November 1, 2011, and "classic members" hired on or after January 1, 2013. CalPERS determines who is a "classic member" within the meaning of the California Public Employees' Pension Reform Act (PEPRA). The County's retirement plan shall consist of the following provisions:

- i. Defined benefit formula of 2% at 55 with a five (5) year vesting period.
- ii. Final compensation based on three (3) consecutive years.
- iii. The reporting and paying of EPMC.

The County currently covers the full CalPERS Employer Paid Member Contribution (EPMC) for all employees in this unit. For employees in subsection (a), this is 8% of payroll and for employees in subsection (b) it is 7% of payroll. With the execution of this MOU, the parties have agreed to modify the County's obligation toward the EPMC as follows: Effective as soon as administratively possible in 2015, and as provided under the governing CalPERS regulations, all employees will contribute 3% toward the member contribution, thereby reducing the County's EPMC to 5% for members in subsection (a) and 4% for members in subsection (b); effective November 1, 2015, all employees will contribute an additional 3% toward the member contribution, thereby reducing the County's EPMC to 2% for members in subsection (a) and 1% for members in subsection (b); effective November 1, 2016, employees in subsection (a) will contribute an additional 2% toward the member contribution and employees in subsection (b) an additional 1% toward the member contribution, thereby fully eliminating the County's EPMC by the end of the term of this MOU. All "new members", as defined by CalPERS statutes and regulations, will remain subject to the contribution requirements established by the PEPRA.

c. New members

For all employees who CalPERS determines are “new members” within the meaning of the PEPRRA, the County’s retirement plan shall consist of the following provisions:

- i. Defined benefit formula of 2%@62 with a five (5) year vesting period.
- ii. Final compensation based on three (3) consecutive years.

Effective upon their date of hire, new members will pay 50% of the total normal cost of the member contribution, as determined by CalPERS.

6.4.4.1 - Two-tier retirement health benefit vesting requirement, with new-hires effective February 1, 2007, vesting is as follows, as specified by CalPERS: At (age 50 and) 10 years, 50% of the county contribution; at 15 years, 75%; at 20 years, 100%. Per CalPERS’ specifications, the County’s contribution must be the same as the State’s contribution at the time an employee retires. Employees hired before the date the required resolution is adopted, who retire at or after age 50 with five years’ service will continue to get the County contribution toward employee plus one, as provided in current County policy.

6.4.5 - Longevity Pay

6.4.5.1 For all regular County employees covered by this Memorandum of Understanding hired prior to July 1, 1996, longevity shall be granted as follows:

6.4.5.1.1 - For ten (10) years of continuous service, a three percent (3%) pay increase to be effective on the tenth anniversary date of the employee.

6.4.5.1.2 - For fifteen (15) years of continuous service, a three percent (3%) pay increase to be effective on the fifteenth anniversary date for the employee.

6.4.5.1.3 - Employees with a minimum of twenty (20) years of continuous service with the County as of July 1, 1986, shall receive, commencing July 1, 1986, a three percent (3%) pay increase. Employees who do not have a minimum of twenty (20) years of continuous service with the County as of July 1, 1986, shall receive a three percent (3%) pay increase to be effective on the twentieth anniversary date of the employee.

6.4.5.2 Effective January 1, 2014, for all regular employees hired on or after July 1, 1996, longevity shall be granted as follows:

6.4.5.2.1 For ten (10) years of continuous service, Five Hundred Dollars (\$500.00) will be paid once each year during the pay period of the employee’s anniversary date of employment with the County.

6.4.5.2.2 For fifteen (15) years of continuous service, Seven Hundred and Fifty Dollars (\$750.00) will be paid once each year during the pay period of the employee's anniversary date of employment with the County.

6.4.5.2.3 For twenty (20) years of continuous services, One Thousand Dollars (\$1,000.00) will be paid once each year during the pay period of the employee's anniversary date of employment with the County.

Longevity pay shall be granted despite any pending step increases or range changes.

## **Section 6.5 - Workers' Compensation/State Disability**

### 6.5.1 - Eligibility.

Every employee shall be entitled to industrial injury leave when he/she is unable to perform services because of any injury as defined in the Workers' Compensation Act, or non-industrial injury leave when he/she is unable to perform services because of an injury sustained off the job. In the case of a non-industrial injury, leave is discretionary with the employee's department head.

### 6.5.2 - Compensation.

An employee who is disabled as a result of an injury shall be placed on leave, using as much of his/her accumulated compensatory time off, his/her accrued sick leave, and his/her vacation time as when added to any disability indemnity payable under the Workers' Compensation Act or the State Disability Insurance Program will result in a payment to him/her of not more than his/her full salary.

### 6.5.3 - Usage.

Leave time so utilized shall be prorated in relation to the difference between the disability indemnity pay and the employee's full salary and shall be charged to the employee from the employee's available sick leave, vacation, or comp time, at the employee's option.

## **ARTICLE 7 - STATUS OF EMPLOYEES**

### **Section 7.1 - Status of New Employees**

A new employee shall be on probation during the first twelve (12) months of employment with the County. At any time during the probationary period, the department head may relieve the individual from employment with the County. If at the end of the probationary period, the department head believes the employee is doing the work satisfactorily, the department head shall so inform and evaluate the employee. The employee shall then have permanent status. The status of Human Services Department, Social Services Division employees shall be that which is provided for by these policies/procedures or by the rules of the Welfare Merit System of the State of California, if applicable.

## **Section 7.2 - Status of Permanent Employees**

7.2.1 - Status of Permanent Employees who are Promoted or Transferred. An employee having permanent status who is promoted or transferred shall be on probation for six (6) months (except Merit System) in the new position to which he/she has been promoted. During this probationary period, the employee shall be regarded as having permanent status in the former position. Department heads and/or supervisors shall monitor the progress of the employee and offer suggestions for improvement if needed. If an employee fails to accomplish his/her work satisfactorily, the department head or supervisor may, at any time during the probationary period, relieve the individual from his/her duties in the new position.

Thirty (30) days before the end of the probationary period, the employee shall receive a performance evaluation. If the evaluation is satisfactory, the employee shall receive permanent status. If the evaluation is unsatisfactory, the employee shall be relieved of his/her duties. Any employee rejected during the probationary period following a promotional or transfer opportunity, shall have the right to return to the former position which the employee held. Should the employee choose not to return to the former position, the provision of Article 12, Layoff Procedures, shall apply.

All County employees who attain permanent rank shall have served a twelve (12) month probation, regardless of possible promotion while serving as probationary employees.

## **Section 7.3 - Evaluations**

Permanent employees shall be evaluated thirty (30) days prior to an employee's second anniversary date of hire and annually thereafter. If no such evaluation is made, it shall be assumed that the employee is performing satisfactorily. If a department head evaluates an employee who is still eligible for step increases, and determines that the employee has not performed competently, the step increase may be denied. Such denial shall be subject to the grievance procedure.

All employees shall be evaluated on a standardized personnel form. The County and Union agree to meet and consult to establish a standardized evaluation form to be used throughout the County.

## **Section 7.4 - Rights**

Probationary employees, including new employees and employees who have been promoted or transferred, shall have all rights afforded permanent employees under this Memorandum of Understanding, with the exception of the unsuccessful completion of the probationary period (termination, demotion, or return to former position), in which case the employee shall have no right to appeal such action pursuant to the grievance procedure. The Union recognizes that probationary employees may be released from County employment without cause.

For all probationary appointments, entry-level as well as promotional or transferred, the County reserves the discretion to extend the applicable probationary period by the amount of time the probationary employee is out on an injury or illness leave that exceeds twenty (20) work days. Extension of the probationary period under this section will be communicated to the probationary employee in writing.

### **Section 7.5 – Drug and Alcohol Policy**

All new hires and employees under this Memorandum of Understanding will be subject to the Drug and Alcohol Policy, the policy agreed to by the parties dated December 12, 2005.

## **ARTICLE 8 - ATTENDANCE AND LEAVES**

### **Section 8.1 - Working Hours**

#### 8.1.1 - Regular Hours.

County employees shall work forty (40) hours per week or its equivalent based upon the following existing schedules:

8.1.1.1 - An eight (8) hour, Monday through Friday schedule;

8.1.1.2 - Flex schedules that have been approved by the Board of Supervisors (attached in Appendix B).

#### 8.1.2 - Rest Period.

An employee will be provided a 15 minute rest period for every 4 hours of work. However, the break periods must be taken during the mid-point of the work period and not accumulated.

#### 8.1.3 - Meal Periods.

Employees shall be provided with an unpaid meal period of no less than 30 minutes and no more than 60 minutes in duration for each shift of 5 consecutive hours or more. If a non-exempt employee is directed to perform work during such meal period, then the employee shall receive pay for the meal period as per FLSA requirements.

#### 8.1.4 - Overtime.

Employees are eligible for overtime and shall be paid at the rate of time and one-half (1 1/2) for any overtime in excess of forty (40) hours per work week or its equivalency, or shall be entitled to compensatory time off at the rate of time and one-half, at election of employee at the time of accrual. Employees accruing compensatory time must take that time off within forty-five (45) days of the end of the month in which the time was accrued, or the time will be paid at the time of payment of the next payroll. Time for which pay is received but not worked, such as vacation, and authorized compensatory time off, shall be counted toward the base period. Sick leave shall not be included in the computation of overtime.

### 8.1.5 - Overtime Exempt Classifications.

Each of the represented classifications listed in Appendix A are considered salaried, overtime exempt classifications. Employees in the exempt classifications are compensated for meeting the requirements and performing the duties of their job. Such employees are deemed exempt from the overtime requirements set forth in Section 8.1.4 above. However, at the sole discretion of the County Administrator's Office, overtime exempt employees listed in Appendix A may be paid at time and one-half their regular hourly rate for time worked beyond their regular shift during any major incident or disaster.

## **Section 8.2 - Schedule Changes**

Any change in working schedules, including days and hours to be worked and affected classes, shall be administered as follows:

8.2.1 - Proposed changes may be initiated by a department head or employees within a department.

8.2.2 - The department head and County Administrative Officer and his/her designee shall meet with the Union and affected employees within the department regarding the proposed changes. The parties shall meet at the earliest mutually agreeable date and attempt, in good faith, to reach agreement. Thereafter, either party may declare impasse. Notwithstanding this obligation, this process shall not be construed as a formal meet and confer session as defined in the Employee-Employer Relations Ordinance.

8.2.3 - If agreement is reached, the department head shall make a recommendation regarding proposed schedule changes to the Board of Supervisors.

8.2.4 - If impasse is declared, either party may submit the dispute to the Board of Supervisors no earlier than (30) days nor later than sixty (60) days thereafter. During this period, the parties shall meet at either party's request in order to resolve the dispute.

8.2.5 - The Board of Supervisors shall make the final decision, which is final and binding on all parties. The decision of the Board is not subject to the grievance procedure.

## **Section 8.3 - Leaves**

Leave provisions exist for the convenience of employees who must, or wish to, absent themselves from work for various reasons.

Employees who are absent from work must be on either an approved leave, sick leave, annual leave, or compulsory leave. Other absences are treated as absences without leave and are subject to disciplinary action.

8.3.1 - Annual Leave.

Employees shall be entitled to vacation annually with pay. Employees shall earn vacation at the following rates:

0-3 years of service	2 weeks
4-9 years of service	3 weeks
10 or more years of service	4 weeks

Employees shall be entitled to take only that vacation time which has been earned. An employee who becomes ill or injured during his/her vacation leave will not be charged vacation leave for the period of illness or injury, provided satisfactory proof in the form of a physician's statement is received by a department head within three (3) days of occurrence.

8.3.2 - Vacation Accrual and Cash Out.

8.3.2.1 Employees may accumulate up to Three Hundred and Sixty (360) hours of vacation. Accumulated vacation may be taken between anniversary dates with the approval of the Department Head. No employee may take Three Hundred and Sixty (360) hours vacation at one time without the approval of the Department Head.

8.3.2.2 Employees may cash out accrued vacation hours on an annual basis, up to a maximum of Forty (40) hours each year, as long as the employee has a minimum of Two Hundred Eighty (280) accrued vacation hours at the time the cash out is requested. Employees who qualify for the cash out as of November 1, 2013 will be allowed to exercise the cash out option in April 2014, provided the employee has submitted a written request to the County Human Resources Department by April 1, 2014. Thereafter, the cash out option will be available during the month of November to eligible employees who submit a written request to exercise the option by November 1 of each year.

8.3.3 - Sick Leave

Employees shall be entitled to take only that sick leave time which has been earned. Employees shall be entitled to cumulative sick leave with pay at the rate of ten (10) hours per month with a maximum accumulation of fifteen hundred (1,500) hours of sick leave. Department heads shall permit sick leave earned to be used for medical and dental office calls when it is necessary for the employee to be absent during working hours for this purpose. Each department head shall have the right to require a doctor's certificate showing that any employee under his/her jurisdiction is unable to perform the duties of employment by reason of illness. In the event that said certificate is not provided within three (3) days from the date of demand, said department head shall report the fact of the demand for said certificate to the Personnel Office; the employee concerned shall not be entitled to receive compensation herein provided until such time as satisfactory proof is provided to the department head of the right to receive compensation for sick leave.

Sick leave may be used by an employee when an illness or injury of an immediate family

member (husband, wife, or child) is serious enough to require the employee to be absent from duty to care for such person. Such leave for this purpose shall not exceed ten (10) working days per calendar year and requires authorization by the department head.

8.3.3.1 - Personal Necessity

Employees shall be entitled to use six (6) days of paid sick leave allotment per year in case of personal necessity. Personal necessity leave shall be limited to circumstances that are serious in nature and that the employee cannot reasonably be expected to disregard, that necessitate immediate attention, and that cannot be taken care of after work hours or on weekends. The requested leave must be approved by the department head in advance of the absence.

8.3.3.2 - Payment of Accumulated Sick Leave

The County shall pay the accumulated sick leave of an employee upon service retirement (excluding deferred retirement), disability retirement, or death as follows:

8.3.3.2.1 - After five (5) years of continuous service, twenty-five percent (25%) of his/her accumulated sick leave up to a maximum of two hundred forty (240) hours.

8.3.3.2.2 - After ten (10) years or more continuous service, fifty percent (50%) of his/her accumulated sick leave up to a maximum of six hundred (600) hours.

8.3.3.2.3 - The County will contract with CalPERS to provide for retirement credit for unused sick leave. For the purpose of PERS retirement credit only, the current caps on sick leave accrual specified in sections 8.3.3.2.1 and 8.3.3.2.2 will be lifted; however, these two caps will remain for current employees electing sick leave pay-off rather than service credit conversion. Current employees will have the option to elect payment for accumulated sick leave or credit for unused sick leave under Section 20862.8 of CalPERS; however, employees hired after June 30, 1996 will have the CalPERS program only.

8.3.3.2.4 - In order to qualify for payment of service retirement accumulated sick leave hereunder, an employee must apply for and be granted retirement pursuant to County's "Public Employees Retirement System" (CalPERS) contract, with the State of California.

8.3.4 - Bereavement Leave

Employees shall be allowed a maximum of five (5) days of sick leave in the event of a death in the family.

### 8.3.5 - Illness Leave

This type of leave may be used for any legitimate illness including temporary medical or psychiatric problems and is ordinarily only used when an employee is not eligible for or has exhausted his/her paid sick leave balance. An employee requesting such leave due to illness or disability shall use any accumulated sick leave prior to the requested beginning date of such leave.

Requests for illness leave must be accompanied by a statement from the employee's physician specifying the nature of the illness and the anticipated time of release for return to the active duty.

Immediately prior to, or at the time of, return to active duty, the employee must provide a statement from a physician certifying to the employee's physical and/or mental ability to resume the specific duties of the position. The department head or the County may require the employee to submit to an examination at County expense by a physician chosen by the County.

The employee shall not be entitled to any compensation for this type of leave. Notwithstanding anything contained herein to the contrary, if an employee elects to use illness leave under the Federal Family and Medical Leave Act and/or California Family Rights Act, the employee shall receive benefits consistent therewith.

### 8.3.6 - Education or Training Leave

This type of leave is generally granted when the kind of education or training undertaken is likely to enhance the County's capabilities to provide service to the public. Consequently the training should have as its objective either, 1) an increase in the effectiveness of the employee in a current job assignment or, 2) an enhancement of the employee's advancement possibilities within County service.

The employee shall not be entitled to any compensation for this type of leave. Medical, dental and other insurance may be continued, but at no cost to the County. Time on leave does not count towards seniority, and leaves exceeding one year will involve loss of seniority.

Education or Training Leave shall require written approval of the department head and shall not exceed one (1) year in duration unless the County extends the leave upon request of the employee through the department head.

### 8.3.7 - Leave to Seek Office

An employee covered by this Memorandum of Understanding, who in a manner prescribed by law declares himself/herself as a candidate for elective office, shall be entitled to a leave of absence without pay for a period not to exceed twelve (12) months. Prior to exercising said leave the employee must notify his/her department head in writing of intent to exercise leave and the dates for said leave. The department head shall immediately notify the Personnel Office of the employee's intent to exercise said leave.

### 8.3.8 - Military Leave

Military leave is governed by the provisions of the California Military and Veterans Code. The request of an employee who has permanent status for military leave of absence can be honored by the department head only if the employee includes with the request a copy of the military orders. This request shall be submitted not less than fifteen (15) days prior to the effective leave date unless an emergency arises preventing this. A copy of the leave papers and the appropriate notification documents shall be submitted to the Personnel Office prior to the effective date of leave. The granting of leave and payment therefor are not inseparable matters, but are mandatory under certain specific conditions specified by the Military and Veterans Code. The department head will abide by the Military and Veterans Code in determining the appropriateness of leave and payment therefor.

### 8.3.9 - Compulsory Leave

If, in the opinion of the department head, an employee is unable to properly perform the duties of the position because of physical or mental reasons, such employee may be required to submit to an examination by a physician designated or approved by the County. If the report of the physician shows the employee to be in an unfit condition to perform the duties, the department head may, subject to the approval of the County Administrative Officer, compel such employee to take sufficient leave of absence to fit the employee to perform the duties; however, the employee shall be entitled to use accumulated sick leave and annual leave before being placed on compulsory leave without pay.

### 8.3.10 - Maternity Leave

Maternity leave is a leave of absence without pay upon request of the employee and upon verification of pregnancy by a licensed physician.

Leaves for this purpose may be requested to be effective at any time during pregnancy. Maternity leave may be requested up to nine (9) months prior to the anticipated delivery date with a doctor's certification as to the condition of the employee and the expected delivery date.

The employee shall notify the department head of the actual date of delivery, within two (2) weeks thereafter. The employee may take up to three (3) months maternity leave after delivery, at the employee's option. The employee shall give the department head a two (2) week notice of intent to return to work with the department head being allowed the option to consent to commencement for employment earlier than said two (2) weeks.

An employee who is pregnant must notify the department head as early as possible and provide a statement from a California licensed physician certifying as to her ability to perform the duties of her position and indicating the anticipated delivery date.

An employee returning to work shall submit a physician's certificate that she is capable of performing the duties of her position.

Sick leave benefits are not paid during the term of maternity leave requested by the employee,

except when integrated with State Disability as provided for in Section 6.4.7.3, Workers' Compensation/State Disability Usage, nor is sick leave, or vacation accrued or diminished.

#### 8.3.11 - Jury Duty

Workers shall be allowed to take leave from his/her County duties without loss of wages, vacation time, compensatory time, sick leave or worker benefits for the purpose of responding to a summons for jury selection or serving on a jury for which he/she has been selected. An employee who is excused from having to serve as a juror will contact his/her supervisor and shall return to work for the balance of the shift. An employee will turn over to the County any compensation received for time involved in the jury selection process or serving on a jury on an employee's scheduled work day.

#### 8.3.12 - Administrative Leave

Each full time overtime-exempt employee shall be entitled to eighty (80) hours of paid administrative leave per calendar year. This time will be credited in advance on or near each January 1, and is neither cumulative from year to year nor to be considered part of vacation accrual. Use of administrative leave must be approved by the department head in advance of the absence. Subject to the requirements of County business, approval of leave by the department head will not be unreasonably denied .

#### 8.3.13 - Leave Without Pay

With the approval of the appropriate department head, an employee may be granted a leave of absence without pay for an indefinite period not to exceed 30 days. On expiration of the approved leave, the employee shall be reinstated to their same position. The department head may recall the employee from leave prior to its expiration should unforeseeable changes in operating requirements occur. During such leave without pay, the employee will not accrue seniority or benefits credits.

#### 8.3.14 - Failure to Return from Leave at Scheduled Time.

Failure to report for duty after a leave of absence has expired or has been disapproved or revoked may, at the option of the department head, be considered an absence without leave and subject the employee to disciplinary action unless such failure to report is for reasons beyond the physical control of the employee.

#### 8.3.15 - Payment for Earned Annual Leave upon Termination

Upon termination, an employee shall receive pay for annual leave earned but which remains unused as of the date of termination.

#### 8.3.16 - County Business

No County employee shall be docked any time by a department head while that employee is engaged in County sanctioned business, including, but not limited to, serving on official County committees or representing employee bargaining units while bargaining with the County on behalf of employees.

## ARTICLE 9 - HOLIDAYS

### Section 9.1 - Legal Holidays

The following are hereby established as legal holidays in the County pursuant to Government Code Sections 6700, 19853, and 19854:

1. January 1st, New Year's Day
2. Third Monday in January, known as "Martin Luther King's Day"
3. Third Monday in February, known as "Presidents Day"
4. Last Monday in May, known as "Memorial Day"
5. July 4th, known as "Independence Day"
6. First Monday in September, known as "Labor Day"
7. Second Monday in October, known as "Columbus Day"
8. November 11th, known as "Veterans Day"
9. Thanksgiving Day
10. The day after Thanksgiving Day
11. December 25th, known as "Christmas Day"
12. Every day appointed by the President or Governor for public fast, thanksgiving, or holiday provided each such day is specified as a paid holiday by the President or Governor for public employees. The Thursday in November appointed as Thanksgiving Day shall be a legal holiday in Mariposa County.
13. Every employee shall be entitled to take as a holiday the Friday preceding any Saturday on which one of the holidays set out in 1, 5, 8, and 11 occurs.
14. Every employee shall be entitled to take as a holiday the Monday following any Sunday on which one of the holidays set out in 1, 5, 8, and 11 above occurs.

## **Section 9.2 - Individual Holidays**

### 9.2.1 - Personal Holiday.

All County employees are entitled to a personal holiday; all new employees of the County are entitled to a personal holiday after their one-year (1-year) anniversary in the calendar year of their first anniversary date.

### 9.2.2 - Additional Holiday.

Every employee shall be entitled to take an additional holiday, the last working day before or the first working day after any County legal holiday, subject to the employee's choice and prior approval by the employee's department head.

## **Section 9.3 - Holiday Pay**

Employees required to work on a holiday will receive 8 hours of straight time for the holiday, plus time and one half at the normal hourly rate for time worked.

## **ARTICLE 10 - TRAVEL POLICY**

### **Section 10.1 - In-County Travel**

#### 10.1.1 - Mileage Reimbursement Rate.

Employees who use their own vehicles for in- County business shall be reimbursed at the current IRS mileage rate, as amended from time to time, from point of origin approved by the department head.

#### 10.1.2 - Meals.

If because of County business an employee provides a meal for another person, the employee may be reimbursed for actual and necessary guest expenses not to exceed thirty-seven (\$37.00) per day. All expenses are to be approved by the department head and accompanied by receipts, acceptable to the Auditor.

#### 10.1.3 - Employee Expenses.

Necessary meals and lodging incurred by an employee on required in-County business shall be reimbursed if approved by the employee's Department Head, accompanied by receipts acceptable to the Auditor.

### **Section 10.2 - Out-of-County Travel**

#### 10.2.1 - Mileage Reimbursement Rate.

The County shall adopt an official mileage map and chart to standardize mileage payments to frequently traveled locations. Employees who use their own vehicles for out-of-county travel shall be reimbursed at the current IRS mileage rate as amended from time to time, according

to the mileage chart and map adopted. The Courthouse shall be considered the origin of all out-of-County travel for the purpose of mileage computation. Locations not listed on the mileage chart shall have their actual mileage from the Courthouse computed from the adopted mileage map.

10.2.2 - Out-of-County Meals.

Employees who because of County business are required to eat away from home shall be reimbursed as set out below:

An employee who leaves the County during a fixed run or a regular schedule will not be allowed to receive a meal allowance. If because of County business an employee is required to leave before 7:00 a.m. and return after 6:00 p.m., that employee is entitled to a meal allowance of forty-four dollars (\$44.00) per day. For days requiring partial day travel, employees shall be entitled to per diem as outlined below:

Breakfast	\$8.00
Lunch	\$12.00
Dinner	\$24.00

Actual receipts approved by the Department Head may be submitted in lieu of taking per diem up to a maximum of \$44.00 per day. For purposes of advance requests for meal allowance, the rates listed herein shall be used subject to the time requirements.

Continental breakfasts are not a true breakfast and can be ignored for claiming purposes. Per diem amounts shall not be claimable by the employee for any meals provided by the registration or other fee as part of a conference or training.

10.2.3 - Lodging.

Lodging expenses shall be actual and necessary. Lodging receipts must accompany any claim for reimbursement prior to department head approval.

10.2.4 - Banquet Expenses.

All meal reimbursement excludes banquet expenses which shall be reimbursed at actual and necessary costs.

10.2.5 - Travel Expense Advance.

A travel expense advance of one hundred percent (100%) of estimated expenses for meals, lodging, registration, and transportation for out-of-County travel shall be advanced to any County employee, upon request of the employee and approval of the department head involved in the request. At the time the request is submitted to the auditor, a copy of the registration for the meeting shall be attached to the advance request and a copy of any pre-registration forms for lodging and meals shall be attached to the advance request if such information is available. In the event the advance is not used because the employee failed to attend the particular event for which the expenses would have been incurred, the employee shall reimburse the County within thirty (30) calendar days of event for which the expense would have been incurred. Travel advances shall be reconciled by the employee with the Auditor's Office prior to any subsequent claims being approved by the County. If the advance

reconciliation leaves a difference of \$3.00 or less, reimbursement by the employee or payment by the County is not required.

### **Section 10.3 - Non-Reimbursable Items**

The following items are non-reimbursable:

1. Tips in excess of 15% of the cost of meals (excluding alcohol).
2. Expenditures for alcoholic beverages.

## **ARTICLE 11 - RECLASSIFICATION AND OUT-OF-CLASS WORK**

### **Section 11.1 - Definition of Out-of-Class Work**

Out-of-class work shall be defined as performing the significant duties, and assuming the major responsibilities, of a position in a higher and different classification.

### **Section 11.2 - Procedures**

When it appears that there has been a significant change in the duties and responsibilities of a position, an employee or a department head may request a reclassification to an existing County classification during the month of October. Such request shall be in writing, shall state the reasons for such request, and shall be submitted to his/her department head. The department head shall forward all requests to the County Administrative Officer with a recommendation for approval or denial.

The County Administrative Officer shall consider such requests and recommend one of the following actions to the Board of Supervisors:

Deny the request and direct the department head to assign only those duties to the employee that is within the employee's current job description;

Approve the request for reclassification;

Deny the request for reclassification.

At least 10 working days prior to the County Administrative Officer docketing his/her recommendation of one of these actions to the Board, the County shall give prior notice to the Union of all the reclassification requests affecting employees covered by this Memorandum of Understanding, and the recommendations to the Board.

The Board shall act upon the recommendations and shall communicate its decision to the employee and the Union within twenty (20) working days after receiving the request for reclassification.

The Union may appeal the decision of the Board of Supervisors (11.2.3 only) to arbitration in

accordance with step 3 of the grievance procedure. Prior to arbitration, the parties shall meet at either the Union's or the County's request to attempt to resolve any disputed decisions.

The jurisdiction and authority of the arbitrator and his/her opinion and award shall be contained exclusively to the issue for whether or not the employee is working out of classification, as defined in Article 11, Section 11.1, Definition of Out-of-Class Work. In the event the arbitrator rules for the employee and Union, the County shall either reclassify the employee as requested or assign only those duties to the employee that are within the employee's current job description.

### **Section 11.3 - General Conditions**

#### 11.3.1 - Effective Dates.

In the event a reclassification request is approved by the Board of Supervisors subsequent to either the administrative officer's recommendation or the arbitrator's decision, the effective date for the change shall be the December 1 following the date of the request.

#### 11.3.2 - Out-of-Class Payments.

If the department head is directed to assign only those duties that are within the employee's current job description by the Board of Supervisors, or if the Board of Supervisors decides to remove the higher class duties subsequent to an arbitrator's decision in favor of the employee, the County shall pay out of class pay, as described in Article 11, Section 11.4, Temporary Assignments.

#### 11.3.3 - Merit System.

Merit System rules shall apply to all affected employees who request reclassification.

#### 11.3.4 - One Year Bar.

If an employee's request is denied in arbitration, he/she shall be barred from filing another reclassification request during the month of October following the denial.

### **Section 11.4 - Temporary Assignments**

Employees who are assigned work of a higher level permanent position on a temporary basis due to a vacancy, illness, vacation or other type of leave, and employees who are performing work of a higher level but have been assigned their regular duties in accordance with Section 11.3.2, Out-of-Class Payments, shall receive a salary rate increase to the next higher level for the time actually worked, provided that the total continuous assignment is eighty (80) working hours or more. Such increase shall be determined as if the assignment had been a promotion, and shall be effective from the first day of such an assignment.

## **ARTICLE 12 - SENIORITY & LAYOFF**

### **Section 12.1 - Seniority Defined**

Seniority is defined as an employee's length of continuous service in a permanent position with the County, in a classification covered by this Memorandum of Understanding. An employee's anniversary date shall be defined as the original date of hire to a permanent position with the County and shall not be changed except under the conditions of Sections 6.2.3, Promotion, and 6.2.4, Demotion, or stops accruing under conditions of Section 12.7, Seniority Accrual.

### **Section 12.2 - Order of Layoff**

When one (1) or more employees in the same classification in a department are to be laid off, the order of layoff in the affected department shall be as follows:

- a) Extra help employees;
- b) Probationary employees in the inverse order of seniority;
- c) Regular employees in the inverse order of seniority.

### **Section 12.3 - Notice of Layoff**

Employees subject to the provision of this Article shall be given at least (30) calendar days written notice prior to the effective date of layoff, except in cases of bona fide emergency. The Union shall receive concurrent notice, and upon request, shall be afforded an opportunity to meet with the County to discuss any proposed alternatives. The procedures in Section 12.4 shall be applied prior to the effective date of the layoff.

### **Section 12.4 - Reassignment in Lieu of Layoff**

#### 12.4.1 - Vacant Positions.

In the event of notice of layoff, an employee so affected will be allowed to transfer to a vacant position the County has determined to fill in his/her classification within the department where the layoff occurred or any classification at the same or lower level within the department where the layoff occurred in which the employee had formerly held permanent status. The County shall provide a listing of appropriate vacancies and the employee may select from this list.

#### 12.4.2 - Displacement.

In the event there are no vacancies as listed in 12.4.1 above, the employee shall have the right, upon request, to be returned to any classification in the department in which the layoff occurred at the same or lower level in which permanent status had formerly been held, provided he/she has seniority in the subject job classification or series over a current incumbent, and the regular layoff procedure in that same or lower level shall apply, within said department.

## **Section 12.5 - Layoff**

In the event that an employee is not reassigned in lieu of layoff as in Section 12.4 above, he/she shall be laid off. If an employee elects not to exercise the rights in 12.4.2, Displacement, he/she may be deemed to have been offered and to have declined such work unless the employee has a compelling reason for not accepting such position, as determined by the County.

## **Section 12.6 - Re-employment List**

### 12.6.1 - Recall.

The names of such probationary and permanent employees reassigned or laid off in accordance with 12.4.2 or Section 12.5 of this Article shall be entered upon a re-employment list in inverse order as specified in Section 12.2. As positions from which employees were reassigned or re-employed become open within the department where the employee's layoff occurred, they shall be filled from this list.

### 12.6.2 - Vacancies.

When vacancies occur in departments outside the one from which an employee has been laid off, employees on the recall list shall receive the same consideration as current county employees. If an employee fills a vacancy in another department, he/she shall suffer no loss in seniority, and shall be required to serve a probationary period as if he/she had transferred into the department. If he/she is rejected on probation, the employee shall retain his/her status on the recall list. The employee shall also retain recall rights to his/her former position until the time at which he/she would normally be deleted from the recall list, as outlined in 12.6.3 below.

### 12.6.3 - Deletion from List.

No name shall be carried on a re-employment list for a period longer than eighteen (18) months. Names shall also be dropped from the list upon re-employment under 12.6.1, Recall, above.

## **Section 12.7 - Seniority Accrual**

Seniority shall continue to accrue while an employee is in paid status, or during illness leave due to industrial disability. Seniority shall be broken upon resignation, discharge for just cause, promotion out of the bargaining unit, failure to respond to a recall from layoff under 12.6.1 above, or absence without approved leave for three (3) or more consecutive days without adequate cause.

## **ARTICLE 13 - EMPLOYEE DISCIPLINE**

A permanent employee may be demoted, suspended or dismissed by a department head in accordance with this Article.

An employee shall have the right to have a Union representative present at any meeting with supervisors or management representatives when the employee has reason to believe that such meeting is disciplinary in nature. If requested, a Union representative will be provided as soon as reasonably possible, but in no event later than 48 hours from the notification by the County to the employee that such meeting will occur. An employee may inquire prior to entering a meeting as to the nature of such a meeting.

One steward shall be released from duty for the purpose of representing employees at meetings which are disciplinary in nature. Stewards shall be allowed a reasonable amount of time to conference with the affected employee prior to entering such meeting.

Nothing contained herein shall prevent the County from taking whatever disciplinary action it may deem appropriate under Article 13 with the full understanding that such matters are subject to the grievance procedure as set forth in Section 14.3.

### **Section 13.1 - Just Cause**

The County shall discipline, suspend with or without pay, discharge, or demote a permanent employee for just cause only. The discipline shall be reasonably related to the seriousness of the offense. One or more of the following causes shall be grounds for suspension, demotion, dismissal, or discipline, of any permanent employee, including, but not limited to:

13.1.1 - Omission or willful misrepresentation of a material fact or other fraud in securing employment including, but not limited to, the following:

13.1.1.1 - Falsification of application for work;

13.1.1.2 - False information regarding driver's license;

13.1.1.3 - False information regarding professional licenses, credentials, or certificates;

13.1.2 - Incompetence;

13.1.3 - Insubordination;

13.1.4 - Dishonesty;

13.1.5 - Improper use of drugs or alcohol including, but not limited to, the following:

13.1.5.1 - In possession of or under the influence of alcohol beverages while at work or in county work areas;

13.1.5.2 - In possession of, under the influence of, or trafficking in habit-forming drugs

and/or narcotics while at work or on County property. The term “drugs” means controlled substances as defined in Division 10 (commencing with Section 11000) of the California Health and Safety Code;

13.1.6 - Unexcused absence from duty, including, but not limited to, participation in unlawful strikes or other job actions, such as sick-ins or slow downs, or not available if officially on call;

13.1.7 - Misuse of County property or damage to County property resulting from misuse or negligence;

13.1.8 - Violation of a County and/or department rule;

13.1.9 - Sexual harassment.

13.1.10 - Habitual tardiness/excessive absences.

### **Section 13.2 - Notice of Intent to Discharge, Demote, or Suspend**

When a department head contemplates disciplinary action against a permanent employee, the concerned employee shall receive advance written notice of the proposed action.

13.2.1 - Said notice shall state the date the proposed action will be effective and the specific grounds upon which the action is being taken.

13.2.2 - Said notice shall inform the employee of his/her right to respond to the proposed action and of his/her right to receive a copy of the written materials alleged to support the action.

13.2.3 - An employee, upon receipt of proposed action, shall have ten (10) working days to respond to the proposed action.

13.2.4 - Said response may be made orally or in writing.

13.2.5 - Said response shall be made to the department head.

13.2.6 - When a response is made to a proposed disciplinary action, the department head shall consider said response prior to making a final decision regarding the proposed action.

### **Section 13.3 - Decision to Discharge, Demote, or Suspend**

When a department head believes there is just cause for disciplinary action against an employee, the department head shall give the employee a written notice of the proposed action. Notification to a permanent employee of proposed disciplinary action shall be deemed sufficient when it is delivered in

person to the employee or when it is deposited in the U.S. certified mail, postage prepaid, and addressed to the last known address of the employee. It is the employee's obligation to notify the County of changes in address.

The notification to the employee shall contain the following:

13.3.1 - A statement of the cause (pursuant to 13.2 above) and of the specific acts and/or omissions upon which the disciplinary action is based.

13.3.2 - If it is claimed that the employee has violated a rule or regulation of the County, a reference to the rule or regulation.

13.3.3 - A statement of the disciplinary action and a copy of all written material on which the action is based.

13.3.4 - A statement that the employee has a right to appeal such a decision and charges if demanded within 10 (ten) working days after service of this notice, pursuant to section 13.3.5 below. Information to be provided to the County Administrative Officer is the same as outlined in Section 13.3.5 below.

Section 13.3.5 - Disciplinary decisions in the form of a written reprimand, suspension, demotion or dismissal may be appealed in writing to the County Administrative Officer within ten (10) working days after receiving notice of the decision from the employee's department head. The County Administrative Officer shall meet with the employee within ten (10) working days after receiving the employee's written appeal. The employee may be accompanied by his or her union and/or legal representative. The meeting with the County Administrative Officer shall not be considered an evidentiary hearing and will be limited to the employee's appeal of the proposed disciplinary action. After hearing the employee's appeal the County Administrative Officer shall communicate his or her decision to the employee in writing within ten (10) working days after concluding the appeal meeting with the employee. Except in cases involving suspension, demotion or discharge, the County Administrative Officer's decision shall be final and binding on the employee and the County.

Section 13.3.6 - Disciplinary Arbitration - In cases involving suspension, demotion or discharge, the affected employee shall have the right to appeal the County Administrative Officer's decision to arbitration if requested in writing within ten (10) working days of the date of the County Administrative Officer's written decision. Any such appeal must be submitted directly to the County Administrative Officer.

Upon receipt of the employee's request to appeal the suspension, demotion or discharge decision, the County and the employee's designated representative shall mutually agree upon an arbitrator, or jointly select one from a list of seven (7) arbitrators provided by the State Mediation and Conciliation Service. If the parties cannot reach mutual agreement regarding an arbitrator, they shall strike names from the above-mentioned list. The parties shall flip a

coin to determine who strikes first. The parties agree that an arbitrator will be selected within sixty (60) days of receipt of the employee's appeal.

The parties may mutually agree to use an arbitrator not on the list or to add to, or modify the list. The arbitrator's fee and expenses shall be borne equally by the parties.

#### **Section 13.4 - Immediate Demotion or Suspension Without Pay or Benefits of Permanent Employee**

If the department head determines that, pending the Appeal Procedures on the demotion, suspension or dismissal of a permanent employee, the immediate demotion or suspension of the employee without pay would be in the best interests of the County, the following procedure shall be initiated prior to imposing the demotion or suspension:

13.4.1 - In addition to the written notice of the proposed disciplinary action as provided in Section 13.2, the employee shall be given written notice of the demotion or suspension without pay and the charges upon which this action is based, and his/her right to respond to those charges both orally at a conference with the department head, and in writing.

13.4.2 - The employee shall be given notice of the immediate demotion or suspension sufficiently in advance of the action to review the charges and to frame a response.

13.4.3 - The demotion or suspension action should be discussed prior to its occurrence at a conference with the department head, during which time the employee shall have the right to present any rebutting evidence.

#### **Section 13.5 - Immediate Interim Suspension**

Nothing in this section shall be construed to prohibit placing an employee on administrative leave prior to notice and a conference where such leave is required to protect persons or property in accordance with the following procedures provided, such leave is with pay until procedures in Section 13.4 have been followed.

13.5.1 - The suspended employee is given written notice in person or by deposit in U.S. certified mail of the charges upon which the suspension was based within one (1) working day after suspension;

13.5.2 - The employee is notified of his/her right to file a written response or to have a conference with the department head;

13.5.3 - A reasonable opportunity is afforded the employee for a conference within five (5) calendar days from the date of suspension.

## ARTICLE 14 - GRIEVANCE PROCEDURE

### Section 14.1 - Definitions

14.1.1 - A “grievance” is an allegation by one or more employees or the Union that the County has violated an express provision of this Memorandum of Understanding.

14.1.2 - A “supervisor” is an administrator having immediate jurisdiction over the grievant.

14.1.3 - “Working day” shall mean days in which the County offices are open for business.

### Section 14.2 - Pre-Grievance Step

14.2.1 - Potential grievances shall be discussed in informal conferences between the employee and the immediate supervisor outside of the bargaining unit. At least one informal meeting between the parties shall take place before the grievance procedure is invoked.

14.2.2 - If the potential grievance is not resolved at this step, then the aggrieved employee may declare that a grievance exists and the provisions of this Article will be implemented.

14.2.3 - Any resolution reached at the pre-grievance step must be in accordance with the provisions of the Memorandum of Understanding.

### Section 14.3 - Formal Grievance

#### 14.3.1 - Step One.

Within fifteen (15) working days of the occurrence or discovery of an alleged grievance, the grievance shall be presented in writing to the department head or his/her designee. The grievance form shall contain information which identifies:

1. The aggrieved;
2. The specific nature of the grievance;
3. The time or place of its occurrence;
4. The section of this Memorandum of Understanding alleged to have been violated;
5. The consideration given or steps taken to secure informal resolution;
6. The corrective action desired.

A decision shall be made in writing within ten (10) working days of receipt of the grievance. A copy shall be sent to the Union and this copy shall dictate time limits. In the event the department head grants the grievance in a manner that requires the payment of any County funds to the grievant, the department head’s decision shall be advisory only to the County Administrative Officer.

A meeting shall take place if it is agreed by the parties that such a meeting would assist to clarify or resolve the grievance. The employee may be accompanied by his/her union representative at the meeting.

#### 14.3.2 - Step Two.

If the grievant is not satisfied with the step one decision, he/she may appeal the decision in writing to the County Administrative Officer or his/her designee within ten (10) working days after receiving a written decision at step one.

The County Administrative Officer or his/her designee shall meet with the grievant within 10 working days after receiving the grievance. The grievant may be accompanied by his/her union representative. Additional meetings may be held as per mutual agreement.

The County Administrative Officer or his/her designee shall communicate his/her decision to the grievant in writing within ten (10) working days after concluding the appropriate meetings with the grievant. Such decision shall be final and binding on the grievant and the Union unless it is timely appealed to arbitration by the Union in accordance with the procedures set forth in Section 14.3.3.

#### 14.3.3 - Step Three - Arbitration.

Any grievance, as defined in Section 14.1 of this Memorandum of Understanding, that has been properly and timely processed through the grievance procedure set forth in this Article and that has not been settled at the conclusion thereof, may be appealed to arbitration by the Union with written notice of intent to appeal. The failure to appeal a grievance to arbitration in accordance with this Section within ten (10) working days after receipt of the written answer of the County at Step 2 of the grievance procedure shall constitute a waiver of the Union's right to appeal to arbitration, and the written answer of the County at Step 2 of the grievance procedure shall be final and binding on the aggrieved employee, the County, and the Union.

The County and the Union shall mutually agree upon an arbitrator, or jointly select one from a list of seven (7) arbitrators provided by the State Mediation and Conciliation Service.

When the parties cannot reach mutual agreement regarding an arbitrator, they shall strike names from the above-mentioned list. The parties shall flip a coin to determine who strikes first. The parties will alternate the flipping of the coin.

The arbitrator shall be requested to render his/her decision within thirty (30) working days of the hearing, receipt of the transcription, or the briefs.

The parties may mutually agree to use an arbitrator not on the list or to add to, or modify the list. The arbitrator's compensation and expenses shall be borne equally by the Union and the County.

14.3.4 - Arbitrator Authority.

The jurisdiction and authority of the arbitrator and his/her opinion and award shall be confined exclusively to the interpretation and/or application of the express provision(s) of this Memorandum of Understanding at issue between the Union and County. He/she shall have no authority to add to, detract from, alter, amend, or modify any provision of this Memorandum of Understanding; to impose on either party a limitation or obligation not explicitly provided for in Memorandum of Understanding; or to establish or alter any wage structure. The arbitrator shall not hear or decide more than one (1) grievance without the mutual consent of the County and the Union. The written award of the arbitrator on the merits of any grievance adjudicated within his/her jurisdiction and authority shall be final and binding on the aggrieved employee, the Union and the County.

**Section 14.4 - Miscellaneous Provisions**

14.4.1 - In the absence of administrators required to render decisions as outlined in the procedures, the County Administrative Officer shall appoint a substitute.

14.4.2 - Employees shall have the right to present their own grievances or do so through a representative of their own choice. Grievances may also be presented by a group of employees, by the Union, or by the County. No grievance settlement may be made in violation of this Memorandum of Understanding.

The Union shall be provided copies of individual or group grievances and responses to same. Such grievances may not proceed beyond Step Two without written concurrence of the Union.

The Union shall have the right to appear and be heard in all individual or group grievances at any step.

14.4.3 -Time limits may be extended or waived only by written agreement of the parties. If either party fails to comply with the grievance time limits, the grievance shall be settled in favor of the other party. If, as a result of such action the parties are unable to reach agreement or an appropriate remedy, the matter may be referred to an arbitrator as provided in this Article and the arbitrator shall fashion an appropriate remedy.

14.4.4 - It is understood that employees shall, during and notwithstanding the pendency of any grievance, continue to observe all assignments and applicable policies, rules and regulations of the County until such grievance and any effect thereof shall have been fully determined.

**ARTICLE 15 - PERSONNEL FILES**

Section 15.1 - The County shall maintain a personnel file for each employee in a central location. Personnel files contain private and confidential information and shall be maintained in a secure manner.

Section 15.2 - An employee shall have access to his/her personnel file, upon request, at any time during normal office hours providing the request is reasonable and is made at a time previously approved by his/her immediate supervisor.

Section 15.3 - Access to personnel files shall be limited to the employee, the employee's immediate supervisor and/or department head, the personnel officer, county counsel and the County Administrative Officer. Upon written authorization by the employee, a representative of the Union shall be permitted to examine and/or obtain copies of the materials in such employee's personnel file. The signed authorization shall be kept in the file.

Section 15.4 - Upon request by the employee, negative or derogatory material in an employee's personnel file shall be reviewed for removal after remaining in the file for a period of eighteen (18) months, and annually thereafter.

Section 15.5 - No document, positive or negative, shall be placed in the employee's personnel file unless:

1. It contains the employee's signature acknowledging that the document is to be placed in the employee's personnel file; or
2. It is accompanied by a Personnel Action Form signed by the employee, which will remain permanently attached to the document; or
3. The employer has indicated on the document or the Personnel Action Form that the employee has refused to sign.

## **ARTICLE 16 - SAFETY**

The County agrees to make all reasonable provisions for the safety and health of its employees. In the event any safety or health hazard is detected, it shall promptly be reported to the appropriate supervisor. The County shall take affirmative steps to investigate the problem, determine its extent as soon as possible, and make the appropriate remedy where needed; no employee shall be exposed to unsafe conditions pending their correction. No employee shall be discharged or otherwise disciplined for bringing to the attention of his/her supervisor any unsafe condition that may exist. Safe working practices and safety regulations shall be adhered to by the employee and the County. The failure of any employee to follow the safe working practices, safety rules, and/or regulations can lead to disciplinary actions provided employees are properly informed of such practices, safety rules, and/or regulations.

## **ARTICLE 17 - NO STRIKE/ NO LOCKOUT**

Section 17.1 - The County and the Union recognize that strikes and other forms of work stoppage by members of the recognized employee organization are contrary to the continuity of

county operations. The County and Union subscribe to the principle that differences shall be resolved by peaceful and appropriate means, and agreements shall result from negotiating in good faith. The Union therefore agrees that there shall be no strikes, work stoppage, or other refusal to perform work by the employees covered by this Memorandum of Understanding. The County agrees that, unless there is a strike, work stoppage, or other refusal to perform work by employees covered by this Memorandum of Understanding, there shall be no lockouts of its employees during the term of this Memorandum of Understanding.

Section 17.2 - It is agreed that the grievance machinery of this Memorandum of Understanding, the dispute settlement machinery provided in the Employer-Employee Relations Policy, and the judicial and administrative remedies provided by law, are the sole and exclusive means for settling any dispute between the employees and/or the Union and County whether relating to the application of the Memorandum of Understanding or otherwise.

Section 17.3 - In the event of any such action or interference, the Union shall take whatever affirmative action necessary and within its authority to prevent and bring about the termination of such action or interference. Such affirmative action shall include the immediate disavowal and refusal to recognize any such action or interference, and the Union immediately shall instruct any and all employees to cease their misconduct and inform them that their misconduct is a violation of the Memorandum of Understanding subjecting them to disciplinary action including discharge.

Section 17.4 - Notwithstanding the above, it is agreed by the parties that employees shall have the individual right to refuse to cross a picket line sanctioned by the Central Labor Council.

## ARTICLE 18 - ENTIRE AGREEMENT

Section 18.1 - It is intended that this Memorandum of Understanding sets forth the full and entire understanding of the parties regarding the matters set forth herein, and any other prior-to existing understanding or agreements by the parties, whether formal or informal, regarding any such matters are hereby superseded, or terminated in their entirety. This Memorandum of Understanding shall govern in case of conflict with provisions of existing County Ordinances, rules, practices, and regulations pertaining to wages, hours and other terms and conditions of employment.

Section 18.2 - During the term of this Memorandum of Understanding, both parties waive and relinquish the right to meet and negotiate and agrees that neither party shall be obligated to meet and renegotiate with respect to any subject or matter covered in this Memorandum of Understanding, including such subjects or matters that were proposed and later withdrawn.

Section 18.3 - Each party understands that only the Board of Supervisors has the authority to bestow additional benefits on employees covered by this Agreement. The parties, therefore, agree that regardless of the action of any department head, elected official, or employee

supervisor, only the employee benefits contained in this Agreement, or an appropriate written amendment to this Agreement, shall be binding on the County.

Section 18.4 - The County agrees to give the Union adequate notice of proposed changes in policy, rules, and procedures affecting working conditions, and to meet and confer with the Union on these changes upon request, unless otherwise agreed to in this Memorandum of Understanding.

#### **ARTICLE 19 - SAVINGS**

If any provision(s) of this Memorandum of Understanding or any applications(s) thereof to any employee(s) are held to be contrary to law by a court of competent jurisdiction (including the appellate process), then such provision or application will not be deemed valid and subsisting except to the maximum extent permitted by law but all other provisions or applications shall continue in full force and effect.

In the event of suspension or invalidation of any article or section of this Memorandum of Understanding, by a court of competent jurisdiction, the parties agree to meet and confer within thirty (30) days after such determination for the sole purpose of arriving at a mutually satisfactory replacement for such article or section.

ARTICLE 20 - DURATION

This Memorandum of Understanding shall become effective on November 1, 2014, and shall continue in full force and effect through October 31, 2017, and shall be automatically renewed from year-to-year thereafter, unless either party serves upon the other ninety (90) days prior to its expiration written notice of desire to modify this Memorandum.

This Memorandum of Understanding concludes meeting and negotiating on any subject between the parties, whether included in this Memorandum of Understanding or not, for the term of this Memorandum of Understanding, except as per Article 18.4.

For the County

For the Union

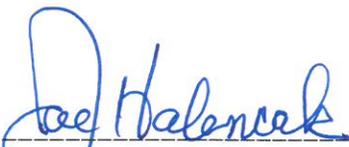
  
Merlin Jones, Chair  
Mariposa County Board of Supervisors

  
Debbie Macias, Business Agent  
AFSCME, Local 2703

Date: 3-24-15

Date: 3-17-15

  
Richard C. Bolanos, County Negotiator

  
Joe Halencak, Team Member  
MCMCO

Approved as to Form:

  
Steven W. Dahlem  
County Counsel

  
Rob Iwama, Team Member  
MCMCO

  
Jennifer McClain, Team Member  
MCMCO

  
Courtney Morrow, Team Member  
MCMCO

**APPENDIX A**

Job Classifications and Salary Grades

*These salaries are effective 11/1/2014. Salary increases beyond this date and which are reflected in section 6.1.1 are to be calculated using these rates as a base.*

GRADE DESCRIPTION	GRADE	STEP	HOURLY RANGE	MONTHLY	ANNUAL
MC - A/D PROGRAM SUPV	415	1	26.2280	4,546.19	54,554.24
	415	2	27.5380	4,773.25	57,279.04
	415	3	28.9140	5,011.76	60,141.12
	415	4	30.3610	5,262.57	63,150.88
	415	5	31.8780	5,525.52	66,306.24
MC - ADMIN ANALYST HS	406	1	24.7010	4,281.51	51,378.08
	406	2	25.9360	4,495.57	53,946.88
	406	3	27.2330	4,720.39	56,644.64
	406	4	28.5940	4,956.29	59,475.52
	406	5	30.0250	5,204.33	62,452.00
MC - ADMIN ANALYST PW	407	1	24.7010	4,281.51	51,378.08
	407	2	25.9360	4,495.57	53,946.88
	407	3	27.2330	4,720.39	56,644.64
	407	4	28.5940	4,956.29	59,475.52
	407	5	30.0250	5,204.33	62,452.00
MC - ADMINIST ASST DA	401	1	20.4490	3,544.49	42,533.92
	401	2	21.4700	3,721.47	44,657.60
	401	3	22.5450	3,907.80	46,893.60
	401	4	23.6730	4,103.32	49,239.84
	401	5	24.8560	4,308.37	51,700.48
MC - ASST ASSESSOR/RECORD	411	1	28.1160	4,873.44	58,481.28
	411	2	29.5220	5,117.15	61,405.76
	411	3	30.9970	5,372.81	64,473.76
	411	4	32.5470	5,641.48	67,697.76
	411	5	34.1740	5,923.49	71,081.92
MC - ASST DIR HUMAN SRVS	447	1	35.5670	6,164.95	73,979.36
	447	2	37.3440	6,472.96	77,675.52
	447	3	39.2110	6,796.57	81,558.88
	447	4	41.1740	7,136.83	85,641.92
	447	5	43.2320	7,493.55	89,922.56
MC - ASST DIR PUBLIC WRKS	438	1	38.4550	6,665.53	79,986.40
	438	2	40.3780	6,998.85	83,986.24
	438	3	42.3980	7,348.99	88,187.84
	438	4	44.5170	7,716.28	92,595.36
	438	5	46.7430	8,102.12	97,225.44
MC - ASST DIR PW SUP SRVS	431	1	35.5670	6,164.95	73,979.36
	431	2	37.3440	6,472.96	77,675.52
	431	3	39.2110	6,796.57	81,558.88
	431	4	41.1740	7,136.83	85,641.92

MARIPOSA COUNTY  
GRADE AND STEP TABLE

GRADE DESCRIPTION	GRADE	STEP	HOURLY RANGE	MONTHLY	ANNUAL
MC - ASST DIR PW SUP SRVS	431	5	43.2320	7,493.55	89,922.56
MC - ASST TREAS/TAX COLL	412	1	28.3650	4,916.60	58,999.20
	412	2	29.7830	5,162.39	61,948.64
	412	3	31.2700	5,420.13	65,041.60
	412	4	32.8370	5,691.75	68,300.96
	412	5	34.4770	5,976.01	71,712.16
MC - CHIEF DEP CNTY CLERK	446	1	24.7010	4,281.51	51,378.08
	446	2	25.9360	4,495.57	53,946.88
	446	3	27.2330	4,720.39	56,644.64
	446	4	28.5940	4,956.29	59,475.52
	446	5	30.0250	5,204.33	62,452.00
MC - CHIEF DEP TREAS/TAX	445	1	24.7010	4,281.51	51,378.08
	445	2	25.9360	4,495.57	53,946.88
	445	3	27.2330	4,720.39	56,644.64
	445	4	28.5940	4,956.29	59,475.52
	445	5	30.0250	5,204.33	62,452.00
MC - CHILD/SUP ATTY I	421	1	27.9060	4,837.04	58,044.48
	421	2	29.3010	5,078.84	60,946.08
	421	3	30.7670	5,332.95	63,995.36
	421	4	32.3050	5,599.53	67,194.40
	421	5	33.9190	5,879.29	70,551.52
MC - CHILD/SUP ATTY II	434	1	30.6960	5,320.64	63,847.68
	434	2	32.2320	5,586.88	67,042.56
	434	3	33.8430	5,866.12	70,393.44
	434	4	35.5350	6,159.40	73,912.80
	434	5	37.3120	6,467.41	77,608.96
MC - CHILD/SUP ATTY III	428	1	38.1780	6,617.52	79,410.24
	428	2	40.0870	6,948.41	83,380.96
	428	3	42.0920	7,295.95	87,551.36
	428	4	44.1960	7,660.64	91,927.68
	428	5	46.4070	8,043.88	96,526.56
MC - CHILD/SUP ATTY IV	435	1	36.6760	6,357.17	76,286.08
	435	2	38.5100	6,675.07	80,100.80
	435	3	40.4350	7,008.73	84,104.80
	435	4	42.4570	7,359.21	88,310.56
	435	5	44.5790	7,727.03	92,724.32
MC - COUNTY SURVEYOR	432	1	35.3010	6,118.84	73,426.08
	432	2	37.0660	6,424.77	77,097.28

MARIPOSA COUNTY  
GRADE AND STEP TABLE

GRADE DESCRIPTION	GRADE	STEP	HOURLY RANGE	MONTHLY	ANNUAL
MC - COUNTY SURVEYOR	432	3	38.9200	6,746.13	80,953.60
	432	4	40.8650	7,083.27	84,999.20
	432	5	42.9090	7,437.56	89,250.72
MC - DEP AG COMMISSIONER	436	1	26.2420	4,548.61	54,583.36
	436	2	27.5540	4,776.03	57,312.32
	436	3	28.9320	5,014.88	60,178.56
	436	4	30.3790	5,265.69	63,188.32
	436	5	31.8980	5,528.99	66,347.84
MC - DEP DIR ADMIN SRV HS	448	1	33.2480	5,762.99	69,155.84
	448	2	34.9120	6,051.41	72,616.96
	448	3	36.6570	6,353.88	76,246.56
	448	4	38.4890	6,671.43	80,057.12
	448	5	40.4140	7,005.09	84,061.12
MC - DEP DIR BEHAVRL HLTH	426	1	34.9500	6,058.00	72,696.00
	426	2	36.6970	6,360.81	76,329.76
	426	3	38.5340	6,679.23	80,150.72
	426	4	40.4600	7,013.07	84,156.80
	426	5	42.4830	7,363.72	88,364.64
MC - DEP DIR EMPLOYMNT&CS	439	1	33.2480	5,762.99	69,155.84
	439	2	34.9120	6,051.41	72,616.96
	439	3	36.6570	6,353.88	76,246.56
	439	4	38.4890	6,671.43	80,057.12
	439	5	40.4140	7,005.09	84,061.12
MC - DEP DIR SOCIAL SRVS	424	1	33.2480	5,762.99	69,155.84
	424	2	34.9120	6,051.41	72,616.96
	424	3	36.6570	6,353.88	76,246.56
	424	4	38.4890	6,671.43	80,057.12
	424	5	40.4140	7,005.09	84,061.12
MC - DEP DIST ATTY I	427	1	27.9060	4,837.04	58,044.48
	427	2	29.3010	5,078.84	60,946.08
	427	3	30.7670	5,332.95	63,995.36
	427	4	32.3050	5,599.53	67,194.40
	427	5	33.9190	5,879.29	70,551.52
MC - DEP DIST ATTY II	430	1	30.6960	5,320.64	63,847.68
	430	2	32.2320	5,586.88	67,042.56
	430	3	33.8430	5,866.12	70,393.44
	430	4	35.5350	6,159.40	73,912.80
	430	5	37.3120	6,467.41	77,608.96

MARIPOSA COUNTY  
GRADE AND STEP TABLE

GRADE DESCRIPTION	GRADE	STEP	HOURLY RANGE	MONTHLY	ANNUAL
MC - DEP DIST ATTY III	429	1	38.1780	6,617.52	79,410.24
	429	2	40.0870	6,948.41	83,380.96
	429	3	42.0920	7,295.95	87,551.36
	429	4	44.1960	7,660.64	91,927.68
	429	5	46.4070	8,043.88	96,526.56
MC - DEP PLANNING DIRECTR	425	1	33.6670	5,835.61	70,027.36
	425	2	35.3500	6,127.33	73,528.00
	425	3	37.1170	6,433.61	77,203.36
	425	4	38.9730	6,755.32	81,063.84
	425	5	40.9210	7,092.97	85,115.68
MC - DEPUTY FIRE CHIEF	405	1	25.1240	4,354.83	52,257.92
	405	2	26.3800	4,572.53	54,870.40
	405	3	27.7000	4,801.33	57,616.00
	405	4	29.0850	5,041.40	60,496.80
	405	5	30.5390	5,293.43	63,521.12
MC - ENV HEALTH MANAGER	444	1	32.7660	5,679.44	68,153.28
	444	2	34.4020	5,963.01	71,556.16
	444	3	36.1230	6,261.32	75,135.84
	444	4	37.9280	6,574.19	78,890.24
	444	5	39.8260	6,903.17	82,838.08
MC - FACILITIES MAINT MGR	410	1	25.9670	4,500.95	54,011.36
	410	2	27.2630	4,725.59	56,707.04
	410	3	28.6290	4,962.36	59,548.32
	410	4	30.0590	5,210.23	62,522.72
	410	5	31.5630	5,470.92	65,651.04
MC - FISCAL OFFICER I	419	1	29.5220	5,117.15	61,405.76
	419	2	30.9980	5,372.99	64,475.84
	419	3	32.5470	5,641.48	67,697.76
	419	4	34.1750	5,923.67	71,084.00
	419	5	35.8830	6,219.72	74,636.64
MC - FISCAL OFFICER II	437	1	30.9990	5,373.16	64,477.92
	437	2	32.5480	5,641.65	67,699.84
	437	3	34.1740	5,923.49	71,081.92
	437	4	35.8830	6,219.72	74,636.64
	437	5	37.6780	6,530.85	78,370.24
MC - FLEET SUPERINTENDENT	414	1	25.9670	4,500.95	54,011.36
	414	2	27.2630	4,725.59	56,707.04
	414	3	28.6290	4,962.36	59,548.32
	414	4	30.0590	5,210.23	62,522.72

MARIPOSA COUNTY  
GRADE AND STEP TABLE

GRADE DESCRIPTION	GRADE	STEP	HOURLY RANGE	MONTHLY	ANNUAL
MC - FLEET SUPERINTENDENT	414	5	31.5630	5,470.92	65,651.04
MC - ON-CALL COORDINATOR	441	1	28.9810	5,023.37	60,280.48
	441	2	30.4310	5,274.71	63,296.48
	441	3	31.9540	5,538.69	66,464.32
	441	4	33.5520	5,815.68	69,788.16
	441	5	35.2270	6,106.01	73,272.16
MC - P/H EDUCATOR	420	1	30.7240	5,325.49	63,905.92
	420	2	32.2600	5,591.73	67,100.80
	420	3	33.8740	5,871.49	70,457.92
	420	4	35.5670	6,164.95	73,979.36
	420	5	37.3450	6,473.13	77,677.60
MC - PARKS & REC MANAGER	408	1	24.7010	4,281.51	51,378.08
	408	2	25.9360	4,495.57	53,946.88
	408	3	27.2330	4,720.39	56,644.64
	408	4	28.5940	4,956.29	59,475.52
	408	5	30.0250	5,204.33	62,452.00
MC - PH NURSE MANAGER	442	1	37.0640	6,424.43	77,093.12
	442	2	38.9180	6,745.79	80,949.44
	442	3	40.8630	7,082.92	84,995.04
	442	4	42.9060	7,437.04	89,244.48
	442	5	45.0500	7,808.67	93,704.00
MC - PROGRAM MANAGER	404	1	23.2030	4,021.85	48,262.24
	404	2	24.3630	4,222.92	50,675.04
	404	3	25.5810	4,434.04	53,208.48
	404	4	26.8630	4,656.25	55,875.04
	404	5	28.2040	4,888.69	58,664.32
MC - ROAD SUPERINTENDENT	413	1	26.2280	4,546.19	54,554.24
	413	2	27.5380	4,773.25	57,279.04
	413	3	28.9140	5,011.76	60,141.12
	413	4	30.3610	5,262.57	63,150.88
	413	5	31.8780	5,525.52	66,306.24
MC - S/W RECYCLING MGR	418	1	28.1260	4,875.17	58,502.08
	418	2	29.5330	5,119.05	61,428.64
	418	3	31.0100	5,375.07	64,500.80
	418	4	32.5600	5,643.73	67,724.80
	418	5	34.1870	5,925.75	71,108.96
MC - SENIOR PLANNER	423	1	28.9810	5,023.37	60,280.48
	423	2	30.4310	5,274.71	63,296.48

MARIPOSA COUNTY  
GRADE AND STEP TABLE

GRADE DESCRIPTION	GRADE	STEP	HOURLY RANGE	MONTHLY	ANNUAL
MC - SENIOR PLANNER	423	3	31.9540	5,538.69	66,464.32
	423	4	33.5520	5,815.68	69,788.16
	423	5	35.2270	6,106.01	73,272.16
MC - SOCIAL WRKR SUPV I	409	1	24.7010	4,281.51	51,378.08
	409	2	25.9360	4,495.57	53,946.88
	409	3	27.2330	4,720.39	56,644.64
	409	4	28.5940	4,956.29	59,475.52
	409	5	30.0250	5,204.33	62,452.00
MC - SOCIAL WRKR SUPV II	422	1	28.9810	5,023.37	60,280.48
	422	2	30.4310	5,274.71	63,296.48
	422	3	31.9540	5,538.69	66,464.32
	422	4	33.5520	5,815.68	69,788.16
	422	5	35.2270	6,106.01	73,272.16
MC - SR CIVIL ENGINEER	433	1	35.3890	6,134.09	73,609.12
	433	2	37.1590	6,440.89	77,290.72
	433	3	39.0180	6,763.12	81,157.44
	433	4	40.9670	7,100.95	85,211.36
	433	5	43.0150	7,455.93	89,471.20
MC - SR INFO SYSTEM SPEC	440	1	30.3320	5,257.55	63,090.56
	440	2	31.8520	5,521.01	66,252.16
	440	3	33.4440	5,796.96	69,563.52
	440	4	35.1160	6,086.77	73,041.28
	440	5	36.8710	6,390.97	76,691.68
MC - SR SPVS ENV HEALTH	443	1	29.7860	5,162.91	61,954.88
	443	2	31.2750	5,421.00	65,052.00
	443	3	32.8380	5,691.92	68,303.04
	443	4	34.4820	5,976.88	71,722.56
	443	5	36.2040	6,275.36	75,304.32
MC - STAFF SERVICES MGR I	403	1	22.7450	3,942.47	47,309.60
	403	2	23.8830	4,139.72	49,676.64
	403	3	25.0770	4,346.68	52,160.16
	403	4	26.3310	4,564.04	54,768.48
	403	5	27.6470	4,792.15	57,505.76

**APPENDIX B**  
Alternate Work Schedules

Approved alternate work schedules as of November 1, 2001 are as follows:

1. **Assessor's Office:** 4/10 schedule for appraisers as approved by the Assessor from time-to-time.<sup>(1)</sup>
2. **Child Support Services Office:** 4/10 schedule for Child Support Services' staff personnel as assigned from time-to-time (93-485). Amended to 9/80 schedule for one employee (98-405).
3. **Human Services:**
  - a. 9/80 schedule for certain employees as approved by immediate supervisor and the department head.<sup>(2)</sup>
  - b. 9/80 schedule for office staff assigned to Housing Authority functions (94-378).
  - c. 4/10 schedule for staff person of Public Guardian/Conservator's Office (00-18).
  - d. 4/10 schedule for certain employees in Children's System of Care and Child Welfare, Community Action, and Housing Authority, when needed and as approved by the department head (01-305).
  - e. 4/10 schedule for Administrative Analyst staff (14-578)
4. **Health Department:** Public Health Educator work schedule - Four/9 hour days and one/4 hour day. (13-395)
5. **Planning and Building:** 9/80 schedule may be assigned from time-to-time to certain employees as approved by the department head (96-23).
6. **Public Works:**
  - a. **Administration and Engineering (certain positions):** 4/10 schedule. (94-464; revised 00-187)
  - b. 4/10 schedule for Assistant Directors; Facilities Maintenance Manager; Fleet Superintendent; Solid Waste Manager; and Parks and Recreation Manager. (12-9)
  - c. **Custodians.** Approved shift hours are:
    - (1) 11:30 p.m. to 8:00 a.m. (95-511 and 96-139)
    - (2) 6:00 p.m. to 2:30 a.m.
  - d. **Facilities Maintenance.** 4/10 and 9/80 schedules (96-138).
  - e. **Fleet Maintenance.** 4/10 schedule (5-day/week coverage) for mechanics (94-63).
  - f. **Road Crews.** 4/10 schedule during warm weather or longer daylight months; regular 5 days/8 hours during winter or shorter daylight months.<sup>(1)</sup>
7. **Sheriff/Coroner:** 24-hour coverage provided by Sheriff's Dispatchers assigned in 3 shifts:
  - a. 7:00 a.m. - 3:00 p.m.
  - b. 3:00 p.m. - 11:00 p.m.
  - c. 11:00 p.m. - 7:00 a.m.

Pursuant to Section 8.1.2.2, this schedule may be updated from time-to-time as amended and approved by the Board of Supervisors.

- (1) Established prior to County policy requiring Board of Supervisors' approval of alternate work schedules.
- (2) B/S 92-279 permitted 9/80 schedules for this department. Additional resolutions are required as positions are entered into alternate work schedules.

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