

MEMORANDUM OF UNDERSTANDING

BETWEEN

THE COUNTY OF SONOMA

AND

**THE SONOMA COUNTY LAW ENFORCEMENT ASSOCIATION
(SCLEA)**

2010-2012

LAW ENFORCEMENT NON-SUPERVISORY, UNIT 40

LAW ENFORCEMENT SUPERVISORY, UNIT 41

CORRECTIONS AND PROBATION - NON-SUPERVISORY, UNIT 30

CORRECTIONS AND PROBATION - SUPERVISORY, UNIT 70

TABLE OF CONTENTS

<u>ARTICLE</u>	<u>PAGE</u>
<u>PREAMBLE</u>	9
ARTICLE 1 - TERM	9
1.1 <u>Effective Dates</u>	9
1.2 <u>Notice for Successor Memorandum</u>	9
ARTICLE 2 - RECOGNITION	9
ARTICLE 3 - DEFINITIONS	10
3.1 <u>Non-Application</u>	10
3.2 <u>Definitions</u>	10
3.3 <u>Fair Labor Standards Act Not Incorporated</u>	12
ARTICLE 4 - MANAGEMENT RIGHTS	12
4.1 <u>Retention of Rights</u>	12
4.2 <u>Non-Grievability of Decision Making Authority</u>	13
4.3 <u>Exclusive Rights</u>	13
4.4 <u>Contracting-Out</u>	13
ARTICLE 5 - ASSOCIATION RIGHTS	13
5.1 <u>Bulletin Boards</u>	13
5.2 <u>Communications</u>	13
5.3 <u>Work Access</u>	14
5.4 <u>Dues Check Off</u>	14
5.5 <u>Successor Memorandum Procedures</u>	14
5.6 <u>Non-Discrimination</u>	14
5.7 <u>Time for Association Activities</u>	14
5.8 <u>Paid Leave "Pool"</u>	14
5.9 <u>Representation Assistance</u>	15
5.10 <u>Use of County Facilities</u>	16
5.11 <u>Data Run - All Employees in Units</u>	16
5.12 <u>Data Run - New Employees in Units</u>	16
5.13 <u>Board Agenda</u>	16
ARTICLE 6 - EMPLOYEE RIGHTS	16
6.1 <u>Personal Property Reimbursement</u>	16
6.2 <u>Personal Property Reimbursement Supplement - Damage to Employee Vehicles</u>	17
6.3 <u>Safety Program</u>	17

6.4	<u>Employee/Association Safety Appeals</u>	17
6.5	<u>Personnel Files</u>	17
6.6	<u>Uniform Review Process - Written Reprimand</u>	18
ARTICLE 7 - SALARIES AND ADMINISTRATION OF THE SALARY SCHEDULE		18
7.1	<u>Salaries</u>	18
7.1.1	<u>Pension Pick Up</u>	18
7.1.2	<u>Hourly Cash Allowance</u>	18
7.2	<u>Salary Upon Employment</u>	19
7.3	<u>Advanced Step Upon Employment</u>	19
7.4	<u>Reappointment Consideration</u>	19
7.5	<u>Extra-Help to Permanent Appointment</u>	19
7.6	<u>Salary Upon Restoration</u>	19
7.7	<u>Salary Upon Promotion</u>	19
7.8	<u>Advanced Salary Upon Promotion</u>	20
7.9	<u>Salary Upon Demotion During Probation</u>	20
7.10	<u>Salary Upon Involuntary Demotion</u>	20
7.11	<u>Salary Upon Voluntary Demotion</u>	20
7.12	<u>Salary Upon Reappointment from Voluntary Demotion</u>	21
7.13	<u>Salary Upon Transfer</u>	21
7.14	<u>Salary Upon Reallocation of Class</u>	21
7.15	<u>Salary Upon Reclassification of Position - Same Salary</u>	21
7.16	<u>Salary Upon Reclassification of Position - Higher Salary</u>	21
7.17	<u>Salary Upon Reclassification of Position - Lower Salary</u>	21
7.18	<u>Merit Advancement Within Salary Ranges</u>	21
7.19	<u>Performance Appraisals</u>	22
7.20	<u>Salary Upon Advancement Within a Range</u>	22
7.21	<u>Effective Date of Merit Increase</u>	22
7.22	<u>Salary Upon Temporary Assignment to a Higher Class</u>	22
7.23	<u>Subsequent Reassignment</u>	23
7.24	<u>Salary Upon Disciplinary Reduction In Pay</u>	23
ARTICLE 8 - SPECIAL COMPENSATION BENEFITS		23
8.1	<u>Special Compensation Premium Pays</u>	23
8.2	<u>Specialist Premiums</u>	23
8.3	<u>POST Premiums</u>	24
8.4	<u>Park Ranger I/II – Premium Assignment and Housing</u>	24
8.4.1	<u>Park Ranger I/II - Assignment and Transfer</u>	24

8.4.2	<u>Park Ranger I/II - Housing</u>	25
8.4.3	<u>Park Ranger I/II - Maintenance Fees</u>	25
8.4.4	<u>Park Ranger I/II - Special Provisions</u>	25
8.4.5	<u>North Coast Assignment Premium</u>	25
8.5	<u>Title IV E – Part time – Masters of Social Work (MSW) in Public Child Welfare – Internship</u>	25
8.6	<u>Title IVE – Full Time Masters of Social Work (MSW) in Public Child Welfare – Education Leave</u>	26
8.6.1	<u>Education Leave (MSW) – Health Benefit Continuation</u>	26
8.6.2	<u>Education Leave (MSW) – Employee Requirements</u>	26
8.6.3	<u>Education Leave (MSW) – Non-Grievability</u>	26
8.7	<u>Helicopter Training Premium</u>	26
	ARTICLE 9 - BILINGUAL PAY	27
	ARTICLE 10 - UNIFORMS	27
	ARTICLE 11 - MILEAGE REIMBURSEMENT	27
	ARTICLE 12 - DEFERRED COMPENSATION	27
12.1	<u>Deferred Compensation - Voluntary Program</u>	27
12.2	<u>Deferred Compensation - County Paid Program</u>	27
12.3	<u>414(h)(2)-Tax Deferred Retirement Contribution</u>	28
12.4	<u>3% at 55 – 3% at 50 Enhanced Safety Retirement Program</u>	28
12.5	<u>3% at 60 Enhanced Retirement Program</u>	28
	ARTICLE 13 - DIRECT DEPOSIT	29
	ARTICLE 14 – HOURS AND OVERTIME	29
14.1	<u>Application</u>	29
14.2	<u>Types of Employment</u>	29
14.3	<u>Work Schedules</u>	29
14.4	<u>Flex-Time Schedule</u>	30
14.5	<u>Posting of Work Schedules</u>	30
14.6	<u>Work Schedule Change</u>	30
14.7	<u>Statutory Overtime for the Non-Exempt Employee</u>	30
14.8	<u>Non-Statutory Overtime</u>	30
14.9	<u>Assignment of Overtime</u>	31
14.10	<u>Overtime Earned</u>	31
14.11	<u>Overtime Compensation</u>	31
14.12	<u>Approval for Compensatory Time Off</u>	31
14.13	<u>Requests for Compensatory Time Payments</u>	31
14.14	<u>Compensatory Time Payment at Separation</u>	31

14.15	<u>Half-Time Pay Provision</u>	32
14.16	<u>Overtime Not Cumulative</u>	32
14.17	<u>Non-Applicability of FLSA</u>	32
14.18	<u>Shift Bidding - Detention</u>	32
ARTICLE 15 - STANDBY AND CALLBACK		32
15.1	<u>Standby</u>	32
15.2	<u>Standby for District Attorney Investigators</u>	33
15.3	<u>Call-Back</u>	33
15.4	<u>Court Call-Back</u>	33
15.5	<u>Phone Work Compensation</u>	33
ARTICLE 16 - SHIFT DIFFERENTIAL PREMIUM		34
16.1	<u>Eligible Employees In CO/PO Units</u>	34
16.2	<u>Dispatcher Shift Premium Pay</u>	34
16.3	<u>Special Day Shift Consideration</u>	34
16.4	<u>Park Ranger Shift Premium Pay</u>	34
16.4.1	<u>Park Ranger I/II Shift Premium Pay</u>	34
16.4.2	<u>Shift Differential – Evening and Night</u>	35
16.4.3	<u>Shift Differential – Split Shift</u>	35
ARTICLE 17 - MEALS AND REST PERIODS		35
17.1	<u>Rest Periods</u>	35
17.2	<u>Lunch Periods</u>	35
17.3	<u>Meals</u>	35
ARTICLE 18 - HEALTH & WELFARE BENEFITS FOR ACTIVE EMPLOYEES		36
18.1	<u>Active Employee Health Plans</u>	36
18.2	<u>Participation in County Offered Health (Medical, Dental, Vision, Life Insurance) Plans</u>	36
18.2.1	<u>County Offered Participating Provider Option (PPO) Medical Plans</u>	36
18.2.2	<u>County Offered Health Maintenance Organization (HMO) Medical Plans</u>	36
	Co-pay	36
18.2.3	<u>County Contribution toward Active Employee Medical Benefits</u>	37
18.2.4	<u>Dental Benefits</u>	37
18.2.5	<u>Vision Benefits</u>	37
18.2.6	<u>VDT (Video Display Terminal) Optical Benefit</u>	37
18.2.7	<u>Life Insurance</u>	38
18.2.8	<u>Part-Time Employee – Health Benefits</u>	38
18.3	<u>Employee Assistance Program</u>	38
18.4	<u>Long-Term Disability (LTD)</u>	38

18.4.1	<u>Claims Disputes over LTD</u>	39
18.5	<u>Workers' Compensation Claims Disputes</u>	39
18.5.1	<u>Workers' Compensation Temporary Disability – Supplementing with Paid Leave</u>	39
18.6	<u>Health Benefits During Leaves of Absence – Non-Medical Leaves Without Pay</u>	40
18.6.1	<u>Medical/Pregnancy Disability Leave</u>	40
18.6.2	<u>Continuation of Health Benefits Coverage</u>	41
18.6.2.1	<u>Part-Time Employees – Health Benefits During Leave of Absence</u>	41
18.7	<u>COBRA</u>	41
18.8	<u>Salary Enhancement Plans</u>	41
18.9	<u>Plan Documents and Other Controlling Documents</u>	42
18.10	<u>Long-Term Care – Payroll Deduction</u>	42
	ARTICLE 19 - MEDICAL BENEFITS FOR FUTURE RETIREES	42
19.1	<u>Retiree Medical Coverage</u>	42
19.2	<u>County Contribution toward Retiree Medical Plans - Employees Hired Before July 1, 1990</u>	43
19.3	<u>County Contribution toward Retiree Medical Plans - Employees Hired On or After July 1, 1990 but Before January 1, 2009</u>	43
19.4	<u>County Contribution toward Retiree Medical Plans - Employees Hired Before January 1, 2009</u>	44
19.5	<u>County Contribution toward Retiree Medical Plans - Employees Hired On or After January 1, 2009 - Effective January 1, 2009</u>	45
19.6	<u>Surviving Dependent – County Contribution through May 31, 2009 for Employees Hired Before January 1, 2009</u>	47
19.7	<u>Surviving Dependent – County Contribution beginning June 1, 2009 for Employees Hired Before January 1, 2009</u>	47
19.8	<u>Surviving Dependent – County Contribution for Employees Hired On or After January 1, 2009</u>	48
	ARTICLE 20 - HOLIDAYS	48
20.1	<u>Scheduled Holidays - Defined</u>	48
20.2	<u>Scheduled Holidays</u>	48
20.3	<u>Floating Holiday</u>	49
20.4	<u>Day Observed</u>	49
20.5	<u>Compensation for Holidays</u>	49
20.6	<u>Compensation for Holidays - Day Worked</u>	49
20.7	<u>Part-Time Employees</u>	49
20.8	<u>Holiday Pay Maximum</u>	49
20.9	<u>Holidays – Compensation – Employees on Leave Without Pay</u>	49
	ARTICLE 21 - VACATION	50

21.1	<u>Maximum Accumulation</u>	50
21.2	<u>Part-time Employees</u>	50
21.3	<u>Accrual</u>	50
21.4	<u>Reappointment</u>	51
21.5	<u>Vacation Schedules</u>	51
21.6	<u>Payment for Unused Vacation</u>	52
21.7	<u>Vacation Buy Back</u>	52
ARTICLE 22 - SICK LEAVE AND FAMILY LEAVE		52
22.1	<u>Accrual</u>	52
22.2	<u>Sick Leave Use</u>	52
22.3	<u>Documentation</u>	53
22.4	<u>Sick Leave Conversion</u>	53
22.5	<u>Sick Leave Payoff/Conversion at Retirement</u>	53
22.6	<u>Sick Leave Payoff at Disability Retirement</u>	54
22.7	<u>Family Leave</u>	54
ARTICLE 23 - COMPASSIONATE LEAVE		55
ARTICLE 24 - NON-DUTY COURT LEAVE		55
ARTICLE 25 - JURY DUTY		56
ARTICLE 26 - NO BREAK IN SERVICE		56
ARTICLE 27 - VOTING		56
ARTICLE 28 - EMPLOYMENT IN MORE THAN ONE POSITION		56
ARTICLE 29 - STAFF DEVELOPMENT		56
29.1	<u>Staff Development</u>	56
29.2	<u>Staff Development Benefit Allowance Program</u>	56
29.2.1	<u>Staff Development Benefit Allowance - Amounts</u>	57
29.3	<u>Physical Fitness</u>	57
29.4	<u>Combined Use – Staff Development and Physical Fitness</u>	57
29.5	<u>Non-Grievable</u>	58
ARTICLE 30 - GRIEVANCE PROCEDURE		58
30.1	<u>Purpose</u>	58
30.2	<u>Definitions</u>	58
30.3	<u>Representation</u>	58
30.4	<u>Initiation Deadline</u>	58
30.5	<u>Time Limits</u>	59
30.6	<u>First Step</u>	59
30.7	<u>Interest Based Intermediary Step - Optional</u>	59

30.8	<u>Second Step Grievance</u>	59
30.9	<u>Second Step Response</u>	59
30.10	<u>Third Step Grievance</u>	60
30.11	<u>Third Step Response</u>	60
30.12	<u>Mediation</u>	60
30.13	<u>Arbitrable Grievances</u>	60
30.14	<u>Selection of Arbitrator</u>	61
30.15	<u>Arbitration Issues</u>	61
30.16	<u>Arbitrator's Authority</u>	61
30.17	<u>Binding/Non-Binding Decision</u>	61
30.18	<u>Arbitrator's Decision Due</u>	62
30.19	<u>Arbitration Expenses Shared</u>	62
	ARTICLE 31 - CLASSIFICATION INFORMATION	62
31.1	<u>Copies of Classification Studies</u>	62
31.2	<u>Meet and Confer Obligation</u>	62
	ARTICLE 32 - LABOR/MANAGEMENT MEETINGS	62
32.1	<u>Matters of Mutual Interest</u>	62
32.2	<u>Written Notice</u>	62
32.3	<u>Participation</u>	62
32.4	<u>Joint Training on Memorandum</u>	63
32.5	<u>Labor/Management Committees - Valley of the Moon Children's Home</u>	63
	ARTICLE 33 - NO STRIKE	63
33.1	<u>Full Performance of Duties</u>	63
33.2	<u>Prohibited Activities</u>	63
33.3	<u>Association Responsibilities</u>	63
33.4	<u>Written Assurance</u>	64
33.5	<u>No Lockout</u>	64
	ARTICLE 34 - FULL UNDERSTANDING, MODIFICATION, ACKNOWLEDGMENT	64
34.1	<u>Full Understanding</u>	64
34.2	<u>Acknowledgment</u>	64
34.3	<u>Meet and Confer During Term of Memorandum</u>	64
34.4	<u>Written Modifications Required</u>	65
34.5	<u>No Limitation on Authority of Civil Service Commission</u>	66
34.6	<u>Non-Precedence</u>	66
	ARTICLE 35- ASSOCIATION SECURITY	66
35.1	<u>Maintenance of Membership</u>	66

35.2	<u>Agency Shop Service Fee</u>	66
35.3	<u>Separation from Unit Exception</u>	67
35.4	<u>Service Fee Choice</u>	67
35.5	<u>Calculation of Basic Service Fee</u>	67
35.6	<u>Advance Notice of Agency Shop Service Fee</u>	68
35.7	<u>Notice of New Employees</u>	68
35.8	<u>Agency Shop Service Fee Collection</u>	68
35.9	<u>Indemnification</u>	68
35.10	<u>Rescission of Agency Shop Provision</u>	69
35.11	<u>Recordkeeping and Reporting</u>	69
35.12	<u>Association's Constitutional Obligations</u>	69
35.13	<u>Violation of Law</u>	69
	ARTICLE 36 - INVALID SECTIONS	69
36.1	<u>Invalid Sections</u>	69
36.2	<u>Separability</u>	70
	ARTICLE 37 - DISTRIBUTION OF MEMORANDUM OF UNDERSTANDING AND ENACTMENT	70
37.1	<u>Distribution</u>	70
37.2	<u>Enactment</u>	70
	Appendix A	72
A 1.1	72
	APPENDIX B - Departmental Grievance Procedure	74
	APPENDIX B - Departmental Grievance Form	78
	APPENDIX C – MOU Grievance Form	80
	DOMESTIC PARTNER DEFINED	83
	Letter of Understanding - Juvenile facilities classification changes	84
	Appendix D – Side Letter	85
	Appendix E - MTO	93
	Appendix F – Staff Development Freeze	94
	Appendix G	99
	Appendix H	100
	Appendix I	101

MEMORANDUM OF UNDERSTANDING
BETWEEN THE COUNTY OF SONOMA
AND THE SONOMA COUNTY LAW ENFORCEMENT ASSOCIATION
(SCLEA)

2010-2012

PREAMBLE

This agreement between the duly appointed representatives of Sonoma County, hereinafter referred to as "County", and the Sonoma County Law Enforcement Association, hereinafter referred to as the "Association", contains the agreement of each concerning wages, hours and other terms and conditions of employment for the term of this Memorandum of Understanding.

The parties jointly agree to recommend to the County Board of Supervisors the adoption of this Memorandum effective upon adoption by the Board of Supervisors, unless otherwise specified. This Memorandum shall apply only to those classifications listed within each bargaining unit under Recognition Article 2.

ARTICLE 1 - TERM

1.1 Effective Dates

The following items shall constitute the wages, hours and other terms and conditions for employees in classifications as listed in Article 2 of this Memorandum of Understanding. The parties agree that all changes contained herein will become effective upon adoption by the Board of Supervisors, unless otherwise specified. This Memorandum shall expire and otherwise fully terminate at 11:59 p.m. on November 30, 2012.

1.2 Notice for Successor Memorandum

In the event the Association desires to negotiate a successor Memorandum of Understanding, the Association shall serve on the County by June 1, 2012, its written request to commence negotiations as well as its written initial proposals for any successor Memorandum of Understanding.

ARTICLE 2 – RECOGNITION

The County recognizes the Association as the sole bargaining representative for the Law Enforcement Non-Supervisory, Law Enforcement Supervisory, Corrections and Probationary Non-Supervisory, and Corrections and Probation Supervisory bargaining units. These bargaining units consist of all full-time and part-time employees in regular permanently allocated positions in the classifications listed below:

Law Enforcement Non-Supervisory - Unit 40

D.A. Investigator I

D.A. Investigator II

D.A. Investigator Trainee

Fire Inspector I

Fire Inspector II

Park Ranger I

Park Ranger II

Senior Fire Inspector
Welfare Fraud Investigator Trainee
Welfare Fraud Investigator I
Welfare Fraud Investigator II

Law Enforcement Supervisory - Unit 41

Senior D.A. Investigator
Senior Welfare Fraud Investigator

Corrections & Probation Non-Supervisory - Unit 30

Children's Residential Care Counselor I
Children's Residential Care Counselor II
Communications Dispatcher I
Communications Dispatcher II
Correctional Deputy I
Correctional Deputy II
Juvenile Correctional Counselor I
Juvenile Correctional Counselor II
Juvenile Correctional Counselor III
Probation Industries Crew Supervisor
Probation Officer I
Probation Officer II
Probation Officer III
Senior Communications Dispatcher

Corrections & Probation Supervisory - Unit 70

Correctional Sergeant
Supervising Children's Residential Care Counselor
Juvenile Correctional Counselor IV
Probation Officer IV
Probation Industries Field Supervisor
Supervising Communications Dispatcher

ARTICLE 3 - DEFINITIONS

3.1 Non-Application

None of the following definitions are intended to apply in the administration of the County Employees' Retirement Law of 1937 or to the County's Civil Service Ordinance nor the Rules of the Civil Service Commission.

3.2 Definitions

Approved Leave Of Absence: Any paid or unpaid absence from work that has been approved by the employee's department head.

Base Hourly Rate: The base hourly rate shall be the hourly rate corresponding to the salary step in the salary range to which the employee is assigned.

Bi-Weekly Pay Period: Fourteen (14) consecutive calendar days which begin on a Tuesday and end with the second Monday thereafter.

Break In Service: A break in employment from the County such as a termination or resignation. A break in service does not occur because an employee is on an unpaid status.

Calendar Year: January 1st through December 31st.

Compensatory Time: Time off with pay at the applicable hourly rate to which an employee is entitled, as provided for in this Memorandum, instead of cash compensation.

County: The County of Sonoma, any of its organizational units or boards and commissions, as administratively determined by the County; may include department heads, Board of Supervisors, Chief Administrative Officer or a supervisor.

Department Head: The Chief Probation Officer, District Attorney, Sheriff Coroner, Director of Human Services, Director of Fire/Emergency Services, Director of Regional Parks, or their designee.

Emergency Operations: The performance of County functions or services necessary, in the opinion of the County, to protect or preserve the lives, safety, health, or property of the County or the public it serves, but "emergency operations" shall not be construed to mean situations where the County knew in advance of non-emergency situations and could have reasonably planned for any work schedule change necessary to adequately cope with the situation.

Employee: Any person legally employed by the County and a member of the bargaining unit represented by the Association.

Employee Full-Time: An employee who is employed in an allocated position which is regularly scheduled for eighty (80) hours of work in each pay period.

Employee Part-Time: An employee who is employed in an allocated position which requires work each pay period, but less than that required of a full-time employee.

Exempt Employee: An employee who is not covered by the provisions of the Fair Labor Standards Act (FLSA).

Extra-Help Employees: As defined in the Civil Service Rules and not represented by this bargaining unit.

Flex-Time Work Schedule: A non-regular work schedule with or without a consistent pattern as to the number of work hours per day or week, but an arrangement whereby the employee is obligated to perform work and be responsible for flexing the hours of his/her own work schedule. Employees assigned to a flex-time work schedule will be eligible for overtime only when the hours worked exceed eighty (80) in a pay period or as otherwise required by law.

Hours Worked: All time spent by the employee while the employee is engaged in duties or activities required by the County and pursued necessarily and primarily for the benefit of the County. For the non-exempt employee, hours worked shall also include all hours that the County knows or has reason to know that work is being performed.

Non-Exempt Employee: An employee designated by the County to be covered by the provisions of the Fair Labor Standards Act.

Pay Status: Whenever an employee is at work, absent on a paid holiday, absent on leave with pay, or absent on authorized compensatory time off.

Probationary Employee: An employee who is serving a probationary period as provided in the Civil Service Rules.

Probationary Period: A period which is used for the adjustment and evaluation of a newly appointed or reassigned employee as provided for in the Civil Service Rules.

Regular Rate of Pay: Defined in the Fair Labor Standards Act and used for computing statutory overtime for the non-exempt employee. It is calculated by taking the employee's base hourly rate times the number of hours worked in a given work period plus the total of all standby compensation and any special assignment premiums due to the employee in the work period divided by the number of hours worked in the work period.

Regular Work Period: The determination by the County of the fixed regularly recurring work period used for the determination of statutory overtime. For non-sworn, non-exempt employees the regular work period is seven consecutive days which currently begins at 12:01 a.m. Tuesday morning. For sworn, non-exempt employees the regular work period is currently fourteen (14) consecutive days which coincides with the County's bi-weekly pay period.

Regular Work Schedule: The determination by the County of an employee's specific work days, work weeks, work periods, and work shifts, established on a regular, ongoing basis.

Regular Work Day: A 24-hour period containing a specified number of hours of work and normally interrupted by a meal break.

Salary: Means only wages and premiums, but does not include benefits such as insurance, vehicle use, paid leaves, overtime, shift differential or other economic benefits.

Salary Range: The salary level for any given classification. The salary range shall consist of nine salary steps, each approximately two and one half percent (2-1/2%) apart and identified with the letter "A" through "I". Each salary range shall be identified by a number that shall correspond with the cents per hour of the "A" step of that salary range. Similarly, each step of the salary range shall be expressed in cents per hour.

Statutory Overtime: Overtime that is required by FLSA. Currently, for the non-sworn, non-exempt employee it is all hours worked in excess of 40 in a regular 7 day work period. For the sworn, non-exempt employee, it is all hours worked in excess of 86 in a regular 14 day work period.

Work Shift: The hours which an employee is scheduled to work within a regular workday.

3.3 Fair Labor Standards Act Not Incorporated

The provisions of the Fair Labor Standards Act are not hereby incorporated into this contract by the mention of the statute.

ARTICLE 4 - MANAGEMENT RIGHTS

4.1 Retention of Rights

The Association recognizes that the County has and will continue to retain in all respects, whether exercised or not, the unilateral and exclusive right to operate, administer, and manage its public services and its work force performing those services.

4.2 Non-Grievability of Decision Making Authority

The County has and will continue to retain exclusive decision-making authority on matters not expressly modified by specific provisions of this Memorandum except as provided by this Memorandum. Such decision making shall not in any way, be subject to the grievance procedure provided in Article 30.

4.3 Exclusive Rights

The exclusive rights of the County shall include, but not be limited to, the right to determine the organization of County government and the purpose and mission of its constituent agencies; to set standards of service to be offered to the public, and through its management officials to exercise control and discretion over its organization and operations; to establish and enforce administrative regulations and work rules in addition to and not inconsistent with the specific provisions of this Memorandum of Understanding; to direct its employees; to take disciplinary action; to relieve its employees from duty because their positions are abolished, or whenever necessary because of lack of work or lack of funds, or under conditions where continued work would be ineffective or non-productive; to determine whether goods or services shall be made, purchased or contracted for; to determine the methods, means and personnel by which the County's services are to be provided, purchased or contracted including the right to schedule and assign work and overtime; and to otherwise act in the interest of efficient service to the County and the public.

4.4 Contracting-Out

The County agrees to meet and confer, upon request of the Association, over the impact to employees of any decision by the County to contract-out significant bargaining unit work to a non-County enterprise or agency. The decision to contract-out such work shall not be subject to meet and confer.

ARTICLE 5 - ASSOCIATION RIGHTS

5.1 Bulletin Boards

The County will furnish reasonable bulletin board space measuring no less than 36 x 48 inches. Bulletin boards shall be located in mutually acceptable areas and shall, when reasonably possible, be out of plain view of the public. All materials to be posted on said boards shall be in good taste and strictly impersonal in nature and limited to the legitimate business of the Association. Prior to posting, all material shall be plainly and legibly initialed by an authorized representative of the Association.

5.2 Communications

The County's interdepartmental messenger service may be used for individual business-oriented communication between employees who are represented by the Association and between the paid staff of the Association and such employees, provided that paid staff of the Association shall pick up and deliver all written communications outside the County's normal distribution route. The

Association understands that the continuance or discontinuance of the interdepartmental messenger service is a matter within sole discretion of the County.

5.3 Work Access

Authorized non-employee Association representatives will be given access to work locations during working hours to investigate and process grievances or post bulletins on the bulletin board(s) without unreasonable interference with employee work. The Association shall give the department head and the Employee Relations Manager a written list of such authorized Association Representatives. Only those people whose name appears on the current list shall be granted access under this provision.

5.4 Dues Check Off

The County agrees to deduct all Association dues, insurance premiums and assessments from the pay of those employees who have authorized in writing to the County that such deduction be made. The amounts deducted shall be remitted promptly to the Association or its designee, with an alphabetical list of the employees from whom deducted.

5.5 Successor Memorandum Procedures

The County and the Association will strive to arrive at mutually agreeable ground rules to cover any element of the meet and confer process for a successor Memorandum of Understanding. Reasonable release time shall be granted to Association representatives for purposes of meeting and conferring toward a successor MOU. Release time shall be afforded for a maximum of six (6) representatives in successor MOU negotiations for purposes of time spent in meeting and conferring.

5.6 Non-Discrimination

The County will not interfere with or discriminate in respect to any term or condition of employment against any employee covered by this Memorandum of Understanding because of representation by the Association or legitimate Association activity, as provided in this Memorandum on behalf of the members of the four bargaining units covered by this Memorandum.

5.7 Time for Association Activities

The County and the Association agree to the primary principle that Association activities will normally be carried on outside of employee working hours. It is further recognized that there are reasonable limited deviations from this policy such as posting of Association notices and distribution of information which do not require substantial amounts of time. Where such activities cannot reasonably be performed except during scheduled working hours, and where such activities are performed without disruption of employee work performance, they are authorized and may be done without loss of pay to the employees involved.

5.8 Paid Leave "Pool"

- a. Upon request, and after approval of the Employee Relations Manager, the County may grant Association paid leave to Association representative(s) to attend to Association business related to County of Sonoma representation, when such business would conflict with the work

schedule of an employee representative(s). Such release time shall include reasonable and necessary travel time. "Association business" shall mean Association Executive Board meetings, conventions, seminars or other Association events, all of which must be related to employer-employee relations and involving matters solely pertaining to the bargaining units covered by this Memorandum of Understanding. The total number of hours of Association paid leave will be 400 hours per fiscal year and be available for use as a pool of hours, all to be used by Association representatives, other than the President. Association representatives must contact the Association office to request such paid leave.

Additional release hours beyond the annual pool of paid Association leave hours may be granted by the County for Association business on an unpaid leave basis or by the employee representative requesting use of accrued vacation and/or compensatory time off. When on Association leave, bargaining unit members are in off-duty status and the County is not responsible for their actions. The County shall not unreasonably deny a request for paid Association business leave or unpaid leave, vacation and/or compensatory time off for Association business unless the County determines the number of Association representatives requesting time off for Association business would create an undue hardship on operational effectiveness, including excessive overtime costs to replace the absent Association representative(s). Upon request, the Association can roll over up to a maximum of one hundred (100) unused paid leave pool hours from one fiscal year to the next.

The Association shall defend, indemnify, hold harmless, release and save the County, its agents and employees, from and against any and all claims, demands, suits, orders, judgments, expenses or other forms of liability arising out of or in connection with this Article and/or any action taken or not taken by the County and/or the Association under this Article, including, but not limited to, Association members taking paid release time to attend to Association business. This indemnification clause shall be in addition to any other remedy available to the County under this contract or provision of the law.

b. Full-Time President's Release Time

The Association agrees to pay for the full-time release (2,080 hours + benefits costs) of its current elected President. Up to a maximum of 500 of the 2,080 hours of release time may be donated voluntarily by represented employees, on a form agreed to by the parties.

5.9 Representation Assistance

Except as otherwise modified by a specific provision of this Memorandum of Understanding, Association employee and non-employee representatives shall have the right to represent or assist employees covered by this Memorandum of Understanding before the Board of Supervisors, the Civil Service Commission, grievance meetings with County management under the Grievance Procedure of this Memorandum of Understanding or other meetings with County management mutually agreed to in advance.

5.10 Use of County Facilities

Upon request of the Association, the County may provide use of County facilities outside of working hours, provided such space is available and the Association complies with all departmental and Board of Supervisors rules and policies for use of County facilities. The request for use of facilities shall be made in advance to the County and indicate the date, time and purpose of the meeting and facilities needed.

5.11 Data Run - All Employees in Units

At the Association's request, the County will provide the Association with a data run of the names, class titles, and departments of all employees within the bargaining units covered by this Memorandum of Understanding. The Association recognizes and respects the legal right of each employee to the employee's privacy and agrees not to use any information obtained pursuant to this Memorandum of Understanding or to allow others to use the information for commercial gain, nor in any manner that would violate those rights. With respect to this promise, the Association agrees to indemnify, defend and hold harmless the County, its officers, employees, and agents, from any claim, liability, or damage arising from the Association's breach of its duty under this Section (5.11).

5.12 Data Run - New Employees in Units

The County shall, once per month, make available to the Association President a list of the names, home addresses (where the employee so authorizes the release to the County and the Association), and work locations of all newly hired employees. The President of the Association, or designee, shall be entitled to contact all newly hired employees for the purpose of providing the employee with an Association brochure and other information about the Association. These activities will be conducted on the President's and the newly hired employee's own time. Upon request, the Association may be authorized to make this contact with newly hired employees at a departmental orientation period if the County agrees that such contacts will not interfere or detract from the purpose of the departmental orientation process.

5.13 Board Agenda

The County will arrange to transmit or make available to the Association President, or designee, two copies each week of the Board of Supervisors' regular public meeting agenda in advance of the regular Board meeting. The County will also continue to transmit or make available to the Association President, or designee, two copies of the regular Civil Service Commission agenda and classification studies scheduled on that agenda pertaining to classifications represented by the Association in advance of the Commission meeting.

ARTICLE 6 - EMPLOYEE RIGHTS

6.1 Personal Property Reimbursement

Upon recommendation of the department head, the County, in accordance with Government Code Section 53240, shall provide for payment of the costs of replacing or repairing property or prosthesis

of an employee, such as eyeglasses, hearing aids, dentures, watches, or articles of clothing necessarily worn or carried by the employee when any such items are lost or damaged in the line of duty without negligence by employee. If the items are damaged beyond repair, the actual value of such items may be paid. The value of such items shall be determined as of the time of the loss thereof or damage thereto in accordance with the Personal Property Claims Guide as provided by Board of Supervisors Resolution No. 56420, dated January 18, 1977. In accordance with the foregoing, the County and the Association agree that personal property customarily used by employees in the performance of special duties, such as divers' equipment and gear and watches appropriate for divers and helicopter pilots and observers, shall be considered as "trade or crafts tools" as provided for in Board of Supervisors Resolution No. 56420. The County and the Association further agree that the Resolution No. 56420 requirement of the County and the Association to agree upon an inventory of such personal property used on duty is satisfied when the employee affected and the employee's supervisor, or other designee of the department head, agree upon the personal property to be included in an approved inventory.

6.2 Personal Property Reimbursement Supplement - Damage to Employee Vehicles

The County will continue to make partial reimbursement for vehicle damage in accordance with Board of Supervisor's Resolution 90-0721 dated April 24, 1990.

6.3 Safety Program

The County has developed and the Board of Supervisors approved on February 26, 2008 (Resolution # 08-0157) an Occupational Safety and Health Program in accordance with Sonoma County Administrative Policy 6-4 Safety Management Policy and Sonoma County Safety Management Program.

Employees who supervise offenders in the Probation Department's Supervised Adult Crew Program will be provided separate boots and safety gear, not to be shared with offenders.

6.4 Employee/Association Safety Appeals

All hazard reports, actions and appeals shall follow the process contained in the County of Sonoma Safety Management Policy, Administrative Policy 6-4, and Sonoma County Safety Management Program, and shall not be grievable.

6.5 Personnel Files

An employee shall have the right to inspect and review any personnel file or record relating to his performance as an employee which is kept or maintained by the County. The County shall provide an opportunity for the employee to respond in writing to any information contained therein with which he disagrees. Such response shall become a permanent part of the employee's personnel file. The employee shall be responsible for providing the written responses to be included as part of the employee's personnel file. At his request, an employee shall be provided one copy of any document placed in the employee's personnel file. No employee shall have any comment adverse to his interest entered in his personnel file without the employee having first read and signed the document

containing the adverse comment, except that such entry may be made if after reading the document the employee refuses to sign it. Should an employee refuse to sign, the fact shall be noted on the document. The County and Association agree that personnel files and records are confidential. It is further understood and agreed that reference letters and background investigations are exempt from review by the employee or the Association. Should an employee wish to have an Association or non-Association representative review his personnel file and/or records in the employee's absence, he will provide the Association or non-Association representative with a signed letter indicating the employee's consent to have his file and/or records reviewed. The Association or non-Association representative shall present said consent letter to the employee's department head or his designee prior to reviewing said employee's file and/or records. All personnel files and records are and remain the property of the County. Each department head shall keep one personnel file for each employee in the bargaining units covered by this Memorandum of Understanding. Time for inspection and review of such files and/or records shall be available to the employees at any reasonable time during the regular business hours of the County.

6.6 Uniform Review Process - Written Reprimand

Employees shall have a uniform administrative appeal process for written reprimands during the term of this agreement.

ARTICLE 7 - SALARIES AND ADMINISTRATION OF THE SALARY SCHEDULE

7.1 Salaries

During the term of this agreement, there shall be a zero percent (0.00%) cost of living adjustment (COLA). Salary ranges shall be as specified in Appendix A for each classification contained within each of the units represented by the Association.

7.1.1 Pension Pick Up

The County will pick up one percent (1%) of the employee's share towards Retirement effective the pay period beginning December 16, 2008.

7.1.2 Hourly Cash Allowance

Effective the first full pay period closest to May 19, 2009, the County shall pay each permanent full and part time employee, in addition to their hourly regular earning rate from the salary schedule, a cash allowance of \$3.45 per pay status hour that the employee is in paid status excluding overtime, up to a maximum of eighty (80) hours in a pay period, (or approximately a maximum of \$600 per month).

Such hourly cash allowance is compensation for services rendered in that pay period and shall be taken into account for the purposes of computing employees' final compensation for pension purposes, as well as all usual taxation as their regular earning rate from the salary schedule. It shall not be included on the salary schedule and shall not be impacted by future increases on the salary schedule. It is not intended as a supplement toward medical, dental, or any other insurance or

benefit.

7.2 Salary Upon Employment

Except as otherwise provided herein, appointment to any position in any class shall be made at the minimum rate, and advancement to rates greater than the minimum rate shall be within the limits of the salary range for the class.

7.3 Advanced Step Upon Employment

In exceptional cases after reasonable effort has been made to obtain employees for a particular class at the minimum rate, employment of individuals who possess special qualifications higher than the minimum qualifications prescribed for the particular class may be authorized at a rate higher than the minimum upon recommendation of the department head with approval of the County.

7.4 Reappointment Consideration

Any full-time or part-time employee who resigns in good standing, and who is reappointed on a full-time or part-time basis in the same class or a closely related class in the same salary range or in a lower salary range within five years after resignation may, upon approval by the County, be paid at any step in the appropriate salary range, but not less than two steps below the step paid at the time of resignation. Approval of the County is only required if the person is rehired at a step which exceeds step paid at the time of resignation.

7.5 Extra-Help to Permanent Appointment

An extra-help employee who is appointed to an allocated part-time or full-time position in any class and without a break in service, shall be paid at a step which is nearest in amount to that of the step received in the class held immediately prior to such appointment. Employment at a higher salary step not to exceed the maximums of the range may be authorized upon recommendation of the department head.

7.6 Salary Upon Restoration

Any full-time or part-time employee displaced, laid off, or voluntarily demoted in lieu of layoff and reappointed within two years in the same class from which separated or in a closely related class in the same salary range, or in a lower salary range than the class from which separated shall be paid at the salary step closest to but not exceeding the step of the applicable range paid at the time of displacement, layoff or voluntary demotion. Such employee shall be considered for merit increase when the employee's total hours in pay status before and after separation and restoration equal the number of hours required for merit increase.

7.7 Salary Upon Promotion

Except as otherwise provided herein, any full or part-time employee who is promoted to a position in a class allocated to a higher salary range than the class from which the employee was promoted shall receive the salary step rate of the appropriate range which would constitute an increase of salary most closely equivalent to five (5) percent of the employee's salary step rate before promotion,

but not less than the minimum salary range of the new class nor greater than the maximum salary of the new class. If a promotion occurs on the same day a merit increase is due and approved, the merit increase shall be computed first and subsequently the increase due to promotion.

An employee who is promoted shall be considered for a merit increase when the employee's total hours in pay status, exclusive of overtime subsequent to promotion, equals 1,040 hours. The effective date of the merit increase shall be in accordance with Section 7.21.

7.8 Advanced Salary Upon Promotion

Upon promotion of a full-time or part-time employee to a new class, the Human Resources Director may recommend to the County Administrator that the person being promoted shall receive a rate of pay which is higher than that to which the employee is entitled, but which in no way exceeds the top of the range.

7.9 Salary Upon Demotion During Probation

Any full-time or part-time employee who, during the employee's probationary period, is demoted to a class which the employee formerly occupied in good standing during the same period of continuous employment in paid or unpaid status shall have the employee's salary reduced to the salary the employee would have received if the employee had remained in the lower class throughout the employee's period of service in the higher class. The employee's eligibility for merit advancement shall be determined as if the employee had remained in the lower class throughout the period of service in the higher class.

7.10 Salary Upon Involuntary Demotion

A full or part-time employee, to whom the circumstances described in Section 7.9 do not apply, who is demoted involuntarily to a position in a class which is allocated to a lower salary range than the class from which the employee is demoted shall have the employee's salary reduced to the salary in the range for the new class which is the next lower than, or not more than five (5) percent lower than the salary received before demotion, except that such employee shall not be paid more than the maximum of the range of the class to which the employee is demoted. The employee's eligibility for merit advancement shall not change as a result of demotion.

7.11 Salary Upon Voluntary Demotion

A full or part-time employee, to whom the circumstances described in Section 7.9 above do not apply, who is demoted voluntarily or who is displaced as a result of layoff to a position in a class which is allocated to a lower salary range than the class from which the employee is demoted, or displaced as a result of layoff shall receive the highest salary step in the range for the new class which does not exceed the salary received before demotion or displacement but not exceeding the maximum of the salary range for the new class. The employee's eligibility for merit advancement shall not change as a result of demotion or displacement.

7.12 Salary Upon Reappointment from Voluntary Demotion

Any full-time or part-time employee who is demoted voluntarily and who is reappointed on a full-time or part-time basis in the same class within two years, shall be reappointed at either the same step the employee received at the time of demotion or the salary step nearest the amount of the employee's present salary step, whichever is greater.

7.13 Salary Upon Transfer

A full-time or part-time employee may transfer from one allocated position to another allocated position in the same class or in another class having a salary range within a maximum of plus or minus two and one half percent (2½%) of the employee's current salary range as long as the employee meets the minimum qualifications of the new class.

7.14 Salary Upon Reallocation of Class

An employee in a position in a class which is reallocated from one salary range to another shall continue to receive the same salary step.

7.15 Salary Upon Reclassification of Position - Same Salary

Whenever a position is reclassified to a class which is allocated to the same salary range, the incumbent shall retain the same salary step received prior to the reclassification if the incumbent is appointed to fill the position.

7.16 Salary Upon Reclassification of Position - Higher Salary

Except as otherwise provided herein, whenever a position is reclassified to a class which is allocated to a higher salary range, the salary of the incumbent shall be as provided in Section 7.7 if the incumbent is appointed to fill the position.

7.17 Salary Upon Reclassification of Position - Lower Salary

Whenever a position is reclassified to a class which is allocated to a lower salary range, the salary of the incumbent shall be as provided by Section 7.11, if the incumbent is appointed to fill the position. Whenever the effect of reclassification is to reduce the salary of an incumbent, the Board of Supervisors may, upon recommendation by the Human Resources Director, direct that the incumbent shall continue to receive the previously authorized salary until termination of employment in the position, or until a percentage increase in pay may be authorized, whichever first occurs. Appropriate records shall show such an incumbent as being paid at a special fixed rate (Y-rate) of the salary range for the employee's class.

7.18 Merit Advancement Within Salary Ranges

Merit increases within a range shall not be automatic. They shall be based upon merit and shall require a written performance evaluation with a minimum satisfactory overall rating. An employee with a less than satisfactory overall rating on the employee's most recent performance evaluation shall not be eligible for a merit increase until the employee receives an overall rating of satisfactory. The performance evaluation shall be reviewed by the employee's department head and approved in writing prior to the granting of any merit increase. Merit increases shall be made within the

appropriate salary range for the class by computing the new salary step rate which is most closely equivalent to five percent (5%) higher than the previous base hourly rate.

7.19 Performance Appraisals

Performance appraisals of full-time and part-time employees which deny a merit salary increase or have an overall rating of "unsatisfactory" may be grieved at the employee's option through the 3rd step of the Grievance Procedure established under this Memorandum for a final decision.

7.20 Salary Upon Advancement Within a Range

Each employee shall be considered for an initial merit increase when the employee's total hours in pay status within the same class, exclusive of overtime, equals 1,040 hours. Thereafter, an employee shall be considered for subsequent merit increases when the employee accumulates 2,080 hours pay status, exclusive of overtime.

7.21 Effective Date of Merit Increase

If the employee's date of eligibility for a merit increase occurs during the first seven (7) calendar days of the pay period, the merit increase shall be effective the first day of the payroll period in which the employee was eligible. If the employee's date of eligibility for a merit increase occurs during the second seven (7) calendar days of the payroll period, the merit increase shall be effective the first day of the following pay period.

Effective with the implementation of the Human Resources Management System (HRMS), the effective date of the merit increase shall be the start of the work day during which the employee becomes eligible for the merit increase.

7.22 Salary Upon Temporary Assignment to a Higher Class

An employee assigned by the department head to perform the full range of duties of a higher classification to fill a vacancy caused by resignation, termination, promotion or an approved leave of absence, who meets the minimum qualifications of the higher classification, and who completes a training period in the higher classification of one hundred and twenty (120) hours aggregate, shall be paid thereafter as follows: according to the salary of the range for the new class which would constitute an increase in salary at the step most closely equivalent to five percent (5%) greater than the employee's salary before promotion, but not less than minimum salary of the new class, nor greater than the maximum salary of the new class. The employee shall receive this salary as long as the employee continues to serve in such assignment and shall be entitled to receive increases for the position in accordance with the merit increase section of this Memorandum as though the employee had been appointed on the day that the employee began to receive the salary designated for the position. All other benefits to which an employee is entitled under the terms of this MOU shall continue and no additional benefits will be provided to employees temporarily assigned to a higher class. The employee will have the right to refuse higher classification assignments.

At the completion of the one hundred and twenty (120) hour period, the employee and Department must complete the appropriate personnel forms for approval by the Human Resources Department.

7.23 Subsequent Reassignment

An employee subsequently reassigned after the completion of the one hundred and twenty (120) hour training period in Section 7.22 will immediately receive the salary provided in Section 7.22 above.

7.24 Salary Upon Disciplinary Reduction In Pay

No disciplinary reduction in salary step(s) shall exceed five percent (5%) over a time period of one thousand and forty hours (1,040) and shall not result in a step placement less than the minimum for the class. A reduction in compensation shall apply only to regular hours worked and hours treated as hours worked, which currently includes paid administrative leave, jury duty leave, military leave and compassionate leave. The rate reduction excludes premiums, overtime, vacation and compensatory time accruals and usage, and vacation, sick and compensatory time pay off. Employees may appeal to the Civil Service Commission from an order reduction in compensation pursuant to the Rules of the Civil Service Commission.

ARTICLE 8 - SPECIAL COMPENSATION BENEFITS

8.1 Special Compensation Premium Pays

Premium pays provided herein will not be added to an employee's base hourly rate for computing overtime or any other differential, premium pay, or any other specialty pay unless specifically provided for herein or as required by law.

8.2 Specialist Premiums

The County will provide specialist premium compensation to employees whom the Department Head assigns to a specialized unit of duty from among those assignments listed below. The specialist premium compensation shall be in lieu of any other payment for hazard pay and for any other payment for any and all hours of overtime worked while attending or participating in mandatory training in such specialty, except as otherwise required by law. Employees assigned to a specialist assignment will receive the specific premium identified for that assignment as an addition to the employee's base hourly rate, according to the levels listed below and shall only be paid for hours worked except where specified. Level II premiums are included in the base rate of "non-civil service" job classes listed in the Salary Tables herein. An employee in a unit who is assigned to more than one specialty assignment shall receive the combination of the different premium pays up to and including a total of ten percent (10.0%) above the base hourly rate. Specialist premium pay shall be compensated according to the levels shown below:

<u>ASSIGNMENTS</u>	<u>AMOUNT</u>
<u>LEVEL I – PAID ON HOURS WORKED ONLY</u>	
CLASSIFICATION OFFICER	5.0%
SERT	5.0%

DISPATCH TRAINING OFFICER	5.0%	
FACILITIES TRAINING OFFICER (FTO)	5.0%	
FTO PROGRAM SERGEANT	5.0%	
GRIEVANCE/DISCIPLINE OFFICER	5.0%	
INMATE PROGRAM SERVICES OFFICER	5.0%	OFFSITE ASSIGNMENT
– PROB.OFFICER IV	5.0%	
PROBATION OFFICER III - DRUG TASK FORCE	7.0%	
PROBATION OFFICER III- GANG TASK FORCE	7.0%	
TRAINING COORDINATOR	5.0%	

LEVEL II - JOB CLASS RELATED SPECIALTY ASSIGNMENTS **

PERSONNEL/BACKGROUND INVESTIGATOR	5.0%
I. A. INVESTIGATOR	5.0%

** PERSONNEL/BACKGROUND INVESTIGATOR AND I.A. INVESTIGATOR ARE NON-CIVIL SERVICE JOB CLASSES. PREMIUMS IN THESE CLASSES ARE INCLUDED IN BASE HOURLY RATE, AND INCLUDED IN RETIREMENT CALCULATIONS.

8.3 POST Premiums

Each employee who has been awarded a valid intermediate or advanced certificate issued by the California Commission on Peace Officer's Standards and Training (POST) shall be eligible for POST Premium compensation upon presentation of said certificate to the County. Each eligible employee who has been awarded a valid intermediate certificate shall receive two and one half percent (2.5%) of employee's base hourly rate for all compensation purposes, including overtime, and retirement. Each eligible employee who has been awarded a valid advanced certificate shall receive five percent (5%) of employee's base hourly rate for all compensation purposes, including overtime and retirement.

The payments set forth in this Section 8.3 shall become effective at the beginning of the first full pay period following date of eligibility or application for the specified POST premium, whichever date is later. No employee shall receive POST Premium compensation for a valid intermediate or advanced certificate issued by POST if such a certificate is required by the minimum qualifications of the employee's class or position.

8.4 Park Ranger I/II – Premium Assignment and Housing

8.4.1 Park Ranger I/II - Assignment and Transfer

The Regional Parks Department maintains the right to assign and transfer an employee to a specific reporting location. If a transfer is at the direction of the department, the employee will be given at least seven (7) days notification. At least thirty (30) days notification shall be given of any transfer directed by the department that exceeds twenty-five (25) miles or requires the employee to relocate his/her permanent residence. Employees transferred at the direction of the department over twenty-five (25) miles, or who are required to relocate their permanent residence shall also be entitled to up

to three (3) days of paid moving leave, and reimbursement for moving expenses of up to \$300 for rental of truck or trailers upon submitting receipts for approval to the Director of Regional Parks.

8.4.2 Park Ranger I/II - Housing

Any employee in the class of Park Ranger I/II may be assigned to live in County-provided housing. Consideration in assignment to housing within each ranger area will be given to rank in the following order by earliest hire date: 1) Rangers, 2) Park Maintenance Workers, 3) Aquatic Specialist, 4) Events Services Supervisor, and 5) Building Events Workers.

8.4.3 Park Ranger I/II - Maintenance Fees

Once a Housing License Agreement is signed by a Park Ranger residing on County property, it shall be a condition of employment. No rent is charged. The employee granted a license to utilize the assigned housing will be charged an individual maintenance cost based upon the cost of providing utilities and normal maintenance upkeep of the residence structure. The Board of Supervisors shall set the maintenance fee, subject to the provisions of this Section (8.4.3), and this fee shall be deducted from the employee's paycheck. Maintenance fees will not, in any case, exceed fifteen percent (15%) of the salary of each licensed employee based upon the base hourly rate of the employee. Each licensed employee shall be responsible for any possessory interest tax levied against him or her. Maintenance fees may be increased by the County with each adjustment being a percentage amount not exceeding the percentage amount of the cost-of-living salary adjustment, excluding equity adjustments, in the preceding fiscal year under this Memorandum.

8.4.4 Park Ranger I/II - Special Provisions

The reasonable cost of the housing shall not be added to the employee's base hourly rate in computing the employee's regular rate of pay. In addition, no Standby or Callback will be paid to Park Ranger tenants, except that off-shift work including emergency responses, will be counted toward hours worked for the purpose of computing overtime. Park Ranger tenants shall maintain and submit a log identifying off-shift work and time spent performing this work in the regular work period in which overtime is claimed.

8.4.5 North Coast Assignment Premium

Any employee in the class of Park Ranger I or Park Ranger II who is permanently assigned to the North Coast reporting locations for Stillwater Cove and Gualala shall receive a ten percent (10%) premium for all hours in paid status.

8.5 Title IV E – Part time – Masters of Social Work (MSW) in Public Child Welfare – Internship

For the term of this agreement only, the County will establish a pilot program for current employees of the Human Services Department who have been accepted into an accredited MSW Program with an emphasis in Public Child Welfare, approved by the Human Services Department.

The employee selected for the internship program would remain in their base classification and pay rate and would be allowed time away from their regular responsibilities up to sixteen (16) hours per

week for completing their required field placement work which would take place at the County of Sonoma's Human Service Department.

The County and Association agree that the internship hours that occur during regular working hours (16 hours per week), are compensable hours. All other hours required of the Title IVE program are not compensable work hours.

This program is strictly voluntary and the internship duties do not directly relate to the employee's base classification. Completion of coursework related to the MSW and homework is not part of the program and would be completed outside the employee's regular work hours.

Section 8.10 is not grievable or arbitrable under Article 30 of this MOU.

8.6 Title IVE – Full Time Masters of Social Work (MSW) in Public Child Welfare – Education Leave

8.6.1 Education Leave (MSW) – Health Benefit Continuation

Notwithstanding the provisions of Section 18.6, employees in the Human Services Department who are authorized a Leave of Absence to attend graduate school under the IV-E Training Program, to obtain a Masters of Social Work in Public Child Welfare (MSW), shall be entitled to continue the County Health Benefit insurance program during the education leave. The County shall continue to make its normal health benefit contribution for the employee as provided under Section 18.2.3 (County Contribution toward Active Employee Medical Benefits). The employee shall make appropriate payments acceptable to the Auditor-Controller-Treasurer-Tax Collector to continue his/her portion of the premium during the leave.

8.6.2 Education Leave (MSW) – Employee Requirements

Each employee shall comply with all requirements of the Department in applying for the educational leave. The employee shall agree and contract with the County, that upon return from leave, he/she will continue working for the County for a minimum of one (1) year for each year of approved education leave. If, for any reason, the employee is not able to satisfy the agreement, then the employee shall repay the County for the total cost of the County's contribution for the continuance of the health insurance benefit during the approved period. The County Department of Human Services may waive the pay back requirement under this Section.

8.6.3 Education Leave (MSW) – Non-Grievability

Section 8.11 is not grievable or arbitrable under Article 30 of this MOU.

8.7 Helicopter Training Premium

Any County Helicopter Pilot FAA certified as a trainer shall receive a five percent (5%) premium to his/her base salary for all actual hours worked spent training other County Helicopter Pilots during their first year of employment. The premium will not be paid for hours not spent training other County Helicopter Pilots.

ARTICLE 9 - BILINGUAL PAY

When a department head designates a position within the bargaining unit which requires bilingual skills on the average of at least ten percent (10%) of the employee's work time, such a designated employee shall first demonstrate a language proficiency of job-related terminology acceptable to the department head and the Human Resources Director. Thereafter, the employee shall be entitled to the payment of ninety-five cents (\$.95) per hour for all hours actually worked. Use of bilingual skills shall include time spent translating, answering phone calls, performing research, speaking with or writing to clients in a language other than English.

ARTICLE 10 - UNIFORMS

Each employee covered by this Memorandum of Understanding shall be assigned a full complement of uniforms that meet the specifications prescribed by the County. Each employee who is required by the department head to perform an assignment in which the employee is required to be in uniform shall wear the uniform that conforms to the specifications required by the County. Employees assigned to duties requiring the wearing of a uniform shall be entitled to the replacement of worn out or damaged uniform items as long as they continue to be assigned to such duties provided that such damage occurred through no fault of the employee. Employees who are not assigned to duties that require the wearing of a uniform shall be responsible for the maintenance of a serviceable dress uniform that meets County specifications.

ARTICLE 11 - MILEAGE REIMBURSEMENT

An employee who is authorized to use a personal motor vehicle for travel required in the performance of County work shall be reimbursed at the standard IRS business mileage rate.

ARTICLE 12 - DEFERRED COMPENSATION AND RETIREMENT

12.1 Deferred Compensation - Voluntary Program

The County agrees to maintain the current voluntary deferred compensation plan for bargaining unit members eligible under Federal law and the rules of the deferred compensation plan.

12.2 Deferred Compensation - County Paid Program

The County will continue the County-paid deferred compensation plan for bargaining unit members eligible under federal law and plan rules. For each Safety member of the Sonoma County Employees Retirement Association, the County shall deposit two percent (2.0%) of the employee's bi-weekly base salary into the employee's deferred compensation account.

For Non-safety, General members of the Sonoma County Employees Retirement Association, the County shall deposit one percent (1.0%) of the employee's bi-weekly base salary into the employee's deferred compensation account.

To receive such deferred compensation, such employees must be in pay status for at least fifty (50%) of the employee's allocated full-time equivalent (FTE) position. County-paid deferred compensation under this Section (12.2) shall be included in the calculation of retirement contributions.

12.3 414(h)(2)-Tax Deferred Retirement Contribution

All employees covered by this Memorandum who belong to the retirement system shall have their wages adjusted according to Section 414(h)(2) of the Internal Revenue Code which will have the effect of deferring Federal and State income taxes on the retirement contribution.

12.4 3% at 55 – 3% at 50 Enhanced Safety Retirement Program

Effective July 1, 2003, the "3% at 55" enhanced retirement program will be available to all represented employees who are contributing safety members of the Sonoma County Employees' Retirement Association (SCERA), with the understanding that the County will work with all other organizations representing safety member employees to implement this option prospectively on the same date. Both parties understand that retirement benefit enhancements shall be implemented for all safety members on the same date. Effective February 1, 2006, the "3% at 50" enhanced retirement program will be available to all represented employees who are contributing safety members of SCERA with the understanding that the County will work with all other organizations representing Safety member employees to implement this option prospectively on the same date. Effective the first pay period in July 2003, employees who are Safety members of SCERA will begin contributing an additional one percent (1%) of any compensation from which retirement deductions are required to be made under the 1937 Act to their employee retirement account. Effective the first pay period in March, 2004 employees who are Safety members of SCERA will contribute an additional one percent (1%) of any compensation from which retirement deductions are required to be made, for a total contribution of two percent (2%) to their employee retirement account. Effective the first pay period in March, 2005 employees who are safety members of SCERA will contribute an additional one percent (1%) of any compensation from which retirement deductions are required to be made, for a total contribution of three percent (3%) to their employee retirement account. The additional contributions shall be deducted from the employee's compensation pretax and they shall become part of the accumulated retirement contributions of the employees. This contribution to defray the cost of the unfunded accrued actuarial liability for any past service due to the enhanced retirement programs will continue unless modified by a subsequent agreement between the County and SCLEA. The amortization period for funding the unfunded accrued actuarial liability for any past service due to the enhanced retirement programs described above has been established by SCERA to be twenty (20) years.

12.5 3% at 60 Enhanced Retirement Program

Effective June 22, 2004, the "3% at 60" enhanced retirement program will be available to represented employees who are contributing General members of SCERA, with the understanding that the County will work with all other organizations representing General member employees, to implement this option prospectively on the same date. Both parties understand that State law

requires that the “3% at 60” benefit be implemented for all General members on the same date. On the above date, represented General members of SCERA will begin contributing an additional 3.03% of any compensation from which retirement deductions are required to be made under the 1937 Act to their employee retirement account. This additional contribution shall be deducted from the employees' compensation pretax and shall become part of the accumulated retirement contributions of the employees. This contribution to defray the cost of the unfunded accrued actuarial liability for any past service due to the enhanced retirement programs will continue unless modified by a subsequent agreement between the County and the SCLEA. The amortization period for funding the unfunded accrued actuarial liability for any past service due to the enhanced retirement program described above has been established by SCERA to be twenty (20) years. Represented employees also will pay a pretax statutory contribution of approximately 1% to 1.25%, contingent upon age of entry into the retirement system. Additionally on this date, one percent (1%) of the employer-paid deferred compensation (457) contribution will cease and will be re-directed during this twenty-year (20) period to pay one percent (1%) of the normal retirement cost going forward. Additional savings from the County Health Plan revisions (.27%) is also directed to fund the normal cost above.

- 12.6 The parties agree to a reopener during the term of the agreement on the subject of implementation of new second tier “safety” and “general” retirement programs for new hires, to be effective July 1, 2012.

ARTICLE 13 - DIRECT DEPOSIT

The County will continue to make a deposit of a participating employee's pay check directly to their bank or credit union accounts. The effective date of deposit will be one day after the regularly scheduled date of payroll issue.

ARTICLE 14 - HOURS AND OVERTIME

14.1 Application

This Article is intended only as a basis for outlining standards for hours of work, work schedules and a basis for calculating overtime payments. Hours specified under Section 14.2, Types of Employment, indicate a commitment by the County to the normal maximum hours each employee is to be regularly scheduled, as long as there is sufficient work.

14.2 Types of Employment

Full Time: An allocated position which is regularly scheduled for eighty (80) hours of work in a bi-weekly pay period.

Part Time: An allocated position which is regularly scheduled for less than eighty (80) hours of work in a bi-weekly pay period.

Extra Help: A non-allocated assignment of duties which is defined in the Civil Service Rules.

14.3 Work Schedules

The County reserves the right to establish and modify work schedules consistent with this Memorandum.

14.4 Flex-Time Schedule

The County reserves the right to utilize a flex-time schedule. Employees assigned to a flex-time schedule will be eligible for overtime only when the hours worked exceed eighty (80) in a pay period or as otherwise required by law. The County reserves the right to discontinue the flex-time schedule and reassign an employee to a normal daily work schedule based on the operational needs of the department.

14.5 Posting of Work Schedules

For the convenience of employees, work schedules will be posted in advance.

14.6 Work Schedule Change

The County reserves the right to establish and modify individual work schedules. Except in cases where emergency operations require less notice, a notice of change in an individual's work schedule arising from other than transfer or promotion shall be given to the affected employee not less than seven (7) calendar days prior to the effective date of the schedule change. Failure to give the seven (7) day notice to a full-time employee shall entitle the affected employee to overtime compensation for all hours actually worked on the new schedule until seven (7) calendar days notice is given. If any full-time employee has been given seven (7) calendar days advance notice of a shift change and the shift change results in the employee doubling back to work the new shift after leaving the work site, all hours worked on the new shift within the employee's same work day as the former shift will be paid at the employee's base rate, not at overtime, except as otherwise required by law. Part-time employees shall not be paid overtime for changes in schedule unless it results in an employee working over a normal work shift (8 or 10 or more hours) in a regular work day or over eighty (80) hours in a pay period. The term "emergency operations" shall be construed to mean the performance of County functions or services necessary, in the opinion of the County, to protect or preserve the lives, safety, health, or property of the County or the public it serves, but "emergency operations" shall not be construed to mean situations where the County knew in advance of non-emergency situations and could have reasonably planned for any work schedule change necessary to adequately cope with the situation.

14.7 Statutory Overtime for the Non-Exempt Employee

Overtime for the non-exempt employee is divided into statutory overtime and non-statutory overtime. Statutory overtime is overtime that is required by law. Currently, for the *non-sworn, non-exempt employee* it is defined as all hours worked in excess of forty (40) hours in a regular 7-day work period. Statutory overtime for the *sworn, non-exempt employee* is defined as all hours worked in excess of eighty-six (86) hours in a 14-day work period (which currently coincides with the pay period).

14.8 Non-Statutory Overtime

Non-statutory overtime for the *non-sworn, non-exempt employee* is defined as hours in pay status in excess of forty (40) hours in a 7-day work period. For the *sworn, non-exempt employee* and for the *exempt employee*, non-statutory overtime is defined as hours in pay status in excess of eighty (80) in a regular 14-day work period. Non-statutory overtime for all employees is also defined as hours in pay status in excess of the normal full-time daily work shift established by the department head or any other circumstance except Section 14.6 where overtime pay is provided in this Memorandum.

14.9 Assignment of Overtime

A department head may require and authorize an employee to work overtime if such overtime is essential to the continuing efficient operation of the department in which the employee works. No employee shall work overtime unless authorized by the employee's designated supervisor.

14.10 Overtime Earned

Overtime shall be earned at the rate of one and one half (1-1/2) hours for each one (1) hour of overtime worked.

14.11 Overtime Compensation

- a. Exempt employees shall be compensated for accrued overtime either in cash at the employee's base hourly rate or as compensatory time off. Non-exempt employees shall first be compensated for statutory overtime in cash at the employee's regular rate of pay. Additional overtime earned by the non-exempt employee shall be compensated either in cash at the employee's base hourly rate or as compensatory time off. The employee assigned to overtime shall make a choice whether to be compensated in cash or in compensatory time until a maximum of forty (40) hours of compensatory time have been accrued. The department head in each County department has the right to specify how an employee will be compensated for overtime after (40) hours of compensatory time have been accumulated and until a maximum of eighty (80) hours of compensatory time have been accumulated. When eighty (80) hours of compensatory time are accumulated, the department will compensate the employee in cash for any additional overtime worked.
- b. Notwithstanding the language in Section 14.11.a. above, the department head may require overtime worked to relieve compensatory time off to be paid in cash.

14.12 Approval for Compensatory Time Off

No employee shall take compensatory time off without prior approval of the employee's department head. The department head shall attempt to schedule such time off at the time agreeable to the employee.

14.13 Requests for Compensatory Time Payments

Each employee may request payment for any or all of the employee's current balance of compensatory time off with the employee's normal pay for any pay period.

14.14 Compensatory Time Payment at Separation

Each employee who is separated from County service shall be entitled to payment for accrued compensatory time at the employee's base hourly rate at the time of the employee's separation.

14.15 Half-Time Pay Provision

If overtime compensation causes an employee's total regular hours in a pay period to be less than the employee's ongoing schedule then the overtime hours shall be compensated at straight time and the employee shall receive half-time compensation at the base hourly rate in cash or in compensatory time off, in accordance with Section 14.11.

14.16 Overtime Not Cumulative

Overtime eligibility provisions are not cumulative. An employee shall not be entitled to multiple overtime compensation even though more than one overtime condition in this Memorandum may apply.

14.17 Non-Applicability of FLSA

In the event FLSA is rendered inapplicable to the County, either by legislative or judicial action, then the County shall, from the effective date of such action, consider all overtime as non-statutory and assign all employees to a fourteen-day (14) regular work period.

14.18 Shift Bidding - Detention

- a. The County will maintain the existing shift bidding policy during the term of this agreement. Association grievances concerning the interpretation, application or alleged violation of Section 14.18.a. are subject to the grievance procedure under Article 30 of this MOU.
- b. Any individual grievance concerning the interpretation, application or alleged violation of the shift bidding policy shall be subject only to the Departmental Grievance Procedure as set forth in this MOU; and any such individual grievance is hereby expressly excluded from the Grievance Procedure as set forth in Article 30 of this MOU.

ARTICLE 15 - STANDBY AND CALLBACK

15.1 Standby

Standby duty requires that an employee designated by the Department Head to be so assigned during off-duty hours, be ready to respond as soon as possible, be reachable by telephone or pager, be able to report to court within a specified period of time, and refrain from activities which might impair the employee's ability to perform assigned duties.

An employee will not be assigned to standby duty if the employee has already worked six (6) consecutive work days, unless an emergency situation is declared by the Department Head. An employee will not be assigned to more than one (1) block of standby duty in a 24-hour period, consisting of consecutive hours. The provisions of this paragraph do not apply to the Fire Inspector class series or Helicopter Pilot.

Each such employee who is assigned to standby shall be paid \$3.25 for each hour that the employee stands by on call.

The Fire Inspector series stand-by pay shall be \$5.82 per hour.

The Helicopter Pilot standby pay shall be \$5.82 per hour.

No employee shall be paid standby and other compensable duty simultaneously.

15.2 Standby for District Attorney Investigators

District Attorney Investigator will be paid fourteen percent (14%) of base salary for all hours employees are actually assigned to be on standby within a pay period in accordance with departmental procedures.

15.3 Call-Back

Employees who are called back to work after having completed the normal shift and after having left the work site, shall be entitled to receive a minimum of two (2) hours pay at the applicable rate for all callbacks received within that two hours call-back period. Such employees who are called back to work shall be compensated for regular time or overtime, as the case may be.

Employees who are called back to work while on a duty free meal period will be paid for time worked, according to Section 17.2.

Time worked, for which the employee is entitled to compensation, shall include reasonable travel time to and from the employee's residence via the shortest commonly traveled route. No employee shall continue to receive standby pay once called back to work or while receiving call back pay for hours worked, or while guaranteed minimum is paid. For purposes of computing statutory overtime, only time actually worked and travel time shall be considered.

15.4 Court Call-Back

Employees who are required to appear in court in response to a valid subpoena in their off-duty time shall receive a minimum of four (4) hours of overtime. Any payment for overtime shall be in accordance with the provisions of Article 14. Time worked, for which the employee is entitled to compensation, shall include reasonable travel time to and from the employee's residence via the shortest commonly traveled route.

15.5 Phone Work Compensation

With the department head's approval, an employee may be called upon to resolve work related problems by telephone without having to return to the work site. Such work shall be treated as time worked. Compensation for such work shall be a minimum of one (1) hour of pay for any and all telephone calls received or made within that one (1) hour period. In the event a later telephone call is received after the prior one (1) hour of telephone work time, and the call required the employee to

again resolve work related problems by telephone, the employee shall be paid for an additional one (1) hour of pay for all telephone calls received within that next hour.

ARTICLE 16 - SHIFT DIFFERENTIAL PREMIUM

16.1 Eligible Employees In CO/PO Units

- a. Evening or Night Shift employees shall be eligible for a shift differential when assigned to an evening or night shift that begins at or after 2:00 p.m. and prior to 5:00 a.m.
- b. Shift Premium Compensation
Shift premium compensation shall be an additional five percent (5%) per hour above the employee's base hourly rate for each hour actually worked on an evening shift or a day shift as defined in a. above, and in Section 16.3 below.

16.2 Dispatcher Shift Premium Pay

Employees in the classes of Communications Dispatcher I/II, Senior Communications Dispatcher, and Supervising Communications Dispatcher are entitled to receive shift differential if the employee is assigned and actually works an evening or night shift. For purposes of this Article only, an evening shift is defined as beginning at or after 2:00 p.m. and prior to 7:00 p.m., while a night shift is defined as beginning at or after 7:00 p.m. and prior to 5:00 a.m.

- a. An employee in a class identified above shall receive five percent (5%) per hour above the base hourly rate for each one (1) hour actually worked on an *evening shift*.
- b. An employee in a class identified above shall receive ten percent (10%) per hour above the base hourly rate for each one (1) hour actually worked on a *night shift*.

16.3 Special Day Shift Consideration

Employees who work a day shift wherein fifty percent (50%) or more of the employee's work shift, exclusive of overtime, is actually worked after 2:00 p.m. shall be eligible to receive shift premium for the hours actually worked after 2:00 p.m. This provision applies to all employees covered by Section 16.1 and 16.2.

16.4 Park Ranger Shift Premium Pay

16.4.1 Park Ranger I/II Shift Premium Pay

Employees in the classes of Park Ranger I/II entitled to receive shift differential premium, shall be paid as follows:

An employee whose shift starts at 7:00 a.m. or later and ends by 7:00 p.m. shall not be eligible for shift pay.

An employee who is assigned to work and actually works fifty percent (50%) or more of his or her assignment on an evening shift, (2:00 p.m. to 10:00 p.m.), or a night shift, (10:00 p.m. to 8:00 a.m.), is entitled to receive a shift differential premium for hours worked as defined below:

- a) Shift differential premium pay shall be paid only for hours worked on the defined shift.

- b) An employee who is assigned to and works fifty percent (50%) or more of his or her shift hours between 2:00 p.m. and 10:00 p.m. shall receive the evening shift differential premium specified in Section 16.4.2. The evening shift premium shall be paid for all hours worked after 2:00 p.m. and up to the ending of the assigned shift, if the night shift premium eligibility does not apply.
- c) An employee who is assigned to and works fifty percent (50%) or more of this or her shift hours between 10:00 p.m. and 8:00 a.m. shall receive the night shift premiums specified in Section 16.4.2. The night shift premium shall be paid for all hours worked after 10:00 p.m. up to the ending of the assigned night shift, if the evening shift premium eligibility does not apply.

16.4.2 Shift Differential – Evening and Night

- a) Evening shift premium: five percent (5%) of the base hourly rate per hour, for each eligible hour as specified above 16.4.1b.
- b) Night shift premium: ten percent (10%) of the base hourly rate per hour, for each eligible hour as specified above 16.4.1c.

16.4.3 Shift Differential – Split Shift

An employee assigned to and who actually works a split workday shall receive shift differential based on the time at the beginning of each half shift. Split shifts occur with a scheduled break of more than one hour. Each portion of the shift is treated separately as described in Section 16.4.1b and 16.4.1c above.

ARTICLE 17 - MEALS AND REST PERIODS

17.1 Rest Periods

Each department head may grant rest periods to employees of his/her department. Such rest periods shall not exceed fifteen (15) minutes in any four (4) consecutive hours of work and shall be considered as time worked.

17.2 Lunch Periods

Department heads shall grant a lunch period during each daily work shift. The duration of the lunch period may be not less than thirty (30) minutes nor greater than one (1) hour. Different lunch periods may be assigned to different work units in the same County department or division. Lunch periods may be considered as time worked at the discretion of the department head.

17.3 Meals

Employees may, at the direction of the department head, receive meals at County expense while on duty in any of the detention facilities. A department head may arrange for meals to be provided at County expense to employees who are required to be kept on duty for prolonged periods of time or for emergency situations. The cost of meals shall not be added to the employee's base hourly rate for the purposes of computing the employee's regular rate of pay.

ARTICLE 18 - HEALTH & WELFARE BENEFITS FOR ACTIVE EMPLOYEES

18.1 Active Employee Health Plans

Effective June 2, 2009, an eligible employee and eligible dependent(s) (as defined below), are allowed only to enroll either as a single subscriber in a County offered medical, dental, vision plan and/or dependent life insurance, or, as the dependent spouse/domestic partner of another eligible County employee/retiree, but not both. If an employee is also eligible to cover their dependent child/children, each child will be allowed to enroll as a dependent on only one employee or retirees' plan (i.e., an employee and his or her dependents cannot be covered by more than one County offered health plan).

An eligible employee is:

A County of Sonoma probationary or regular full-time or probationary or regular part-time employee (refer to Section 18.2.8 regarding plans offered and pro-ration of benefits for part-time employees).

An eligible dependent is (as defined in each plan document/summary plan description):

Either the employee's spouse or domestic partner; or

- ☐ A child based on your plan's age limits or a disabled dependent child regardless of age.

18.2 Participation in County Offered Health (Medical, Dental, Vision, Life Insurance) Plans

Election to participate in a County offered health plan will take place during the first full pay period following employment or it shall be made during an annual open-enrollment period.

The effective date of benefits will be the first of the month following date of hire.

18.2.1 County Offered Participating Provider Option (PPO) Medical Plans

For members represented by SCLEA, there are three medical plans in addition to the HMOs described in 18.2.2: County Health Plan PPO, County Health Plan EPO, and UnitedHealthCare High Deductible Health Plan (HDHP). The benefit provisions are outlined in the Plan's Summary Plan Description or Evidence of Coverage.

18.2.2 County Offered Health Maintenance Organization (HMO) Medical Plans

The County may offer up to two (2) HMO medical plans to eligible employees and their eligible dependent(s). Specific reference to a vendor listed below does not obligate the County to continue to offer a medical plan offered by a specific vendor. The County may change health insurance carrier(s) and/or network provider(s), provided the plan design(s) are substantially equivalent. The HMOs have the following co-pays:

Benefit Type	Co-pay
Kaiser Office Visit	\$10

Kaiser Prescription Drug	\$5 generic/ \$10 formulary brand name
UnitedHealthCare Office Visit	\$10
UnitedHealthCare Prescription Drug	\$5 generic/ \$15 formulary brand name/ \$30 non-formulary brand name

For all other plan benefits and provisions, refer to the insurance carrier's plan document for each HMO medical plan.

18.2.3 County Contribution toward Active Employee Medical Benefits

Effective, June 2, 2009, the County shall contribute a flat dollar amount not to exceed \$229.98 per pay period (\$500 per month) toward the cost of any County offered medical plans for any eligible full-time regular employee and their eligible dependent(s).

This is the full and total contribution amount the County will contribute toward medical benefits for active regular employees and their dependent(s).

The County shall contribute to part-time eligible employees on a pro-rated basis, in accordance with Section 18.2.8.

18.2.4 Dental Benefits

The County will offer dental and orthodontic benefits to full and part-time regular employees and their eligible dependent(s). For all plan benefits and provisions, refer to the insurance carrier's plan document. The employee contribution(s) will be:

Effective the pay period beginning December 16, 2008: Employee Contribution shall be \$12 per pay period (\$26.08 per month).

The County shall contribute to part-time eligible employees on a pro-rated basis, in accordance with Section 18.2.8.

18.2.5 Vision Benefits

The County will provide vision benefits to full-time active employees and their dependent(s). For all plan benefits and provisions, refer to the insurance plan documents. The County will pay the total cost of the premium for vision benefits for full-time active employees.

Part-time employees will automatically be enrolled in the vision benefit and the County shall contribute to part-time eligible employees on a pro-rated basis, in accordance with Section 18.2.8.

18.2.6 Computer Vision Care Benefits

The County will offer a Computer Vision Care (CVC) benefit. Full and part-time employees who are assigned to use a computer for twenty (20) hours per week or more on an ongoing basis, as a part of their regular job assignment, will be eligible for the CVC benefit. Employees who do not meet the ongoing twenty (20) hour per week threshold, but are experiencing problems can contact their supervisor to arrange for an assessment by Risk Management.

Eligible employees will receive a CVC eye examination and, if prescribed, CVC lenses and frames through arrangement with the County's CVC vendor.

18.2.7 Life Insurance

The County shall offer, at no expense to the employee, a basic term-life insurance plan in the amount of \$25,000 for an allocated full-time equivalent position of sixty (60) hours or more (.75 FTE or more). Enrollment in basic life insurance is automatic, based on eligibility. Part-time employees who are regularly scheduled to work less than sixty (60) hours per pay period may purchase coverage through payroll deduction.

Each eligible and enrolled employee may purchase through payroll deduction dependent coverage of \$5,000 for each eligible dependent. For all other plan benefits and provisions, refer to the insurance policy document.

Eligible employees may purchase additional life insurance coverage for themselves at their own expense upon initial eligibility or during the annual open enrollment periods specified in Section 18.2. The employee may purchase supplemental coverage in increments one times (1X) to four times (4X) the basic coverage to a maximum of \$500,000 in accordance with the insurance carrier's policy. If less than forty percent (40%) of eligible employees purchase supplemental coverage, then health evidence of insurability will be required of all employees purchasing supplemental benefits. An employee enrolled in supplemental coverage who moves from one age bracket to the next higher bracket will have to pay the rate of the higher age bracket beginning the January of the year in which the employee moves to the higher age bracket.

18.2.8 Part-Time Employee – Health Benefits

Part-time employees in allocated positions of thirty-two (32) hours or more biweekly (.40 FTE minimum) shall be eligible to participate in the County's medical, dental and vision plans and the County's contribution toward their premiums shall be pro-rated. Pro-ration shall be based on the number of pay status hours in the pay period, excluding overtime.

18.3 Employee Assistance Program

The County will continue the current level of benefits under the special Employee Assistance Program (EAP) for all represented employees.

18.4 Long-Term Disability (LTD)

The Association has elected to purchase Long-Term Disability benefits from an outside provider as a part of Association membership. Coverage is mandatory, based upon provider's policy, and

premiums will be paid by the employees by payroll deduction on the first payroll of each month. An amount equivalent to the premium will be paid to the employee, and included in retirement calculations on the pay date the deduction is taken.

The insurance provider will be required to supply the County information on benefits paid to employees. Sick leave accruals may be used to supplement Long-Term Disability benefits according to the plan document.

Prior claims under the County's self-insured plan will be processed according to the procedures set forth in the County's plan document.

The Association will provide to the Human Resources Department a monthly list of applicants and recipients, including a list of approvals and denials, and a copy of any changes to the LTD policy as the changes occur. In addition, any separately purchased plan by the Association, shall comply with the County's Transitional Duty Policy, including a requirement that benefits shall cease should an employee refuse a transitional duty assignment.

18.4.1 Claims Disputes over LTD

Outside Provider Plan: Employees shall utilize the appeal procedures in the PORAC plan for any dispute regarding new claims under this plan.

18.5 Workers' Compensation Claims Disputes

Any dispute by an employee over a claim processed through workers' compensation shall be resolved solely through the appropriate appeal procedures of that system and may not be the subject of a grievance through this Memorandum.

18.5.1 Workers' Compensation Temporary Disability – Supplementing with Paid Leave

An employee not entitled to the benefits of Labor Code Section 4850 who is absent from work by reasons of industrial injury, compensable by temporary disability shall supplement such compensation with enough paid leaves to increase his/her gross earnings to equal his/her regular bi-weekly base salary as follows:

- ☐ All sick leave shall be taken until the remaining sick leave balance is forty (40) hours or less.
- ☐ Once the sick leave balance is forty (40) hours or less, the employee may elect to supplement by taking any combination of the remaining sick leave, vacation, and/or compensatory time off up to his/her base salary.
- ☐ Employees whose sick leave balance is forty (40) hours or less may also elect not to supplement at all.

An employee shall accrue vacation leave and sick leave only during such portion of absence from work due to industrial injury for which the employee uses previously earned vacation leave, sick leave or compensatory time off.

18.6 Health Benefits During Leaves of Absence – Non-Medical Leaves Without Pay

If an employee is on an unpaid absence or goes on leave without pay, either of which reduces the employee's time in pay status to less than fifty percent (50%) of the employee's allocated full-time equivalent (FTE) in a pay period, the County will cease to pay its normal benefit contributions. The employee must pay the total benefit premiums if the employee desires to continue any coverage. If an employee is on an unpaid absence or goes on leave without pay, either of which reduces the employee's time in pay status to not less than fifty percent (50%) of the employee's allocated full-time equivalent (FTE) in a pay period, the County will continue to pay its normal benefit contributions.

18.6.1 Medical/Pregnancy Disability Leave

When an employee exhausts all but forty (40) hours of sick leave and goes on medical or pregnancy disability leave without pay, the County will make its normal contribution to the employee's medical, dental, vision care, life insurance and LTD benefits for a period not to exceed thirteen (13) pay periods per disability. Beginning with the fourteenth (14th) pay period, the employee will be entitled to continue coverage by paying the full cost of the insurance premiums. Prior to the exhaustion of the thirteenth (13th) pay period, the County will provide reasonable advance notice of the employee's obligations regarding the opportunity to continue employee-paid benefits.

An employee who returns to work from medical or pregnancy disability leave without pay prior to the exhaustion of the thirteen (13) pay periods of entitlement under this Section (18.6.1) shall not have the thirteen (13) pay period entitlement reduced for any pay period in which the employee is in pay status for at least fifty percent (50%) of the employee's allocated full time equivalent as specified in this Section 18.6.1 (Medical/Pregnancy Disability Leave). If the employee returns to medical or pregnancy disability leave without pay for the same condition, the thirteen (13) pay period time frame will continue where it left off and will be reduced only for those pay periods when the employee's pay status hours fall below fifty percent (50%) of the allocated full-time equivalent.

The County's thirteen (13) pay period Leave without pay benefit entitlement shall run concurrent with Family Medical Leave Act (FMLA), California Family Rights Act (CFRA), and California Pregnancy Disability Leave (CPDL).

The employee's eighteen (18) month entitlement under COBRA law shall begin when FMLA/CFRA/CPDL has been exhausted and the employee goes on an unpaid leave, which is less than fifty percent (50%) of the employee's allocated hours. When an employee returns to work and has at least fifty percent (50%) of the employee's allocated full time equivalent in pay status in any pay period and subsequently goes out on Medical or Pregnancy Disability Leave, the eighteen (18) month COBRA time period starts over again. A new eighteen (18) month COBRA period begins again from the pay period in which the employee has a reduction of hours below fifty percent (50%) of the employee's allocated full time equivalent, as this would constitute a new qualifying event under COBRA.

18.6.2 Continuation of Health Benefits Coverage

An employee, who is entitled to continued benefit coverage as specified in Section 18.6 and 18.6.1, must notify the Auditor-Controller-Treasurer-Tax Collector (ACTTC) no later than five (5) County business days after the first (1st) day of the leave of absence, of the employee's intent to continue insurance coverage. The employee must apply for a leave by completing a Leave of Absence Form.

If the Department authorizes the leave, the Department shall forward the completed Leave of Absence Form to the ACTTC's Office. To assure continued insurance coverage, premiums shall be paid by the employee to the ACTTC's office no later than the last day of the pay period. If the employee fails to pay the premium by the last day of the pay period, he/she will receive one (1) reminder notice. In order to reinstate coverage, the employee shall pay a \$25.00 late charge in addition to the premium amount by the date specified in the reminder notice.

Only one (1) reminder notice will be sent. If the employee fails to make proper payment to the ACTTC by the end of the second (2nd) pay period, the employee's continued medical, dental, vision, life insurance and Long-Term Disability coverage shall be terminated.

18.6.2.1 Part-Time Employees – Health Benefits During Leave of Absence

Part-time employees shall be eligible to participate in the medical benefit plans and/or the dental plans on a prorated basis, as defined in Section 18.2.8. For pay periods with no pay status hours, pro-ration shall be based on the employee's FTE. Part-time employees shall be entitled to participate in Long-Term Disability as specified in Section 18.4 (Long-Term Disability).

18.7 COBRA

The County will continue to provide insurance benefits at group rates plus two percent (2%) as required by the Consolidated Omnibus Budget Reconciliation Act (COBRA) of 1986, including any applicable subsequent amendments or revisions where applicable. In the event this Act is rendered inapplicable to the County, either by legislative or judicial action, the County shall, from the effective date of such action, not follow its provisions.

18.8 Salary Enhancement Plans

All employees who belong to the retirement system shall have their wages adjusted according to Section 414(h)(2) of the Internal Revenue Code which has the effect of deferring Federal and State income taxes on the employee's retirement contributions.

The County shall continue under IRS Code Section 125, to administer a Health Care Premium Conversion Plan that allows eligible employees to make their required contributions towards health premiums with pre-tax dollars through payroll deduction. The County will make no contribution to this plan, however, it will bear the cost of administering this benefit.

Benefits eligible for this conversion are premium contributions for group medical, dental and vision benefits and do not constitute any contribution from the County.

The County shall continue to offer under IRS Code Section 105, a Health Flexible Spending Account (FSA) to enable eligible employees to set aside pre-tax dollars for reimbursement of employee's medical expenses not reimbursed or covered under medical, dental and vision insurance plans. Such expenses include deductible, co-pays, and qualified medical expenses not reimbursed by the employee's health insurance plan and shall be expanded to the maximum amount stipulated in the Plan and consistent with the law. The County will continue the Child and Dependent Care Assistance Plan under IRS Code Section 129 Subject to the limitations and maximums as stipulated under law.

All of these plans will be administered by the County in accordance with applicable Federal and State laws as amended and, as such, will not be grievable or arbitrable.

18.9 Plan Documents and Other Controlling Documents

While mention may be made herein of various provisions of benefit programs, specific details of benefits (including disputes and/or appeals) provided under County offered health plans shall be governed solely by the plan documents or insurance contracts and/or policies maintained by the County. The County will bear no responsibility for resolving disputes/appeals between an employee and a contracted health plan vendor. Within this section, vendor refers to insurance company, Knox-Keene organizations licensed in the state of California to provide health benefits, benefits administration, or network management.

18.10 Long-Term Care – Payroll Deduction

Represented employees may purchase CalPERS Long Term Care Insurance at their own expense through bi-weekly payroll deduction as long as the County is eligible to participate in the CalPERS payroll deduction program.

Each employee is responsible to submit his/her own application and any subsequent membership changes directly to CalPERS, as CalPERS Long Term Care is not a County program or under County direction. CalPERS may directly invoice employees for missed payroll deductions or premiums due prior to start-up of payroll deduction.

ARTICLE 19 - MEDICAL BENEFITS FOR FUTURE RETIREES

19.1 Retiree Medical Coverage

- a. An eligible retiree and eligible dependents may enroll in a County offered medical plan through May 31, 2009, as described in Sections 19.2 and 19.3.
- b. Effective June 1, 2009, an eligible retiree and eligible dependent(s) (as defined below) may be enrolled in a County offered medical plan as described in Section 19.4 but is allowed only to enroll either as a subscriber in a County offered medical plan or, as the dependent spouse/domestic partner of another eligible County employee/retiree, but not both. If an employee/retiree is also eligible to cover their dependent child/children, each

child will be allowed to enroll as a dependent on only one (1) employee or retirees' plan (i.e., a retiree and his or her dependents cannot be covered by more than one (1) County-offered plan).

An eligible dependent is (as defined in each plan document/summary plan description):

- ☐ Either the retiree's spouse or domestic partner; or
- ☐ A child based on your plan's age limits or a disabled dependent child regardless of age.

19.2 County Contribution toward Retiree Medical Plans - Employees Hired Before July 1, 1990

Through May 31, 2009, retiree medical benefits are as follows:

a. Eligibility

1. Regular employees hired before July 1, 1990 are eligible to receive a County contribution toward the cost of a County offered medical plan for the eligible retiree and their eligible dependent(s), if they:
 - A). Have been continuously employed since June 30, 1990 without a break in service before retirement, and
 - B). Have been a contributing member (or a contribution was made on their behalf) of the Sonoma County Employees' Retirement Association (SCERA) since June 30, 1990, and
 - C). Retire directly from Sonoma County.
2. Laid-Off & Restored Employees:

Employees who were employed by the County prior to July 1, 1990, but who were laid off thereafter shall not be subject to the restrictions of Section 19.3 provided that they are subsequently restored to County employment, rejoin the County retirement system, and are otherwise eligible for retiree medical benefits under this section.

b. County Contribution:

The County will continue to contribute toward the cost of a County offered medical plan for any eligible retiree and their eligible dependent(s), the same amount as it contributes toward the cost of a County offered medical plan for active unrepresented Administrative Management employees (bargaining unit 50). The retiree is responsible for all costs (including premiums) that exceed the total County contribution.

19.3 County Contribution toward Retiree Medical Plans - Employees Hired On or After July 1, 1990 but Before January 1, 2009

Through May 31, 2009, retiree medical benefits are as follows:

a. Eligibility

1. Ten (10) or More Years of Service. Regular employees hired or rehired after July 1, 1990 but before January 1, 2009, are eligible to receive a County contribution toward the cost of a County offered medical plan for the eligible retiree only, if they:
 - A). Have been employed by the County for a period of at least ten (10) years (consecutive or non-consecutive), which may include service with the County prior to July 1, 1990, and
 - B). Have been a contributing member (or a contribution was made on their behalf) of the Sonoma County Employees' Retirement Association (SCERA) for the same length of time, and
 - C). Retire directly from Sonoma County Service.
2. Twenty (20) or More Years of Service. Regular employees hired or rehired after July 1, 1990 but before January 1, 2009, are eligible to receive a County contribution toward the cost of a County offered medical plan for the eligible retiree plus one eligible dependent, if they:
 - A). Have been employed by the County for a period of at least twenty (20) years (consecutive or non-consecutive), which may include service with the County prior to July 1, 1990, and
 - B). Have been a contributing member (or a contribution was made on their behalf) of the Sonoma County Employees' Retirement Association (SCERA) for the same length of time, and
 - C). Retire directly from Sonoma County Service.

b. County Contribution:

The County will continue to contribute toward the cost of a County offered medical plan for any eligible retiree and any eligible dependent, in the same amount as it contributes toward the cost of a County offered medical plan for active unrepresented Administrative Management employees (bargaining unit 50). The retiree is responsible for all costs (including premiums) that exceed the total County contribution.

c. Additional Dependents:

Retirees eligible under this section may enroll eligible dependent(s) in the County offered medical plan elected by the retiree, but the retiree is responsible for all premium costs in excess of the County's contribution.

19.4 County Contribution toward Retiree Medical Plans - Employees Hired Before January 1, 2009

Effective June 1, 2009, the existing retiree medical benefits described in Sections 19.2 and 19.3 shall be replaced with this Section.

a. Eligibility:

In order to be eligible for this benefit, the retiree must have:

1. Completed at least ten (10) years of consecutive regular full-time paid County of Sonoma service employment. The equivalent worked or purchased regular part-time County service time can be counted toward the ten (10) years. However, any miscellaneous purchased service time such as extra help, contract, and leave of absence service time does not count toward this eligibility requirement, and
2. Have been a contributing member of the Sonoma County Employees' Retirement Association (SCERA) for the same time period, and
3. Retire directly from Sonoma County service, and
4. Current retirees receiving a County contribution for retiree medical based on eligibility at the time of their retirement who do not meet the 10 year requirement as listed above are grandfathered in at the eligibility at the time of their retirement.

b. County Contribution:

The County shall contribute toward the cost of County offered medical plans for any eligible retiree whether or not the retiree covers eligible dependent(s), the same amount as it contributes toward the cost of County offered medical plans for active unrepresented Administrative Management employees (bargaining unit 50) in the Salary Resolution, but at no time during the term of this agreement shall the County contribution towards medical be less than \$500.00 a month. Any additional medical contributions provided only to retirees along with any eligibility requirements to receive those contributions shall be conferred as prescribed in the Salary Resolution.

c. Additional Dependents:

Retirees eligible under this section, may enroll eligible dependent(s) in the County offered medical plan elected by the retiree but the retiree is responsible for all premium costs in excess of the County's contribution.

19.5 County Contribution toward Retiree Medical Plans - Employees Hired On or After January 1, 2009 - Effective January 1, 2009.

For employees hired on or after January 1, 2009, the County shall contribute to a Defined Contribution retiree medical benefit plan for each eligible employee in the form of a deposit into Health Reimbursement Arrangement (HRA) account, as described below. Any eligible retiree and eligible dependent(s), as defined below, may enroll in a County offered medical plan, but the retiree is responsible for all costs (including County offered retiree medical plan and Medicare Part B premiums).

a. Eligibility:

1. An employee must have been a contributing member (or a contribution was made on their behalf) of the Sonoma County Employees' Retirement Association (SCERA) for the eligibility period described below.
2. Regular full-time employees and part-time employees in an allocated position of .5

full-time equivalent (FTE) or greater, hired on or after January 1, 2009 are eligible to receive a County HRA contribution, if they have completed two (2) full years of consecutive Sonoma County regular service (excluding overtime) in pay status.

3. If an employee separates employment before meeting the eligibility requirement, the employee shall receive no benefit.

b. County Contribution:

1. Initial County Contribution:

- A). On the first pay date following completion of the eligibility requirements, regular full-time employees shall receive a lump sum contribution of \$2,400 deposited into an HRA account established in their name. Thereafter, contributions will be made each pay period based on the actual hours worked during that pay period.
- B). The lump sum contribution amount for regular part-time employees shall be pro-rated based on their allocated position only (e.g., a regular employee in a 0.5 full-time equivalent (FTE) allocated position will receive a lump sum contribution of \$1,200 deposited into their HRA account).

2. Regular County Contribution:

After the initial contribution (defined above) is made, the County shall contribute \$.58 per pay status hour (no more than eighty (80) hours biweekly), not including overtime, for each eligible employee. For a full time employee, this equates to approximately \$100 per month or \$1,200 per year, after the initial eligibility period is met.

3. Access to Account Balance:

- A). Participants may access the balance in their HRA account upon termination of employment and attainment of age fifty (50) or upon retirement from the Sonoma County Retirement System, whichever is earlier.
- B). Participants may defer accessing the account balance to any time beyond the earliest date described in (a).
- C). Amounts that remain in the account balance are available to reimburse the participant for the same permitted medical expenses for the spouse and any other dependent covered under the retiree medical plan subject to the limitations and maximums as stipulated by law, however, federal regulations at this time do not permit the inclusion of expenses for domestic partners.

4. Survivors of eligible retirees with account balances:

- A). Spouses and eligible dependent children or dependent adults that are disabled may continue to access account balances after the death of the retiree subject to the limitations and maximums as stipulated by law.

- B). Domestic partners are not permitted access to the account balances of the participant at this time by virtue of restrictions in the federal regulations that govern these types of accounts.
5. Forfeiture of account balance:
- A). If an active employee dies prior to retirement, the amount of account balance is available to participating spouses and dependents to reimburse them for medical expenses permitted under the relevant section of the Internal Revenue code.
 - B). Account balances in part or in total for active participants or retirees without any eligible spouse or dependent or unused account balances after the death of the last eligible spouse or dependent will be forfeited and returned to all other active and retired participants in the form of a dividend allocated in direct proportion to the amount to be distributed divided by the total account balance for all participants applied to each individual account balance. These distributions will occur within one hundred and twenty (120) days after the annual certified audit of the plan is submitted to the administrator and the County.

This benefit will be subject to regulation under section 105(b) of the Internal Revenue Code and subject to revenue rulings for these types of plans as promulgated.

19.6 Surviving Dependent – County Contribution through May 31, 2009 for Employees Hired Before January 1, 2009

Upon the death of a retiree enrolled in a County offered retiree medical plan, the County will continue to pay the County's contribution toward the medical plan premium costs for one eligible surviving dependent who is already receiving the County contribution under Section 19.2 or 19.3.

One eligible surviving dependent will be allowed to continue their coverage under the same circumstances and with the same County contribution as if the retiree had survived. To be eligible, a surviving dependent must meet each of the following criteria:

- (1) Have been eligible to receive a contribution toward a County offered retiree medical plan under Sections 19.2 or 19.3, prior to the death of the retiree, and
- (2) Either be enrolled or have waived their coverage, at the time of the retiree's death.

Any additional surviving eligible dependent(s) enrolled under the retiree's medical plan at the time of the retiree's death, may continue participation in the County offered medical plan but remain responsible for all premium costs in excess of the County's contribution.

19.7 Surviving Dependent – County Contribution beginning June 1, 2009 for Employees Hired Before January 1, 2009

Upon the death of a retiree enrolled in a County offered retiree medical plan, the County will

continue to pay the County's contribution toward the medical plan premium costs in the same manner as if the retiree had survived.

An eligible surviving dependent will be allowed to continue their coverage under the same circumstances and with the same County contribution as if the retiree had survived. To be eligible, a surviving dependent must meet each of the following criteria:

- (1) Have been an eligible dependent of a retiree who was eligible to receive a contribution toward a County offered retiree medical plan under Section 19.4 prior to the death of the retiree, and
- (2) Either be enrolled or have waived coverage at the time of the retiree's death.

Any additional surviving eligible dependent(s) enrolled under the retiree's medical plan at the time of the retiree's death, may continue participation in the County offered medical plan but remain responsible for all premium costs in excess of County's contribution.

- 19.8 Surviving Dependent – County Contribution for Employees Hired On or After January 1, 2009
Upon the death of a retiree enrolled in the Defined Contribution retiree medical benefit plan (as defined in Section 19.5), eligible surviving dependents may continue participation in the County offered medical plan but remain responsible for all costs (including premiums).

To be eligible, a surviving dependent must either be enrolled or have a waiver on file with the County, at the time of the retiree's death.

This benefit will be subject to regulation under section 105(b) of the Internal Revenue Code and subject to revenue rulings for these types of plans as promulgated.

ARTICLE 20 - HOLIDAYS

20.1 Scheduled Holidays - Defined

Paid holidays shall be authorized for regular full- time and part-time employees. To be entitled to pay for such paid holidays, an employee must be in pay status on the employee's regularly scheduled workdays before and after the holiday.

20.2 Scheduled Holidays

- (1) New Year's Day, January 1
- (2) Martin Luther King's Birthday, the third Monday in January
- (3) Lincoln's Birthday, February 12
- (4) The 3rd Monday in February
- (5) The last Monday in May
- (6) Independence Day, July 4th
- (7) Labor Day, the first Monday in September
- (8) Veteran's Day, November 11
- (9) Thanksgiving Day, as designated by the President

- (10) The day following Thanksgiving Day
- (11) Christmas Day, December 25
- (12) Each day formally recognized by the Board of Supervisors of the County of Sonoma as a day of mourning, thanksgiving or special observance.

20.3 Floating Holiday

In lieu of an additional holiday, each employee who is in pay status both the last working day of June and the first working day of July shall be granted eight (8) hours of compensatory time each fiscal year of the agreement. The floating holiday may be taken as time off on a day mutually agreeable to the employee and the employee's department head, or may be accumulated as provided by this Memorandum. Each part-time employee shall be entitled to a prorated number of hours as defined by Section 20.7 below.

20.4 Day Observed

If a scheduled holiday falls on a Saturday, the preceding Friday shall be the observed holiday. If a scheduled holiday falls on a Sunday, the following Monday shall be the observed holiday. All other scheduled holidays shall be observed on the date specified in Section 20.2.

20.5 Compensation for Holidays

A full-time employee whose assigned work schedule includes neither the scheduled holiday nor the observed holiday, shall receive eight (8) hours of compensatory time. All other full-time employees whose regular assigned work schedule includes either the scheduled holiday or the observed holiday shall receive eight (8) hours at their base hourly rate of pay.

20.6 Compensation for Holidays - Day Worked

An employee who actually works on either the scheduled holiday or the observed holiday shall be entitled to overtime compensation for the hours actually worked. An employee who works on both the scheduled holiday and the observed holiday shall elect which day shall be at overtime. However, only one (1) day shall be at overtime.

20.7 Part-Time Employees

Any part-time employee shall, for each holiday in the pay period, receive holiday pay equivalent to one-tenth (1/10) of an hour for each hour regularly scheduled to be worked based on the employee's ongoing work schedule. If the employee's total hours in pay status (excluding the holiday benefit) exceed the hours regularly scheduled to be worked, the employee shall receive holiday pay equivalent to one-tenth (1/10) of an hour for each hour in pay status (excluding the holiday benefit).

20.8 Holiday Pay Maximum

Holiday pay shall not exceed eight (8) hours for each holiday.

20.9 Holidays – Compensation – Employees on Leave Without Pay

An employee on leave without pay who has paid leave remaining (including vacation, sick leave or compensatory time), shall not be permitted to use paid leave as pay status days before or after a holiday for the purpose of receiving holiday pay.

ARTICLE 21 - VACATION

21.1 Maximum Accumulation

Each employee shall accrue and may use vacation leave with full pay providing that the maximum accumulation shall be no more than as specified in Section 21.3.

21.2 Part-Time Employees

Part-time employees shall accrue vacation leave on a prorata basis. Usage and accrual shall be governed by the same rules and regulations applicable to full-time employees.

21.3 Accrual

Non-Supervisory

Each non-supervisory employee who has completed the following in-service hours shall accrue vacation leave at the appropriate rate shown below. In-service hours include all hours in pay status excluding overtime. Rates shown below will be adjusted to reflect any unpaid time in each pay period.

<u>YEARS OF COMPLETED FULL-TIME SERVICE</u>	<u>IN-SERVICE HOURS OF COMPLETED SERVICE</u>	<u>RATE FOR 80 IN-SERVICE HRS. PER PAY PERIOD</u>	<u>MAXIMUM ACCUMULATED HOURS</u>
0 through 2	0 to 4174.2	3.07	310
2 through 5	4174.3 to 10435.6	3.68	310
5 through 10	10435.7 to 20871.2	4.60	310
10 through 15	20871.3 to 31306.8	5.83	310
15 through 20	31306.9 to 41742.4	6.75	310
20 through 25	41742.5 to 52178.0	7.36	310
25 or greater	52178.1 or more	7.67	310

Supervisory Units

Each employee in supervisory bargaining units who has completed the following in-service hours shall accrue vacation leave at the appropriate rate shown below. In-service hours include all hours in pay status excluding overtime. Rates shown below will be adjusted to reflect any unpaid time in each pay period.

<u>YEARS OF COMPLETED FULL-TIME SERVICE</u>	<u>IN-SERVICE HOURS OF COMPLETED SERVICE</u>	<u>RATE FOR 80 IN-SERVICE HRS. PER PAY PERIOD</u>	<u>MAXIMUM ACCUMULATED HOURS</u>
0 through 2	0 to 4174.2	3.07	360
2 through 5	4174.3 to 10435.6	3.68	360
5 through 10	10435.7 to 20871.2	4.60	360
10 through 15	20871.3 to 31306.8	5.83	360
15 through 20	31306.9 to 41742.4	6.75	360

20 through 25	41742.5 to 52178.0	7.36	360
25 or greater	52178.1 or more	7.67	360

New in-service hours of completed service utilized to determine the appropriate accrual rate will be effective the date of implementation of the Human Resources Management System (HRMS):

<u>YEARS OF COMPLETED FULL-TIME SERVICE</u>	<u>IN-SERVICE HOURS OF COMPLETED SERVICE</u>	<u>IN-SERVICE HRS. PER PAY PERIOD</u>	<u>ACCUMULATED HOURS</u>
0 through 2	0 to 4173	3.07	310
2 through 5	4174 to 10434	3.68	310
5 through 10	10435 to 20870	4.60	310
10 through 15	20871 to 31305	5.83	310
15 through 20	31306 to 41741	6.75	310
20 through 25	41742 to 52177	7.36	310
25 or greater	52178 or more	7.67	310

Supervisory Units

Each employee in supervisory bargaining units who has completed the following in-service hours shall accrue vacation leave at the appropriate rate shown below. In-service hours include all hours in pay status excluding overtime. Rates shown below will be adjusted to reflect any unpaid time in each pay period.

<u>YEARS OF COMPLETED FULL-TIME SERVICE</u>	<u>IN-SERVICE HOURS OF COMPLETED SERVICE</u>	<u>RATE FOR 80 IN-SERVICE HRS. PER PAY PERIOD</u>	<u>MAXIMUM ACCUMULATED HOURS</u>
0 through 2	0 to 4173	3.07	360
2 through 5	4174 to 10434	3.68	360
5 through 10	10435 to 20870	4.60	360
10 through 15	20871 to 31305	5.83	360
15 through 20	31306 to 41741	6.75	360
20 through 25	41742 to 52177	7.36	360
25 or greater	52178 or more	7.67	360

21.4 Reappointment

Each employee with 10,435.6 (10,435 upon HRMS implementation) in-service hours (five (5) or more years) who resigned in good standing and is reappointed within two (2) years, shall be credited with 4,174.2 (4,174 upon HRMS implementation) in-service hours for purposes of new vacation accrual.

Each employee who is laid off and who is reappointed within two (2) years, shall be credited for vacation accrual purposes with the same number of in-service hours as the employee had accrued at the time of lay-off.

21.5 Vacation Schedules

Vacation schedules shall be arranged by department heads with particular regard to the needs of the service, and whenever possible, with regard to the wishes of the employee. Every effort shall be made to arrange vacation schedules so that each employee will take as much vacation in each year as accrues to the employee in that year. Each employee's vacation time may be so divided as the needs of the service require or permit. No employee may take vacation without advance approval of the department head. No employee may take vacation leave in advance of that actually accumulated at the time such leave is taken.

21.6 Payment for Unused Vacation

Each employee who is separated from County service shall be entitled to payment in lieu of all unused vacation leave which the employee may have accumulated as of the employee's last day of work and shall be computed on the basis of such employee's base hourly rate at the time of separation.

21.7 Vacation Buy- Back

Each employee may request during any pay period and receive payment at the base hourly rate for up to eighty (80) hours per calendar year of accrued vacation leave, provided there is a minimum remaining balance of eighty (80) hours following payment.

Effective March 3, 2003, all buy-backs will be subject to an eighty (80) hour maximum in a twelve-month period.

ARTICLE 22 - SICK LEAVE AND FAMILY LEAVE

22.1 Accrual

Each full-time employee shall accrue and accumulate sick leave at the rate of 3.680 in-service hours for each completed eighty-hour (80) pay period of service. In-service hours include all hours in pay status, excluding overtime. This accrual rate shall be adjusted to reflect any unpaid time in each pay period. Part-time employees shall be eligible to receive sick leave on a prorata basis. Usage and accrual of said benefits shall be governed by the same rules and regulations applicable to full-time employees.

22.2 Sick Leave Use

Earned sick leave credits may, with the approval of the department head, be used by the employee:

- a. During the employee's own incapacity due to illness or injury.
- b. During the time needed by the employee to undergo medical or dental treatment or examination.
- c. During a pregnancy leave in which the female employee is incapacitated due to the imminent or actual birth of a child.
- d. When a child, stepchild, spouse or spouse's parent, or domestic partner, being a member of the employee's household or a person for whom the employee is entitled to a Federal Income Tax dependent exemption, or the employee's parent, is incapacitated by illness or injury and it

is necessary for the employee to care for such child, stepchild, spouse, parent of the employee or spouse, or domestic partner ("Parent" for purposes of this section is defined as biological, foster, or adoptive parent, step parent, a legal guardian or other person who stood in place of a parent to the employee when the employee was a child. A biological or legal relationship is not necessary for a person to have stood in place of a parent to the employee as a child.) Sick leave under this paragraph (d) shall not exceed forty-eight (48) hours per occurrence unless extended by joint action of the employee's department head and the Director of Human Resources by reason of exceptional hardships.

22.3 Documentation

A signed affirmation for sick leave may be required for each use of such sick leave. Reasonable medical evidence of incapacity may be required for sick leave use of forty-eight (48) hours or less duration, and shall be required for sick leave use of more than forty-eight (48) hours duration.

22.4 Sick Leave Conversion

Employees with sick leave balances may convert to cash or compensatory time:

Hours of Sick Leave Used	Maximum Hours of Conversion
0 to 8.0	24.0
8.01 to 12.0	22.0
12.01 to 16.0	18.0
16.01 to 24.0	16.0
24.01 to 30.0	14.0
30.01 to 36.0	12.0
36.01 to 40.0	8.0
40.01 or more	none

A balance of eighty (80) hours sick leave must remain in accrual after conversion. Measurement of use is based on the twenty-six (26) pay periods paid in the prior calendar year. Conversion shall be exercised during the second pay period in January of each calendar year, and shall be based on the sick leave balance at the end of the first full pay period of the preceding December. The employee must be in pay status or on an approved leave during the second pay period in January to exercise this option.

22.5 Sick Leave Payoff/Conversion at Retirement

a. Sick Leave Payoff

Each employee who separates from County service voluntarily or by non-duty related death, lay-off, or retirement for reason other than disability, shall be entitled to payment of the

monetary equivalent of twenty-five percent (25%) of all unused sick leave remaining to such employee's credit as of the time of separation, computed on the basis of such employee's base hourly pay.

b. Sick Leave Conversion at Retirement

Each employee who separates from County service on retirement only shall have the option of converting one hundred percent (100%) of all unused sick leave remaining at the time of retirement to retirement service credit as provided by Government Code Section 31641.03. This benefit will be implemented by the Board of Supervisors through an amending ordinance to include eligible employees in the bargaining units represented in this Memorandum of Understanding under the provisions of Ordinance 3807.

The provisions of this section shall not be used in conjunction with Section 22.5.a. of this MOU.

22.6 Sick Leave Payoff at Disability Retirement

Each employee separated from County service by retirement for disability or duty-related death shall be entitled to payment at such employee's base hourly rate for all unused sick leave remaining to such employee's credit as of the time of separation or duty-related death.

22.7 Family Leave

A full-time or part-time employee with at least one (1) year of County service and 1,250 hours of service during the previous 12-month period may request up to twelve (12) work weeks of Family Care Leave (Leave Without Pay) within a 12-month period. In some circumstances, an extra-help employee may be eligible for Family Care Leave. Reason for the leave may be the birth or adoption of a child or the placement of a foster child (within one (1) year of the event) or the serious illness of a child, spouse or parent. Child is defined as a biological, adopted or foster child, stepchild, legal ward or child of a person standing in loco parentis who is under eighteen (18) years of age or an adult dependent child. "Spouse" is defined as a partner in marriage as defined in Civil Code Section 4100. "Parent" is defined as a biological, foster or adoptive parent, step-parent or legal guardian (does not include a parent-in-law). If both parents are County employees, the aggregate family care leave may be limited to twelve (12) work weeks during any 12-month period. This limitation does not apply to leave taken by one spouse to care for the other, to care for a seriously ill child or for the employee's own illness. Under those circumstances, each of the employees would be entitled to twelve (12) weeks of Family Care Leave.

The appointing authority shall grant such Leave Without Pay in addition to the paid sick leave provided for in Section 22.2 upon submission of reasonable documentation. An employee may request to use accrued vacation and comp time as part of the leave but no accrued sick leave can be required as part of the leave, except in the case of the employee's own serious health condition. The County shall continue its contribution towards the health plan premium for up to twelve (12) work weeks of the leave. Thereafter, the employee must pay the total benefit premium if the employee desires to continue insurance coverage under Section 18.9. Nothing in this section shall preclude the

use of medical or pregnancy leave in Section 18.10 when the employee is medically incapacitated or disabled. Family Care Leave is a separate leave from a Maternity Leave.

If the event necessitating the leave becomes known to the employee *more than* thirty (30) calendar days prior to the employee's need for the leave, the employee shall provide thirty (30) days written advance notice to the appointing authority. If the event becomes known to the employee *less than* thirty (30) days prior to the employee's need for a leave, the employee shall provide as much written advance notice as possible, and, at a minimum, a written notice *no less than* five (5) working days from learning of the event. If the event necessitating the leave is an emergency or is otherwise unforeseeable, the employee shall provide as much written advance notice as possible. If the leave is for a planned medical treatment, the employee must make a reasonable effort to schedule the treatment to avoid disruption of departmental operations.

This policy summarizes California law regarding Family Leave as provided in Government Code, Section 12945.2.

ARTICLE 23 - COMPASSIONATE LEAVE

With respect to this Article, the term "spouse" shall also include domestic partner. A full-time or part-time employee may be granted up to three (3) of the employee's regular work days of leave with pay, in the event of death of the employee's spouse, child, stepchild, son-in-law, daughter-in-law, brother, brother-in-law, sister, sister-in-law, grandparent, great-grandparent, grandchild or person who served as a parent to the employee when the employee was a minor, and the mother or father of the employee or of the spouse of the employee. Where travel in excess of three hundred (300) miles one way from the employee's residence is required, up to an additional two (2) of the employee's regular work days of sick leave may be used to supplement compassionate leave.

ARTICLE 24 - NON-DUTY COURT LEAVE

These provisions do not apply to an employee whose appearances are in the line of duty. A full-time or part-time employee is entitled to a leave of absence with pay at the employee's base hourly rate to respond to an enforceable subpoena to appear in a court or administrative agency hearing in California other than as a litigant and for reasons other than those caused by the employee's connivance or misconduct. An employee may retain such payment as may be allowed the employee for lodging, meals and travel, but as a condition for entitlement to this Court Leave, the employee shall make payable to the County of Sonoma any and all fees which the employee may receive as payment for the service as a witness. An employee on Court Leave will receive the employee's base hourly rate of pay for those hours spent traveling to and from the court or administrative agency hearing and the hours spent attending to the employee's obligation as a witness so long as those hours correspond to the employee's assigned work schedule. Time spent as a witness or travel time which are outside the employee's assigned work schedule shall not be paid. If an employee's obligation as a witness expires on any work day with time remaining on the employee's work schedule, the employee will be obligated to return to work.

ARTICLE 25 - JURY DUTY

It is the policy of the County of Sonoma that County employees be encouraged to perform service as jurors when summoned for jury duty by a court of competent jurisdiction. Any employee summoned for jury duty shall be entitled to a leave of absence with full pay for such period of time as may be required to attend the court in response to such summons. An employee may retain such payment as may be allowed for travel but shall make payable to the County of Sonoma any and all fees which the employee may receive in payment for service as a juror.

ARTICLE 26 - NO BREAK IN SERVICE

No absence under any paid leave provision of this Memorandum shall be considered as a break in service for any employee who is in pay status during each absence. All benefits which, under the provisions of the Memorandum, accrue to employees who are in pay status shall continue to accrue during such absence. A break in service is defined as occurring upon resignation or termination.

ARTICLE 27 - VOTING

When an employee's actual work schedule prevents the employee from voting in any State, County or General election, then the employee may be granted paid time off duty to vote.

ARTICLE 28 - EMPLOYMENT IN MORE THAN ONE POSITION

Except for working elections as provided by resolution of the Board of Supervisors, no person employed in a full-time position with the County of Sonoma may be employed by the County of Sonoma in any other full-time, part-time or extra-help position, nor shall any person be employed by the County in two (2) or more part-time or extra-help positions which will, in combination, provide for more than eighty (80) hours of regularly scheduled work in any one bi-weekly pay period.

ARTICLE 29 - STAFF DEVELOPMENT

29.0 For Fiscal Year 2010/201, the Staff Development benefit has been suspended, per the Letter of Understanding, which is attached as an Appendix to this Memorandum and incorporated by this reference.

29.1 Staff Development

The County shall retain its authority to determine training needs, resources that can be made available, and the method of payment for training authorized by the County. Nothing in this Section (29.1) shall preclude the right of an employee to request specific training.

29.2 Staff Development Benefit Allowance Program

The Department of Human Resources shall develop, modify, implement and administer administrative/programmatic guidelines to remain in compliance with IRS regulations, based on the County's Staff Development Benefit Allowance Administrative Program Document.

Full-time and part-time (.40 FTE and above) employees in regular allocated positions are eligible for the Staff Development Benefit Allowance.

An eligible employee may request reimbursement for allowable expenses, upon approval of the appointing authority, and as defined in the County's Staff Benefit Allowance Administrative Program Document.

29.2.1 Staff Development Benefit Allowance - Amounts

As specified in the chart below, full-time and part-time eligible employees shall be entitled to the following annual benefit amounts:

Bargaining Unit	Full time		Part time	
	<i>Allowance</i>	<i>Carryover</i>	<i>Allowance</i>	<i>Carryover</i>
Non-supervisory (0030, 0040)	\$500	\$200	\$250	\$125
Supervisory (0070)	\$590	\$200	\$315	\$125
Physical Fitness	\$350	\$0	\$175	\$0

Carry-over funds shall not be cumulative from year to year.

29.3 Physical Fitness

The County will make available \$350 per year for each eligible full-time employee and \$175 per year for each eligible part-time employee for use towards physical fitness. Employee enrollment in any physical fitness program shall be voluntary.

An eligible employee may request reimbursement for allowable expenses, upon approval of the appointing authority, and as defined in the County's Staff Development Benefit Allowance Administrative Program Document.

SCLEA members employed in the Sheriff's Department can contribute \$50 or more from the Physical Fitness benefit to voluntarily share in the costs of equipment and equipment maintenance for the workout rooms located in Sheriffs' Department facilities. A joint labor-management committee oversees the equipment purchase and maintenance. All equipment becomes the property of the Sheriffs' Department.

29.4 Combined Use – Staff Development and Physical Fitness

Full-time and part-time eligible employees may apply up to the total Physical Fitness reimbursement amount per year for Staff Development reimbursement (as described in Section 29.2.1 above).

Staff Development reimbursement funds may not be applied to Physical Fitness, for which the maximum reimbursement is \$350.

29.5 Non-Grievable

Article 29 shall not be grievable (see appeal process in County Staff Development Program document).

ARTICLE 30 - GRIEVANCE PROCEDURE

30.1 Purpose

The County and Association agree to this Grievance Procedure in order to provide an orderly procedure to resolve employee grievances promptly. This procedure shall become available for grievances which occur after the Board of Supervisors adopts a resolution implementing this Memorandum.

Appendix B contains the Departmental Grievance Procedure, used for complaints concerning alleged violations or misapplications of one or more written departmental policies.

30.2 Definitions

- a. A grievance is a claim by an employee, a group of employees, or the Association on behalf of an employee(s), concerning the interpretation, application or an alleged violation of an expressed provision of this Memorandum. All other complaints are specifically excluded from this procedure including but not limited to, complaints which arise from the following: all disciplinary actions; all matters concerning employment examinations; all other matters subject to the jurisdiction of the Civil Service Commission; performance review appraisals or denial of a merit increase, except as provided in Section 7.19; provisions of the Fair Labor Standards Act; and any provision of this Memorandum specifically identified as not grievable.
- b. "Day" shall mean regular County business days, Monday through Friday, 8 a.m. to 5 p.m.
- c. A "grievant" shall mean an employee, a group of employees or the Association who in good faith has an actual grievance with the County over a grievable matter as defined in Section 31.2 above. The Association may file a grievance without naming an individual employee in the grievance provided the grievance alleges a violation of a right or benefit granted the Association under Article 5 of this Memorandum.

30.3 Representation

At any step of the grievance procedure, the employee may represent him/herself, or may be represented by an Association representative who may be a County employee or a non-County employee.

30.4 Initiation Deadline

The grievance must be initiated within ten (10) days from the date of the action or occurrence giving rise to the grievance, or within ten (10) days of when the grievant knew of or could have reasonably discovered such action or occurrence.

30.5 Time Limits

Time limits specified in each step of the procedure shall be strictly observed and may only be extended by mutual agreement of the parties in writing. Failure of a grievant to observe a time limit shall terminate the grievance. Failure of the party to whom the grievance is submitted to observe the time limits shall give the grievant the right to move the grievance to the next level.

30.6 First Step

The grievance shall first be discussed on an informal basis by the grievant with the employee's immediate supervisor within ten (10) days from the date of the action causing the grievance as provided above. The immediate supervisor shall respond within ten (10) days. Every effort shall be made by the parties to resolve the grievance at this level and may include conferences among supervisory or administrative personnel. Such discussions will be held whenever possible during the grievant's work hours.

30.7 Interest Based Intermediary Step - Optional

In the event the grievant believes the grievance has not been satisfactorily resolved, the grievant may request in writing that the County Human Resources Department participate in an effort to resolve the grievance through an interest-based, non-positional approach to problem solving.

If the employee indicates this preference in writing, the prescribed time parameters are suspended while representatives of the Association, the affected department and the Human Resources Department meet in an attempt to resolve the grievance.

If the parties agree to use an alternative process, the time parameter for resolution is twenty-one (21) days from the time it is agreed to use the alternative resolution process.

If the parties agree to suspend the optional process or the process is not successful after twenty-one (21) days, then the process will move to the Third Step (Department Head) level of this grievance procedure.

30.8 Second Step Grievance

In the event the grievant believes the grievance has not been satisfactorily resolved, the grievant shall submit the grievance in writing, with a copy to the County's Employee Relations Manager, to the immediate supervisor and the Association within five (5) days after receipt of the immediate supervisor's response. The written grievance shall:

- a. Fully describe the grievance and how the grievant is/was adversely affected by the County;
- b. Set forth the specific section(s) of this Memorandum allegedly violated;
- c. Indicate the date(s) of the incident(s) grieved; and
- d. Specify the remedy or solution to the grievance sought by the grievant.

30.9 Second Step Response

The written grievance shall be responded to in writing by the immediate supervisor within seven (7) days from the time the written grievance is received. The supervisor shall send a copy of the response to the Employee Relations Manager and to the Association. The written response shall include:

- a. A complete statement of the immediate supervisor's position and the facts upon which it is based; and
- b. The remedy or correction which has been offered, if any.

Upon receipt of the Step Two response by the Association, the Association has seven (7) days to respond and preserve its rights.

30.10 Third Step Grievance

If the grievant is not satisfied with the response at Step Two, the grievant may appeal the decision to the next higher level of supervision (identified by the department head) and to the department head, with a copy to the Employee Relations Manager, within seven (7) days after receipt of the written response at Step Two or termination of the Interest-Based Problem Resolution Process.

30.11 Third Step Response

After receiving the completed grievance appeal form, the person occupying the next higher level of supervision together with the department head, or representative, shall meet with the grievant and thoroughly discuss the grievance. The department head shall give a written decision to the grievant within fifteen (15) days after receiving the completed grievance appeal form and send a copy of the decision to the Employee Relations Manager and to the Association.

30.12 Mediation

Prior to an arbitration hearing, the parties may mutually agree to request the assistance of a mediator from the State Conciliation Service in an attempt to resolve the grievance. The mediator shall have no authority to resolve the grievance except by written agreement of the Association and the County. In the event the grievance is not resolved, neither stipulations, admissions, settlement proposals nor concessions agreed to or offered during mediation shall be admissible in a subsequent hearing.

30.13 Arbitrable Grievances

A grievance which directly and primarily involves the application, alleged violation, or interpretation herein, except as otherwise provided in this Memorandum, is arbitrable. If the grievance is submitted to arbitration by the Association, neither offers of settlement nor concessions for settlement made during the grievance procedure steps prior to mediation shall be admissible in arbitration.

Following the Third Step of the grievance procedure provided herein, if the grievance is subject to arbitration and remains unresolved, the Association on behalf of the grievant may request arbitration. The request for arbitration must be given to the County Counsel and the Employee Relations Manager, in writing, within fifteen (15) days of the receipt of the response from Step Three.

Within fourteen (14) days of submitting a written request for arbitration, the Association and the County shall begin the process for selecting an arbitrator and scheduling a hearing date. An extension of the fourteen (14)-day timeline must be requested in writing by either party and agreed upon by both parties. Failure to comply with the timelines set forth in this section or other timeline mutually agreed upon by the parties shall immediately terminate the grievance and all rights provided under the grievance procedure.

30.14 Selection of Arbitrator

Following completion of the third step of the grievance procedure, if the grievance is subject to arbitration and remains unresolved, the Association on behalf of the grievant may request arbitration. The request for arbitration must be given to the County Counsel and the Employee Relations Manager in writing within ten (10) days of the receipt of the response from Step Three. An arbitrator may be selected by mutual agreement of the Association and County. However, should the parties fail to mutually agree on an arbitrator, they shall make a joint request of the State Conciliation Service for a list of five qualified arbitrators. The arbitrator shall be selected from the list by the parties alternately striking names, with the first strike determined by chance.

30.15 Arbitration Issues

The parties shall, within twenty-one (21) days following the receipt of a written request for arbitration, exchange in writing their understanding of the questions to be submitted to arbitration. Thereafter, the parties to the arbitration shall use their best efforts to exchange a written summary of the evidence they intend to offer and to reach agreement on and reduce to writing the question or questions to be submitted to arbitration. The agreed upon question or questions, if agreement is reached, together with the exchanged summaries of evidence and a list of witnesses to be used by each side, shall be submitted to each other and the arbitrator five (5) days prior to the arbitration hearing.

30.16 Arbitrator's Authority

The arbitrator shall have no right to amend, modify, nullify, ignore, add to, or subtract from the provisions of the Memorandum. He/she shall consider and make a decision with respect to only the specific issue submitted, and shall have no authority to make a decision on any other issue not so submitted. In the event the arbitrator finds a violation of this Memorandum, he/she shall fashion an appropriate remedy. The arbitrator shall have no authority to substitute his/her judgment for that of the County as to any matter within the County's discretion under this Memorandum. The decision and award of the arbitrator shall be based solely upon the evidence and arguments presented to the arbitrator by the respective parties.

30.17 Binding/Non-Binding Decision

The decision of the arbitrator rendered consistent with the terms of this Memorandum shall be binding upon the Association. To the extent that the award of the arbitrator is not in excess of \$5,000 per individual grievant, it is binding on the County. To the extent that such award exceeds \$5,000 per individual grievant, it is advisory. If within sixty (60) days of receiving notice of the decision and award requiring an expenditure in excess of \$5,000 per individual grievant, final action is not taken by

the County to implement it, then the arbitrator's decision and award shall have no force or effect whatsoever as to the amount in excess of \$5,000 per individual grievant. The Association may then resort to a court of competent jurisdiction to pursue whatever other legal remedies are available to it under the provisions of this Memorandum. If the Association is the grievant, then the \$5,000 limit shall apply to each employee who has been identified by the Association and sustained by the arbitrator as employees directly affected by the grievance and the remedy sought and imposed.

30.18 Arbitrator's Decision Due

Unless the parties agree otherwise, the arbitrator shall render the decision in writing within thirty (30) days following the close of the hearing. The decision of the arbitrator is final. If requested by either party, the decision shall be accompanied by findings of fact and conclusions of law.

30.19 Arbitration Expenses Shared

The cost of employing the arbitrator shall be borne equally by the parties to the arbitration. All other costs such as, but not limited to, attorney's fees and witness fees shall be borne only by the party incurring that cost.

ARTICLE 31 - CLASSIFICATION INFORMATION

31.1 Copies of Classification Studies

For affected employees in the Bargaining Units covered by this Memorandum of Understanding, the County agrees to provide the Association with complete copies of all final classification studies and reports going to the Civil Service Commission at the same time or, if possible, before such agenda reports are sent to the Civil Service Commission.

31.2 Meet and Confer Obligation

Before the Board of Supervisors establishes the salary range for any new class represented by the Association, the County shall offer to meet and confer in good faith without any mediation with the Association for up to thirty (30) calendar days on an appropriate salary range for the new class.

ARTICLE 32 - LABOR/MANAGEMENT MEETINGS

32.1 Matters of Mutual Interest

The County and the Association shall meet for consultation purposes on matters of mutual interest which would serve constructive purposes to prevent or eliminate grievances or on matters affecting employee health or safety. Such meetings may be called by the Association President, or designee, and the County's Employee Relations Manager. "Consultation" shall not be construed as an obligation to "meet and confer" under the Meyers-Milias-Brown Act.

32.2 Written Notice

Written notice of topics for discussions shall be exchanged prior to any such meeting. The meeting shall be scheduled at a time and place mutually convenient to the parties.

32.3 Participation

The number of employees who will participate in the meeting without loss of pay to the extent the meeting occurs during an employee's scheduled duty period shall be reasonably related to the subject being discussed and shall be mutually agreed upon by the County and the Association.

32.4 Joint Training on Memorandum

The parties agree to jointly present informational training on this Memorandum of Understanding to affected supervisors and managers. The details of the training shall be mutually agreed upon by the Association and the County. The parties intend to conduct the training session(s) within ninety (90) days from the date this Memorandum is implemented by the Board of Supervisors.

32.5 Labor/Management Committees - Valley of the Moon Children's Home

The County and the Association support the creation of labor/management committees for problem solving and communication.

The parties agree to form an ad hoc committee to address local issues at the Valley of the Moon Children's Home. Such committee(s) will be comprised of no less than two (2) and no more than four (4) representatives each from management and from labor, including line and supervisory staff. An Association representative may attend meetings as a non-voting ex officio member. Committee participants have equal standing and will utilize interest-based problem-solving processes whenever possible. Any Committee recommendations will be forwarded to the Division Manager and Department Head for consideration and response.

ARTICLE 33 - NO STRIKE

33.1 Full Performance of Duties

A material inducement in the County's execution of this Memorandum is the Association's representation that the employees it represents will loyally and fully perform their respective duties in an efficient manner so as to provide maximum service to the public, and that the Association will fully perform its obligation owed to the County.

33.2 Prohibited Activities

Accordingly, Association and the employees it represents agree not to engage in any prohibited activities during the term of this Memorandum, including but not limited to, work stoppages, strikes (including sympathy strikes), slowdown, sick-ins, or other such concerted activities against the County. Employees who engage in such prohibited activities may be subject to prompt and severe discipline up to and including discharge, subject to due process pursuant to the County's Civil Service Rules.

33.3 Association Responsibilities

The Association shall not be liable to the County for "wildcat" job action by the employees it represents. The Association shall use its best efforts to prevent any such "wildcat" job action and shall encourage its members, at the earliest possible time, to discontinue the job action; immediately declare in writing and delivered to the County and publicize that such job action is a violation of the

Memorandum of Understanding and unauthorized; and direct its members in writing to cease such conduct and resume work.

33.4 Written Assurance

This promise by the Association is both a covenant and a condition precedent to the continuing performance by the County of any obligation whatsoever owed by the County to the Association or the employees it represents during the terms of this Memorandum. If the County is at any time uncertain of the Association's continued performance, it may demand, and the Association will provide written assurance of its continued good faith performance of this Memorandum.

33.5 No Lockout

The County agrees that it will not cause a "lockout" of employees during the term of this Memorandum. The parties agree that the term "lockout" does not apply to a layoff consistent with the rules of the Civil Service Commission nor to job-related discipline.

ARTICLE 34 - FULL UNDERSTANDING, MODIFICATION, ACKNOWLEDGMENT

34.1 Full Understanding

This Memorandum of Understanding sets forth the full and entire understanding of the parties regarding the matters set forth herein.

All other prior or existing understandings or agreements by the parties, whether formal or informal, regarding any such matters are hereby superseded or terminated in their entirety.

34.2 Acknowledgment

Except as provided herein, it is agreed and understood that the parties have met and conferred in accordance with their obligations under State law and the County's Employee Relations Policy in reaching this agreement and neither party shall be obligated to meet and confer over any provision of this agreement during its term.

34.3 Meet and Confer During Term of Memorandum

- a. If the County proposes during the term of this Memorandum to adopt a policy or course of action on matters within the scope of representation as defined by State law that are not covered by this Agreement, it will provide the Association with written notice of the proposed policy or course of action and offer to meet and confer over the proposal in accordance with State law and the County's Employee Relations Policy.
- b. If the County's proposal covers one (1) or more of the following four (4) matters, the County and the Association agree to meet and confer in accordance with State and County law and with the provisions as provided below:
 1. The assignment of groups of employees to work hours, work shifts and/or work schedules. An example of such a change would be if the County proposed to change the work schedule of employees in the Sheriff's Detention Division from a 4/10 to a 5/8 schedule.

2. The assignment of employees between departments as a result of reorganization or a change in the mission or program of the department(s) involved.
3. The use and assignment of County vehicles and/or personal vehicles of employees for work-related purposes.
4. Providing employees with meals or snacks. An example of such a change would be if the County proposed to charge employees for the cost of meals or snacks produced or provided by the food service program in the Sheriff's Detention Division.

The County will provide written notice to the Association with all relevant information it has pertaining to the proposal. The Association will have up to fifteen (15) calendar days from when it received the notice to inform the County in writing if it desires to meet and confer over the proposal. If the Association fails to notify the County within the fifteen (15) days, the County may implement the proposal without any further obligation to meet and confer with the Association. If the Association notifies the County within fifteen (15) calendar days of its desire to meet and confer, then the County and the Association shall meet and confer in good faith over the proposal and all identified impacts arising from the proposal. Unless extended by mutual written agreement of the parties, the period for meeting and conferring shall be sixty (60) calendar days from when the Association was properly notified of the proposal by the county. If an agreement is not reached by the thirty-fifth (35th) calendar day from the date the Association was notified, either party may declare an impasse by filing with the other party a written request for an impasse meeting, together with a statement of its position on all disputed issues. An impasse meeting shall then be held within two (2) calendar days, at which time the County shall present an impasse statement including the proposal that it intends to implement after the sixtieth (60th) calendar day should further discussions fail to produce an agreement. If an agreement is not reached at the impasse meeting, if the parties so agree, the dispute may be submitted to the Board of Supervisors for determination. If they do not so agree, the dispute shall be submitted to mediation. If the parties fail to agree to submit the dispute to the Board of Supervisors, and fail to resolve the dispute through mediation within ten (10) days after mediation commenced, the parties may agree to submit the dispute to "fact finding." If the parties fail to agree on "fact finding", the dispute shall be submitted to the Board of Supervisors for such action, as in its legislative discretion, deems appropriate as in the public interest, if required under the County's Employee Relations Policy. In no event shall these dispute resolution procedures be applied by either party to extend the sixtieth (60) calendar day period without mutual written consent of the parties. If the County complies with this Article, it shall be deemed to have fully satisfied its obligation to meet and confer under State and local law over the issues covered therein. Section 34.3.b(2) is not subject to the grievance procedure of this agreement (Article 30) in any way except for an allegation that the County failed to provide notice or acted before the sixty (60) day period concluded. Any ruling by an arbitrator under this Section 34.3.b(2) that is adverse to the County shall be limited to ordering the County to comply with the notice and/or time limits specified above.

34.4 Written Modifications Required

No agreement, alteration, understanding, variation, waiver, or modification of any of the terms or provisions contained herein shall in any manner be binding upon the Association and the County,

unless made and executed in writing by the parties, and if required, approved and implemented by the Board of Supervisors.

34.5 No Limitation on Authority of Civil Service Commission

Nothing in this Agreement shall be construed to limit or remove the existing or future jurisdiction or authority of the Civil Service Commission as provided in Ordinance No. 305-A as amended, or as provided in the Rules adopted there under.

34.6 Non-Precedence

The waiver of any breach, term, or condition of this Memorandum of Understanding by either party shall not constitute a precedent in the future enforcement of all its terms and provisions.

ARTICLE 35- ASSOCIATION SECURITY

35.1 Maintenance of Membership

In accordance with Government Code Section 3502.5, all employees who have Association dues deduction authorization on file with the Auditor-Controller-Treasurer-Tax Collector (ACTTC) or who may thereafter authorize in writing the deduction of Association dues, shall remain on such payroll deduction. This maintenance of membership required payroll Association dues deduction shall continue for the term of this Memorandum, except that such maintenance of membership required dues deductions shall be voided under any of the following circumstances: when an employee is removed from a classification allocated to the representative bargaining units covered under this Memorandum ; consistent with applicable law, if the employee notifies the ACTTC in writing to cease such dues deductions; and a successor agreement has not been concluded which continues this provision or all applicable impasse procedures concerning negotiations for such a successor agreement have been exhausted without an agreement being reached; and at any time an employee and the Association stipulate in writing to the ACTTC that the employee is not to be subject to further dues deductions under this clause or any other provision herein.

35.2 Agency Shop Service Fee

- a. Any non-supervisory employee in a classification in the non-supervisory bargaining units covered by this agreement shall as a condition of continued employment, either:
 - (1) Pay to the Association an agency shop service fee as provided below; or
 - (2) (a) Execute a written declaration that the employee is a member of a bona fide religion, body or sect which holds a conscientious objection to joining or financially supporting any public employee organization as a condition of employment; and
 - (b) Pay a sum equal to the agency shop service fee (full service fee) described below to a non-religious, non-labor charitable fund exempt from taxation under Section 501(c)(3) of the Internal Revenue Code. Proof of such payments shall be made on a monthly basis to the County and the Association as a condition of continued exemption from the requirement of financial support to the Association.

- b. The employee shall have, on a bi-weekly basis, a payroll deduction of the agency shop service fee or charitable contribution. The sum so deducted shall be paid to the Association or applicable charity or deposited into escrow as directed by the Association.

35.3 Separation from Unit Exception

The above provisions shall not apply during periods of separation from the eligible bargaining unit by any employee otherwise subject to those provisions but shall reapply to such employee following the return of the employee to the bargaining unit. The term "separation" includes layoffs, transfer out of the covered bargaining units by request, promotion, demotion, reclassification or for any other lawful reason, and leaves of absence, all of a duration of more than one (1) full pay period, whether paid or unpaid and for any reason, including disability.

35.4 Service Fee Choice

- a. Full service fee - Each affected employee shall have the option by affirmative written election and voluntary written waiver of all constitutional objections to pay a full service fee to the Association in an amount equal to the regular periodic dues and general assessments charged to Association members. Said payment shall entitle the full service fee payer to the same rights, level of benefits and privileges of Association membership except for the right to participate in Association elections and governance of the Association.
- b. Basic service fee - Each affected employee who does not affirmatively elect to pay a full service fee to the Association and who does not voluntarily waive all constitutional objections, shall pay a basic service fee to the Association in an amount calculated as described below, but, in no events, in excess of the regular periodic dues and general assessments charged to Association members.

35.5 Calculation of Basic Service Fee

- a. The basic service fee will be calculated by the Association to fairly value the collective bargaining activities, contract administration and grievance adjustment services provided. The basic service fee shall not be used for any of the following:
 - (1) Lobbying or political activity by the Association;
 - (2) Payments to affiliates by the Association;
 - (3) Social activities for Association members;
 - (4) Charitable and philanthropic activities;
 - (5) Insurance and other benefit programs for members and full service fee payers.
- b. The basic service fee shall not entitle the payer to the same rights, level of benefits and privileges as Association members or individuals electing to pay a full service fee. The Association shall fairly represent all employees covered by this agreement. However, that duty does not require that basic fee payers obtain the same level of individual representation benefits or other benefits as Association members and full service fee payers. For example, basic service fee payers may not receive legal representation in individual disciplinary actions or civil or criminal actions brought against them as a result of acts or omissions within the

course and scope of their employment. Basic fee payers will not be entitled to attorney consultation, retirement, insurance and death benefits provided only to members. The basic service fee will be calculated to fairly charge the represented employee for the representation services provided.

35.6 Advance Notice of Agency Shop Service Fee

No agency shop service fee shall be collected from any employee until the first pay period no less than thirty (30) days after the employee has received written notice sent by certified mail from the Association which includes legally adequate information concerning the calculation of the basic service fee, the services provided for a full service fee and basic service fee, a description of a reasonably prompt opportunity to challenge the amount of the basic service fee before an impartial decision-maker, and notice as to how the employee may elect to pay the full service fee, waive constitutional rights or object to the amount for the basic service fee. An escrow account shall be set up by the Association of any amounts reasonably in dispute while any challenges are pending.

35.7 Notice of New Employees

- a. The County shall provide the Association with the names and addresses of all new employees coming into the relevant bargaining units during each subsequent pay period.
- b. The names and addresses provided the Association shall be kept confidential.

35.8 Agency Shop Service Fee Collection

To the extent authorized by law, the failure of an obligated employee to pay an agency shop service fee shall be a condition of continued employment and shall be grounds for the Association to file a legal action to collect the fees due subject to the following procedures:

- a. The Association shall notify the employee (a copy to the Human Resources Department and the department head) of non-compliance by certified mail, return receipt requested. Said notice shall detail the non-compliance by explaining that the employee is delinquent in not tendering the agency shop service fee due, specifying the amount of the delinquency, and warning the employee that unless such fees are tendered within thirty (30) calendar days, the Association has the right to file an action to collect the sums due.
- b. If the employee fails to comply, the Association may file a legal action and the County may be notified that the employee has failed to satisfy this condition of employment.
- c. The County shall not incur any cost due to court appearances by County staff, but shall provide a written statement to the Association at their request specifying the employee's agency shop service fee obligations under this agreement.

35.9 Indemnification

The Association shall defend, indemnify, hold harmless, release and save the County, its agents and employees, from and against any and all claims, demands, suits, orders, judgments, expenses or other forms of liability arising out of or in connection with this subsection and/or any action taken or not taken by the County and/or the Association under this subsection, including, but not limited to, the

collection and procedures for collection of agency shop service fees and the amount of such fees. This section shall be in addition to any other remedy available to the County under this agreement or provision of law.

35.10 Rescission of Agency Shop Provision

The implementation of the provisions of this subsection shall not prohibit or restrict an election to rescind this provision as provided by Section 3502.5 of the California Government Code.

35.11 Recordkeeping and Reporting

The Association shall comply with the financial record keeping and reporting requirements of Government Code Section 3502.5.

35.12 Association's Constitutional Obligations

- a. It is recognized that this agency shop provision affects sensitive and important political speech and association rights of County employees, which are protected by the First Amendment of the U.S. Constitution. In an effort to ensure that these rights are not infringed, this Article sets forth procedures and requirements that the Association must, at a minimum, follow. Nothing in this Article or any other, however, relieves the Association of taking whatever additional action may legally be required to protect the constitutional rights of employees who are subject to an agency shop service fee under this subsection. The Association also acknowledges that the law in this area is constantly evolving, and therefore, recognizes that it has an ongoing obligation to monitor relevant legal developments, including the case law on this subject, and to adapt its conduct in implementing this Article as required. The Association also recognizes that it is foreseeable that the employees subject to the agency shop service fee may suffer damages if this subsection is not carried out in accordance with the First Amendment. For this reason, and others, the County has strongly encouraged and still does strongly encourage the Association to consult with competent legal counsel throughout the term of this contract over the implementation of this subsection.
- b. No employee shall be discriminated against or harassed on the basis of his or her status as a non-member. Reasonable communication regarding the Association and/or Association membership shall not be considered discrimination or harassment under this subsection.

35.13 Violation of Law

If a court finds the implementation of this subsection to be in violation of constitutional law, the Association shall have sixty (60) days to comply with the Court's order or the County may cease the collection of agency shop service fees and not condition continued employment upon the payment of agency shop service fee unless otherwise directed by the court.

ARTICLE 36 - INVALID SECTIONS

36.1 Invalid Sections

If during the term of this Memorandum, any item or portion thereof of this Memorandum is held to be invalid by operation of any applicable law, rule, regulation, or order issued by governmental authority

or tribunal of competent jurisdiction, or if compliance with or enforcement of the item or portion thereof shall be restrained by any tribunal, such provision of this Memorandum shall be immediately suspended and be of no effect hereunder so long as such law, rule, regulation, or order shall remain in effect. Such invalidation of a part or portion of this Memorandum shall not invalidate any remaining portion which shall continue in full force and effect.

36.2 Separability

In the event of suspension or invalidation of any article or section of this Memorandum of Understanding, the parties agree, except in an emergency situation, to meet and confer within thirty (30) days after such determination for the purpose of arriving at a mutually satisfactory replacement for such article or section.

ARTICLE 37 - DISTRIBUTION OF MEMORANDUM OF UNDERSTANDING AND ENACTMENT

37.1 Distribution

The parties agree that the County shall have this Memorandum available on-line at the County's inter-net and intra-net site.

37.2 Enactment

County and Association agree that any policy, procedure, rule regulation, benefit, premium pay or other form of compensation including salary that is changed or modified by the terms and conditions of this Memorandum of Understanding is hereby repealed in its entirety, and that this Memorandum is in full force and effect on the date the Board of Supervisors implements it. The below representatives agree to recommend the implementation of this Memorandum of Understanding:

**County of Sonoma,
Team Members:**

(signature not available)
Dan Fulks

/s/ Carol Allen
Carol Allen

/s/ Jennifer Rogers
Jennifer Rogers

**Sonoma County Law Enforcement
Association, Team Members:**

/s/ Ed Clites
Ed Clites

/s/ Bob Jarvis
Bob Jarvis

SCLEA Team Members:

Angela Abraham
Mike Chiesa
Shaun DuFosee
Rick Walker
Jim Wright
Kris Hoyer

(Signed document on file with Employee Relations)

Appendix A

A 1.1

Employees in classifications in the Law Enforcement Non-Supervisory Bargaining Unit, Law Enforcement Supervisory Unit, Corrections and Probation Non-Supervisory Unit, and the Corrections and Probation Supervisory Unit shall be paid from the salary ranges shown herein during the term of this Memorandum of Understanding.

JobClass#	AbbrTitle	Range A Step 02/23/10	Minimum Monthly 02/23/10	Maximum Monthly 02/23/10
<u>CORRECTIONS AND PROBATION NON-SUPERVISORY UNIT - UNIT 30</u>				
3020	CHILDRENS RESIDENTIAL CNSLR I	1978	\$3,440	\$4,183
3021	CHILDRENS RESIDENTIAL CNSLR II	2339	\$4,068	\$4,945
1691	COMMUNICATIONS DISPATCHER I	2291	\$3,985	\$4,844
1692	COMMUNICATIONS DISPATCHER II	2621	\$4,559	\$5,543
4152	CORRECTIONAL DEPUTY I	2224	\$3,868	\$4,703
4154	CORRECTIONAL DEPUTY II	2840	\$4,940	\$6,004
3111	JUVENILE CORRECTION CNSLR I	1978	\$3,440	\$4,183
3112	JUVENILE CORRECTION CNSLR II	2339	\$4,068	\$4,945
3113	JUVENILE CORRECTION CNSLR III	2674	\$4,651	\$5,653
4155	PERSONNEL BACKGROUND INVESTIGA	2967	\$5,160	\$6,274
3106	PROBATION INDUSTRIES CREW SUPV	2665	\$4,635	\$5,633
3223	PROBATION OFFICER I	2382	\$4,143	\$5,035
3225	PROBATION OFFICER II	2623	\$4,562	\$5,547
3227	PROBATION OFFICER III	2962	\$5,152	\$6,261
1694	SENIOR COMMUNICATIONS DISPATCH	2747	\$4,778	\$5,806

LAW ENFORCEMENT NON-SUPERVISORY UNIT – UNIT 40

4205	D A INVESTIGATOR I	3386	\$5,889	\$7,159
4206	D A INVESTIGATOR I INT PO	3470	\$6,035	\$7,336
4207	DA INVESTIGATOR I ADV PO	3555	\$6,183	\$7,517
4212	DA INVESTIGATOR II	3883	\$6,754	\$8,209
4214	DA INVESTIGATOR II ADV PO	4076	\$7,089	\$8,618
4213	DA INVESTIGATOR II INT PO	3979	\$6,921	\$8,441
4203	DA INVESTIGATOR TRAINEE	3072	\$5,343	\$6,494
4512	FIRE INSPECTOR I	3082	\$5,360	\$6,515
4519	FIRE INSPECTOR II	3546	\$6,167	\$7,495
0701	HELICOPTER PILOT	3710	\$6,453	\$7,846
4406	PARK RANGER I	2146	\$3,732	\$4,536
4408	PARK RANGER II	2352	\$4,091	\$4,974
4513	SENIOR FIRE INSPECTOR	3900	\$6,783	\$8,246
4243	WELFARE FRAUD INV I	3008	\$5,232	\$6,359
4245	WELFARE FRAUD INV I ADV PO	3158	\$5,493	\$6,677
4244	WELFARE FRAUD INV I INT PO	3083	\$5,362	\$6,517
4246	WELFARE FRAUD INV II	3417	\$5,943	\$7,223
4248	WELFARE FRAUD INV II ADV PO	3587	\$6,239	\$7,583
4247	WELFARE FRAUD INV II INT PO	3502	\$6,091	\$7,404
4241	WELFARE FRAUD INVESTIGATOR TRA	2554	\$4,442	\$5,400

LAW ENFORCEMENT SUPERVISORY UNIT - UNIT 41

4215	SENIOR DA INVESTIGATOR	4412	\$7,674	\$9,328
4217	SENIOR INVESTIGATOR ADV POST	4634	\$8,060	\$9,796
4216	SENIOR INVESTIGATOR INT POST	4524	\$7,868	\$9,564
4253	SENIOR WELF FRAUD INV-ADV POST	3843	\$6,684	\$8,124
4252	SENIOR WELF FRAUD INV-INT POST	3752	\$6,526	\$7,933
4251	SENIOR WELFARE FRAUD INV	3660	\$6,366	\$7,738

CORRECTIONS AND PROBATION SUPERVISORY UNIT – UNIT 70

4157	CORRECTIONAL SERGEANT	3640	\$6,331	\$7,696
4159	CORRECTIONAL SERGEANT IA INV	3820	\$6,644	\$8,077
3114	JUVENILE CORRECTION CNSLR IV	2979	\$5,153	\$6,265
4158	PERS/BACKGROUND INVEST SGT	3820	\$6,644	\$8,077
3107	PROBATION INDUSTRIES FLD SUPV	2991	\$5,202	\$6,324
3229	PROBATION OFFICER IV	3561	\$6,178	\$7,512
1696	SUPERVISING COMMUNICATIONS DIS	3115	\$5,418	\$6,587
3024	SUPV CHILDRENS RESIDENT CNLR	2979	\$5,181	\$6,296

APPENDIX B

DEPARTMENTAL GRIEVANCE PROCEDURE

The following grievance procedure is available to employees in the Law Enforcement and the Corrections/Probation Supervisory and Non-Supervisory bargaining units represented by the Sonoma County Law Enforcement Association.

Section 1. DEFINITIONS:

- (a) **GRIEVANCE.** A grievance is a complaint by an employee, a group of employees, or by either the Sonoma County Law Enforcement (herein after, the "Association") on behalf of an employee(s) (all herein after referred to as a "grievant") represented by the Association concerning an alleged violation or misapplication of one or more of the written departmental policies affecting an employee's terms and conditions of employment and within the scope of representation as defined by Government Code 3504 and the County's Employee Relations Policy. All other matters are excluded from the definition of grievance and from this grievance procedure, including but not limited to:
 - (1) Complaints concerning matters which are specifically covered by an existing Memorandum of Understanding (MOU) covering the grievant whether or not they are subject to any grievance or dispute resolution procedure there under;
 - (2) complaints, the resolution of which would require a change in or an amendment to law, ordinance, or the resolutions, rules or regulations of the Board of Supervisors;
 - (3) discrimination complaints which are subject to the County's Equal Opportunity Discrimination Complaint Procedure;
 - (4) dismissals, suspensions, and reductions in rank or compensation; and
 - (5) in addition to (4), above, all other matters appealable under the Civil Service Ordinance and/or the Rules of the Civil Service Commission.
- (b) **GRIEVANCE PROCEDURE.** This grievance procedure is the method by which a grievant may seek management action to relieve or eliminate the grievance as defined above.
- (c) **GRIEVANCE APPEALS COMMITTEE.** A Grievance Appeals Committee of three members shall be a forum for consideration of grievances. Committee members shall be composed as follows:
 - (1) One person selected by the Association representing the grievant.
 - (2) The Director of Human Resources or designee.
 - (3) The third member of the Committee shall be mutually selected by the first two Committee members chosen by the grievant and the Human Resources Director. The third member of the Committee must be so selected within ten (10) days of the day the first two members were selected. If the first two Committee members are unable to agree upon a selection, then the first two Committee members shall strike names off of a list of the current members of the County Civil Service Commission until only one name remains, who shall be the third member of the Committee. The order of striking shall be determined by a coin toss. No Committee member may be selected who is employed in

the department in which the grievant is employed. Committee members shall select a chairperson. The Human Resources Department shall provide secretarial services to the Committee. The Committee shall meet on call of its chairman and with mutual agreement, as to date and time of the meeting, among the grievant, the department head and the other Committee members. Deliberations of the Committee shall be informal, confidential and provide a full and fair hearing of the grievance and proposed solutions without formal rules of evidence or a stenographic or electronic recording of the proceedings.

- (d) DAYS. The term "days" as used in this procedure shall mean regular County business days, Mondays through Fridays, from 8 a.m. to 5 p.m., but excluding formal County holidays or weekends.

Section 2. REPRESENTATION. An employee may be represented in any step of this grievance procedure by a representative of the Association which represents the grievant as a County employee. No member of the Grievance Appeals Committee may represent the grievant.

Section 3. DISCRIMINATION. No employee shall be subjected to discrimination, coercion, restraint, or reprisal by reason of good faith utilization of this grievance procedure.

Section 4. TIME OFF. Reasonable time off without loss of regular pay from normal County work duties shall be accorded to an employee for the purpose of presenting a grievance, representing the grievant in a grievance proceeding or serving as a member of the Grievance Appeals Committee subject to the condition that before leaving the employee's usual duties the employee shall obtain the permission of the employee's immediate supervisor. Such permission shall not be unreasonably withheld.

Section 5. INFORMAL GRIEVANCE PROCEDURE. It shall be the mutual responsibility of employees and management to endeavor to resolve grievances informally at the lowest practicable level of management. To this end, the grievant shall first present the grievance to the grievant's immediate supervisor in an informal meeting within ten (10) days after the occurrence of the circumstances giving rise to the grievance or when the grievant first actually knew, or could have reasonably known of them. The grievant may request the meeting be held at any reasonable time, and the supervisor shall meet with the grievant as soon as reasonably practicable after receipt of the request. In the meeting, the grievant and the supervisor shall review the grievance. The employee shall fully and fairly explain: the alleged action or inaction by the employee's department which caused grievance; the written departmental policy allegedly violated by the department; and the remedy the grievant believes will resolve the grievance. The parties shall cooperate in seeking a resolution of the grievance. If questions beyond the scope of the supervisor's authority or knowledge are involved, the supervisor may consult the supervisor's superiors or other County officers. The supervisor shall present an informal, oral decision with supporting reasons to the grievant within ten (10) days after the meeting.

- Section 6. FORMAL GRIEVANCE PROCEDURE. An employee whose grievance is not satisfactorily resolved by the informal procedure may institute a formal grievance. The formal grievance shall conform to the following:
- (a) All formal grievances shall be in writing on the form appended to this resolution. A supply of forms shall be maintained in each department covered by this procedure and shall be readily accessible to all employees.
 - (b) Within five (5) days after receipt of the supervisor's oral decision in the informal proceeding, the grievant may file a formal grievance on the form prescribed. The grievant shall provide the necessary information called for at the top of the form and in Steps I and II of the grievance form in clearly legible writing, printing, or typing. The grievant shall file the original form with the immediate supervisor.
 - (c) The immediate supervisor shall meet with the grievant within five (5) days after filing of the grievance form for discussion of the formal grievance. The immediate supervisor shall complete "Supervisor's Decision" portion of the form and return it to the grievant within seven (7) days after their meeting. A copy of the supervisor's decision and attached grievance documents shall also be filed with the Human Resources Director.
 - (d) The grievant may appeal the decision of the immediate supervisor by completing the first part of Step III of the grievance form and filing it with the next higher level of supervision (identified by the department head) and to the grievant's department head within seven (7) days after receipt of the supervisor's decision. The functions of the department head hereunder may be performed by the department head's duly authorized representative.
 - (e) The person occupying the next higher level of supervision together with the department head, or representative, shall meet with the grievant within ten (10) days after filing of the appeal for discussion of the grievance. The grievant's department head shall complete the rest of the Step III "Department Head's Response" and return it to the employee within fifteen (15) days after such meeting. A copy of the department head's response and any attached grievance documents shall also be filed with the Human Resources Director.
 - (f) The grievant may appeal the decision of the department head by filing a written request for such appeal to the Human Resources Director within fifteen (15) days after receipt of the department head's decision. The Human Resources Director shall immediately deliver a copy of the written appeal to the grievant's department head. The grievant shall within three (3) days of filing the appeal submit to the Human Resources Director the name of the Grievance Appeals Committee member selected by the grievant or the Association. The Human Resources Director shall select a Committee member to represent the Human Resources Director and then provide assistance as necessary to select the third Committee member in accordance with the selection process in Section 1(c), above. The grievant's written appeal shall provide full details of the facts of the grievance and why the department head's response did not satisfactorily resolve the grievance.
 - (g) To the extent possible, the Grievance Appeals Committee shall schedule the appeal for hearing to occur not later than ten (10) days from the date all three members of the Committee are selected and shall forthwith notify the grievant and the grievant's department head of the time and place at which the appeal will be considered. The Committee may reach and

announce its advisory decision at the close of the hearing or it may retire and deliberate in private before announcing its advisory decision. In order to be properly reached, an advisory decision by the Committee must be agreed upon by at least two (2) members, be in writing, and show both the findings of facts and reasoning of the decision. The Committee shall deliver, with proof of service, a copy of its advisory decision to the department head, the grievant, the Association and the Human Resources Director within ten (10) days after conclusion of the hearing.

The decision of the Grievance Appeals Committee shall be advisory and not be binding on the department head. The decision of the Grievance Appeals Committee may not be appealed further through any grievance or appeal process established for Sonoma County employees.

Section 7. ADDITIONAL RULES. This grievance procedure shall be subject to the following additional rules:

- (a) The time limitations herein specified may be extended only by written consent of the grievant and the department head. In the absence of such time extension, failure by a grievant to present the grievance or to appeal a decision within the time limits prescribed shall be deemed a resolution of the grievance. Failure of the management representative to meet with the employee or render a decision within the time limits herein specified shall justify appeal to the next step in the grievance procedure.
- (b) An employee shall include all current grievances in one grievance. To the degree practicable, grievances shall not be duplicated. If several employees in a single department wish to present grievances which are the same or substantially similar, those grievances shall be joined into one.
- (c) All meeting and hearings under this procedure shall be conducted in confidential and private sessions in order to protect the confidentiality of the matters under review.
- (d) Any dispute or question as to whether a particular complaint or grievance by an employee is covered under this procedure shall not be subject to determination by the Grievance Appeals Committee.

APPENDIX B

DEPARTMENTAL GRIEVANCE FORM

For use only to process a grievance under the Grievance Procedure established by the Board of Supervisors for employees in the Law Enforcement and Corrections/Probation Supervisory and Non-supervisory bargaining units, represented by the Sonoma County Law Enforcement Association.

NAME:

JOB CLASSIFICATION:

DEPARTMENT/DIVISION:

ASSOCIATION:

STEP I

AN INFORMAL DISCUSSION WITH YOUR IMMEDIATE SUPERVISOR.

Before completing the remainder of this form, an informal discussion with your immediate supervisor must take place **within ten (10) days** from the action causing the grievance.

SUPERVISOR'S NAME:

TITLE:

DATE DISCUSSION HELD:

DATE OF SUPERVISOR'S RESPONSE:

STEP II

IF THE GRIEVANCE WAS NOT RESOLVED AT STEP I, STATE IT IN WRITING AT THIS STEP AND SUBMIT THIS FORM TO YOUR SUPERVISOR, **WITHIN FIVE (5) DAYS OF STEP I RESPONSE.**

DESCRIBE GRIEVANCE (If more space is needed, use additional paper):

DATE(S) OF INCIDENT(S) :

WRITTEN DEPARTMENTAL POLICY VIOLATED:

REQUESTED SOLUTION:

EMPLOYEE'S SIGNATURE:

DATE:

SUPERVISOR'S DECISION:

SIGNATURE: _____ DATE: _____

STEP III IF THE GRIEVANCE WAS NOT RESOLVED AT STEP II, SUBMIT IT TO THE NEXT HIGHER LEVEL OF SUPERVISION (IDENTIFIED BY YOUR DEPARTMENT HEAD) WITHIN **SEVEN (7)** DAYS OF SUPERVISOR'S DECISION.

DATE OF APPEAL:

EMPLOYEE'S SIGNATURE:

DEPARTMENT HEAD'S RESPONSE:

Signature: _____ Date: _____

STEP IV

IF THE GRIEVANCE WAS NOT SETTLED AT STEP III, THE ASSOCIATION MAY APPEAL THE DEPARTMENT HEAD'S DECISION IN WRITING WITHIN **FIFTEEN (15)** DAYS TO THE GRIEVANCE APPEALS COMMITTEE IN CARE OF THE **HUMAN RESOURCES DIRECTOR** (*If more space is needed, use additional paper*).

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SCLEA

MEMORANDUM OF UNDERSTANDING GRIEVANCE FORM

(For use <u>only</u> to process a grievance under the Grievance Procedure established in Article 30 of the Sonoma County <u>Law Enforcement</u> Association Memorandum of Understanding for employees in the Law Enforcement and Corrections/Probation Supervisory and Non-supervisory bargaining units.	
NAME	JOB CLASSIFICATION
DEPARTMENT/DIVISION	
ASSOCIATION	
<u>STEP I</u> AN INFORMAL DISCUSSION WITH YOUR IMMEDIATE SUPERVISOR. Before completing the remainder of this form, an informal discussion with your immediate supervisor must take place within ten (10) days from the date of the action causing the grievance. <div style="text-align: center;">Section 30.6</div>	
SUPERVISOR'S NAME	TITLE
DATE DISCUSSION HELD	DATE OF SUPERVISOR'S RESPONSE
<u>STEP II</u> IF THE GRIEVANCE WAS NOT RESOLVED AT STEP I, STATE IT IN WRITING AT THIS STEP AND SUBMIT THIS FORM TO YOUR IMMEDIATE SUPERVISOR WITH A COPY TO THE COUNTY'S EMPLOYEE RELATIONS MANAGER WITHIN FIVE (5) DAYS AFTER RECEIPT OF THE IMMEDIATE SUPERVISOR'S RESPONSE FROM STEP I. <div style="text-align: center;">Section 30.7</div>	
DESCRIBE GRIEVANCE (If more space is needed, use additional paper.)	
DATE(S) OF INCIDENT(S)	
M.O.U. ARTICLE VIOLATED	
REQUESTED SOLUTION	
EMPLOYEE'S SIGNATURE	DATE

S.C.L.E.A. GRIEVANCE FORM**Page 2**

SUPERVISOR'S DECISION

Signature: _____ Date: _____

STEP III

IF THE GRIEVANCE WAS NOT RESOLVED AT STEP II, THE ASSOCIATION MAY APPEAL THE DECISION TO THE NEXT HIGHER LEVEL OF SUPERVISION (IDENTIFIED BY THE DEPARTMENT HEAD) AND TO THE DEPARTMENT HEAD, WITH A COPY TO THE EMPLOYEE RELATIONS MANAGER WITHIN **SEVEN (7)** DAYS AFTER RECEIPT OF THE WRITTEN RESPONSE AT STEP II. 30.9

DATE OF APPEAL

EMPLOYEE'S SIGNATURE

DEPARTMENT HEAD'S RESPONSE

Attachment A

Signature: _____ Date: _____

If the grievance was not settled at Step III, contact your Association representative regarding an appeal option.

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DOMESTIC PARTNER DEFINED

The term "domestic partner" as used in the MOU is based on the definition below:

A "domestic partnership" shall exist between two persons, one of whom is an employee of the County, covered by this Memorandum of Understanding, regardless of their gender and each of them shall be the "domestic partner" of the other if they both complete, sign, and cause to be filed with the County an "Affidavit of Domestic Partnership" attesting to the following:

- a. the two parties reside together and share the common necessities of life;
- b. the two parties are not married to anyone, eighteen years or older, not related by blood closer than would bar marriage in the State of California, and mentally competent to consent to contract and are not acting under fraud or duress;
- c. the two parties declare that they are each other's sole domestic partner and they are responsible for their common welfare;
- d. the two parties agree to notify the County in writing if there is a change of circumstances attested to the affidavit; and
- e. the two parties affirm, under penalty of perjury, that the assertions in the affidavit are true to the best of their knowledge.

Termination. A member of a domestic partnership may provide notice of the end of said relationship by filing a statement with the County. In the statement, the person filing must affirm, under penalty of perjury, that 1) the partnership is terminated and 2) a copy of the termination statement has been mailed to the other partner.

New Statements of Domestic Partnership. No person who has filed an affidavit of domestic partnership may file another such affidavit until six months after a statement of termination of the previous partnership has been filed with the County. This requirement does not apply if the earlier domestic partnership ended because of the death of either partner.

Appendix C



**AMENDED LETTER OF UNDERSTANDING
between
The County of Sonoma
and
Sonoma County Law Enforcement Association
(SCLEA)**

During the recently concluded negotiations for a successor Memorandum of Understanding (MOU) between Sonoma County and the Sonoma County Law Enforcement Association (SCLEA), the parties achieved the following agreements regarding the implementation of classification changes within the County's Juvenile facilities:

1. Effective March 4, 2003, the Youth Supervisor series in the Probation Department (YS I, YS II, YS III and Probation Camp Supervisor) will be renamed "Juvenile Correctional Counselor" I, II, III, or IV.
2. The current classifications of YS I and YS II will become Juvenile Correctional Counselor I and Juvenile Correctional Counselor II with incumbent YS I's becoming Juvenile Correctional Counselor I's and incumbent YS II's who are not in a designated premium position becoming Juvenile Correctional Counselor II's.
3. Incumbent YS II's receiving a premium will be transitioned to either a Juvenile Correctional Counselor II or Juvenile Correctional Counselor III in the following manner:
 - a. The one (1) FTE YS II casework position at Camp will be reclassified to Juvenile Correctional Counselor III.
 - b. The eleven (11) FTE Probation Camp Supervisor positions at Camp will be reclassified to Juvenile Correctional Counselor III.
 - c. The five (5) FTE YS II casework positions at Sierra Youth Center will be reclassified to Juvenile Correctional Counselor III.
 - d. The three (3) FTE YS II Weekend Work Crew positions will become Juvenile Correctional Counselor II's with the incumbents salaries Y-rated until such time as the top step of Juvenile Correctional Counselor II salary has become greater than the incumbents current salaries at which time they will resume receiving all scheduled increases to the Juvenile Correctional Counselor salary.
 - e. The four (4) FTE YS II casework positions in Community Detention at Juvenile Hall will be reclassified to Juvenile Correctional Counselor III.
 - f. The thirteen (13) FTE YS II casework positions at Juvenile Hall will become Juvenile Correctional Counselor II's with the eight (8) incumbents who have been assigned to their premium positions for less than the three-year guaranteed premium assignment period maintaining the seven percent (7%) premium until each three-year guarantee period expires at which time these employees will stop receiving any additional premium compensation and will then be Y-rated as described in letter "d" above. The salaries of the five (5) incumbents who have been assigned to their premium positions for longer than the three-year guaranteed assignment period will be Y-rated as described in letter "d" above.

Appendix D
LETTER OF UNDERSTANDING
COUNTY of SONOMA
AND
SONOMA COUNTY LAW ENFORCEMENT ASSOCIATION (SCLEA)

The County of Sonoma and SCLEA have agreed to the following regarding Sonoma County's Mandatory Time-Off Program for fiscal years 2010/2011 and 2011/2012:

- 1.) The SCLEA and the County of Sonoma (County) have agreed to participate in the Mandatory Time-Off (MTO) Program (Attachment A) for fiscal years 2010/2011 and 2011/2012, effective July 1, 2010 through June 30, 2012.
- 2.) All regular part-time and full-time employees represented by SCLEA shall participate in the MTO Program.
- 3.) The MTO Program for fiscal year 2010/2011 requires 8 days (64 hours) of time-off without pay for all full-time County employees, to include 5 days (40 hours) of Holiday Closure and 3 days (24 hours) of Floating MTO, to be taken prior to the last full pay period of the 2010/2011 fiscal year. The MTO Program for fiscal year 2011/2012 requires 5 days (40 hours) of Holiday Closure time-off without pay for all full-time County employees. The required MTO will be pro-rated for part-time employees.
- 4.) With limited exceptions (described in Attachment A), for fiscal year 2010/2011, the 40 hours of Holiday Closure MTO shall occur during Holiday Closures on December 23, 27, 28, 29, and 30, 2010. For fiscal year 2011/2012, the 40 hours of Holiday Closure MTO shall occur during Holiday Closures on December 23, 27, 28, 29, and 30, 2011. During these times, County facilities will be closed or in some cases alternate arrangements will be made where the closure of operations cannot occur.
- 5.) The 24 hours (3 days) of Floating MTO during fiscal year 2010/2011, shall occur as determined by the Department Head to allow for obtaining the salary savings with minimal disruption to the department's operations.
- 6.) The details of the MTO Program, including employee benefits and status during the MTO, are described in the Program Proposal (Attachment A).
- 7.) The cash-out of accrued vacation (Vacation Buyback – Section 21.7) and compensatory time off (CTO) (Requests for Compensatory Time Payments – Section 14.13) shall be suspended for fiscal years 2010/2011 and 2011/2012, effective July 1, 2010 through June 30, 2012.

Attachment A

- 8.) The County agrees to reopen regarding the number of MTO hours, in the event the number of MTO hours for fiscal years 2010/2011 and/or 2011/2012 agreed to for the majority of represented employees, is less than those agreed to with SCLEA.
- 9.) The terms and implementation of this program may not be grieved through the grievance procedure of the MOU.
- 10.) This Letter of Understanding sets forth the full and entire understanding of the parties regarding the matters set forth herein. Any other prior or existing understanding or agreements by the parties whether formal or informal regarding any such matters are hereby superseded or terminated in their entirety.
- 11.) Except as specifically provided herein, it is agreed and understood that the Union voluntarily and unqualifiedly waives its right to and releases the County from any obligation to meet and confer on any subject or matter contained herein.
- 12.) No agreement, understanding, variation, waiver or modification of any of the terms or provisions contained herein shall in any manner be binding upon the parties hereto unless made and executed in writing by the parties hereto and, if required, approved and implemented by the County's Board of Supervisors.
- 13.) Nothing in this Letter of Understanding shall be construed to limit, remove, expand or in any way alter the existing or future jurisdiction or authority of the Civil Service Commission as provided in Sonoma County Ordinance No. 305-A as amended or as provided in the rules adopted in accordance with said ordinance.
- 14.) The waiver of any breach, term or condition of this Letter of Understanding by either party shall not constitute a precedent in the future enforcement of all its terms and provisions.

/s/ Ed Clites
SCLEA

6/29/10
Date

/s/ Carol Allen
County of Sonoma

6/24/10
Date

(Signed document on file with Employee Relations)

**MANDATORY TIME OFF (MTO)
PROGRAM (FY 10/11 & 11/12)**

Purpose

The purpose of the Mandatory Time Off (MTO) Program is to reduce costs and/or mitigate layoffs by having staff take time off without pay.

Participants

MTO shall apply to all regular part-time and full-time employees of the County and any special districts under the jurisdiction of the Sonoma County Board of Supervisors.

Extra-help employees (whether temporary, intermittent, seasonal, emergency, volunteer auxiliary, or student interns) are not eligible to participate in the MTO Program. An increase in extra-help employees may not be used to offset MTO staffing impacts.

Employees who are exempt under the Fair Labor Standards Act will be considered non-exempt during the week in which they take an MTO day off, and their pay is reduced. Department Heads are responsible for ensuring no overtime is incurred during this time.

MANDATORY TIME OFF AND HOLIDAY OFFICE CLOSURE FY 10/11 & FY 11/12

In fiscal year 2010-11, the County shall utilize a 64 hour Mandatory Time Off without pay program for all regular, full-time County employees. MTO will include 40 hours (5 days) of Holiday Closure and 24 hours (3 days) of floating MTO. MTO hours will be prorated based on FTE for part-time employees. The holiday MTO shall occur during a closure of all County departments on the following holidays:

December 23, 27, 28, 29, 30, 2010. (December 24 and 31 are the scheduled holidays)

In addition to these 40 hours (5 days) of scheduled Holiday Closure, each regular full-time employee will be required to schedule an additional 24 hours (3 days) of mandatory time off to be taken prior to the end of the last full pay period in the 2010/2011 fiscal year.

In fiscal year 2011-12, the County shall utilize a 40 hour Mandatory Time Off without pay program for all regular, full-time County employees. MTO will include 40 hours (5 days) of Holiday Closure. MTO hours will be prorated based on FTE for part-time employees. The holiday MTO shall occur during a closure of all County departments on the following holidays:

December 23, 27, 28, 29, 30, 2011 (December 26 is a scheduled holiday)

There may be limited exceptions to the general closure of County Departments due to operational needs, as described below. It is the express intent of the County to maximize the number of MTO participants during the holiday dates. The County Administrator and the affected department head(s) will make alternative arrangements for employees not able to be off during the Holiday

Attachment A

Closure and in those cases employees will be given alternative MTO days prior to the last full pay period in the fiscal year.

MTO in 24/7 Operations

Employees in 24/7 operations where closure is not possible shall participate by taking 64 hours of floating MTO in fiscal year 10/11, and 40 hours of floating MTO in fiscal year 11/12, that must be taken prior to the last full pay period each fiscal year so that salary savings are realized within the fiscal year. Departments will arrange for the MTO days to be taken off during the fiscal year before granting any vacation request or compensatory time off.

Floating MTO days

Floating MTO days are designed to be flexible to allow the Department Head the ability to determine the best option for obtaining the salary savings with minimal disruption to the department's operations while not generating overtime to cover for MTO hours taken. Options for some or all of the Floating MTO days include, but are not limited to the following:

- The Department Head chooses to close based on reduced service demands so that some or all of the employees of the department are on MTO simultaneously
- The Department remains fully or partially open, and the Department Head sets a schedule for MTO days.
- Floating MTO days are scheduled similar to vacation days at the employee's request with approval from their supervisor
- Any combination of the above

Employees

MTO shall be considered time in pay status for the accrual of benefits and eligibility for overtime and holidays. The same level of benefits and deductions shall be maintained for health, vision, life and dental insurance, vacation and sick leave accrual, deferred compensation and retirement credit as if the employee had worked their normal schedule.

Base salary shown on the salary schedules in the respective MOU or Salary Resolution, shall not be adjusted for MTO purposes. Instead, a "deduction" to salary will be the method used to generate MTO savings. Retirement contributions made by the County/Employee for active employees are not affected by the MTO Program. Also, computations used for final compensation for employees retiring are not affected by the MTO Program.

Since the MTO pay reduction is spread out during multiple pay periods, resulting in employees being in a pay status for all hours including the MTO, the hourly cash allowance is not impacted and will be paid for all hours in a pay status. Hours not in a pay status (unpaid and non-MTO hours) shall be treated the same as current practices.

MTO shall apply toward time in service for retirement, completion of probation, eligibility for merit increases and toward seniority.

Employees on MTO may only be assigned to work overtime in case of emergencies. In the event an employee is required to work on a previously scheduled MTO day, shift hours worked will be

considered regular hours worked and the employee will be rescheduled for a future MTO day.

Department Conditions

In order to achieve the desired savings from the MTO program, there shall be no backfilling of furloughed employees by utilizing extra-help employees, temporary registry/agency employees, contractors, volunteers, students, trainees, interns, or volunteer auxiliary during the applicable fiscal year. An exception may be permitted when the furloughed employee and all qualified employees have declined an offer or are unavailable to work a furlough day or in cases where extra-help is regularly used to cover "fixed post" positions.

Vacation and Compensatory Time Buyback

Vacation and compensatory time buybacks for fiscal year 2010/2011 shall be suspended except for any employee who commits in writing to resign, retire, resign and defer retirement or who is laid off during fiscal year 2010/2011. The buyback shall be reversed if the separation did not occur as scheduled.

Vacation and compensatory time buybacks for fiscal year 2011/2012 shall be suspended except for any employee who commits in writing to resign, retire, resign and defer retirement or who is laid off during fiscal year 2011/2012. The buyback shall be reversed if the separation did not occur as scheduled.

Vacation and Compensatory Time Off Negotiated Maximums

Vacation Accrual for fiscal year 10/11:

Maximum vacation accumulation shall be raised by 64 hours (above MOU stated limits) during the 2010/2011 fiscal year.

Vacation Accrual for fiscal year 11/12:

Maximum vacation accumulation shall remain raised by 40 hours (above MOU stated limits) during the 2011/2012 fiscal year.

Vacation Accrual for fiscal year 12/13:

Normal vacation accumulation maximums will be reinstated the first pay date of fiscal year 2012/2013.

Employees will not lose any vacation hours accrued above the MTO adjusted caps, however, additional vacation hours will not accrue until the vacation accrual balance falls below the established MOU cap for the corresponding fiscal year.

Compensatory Time Off (CTO) For fiscal year 10/11:

Compensatory time off (CTO) accrual limits shall be raised to 144 (64 hours above MOU stated limits) through the last pay period of the 2010/2011 fiscal year.

Compensatory Time Off (CTO) For fiscal year 11/12:

Maximum CTO accumulation shall drop back to 120 hours (40 hours above MOU stated limits) during the 2011/2012 fiscal year.

Compensatory Time Off (CTO) For fiscal year 12/13:

Attachment A

Normal CTO accumulation maximums will be reinstated the first pay date of fiscal year 2012/2013. CTO accumulated in excess of the reinstated maximums must be used on or before the last pay period of the fiscal year 2012/2013. At the end of fiscal year 12/13, any remaining accrued CTO hours, above the MOU stated limits will be paid to the employee.

MTO Program Details

Pay Deductions - Amortization

Deductions in pay for all MTO hours shall be amortized over multiple pay periods in the corresponding fiscal year and will be determined by the number of pay periods remaining after adoption. The deduction each pay period will allow for payment of the employee consistently throughout the year, including the closure periods. Each participating employee shall receive their normal paycheck, less the MTO deduction. The deduction will be prorated for part-time employees.

MTO Accounts and Balances

Payroll will set up accounts for each employee for MTO **accumulated** each pay period by payroll deduction, and MTO **taken** which will be credited each pay period for Holiday Closure or floating MTO days taken.

It is the Department's responsibility to monitor, authorize and schedule MTO days to ensure employees are given the opportunity to take the full number of MTO hours assigned per fiscal year, and that employees do not exceed the full number of MTO hours assigned per fiscal year through the last full pay period of the corresponding fiscal year.

At the close of the 2011/2012 fiscal year any balance in the MTO accumulated account (MTO due to the employee) will remain in the employee's account to be taken during following fiscal years until depleted. Employees must use any accumulated MTO prior to using vacation or compensatory time off.

If at the close of the 2011/2012 fiscal year any employees with a balance remaining in the MTO taken account (MTO owed to the County), MTO deductions will continue into the next fiscal year until the balance is offset.

MTO shall be prorated for part-time employees based upon their FTE (full-time equivalent). The goal of the amortized reductions is to accrue the necessary salary saving equitably over the same multiple pay periods.

Amortized MTO hours shall continue to apply to periods of vacation, holiday, compensatory time off, or sick leave hours taken.

MTO Deduction - New Employees

New Full time employees hired will have the same amortized deduction as all other County employees. New employees shall be required to take a prorated number of MTO hours during the fiscal year, to be determined based on their date of hire.

MTO for part-time employees shall be prorated based upon their FTE (full-time equivalent).

Holiday Closure – Alternative Work Schedules

Employees who have a regularly scheduled day off due to their alternative work schedule during any Holiday Closure period shall still be required to take the full number of hours of MTO off by the end of the corresponding fiscal year.

Holiday Pay

Full-Time employees on MTO shall receive eight hours of holiday pay for each holiday, as provided in the applicable MOU or the Salary Resolution. Pro-ration applies for part-time employees. Neither the MTO deduction nor the mandatory time off shall reduce the number of hours used to calculate the pro-ration of holidays for part-time employees.

MTO - Terminating Employees

Employees who were not released from duty during the Holiday Closures and separate from County service shall be paid for any accrued MTO hours not taken at their current rate of pay. If a negative balance exists in the MTO account, employees shall have an amount deducted from their final paycheck equal to the negative balance of hours times their current base hourly rate of pay.

Employee's who transfer to a bargaining unit or department that is not participating in an MTO program shall be required to use the hours accumulated prior to the last pay period of the applicable fiscal year.

Employees Laid Off – Eligible for Severance

If an employee receives a lay off notice, and is eligible for a severance period that includes any of the Holiday Closure or scheduled floating MTO days, the time will not be charged to MTO, vacation, sick leave, or CTO. Any MTO accrued but unused balances will be paid to the employee at time of lay off.

Holiday Closures – Employees with periods of Leave Without Pay (LWOP)

Employees requesting LWOP during the applicable fiscal year must exhaust any amortized MTO accumulated prior to going into an unpaid status. Employees returning to paid status will have the same MTO deduction taken as regular County employees (pro-rated based on FTE). Each time the employee goes on leave, any MTO accumulated balances will be depleted so there is a zero (0) balance before any other paid or unpaid leave is used.

Any balances remaining at the end of the fiscal year will be reconciled as stated above. (MTO Accounts and Balances)

Workers Compensation Leave

MTO provisions do not apply to employees on Worker's Compensation leave due to an industrial illness or injury.

If an employee is receiving temporary disability payments during any Holiday Closure and would have been unable to work due to an industrial injury or illness, they will be permitted to utilize accrued but unused time off prior to the end of the fiscal year.

Long Term Disability

Earnings for employees on Long Term Disability will be based on regular salary and not be reduced by the amounts deducted for MTO.

Floating Mandatory Time Off and 24/7 Operations

The County shall be closed for business for a total of 40 hours in fiscal year 2010/11 (the 3 Floating MTO days in fiscal year 2010/2011 may result in a departmental closure, at the department head's discretion), and 40 hours in fiscal year 2011/12, as stated above.

Employees in operations that cannot completely close for Holiday Closure and who take all MTO as floating MTO days (64 hours in fiscal year 2010/11 and 40 hours in fiscal year 2011/12) shall be treated in the same manner as described for the Holiday Closure as stated herein. The only difference is that an employee who works during the Holiday Closure will take all MTO as floating MTO days.

Due to operational needs there are exceptions to the general closure of County Departments where special

circumstances are required to maintain mandated coverage. For those departments that must operate during all or some of the closure period and for departments that must operate 24 hours a day 7 days per week, participation in the MTO program is still required.

It is the intent of this policy to maximize MTO savings while minimizing the use of overtime, standby, or callback to backfill vacant positions.

Scheduling of Floating MTO days

Employees designated to work during any portion of the Holiday Closures will have until the end of the corresponding fiscal year to take off the hours of MTO. Deductions in pay for all hours of MTO will be amortized over multiple pay periods in the corresponding fiscal year. MTO will be used in increments of the length of one of the employee's regular shifts or less and scheduled with the approval of their supervisor. MTO shall be used before any vacation or compensatory time off, until all MTO hours have been exhausted.

Employees taking floating MTO will be provided the same protections with respect to level of benefits deductions, vacation and sick leave accrual, deferred compensation and retirement credit as employees taking MTO during the closures. MTO taken shall be considered time in pay status for the accrual of benefits and eligibility for overtime and holidays.

Appendix E
LETTER OF UNDERSTANDING
COUNTY of SONOMA
AND

SONOMA COUNTY LAW ENFORCEMENT ASSOCIATION (SCLEA)

The County of Sonoma and SCLEA have agreed to the following regarding the Staff Development Benefit Allowance and Physical Fitness Allowance (Article 29.2-29.4) provided by the parties' MOU:

- 1.) Due to the unavailability of funds, the SCLEA and the County of Sonoma (County) have agreed to suspend the Staff Development Benefit Allowance and the Physical Fitness Allowance for fiscal year 2010/2011.
- 2.) During fiscal year 2010-2011 the Staff Development Benefit Allowance and the Physical Fitness Allowance will not be funded and reimbursements will not be made, with the following exceptions:
 - reimbursement for, and expenses associated with, licenses and certificates required by the job specification;
 - payments necessary to maintain the County owned exercise equipment up to a total cost to the County capped at \$7,500 for all units. (DSA, DSLEM, SCLEA).
- 3.) Any amounts that have rolled over from fiscal year 08/09 into fiscal year 09/10 will be available after July 1, 2011.
- 4.) This benefit will automatically be reinstated effective July 1, 2011.
- 5.) The terms and implementation of this agreement may not be grieved through the grievance procedure of the MOU.
- 6.) This Letter of Understanding sets forth the full and entire understanding of the parties regarding the matters set forth herein. Any other prior or existing understanding or agreements by the parties whether formal or informal regarding any such matters are hereby superseded or terminated in their entirety.
- 7.) Except as specifically provided herein, it is agreed and understood that the Union voluntarily and unqualifiedly waives its right to and releases the County from any obligation to meet and confer on any subject or matter contained herein.
- 8.) No agreement, understanding, variation, waiver or modification of any of the terms or provisions contained herein shall in any manner be binding upon the parties hereto unless made and executed in writing by the parties hereto and, if required, approved and implemented by the County's Board of Supervisors.
- 9.) Nothing in this Letter of Understanding shall be construed to limit, remove, expand or in any way alter the existing or future jurisdiction or authority of the Civil Service Commission as provided in Sonoma County Ordinance No. 305-A as amended or as provided in the rules adopted in accordance with said ordinance.
- 10.) The waiver of any breach, term or condition of this Letter of Understanding by either party shall not constitute a precedent in the future enforcement of all its terms and provisions.

/s/ Ed Clites

SCLEA

6/8/10

Date

/s/ Daniel Fulks

COUNTY OF SONOMA

6/8/10

Date

(Signed document on file with Employee Relations)

Appendix F
LETTER OF UNDERSTANDING
COUNTY of SONOMA
AND

SONOMA COUNTY LAW ENFORCEMENT ASSOCIATION (SCLEA)

The County of Sonoma and SCLEA have agreed to the following regarding Sonoma County's Voluntary Time Off Program:

- 1.) The Sonoma County Law Enforcement Association (SCLEA) and the County of Sonoma (County) have agreed to participate in the Voluntary Time Off Program (Attachment B) for fiscal years 2010/2011 and 2011/2012.
- 2.) The Program eligibility requirements and benefits are specified and limited to the VTO Program described in Attachment A.
- 3.) The terms and implementation of this program may not be grieved through the grievance procedure of the MOU.
- 4.) This Letter of Understanding sets forth the full and entire understanding of the parties regarding the matters set forth herein. Any other prior or existing understanding or agreements by the parties whether formal or informal regarding any such matters are hereby superseded or terminated in their entirety.
- 5.) Except as specifically provided herein, it is agreed and understood that the Union voluntarily and unqualifiedly waives its right to and releases the County from any obligation to meet and confer on any subject or matter contained herein.
- 6.) No agreement, understanding, variation, waiver or modification of any of the terms or provisions contained herein shall in any manner be binding upon the parties hereto unless made and executed in writing by the parties hereto and, if required, approved and implemented by the County's Board of Supervisors.
- 7.) Nothing in this Letter of Understanding shall be construed to limit, remove, expand or in any way alter the existing or future jurisdiction or authority of the Civil Service Commission as provided in Sonoma County Ordinance No. 305-A as amended or as provided in the rules adopted in accordance with said ordinance.
- 8.) The waiver of any breach, term or condition of this Letter of Understanding by either party shall not constitute a precedent in the future enforcement of all its terms and provisions.

/s/ Ed Clites

SCLEA

6/8/10

Date

/s/ Daniel Fulks

County of Sonoma

6/8/10

Date

(Signed document on file with Employee Relations)

VOLUNTARY TIME OFF (VTO) PROGRAM

(Extension of V.T.O. Program through June 30, 2012.)

1. Purpose:
The purpose of the Voluntary Time Off program is to mitigate the need for layoffs of employees in a department. This is done by employees in that department reducing their hours worked and their pay on a temporary basis, until funding has improved or staffing levels have been reduced. Employees wishing to work less than their current FTE on a permanent basis are not eligible for this program. Employees wishing to do so should contact their department about a change in the status of their FTE (i.e. become a permanent part time employee).
2. Request Submission
 - a. An employee wishing to take Voluntary Time Off without pay (defined as hourly rate) may submit a request for a specific number of hours/days he/she wishes to take as VTO, on the VTO Request Form. The use of VTO is voluntary by the employee and can be withdrawn by the employee at any time. Agreement by the department head to a VTO schedule is voluntary and can be withdrawn by the department at any time.
 - b. Joint agreement between the employee and his/her department head or designee is required and shall specify the exact hours/days to be taken off under VTO.
3. Employee Conditions
The department head or designee may authorize a permanent or probationary employee Voluntary Time Off without pay with the right to return to the same allocation subject to the following conditions:
 - a. VTO shall be considered time in pay status for the accrual of benefits, cash allowance and eligibility for overtime and holidays. The same level of benefits and deductions shall be maintained for health, vision, life and dental insurance, vacation and sick leave accrual and retirement credit. The Employee's base salary shall be reduced for each hour taken as VTO. The hourly cash allowance is paid for all hours in a pay status, thus will not be impacted by VTO hours taken.
 - b. VTO may be taken in increments of not less than one-half hour. VTO shall be prorated for part-time employees based upon their regular work schedule (budgeted FTE). Employees may reduce their work schedule by up to 25% of their regular work schedule per pay period (for a full time FTE, the maximum reduction per pay period would be 20 hours).
 - c. VTO shall apply toward time in service for retirement, completion of probation, eligibility for merit increases and toward seniority.
 - d. VTO shall be granted without requiring employees to first use accumulated vacation or compensatory time off.
 - e. VTO shall be available only to employees who are in pay status the entire work day before the beginning of the VTO, as well as the entire work day after the completion of VTO.
 - f. VTO shall not be available to employees on other leaves without pay.
 - g. VTO is contingent upon approval of the department head. Department heads may decline to agree for any reason. Approval must be received at least 5 days in advance of the requested dates, and completed before the expiration of the VTO Program.
 - h. Employees on VTO may only be assigned to work overtime in case of emergencies.

4. Department Conditions

- a. Any VTO savings will remain within the department in which the VTO is taken.
- b. Departments by agreeing to an employee's participation in VTO are agreeing that they will not fill vacant positions in their departments in the same classifications and location of those employees that are participating in VTO. Departments may not use extra help in the same classifications and locations of employees they have approved to be in the VTO Program. If at such time, the department intends to fill vacant positions in the classifications participating in VTO, then the department shall suspend current employees' participation in the VTO program. Departments will not assign overtime to any employees in classifications participating in VTO except in emergencies.
- c. Departments will consider, before approving any VTO request, the impact on revenues and reimbursements for VTO hours and only approve VTO requests that save money after taking into consideration the net impact of those revenue reductions.

5. Term

This program will expire on June 30, 2012

6. Communication

- a. The County and employee organizations may develop and distribute literature to represented employees that publicizes and explains the VTO program.

THE COUNTY OF SONOMA

VOLUNTARY TIME OFF (VTO) REQUEST

INSTRUCTIONS: Carefully read the conditions outlined in the Voluntary Time Off (VTO) Program. Complete this request form (*Please Print*), and submit it to your supervisor who will route it to your Department Head or designee for approval; then to the Department Payroll Clerk for processing and filing. **NOTE:** More than one request form may be submitted.

Name: _____ Employee #: _____

Job Class: _____ Bargaining Unit: _____ Department: _____

REQUESTED VTO DATES:		TOTAL
FROM:	TO:	HOURS

REQUESTED VTO DATES:		TOTAL
FROM:	TO:	HOURS
TOTAL:		

This request is an agreement between the employee and department head or designee as outlined above. This agreement is subject to approval, and management reserves the right to institute and revoke agreements. Employees may reduce their work schedule by up to 25% of their regular work schedule (for a full time FTE, the maximum reduction per pay period would be 20 hours). A reduction in hours will not impact non salary benefit levels for employees.

VTO may be taken in increments of not less than one-half hour. VTO shall be available to employees who are in "pay status" the work day before the beginning of the VTO as well as in "pay status" the entire work day after the completion of the VTO. VTO shall not be available to employees on leaves without pay.

The above is in accord with my understanding:

Employee Signature: _____ Date: _____

Comment: _____

Department Head Authorization: _____

Date: _____

Comment: _____

Appendix G

**LETTER OF AGREEMENT
BETWEEN
THE COUNTY OF SONOMA AND
SONOMA COUNTY LAW ENFORCEMENT ASSOCIATION (SCLEA)**

SUBJECT: HOLIDAY COMPENSATORY TIME OFF

For a period of time, up to August 2004, some County payroll clerks were paying off holiday Compensatory Time Off (CTO) before overtime that is accrued as compensatory time, in the absence of the employee stating a preference. To address possible concerns related to the pay off of holiday compensatory time first and how that might impact an employee's final compensation for retirement, the parties agree to the following:

1. County employees are provided a choice of the type of compensatory time to be paid.
2. Where an employee has a balance of non-statutory overtime, such non-statutory CTO hours will be accredited to holiday CTO, up to the 80 hour maximum. This transaction will take place after the second pay date in January and prior to the first pay date in February 2005.

This represents the full and final agreement of the parties.

SIGNATURES

FOR THE COUNTY

FOR THE ASSOCIATION

(Signed document on file with Employee Relations)

Appendix H

Letter of Understanding

Shaun DuFosee, President
Sonoma County Law Enforcement Employees Association

During the recently concluded negotiations for a successor Memorandum of Understanding between Sonoma County and the Sonoma County Law Enforcement Employees Association (SCLEA), the following understandings were achieved:

1. It is the intent of the County departments (Sheriff's Department, Probation Department, District Attorney, Human Services Department) that currently (12/02) use the Police Officer Bill of Rights (POBR) in the handling of disciplinary investigations and or actions for specified classifications to continue to apply the POBR in such cases.
2. The Probation Department and the SCLEA will establish a Labor Management Committee to consider probation officers' operational issues raised by SCLEA during these negotiations, including the provision and distribution of unit safety vests. SCLEA will provide the Chief Probation Officer an advance list of topics for discussion.
3. Within sixty (60) days of the adoption of the successor MOU, Parks Management will schedule a meeting with SCLEA to explore the potential for utilizing safety vests and, if an agreement on utilization of safety vests is achieved, the parties will develop an implementation procedure.

If the foregoing is in conformance with your understanding, please indicate your approval and acceptance in the space provided below.

APPROVED AND ACCEPTED:

SONOMA COUNTY LAW
ENFORCEMENT EMPLOYEES
ASSOCIATION

SONOMA COUNTY

(Signed document on file with Employee Relations)

Appendix I

REVISED LETTER OF AGREEMENT SCLEA PRESIDENT RELEASE TIME CONDITIONS

Introduction

As part of the negotiated settlement in the 2000-2003 Memorandum of Understanding, the Sonoma County Sheriff's Office Employees' Association - now the Sonoma County Law Enforcement Association (the Association), and the County of Sonoma agreed that the Association President will be released on a full-time basis, effective the first full pay period in July 2000 (7/11/00). The Association is responsible to pay the County for all salary and benefit costs related the President's full-time release - of which 500 hours maximum of earned compensatory time off or vacation may be voluntarily donated by SCLEA-represented employees.

The parties re-negotiated the President's benefit reimbursement which was previously limited to 30% of salary. The parties agreed that the Association will repay actual benefit costs to the County from the beginning of the 2003 - 2007 Memorandum of Understanding (MOU), March 4, 2003, and for the term of the MOU. The parties agree that repayment costs back to March 4, 2003, may be equally divided over the remaining months of the MOU, which expires June 18, 2007.

Specific conditions of the agreement are as follows:

1. **Salary:** Employee salary will continue to be paid by the County and billed quarterly to the Association by the County. The salary covers sick, vacation and holiday leaves, which are part of the Association cost reimbursement. Any donated hours will be subtracted from the fourth quarter (of fiscal year) billing.

While on release time the employee will be paid at his/her current step in the salary range at the initial date of release. Salary does not include premiums for specialty assignments, but will include P.O.S.T. pay or other educational incentive pay for which an employee has qualified. Time sheets will be submitted to the County department by the employee and co-signed by an authorized Association representative. Any merit increases will be granted on schedule.

2. **Leave Accruals/Service Credit:**

- A) ***Sick & Vacation Accruals*** - will continue to be accrued and taken.
- B) ***Holidays*** - Released President continues to receive 96 hours of holiday time each year, which must be taken during the year. Overtime and compensatory time off are not incurred. (MOU Articles 20.5 and 20.6 do not apply.)
- C) ***Retirement*** - Retirement service credit accrual will continue. The employee is on paid leave and the Auditor/Payroll Division will deduct both employee and employer contributions, in order to maintain service credit.

SCLEA President Release Time Agreement - 2005

3. **Worker's Compensation / 4850:**

If an employee on President Release is injured in the course and scope of Association business or County business, the Association will continue to pay the County for 2,080 hours per year at the President's current salary rate. Such employee will not be assigned to limited duty or other department assignment while on Worker's Compensation or 4850.

4. **Liability Insurance & Third-Party Claims Against the County:**

The Association will maintain a liability insurance policy with a \$3,000,000 coverage limit for directors/officers, including employees on President Release. Employees released from regular County work pursuant to this section perform activities at the Association's direction and are not agents of the County of Sonoma. The Association agrees to indemnify and hold the County harmless from all claims arising from such activities.

5. **Training:**

An employee on President Release will participate in any training required for the employee to maintain his/her County position and job classification and will be compensated according to the current practice (at time of training) of the employee's department.

6. **County Benefits:**

The President shall enjoy all benefits conferred on like-situated employees represented by the Sonoma County Law Enforcement Association Memorandum of Understanding and applicable County of Sonoma rules and policies. No loss of County health, dental, vision, LTD or other benefits will result. If a new benefit or unanticipated impact from an existing benefit not covered in this agreement occurs, the parties agree to reopen this agreement and meet on the issue in question.

7. **President's Replacement(s):**

An agreed average amount of 264 hours of vacation and sick leave is accrued annually by an employee on President's Release. Up to 50% or 132 hours maximum will be re-deposited and available annually for use by other Association Officers who must act on the President's behalf when he/she is using vacation or sick leave. *The following conditions apply:*

If the employee acting on the President's behalf in his/her absence is from the same County Department as the President, he/she will not be provided release time unless pre-approval is sought and granted in advance. The right to refuse such hours for a President's replacement from the same Department is at that Department Head's discretion.

The Association agrees to request such release time 14 calendar days (minimum) in advance, whether the employee is from the same or different County Department. The County Department will respond within 4 days of receipt of the initial request. Failure to provide timely response constitutes *automatic approval*. The Department will not arbitrarily deny the time. Reasons for denial, such as serious operational impacts will be articulated in writing to the Association.

SCLEA President Release Time Agreement - 2005

8. **Shift Bid:**

- A) If an incumbent SCLEA President declares his/her intention to run for re-election, the parties agree that he/she will not participate in the upcoming shift bid in his/her County department. Should the President not be re-elected, he/she will be returned to a shift in the same manner, under the same policies and procedures applied to post-shift bid assignments.
- B) If an incumbent SCLEA President declares his/her intention not to run for re-election and is not named on the ballot, he/she will be eligible to participate in the upcoming shift bid in his/her County department.
- C) If an employee (non-incumbent) declares his/her candidacy for the SCLEA President position, he/she will be eligible to participate in the upcoming shift bid in his/her County department, as the outcome of the election is an unknown.

9. **Presidential Access to County Facilities:**

With the approval of the designated management representative, the Association President may meet with represented employees at their work locations on matters of mutual interest to the Association and the Department. The President shall give the management representative sufficient notice and information to arrange for the meeting time(s), including the requested duration of the meeting, and to determine if the matter(s) to be discussed are of mutual interest. The management representative may limit the duration of the meeting to meet the needs of the Department. If there is disagreement between the Association and the designated management representative, the Department Head shall have final authority to determine whether the matter(s) to be discussed is/are of mutual interest. The County agrees to provide the Association with a list of designated management representatives and to keep such list updated.

SIGNATURES

FOR THE COUNTY:

FOR THE ASSOCIATION:

(Signed document on file with Employee Relations)

Index

<u>3% at 55 – 3% at 50 Enhanced Safety Retirement Program</u>	31
<u>3% at 60 Enhanced Retirement Program</u>	32
<u>414(h)(2)-Tax Deferred Retirement Contribution</u>	31
<u>Accrual</u>	53, 56
<u>Acknowledgment</u>	68
<u>Active Employee Health Plans</u>	39
<u>Advance Notice of Agency Shop Service Fee</u>	71
<u>Advanced Salary Upon Promotion</u>	21
<u>Advanced Step Upon Employment</u>	20
<u>Agency Shop Service Fee</u>	70
<u>Agency Shop Service Fee Collection</u>	72
Appendix A	76
APPENDIX B - Departmental Grievance Form	84
APPENDIX B - Departmental Grievance Procedure	80
APPENDIX C – MOU Grievance Form	86
Appendix D – Side Letter	91
Appendix E - MTO	92
Appendix F – Staff Development Freeze	98
Appendix G	99
Appendix H	100
Appendix I	101
<u>Application</u>	32
<u>Approval for Compensatory Time Off</u>	34
<u>Arbitrable Grievances</u>	64
<u>Arbitration Expenses Shared</u>	65
<u>Arbitration Issues</u>	65
<u>Arbitrator's Authority</u>	65
<u>Arbitrator's Decision Due</u>	65
<u>Assignment of Overtime</u>	34
<u>Association Responsibilities</u>	67
ASSOCIATION RIGHTS	14
ASSOCIATION SECURITY	70
<u>Association's Constitutional Obligations</u>	73

BILINGUAL PAY	30
<u>Binding/Non-Binding Decision</u>	65
<u>Board Agenda</u>	17
<u>Bulletin Boards</u>	14
<u>Calculation of Basic Service Fee</u>	71
<u>Call-Back</u>	36
<u>Claims Disputes over LTD</u>	42
CLASSIFICATION INFORMATION	66
<u>COBRA</u>	45
<u>Combined Use – Staff Development and Physical Fitness</u>	61
<u>Communications</u>	14
COMPASSIONATE LEAVE	59
<u>Compensation for Holidays</u>	52
<u>Compensation for Holidays - Day Worked</u>	53
<u>Compensatory Time Payment at Separation</u>	35
<u>Continuation of Health Benefits Coverage</u>	44
<u>Contracting-Out</u>	14
<u>Copies of Classification Studies</u>	66
<u>County Contribution toward Active Employee Medical Benefits</u>	40
<u>County Contribution toward Retiree Medical Plans - Employees Hired Before January 1, 2009</u>	48
<u>County Contribution toward Retiree Medical Plans - Employees Hired Before July 1, 1990</u>	46
<u>County Contribution toward Retiree Medical Plans - Employees Hired On or After January 1, 2009 - Effective January 1, 2009</u>	49
<u>County Contribution toward Retiree Medical Plans - Employees Hired On or After July 1, 1990 but Before January 1, 2009</u>	47
<u>County Offered Health Maintenance Organization (HMO) Medical Plans</u>	40
<u>County Offered Participating Provider Option (PPO) Medical Plans</u>	39
<u>Court Call-Back</u>	36
<u>Data Run - All Employees in Units</u>	17
<u>Data Run - New Employees in Units</u>	17
<u>Day Observed</u>	52
<u>Deferred Compensation - County Paid Program</u>	30
<u>Deferred Compensation - Voluntary Program</u>	30
DEFERRED COMPENSATION AND RETIREMENT	30
<u>Definitions</u>	11

DEFINITIONS	11
<u>Definitions (Grievance Procedure).....</u>	<u>62</u>
<u>Dental Benefits</u>	<u>40</u>
DIRECT DEPOSIT.....	32
<u>Dispatcher Shift Premium Pay.....</u>	<u>37</u>
<u>Distribution.....</u>	<u>74</u>
DISTRIBUTION OF MEMORANDUM OF UNDERSTANDING AND ENACTMENT	74
<u>Documentation</u>	<u>56</u>
DOMESTIC PARTNER DEFINED	88
<u>Dues Check Off</u>	<u>15</u>
<u>Education Leave (MSW) – Employee Requirements</u>	<u>29</u>
<u>Education Leave (MSW) – Health Benefit Continuation</u>	<u>29</u>
<u>Education Leave (MSW) – Non-Grievability</u>	<u>29</u>
<u>Effective Date of Merit Increase</u>	<u>23</u>
<u>Effective Dates</u>	<u>10</u>
<u>Eligible Employees In CO/PO Units.....</u>	<u>37</u>
<u>Employee Assistance Program.....</u>	<u>42</u>
EMPLOYEE RIGHTS	17
<u>Employee/Association Safety Appeals</u>	<u>18</u>
EMPLOYMENT IN MORE THAN ONE POSITION	60
<u>Enactment</u>	<u>74</u>
<u>Exclusive Rights</u>	<u>14</u>
<u>Extra-Help to Permanent Appointment.....</u>	<u>21</u>
<u>Fair Labor Standards Act Not Incorporated</u>	<u>13</u>
<u>Family Leave</u>	<u>58</u>
<u>First Step</u>	<u>62</u>
<u>Flex-Time Schedule.....</u>	<u>33</u>
<u>Floating Holiday</u>	<u>52</u>
<u>Full Performance of Duties</u>	<u>67</u>
<u>Full Understanding</u>	<u>68</u>
FULL UNDERSTANDING, MODIFICATION, ACKNOWLEDGMENT	68
GRIEVANCE PROCEDURE.....	61
<u>Half-Time Pay Provision</u>	<u>35</u>
HEALTH & WELFARE BENEFITS FOR ACTIVE EMPLOYEES.....	39

<u>Health Benefits During Leaves of Absence – Non-Medical Leaves Without Pay</u>	43
<u>Helicopter Training Premium</u>	30
<u>Holiday Pay Maximum</u>	53
HOLIDAYS	52
<u>Holidays – Compensation – Employees on Leave Without Pay</u>	53
<u>Hourly Cash Allowance</u>	20
HOURS AND OVERTIME	32
<u>Indemnification</u>	72
<u>Initiation Deadline</u>	62
<u>Interest Based Intermediary Step - Optional</u>	63
<u>Invalid Sections</u>	73
INVALID SECTIONS	73
<u>Joint Recommendation to Civil Service Commission</u>	27
<u>Joint Training on Memorandum</u>	66
JURY DUTY	59
<u>Labor/Management Committees - Valley of the Moon Children s Home</u>	66
LABOR/MANAGEMENT MEETINGS	66
Letter of Understanding - Juvenile facilities classification changes	89
<u>Life Insurance</u>	41
<u>Long-Term Care – Payroll Deduction</u>	45
<u>Long-Term Disability (LTD)</u>	42
<u>Lunch Periods</u>	38
<u>Maintenance of Membership</u>	70
MANAGEMENT RIGHTS	13
<u>Matters of Mutual Interest</u>	66
<u>Maximum Accumulation</u>	53
<u>Meals</u>	39
MEALS AND REST PERIODS	38
<u>Mediation</u>	64
MEDICAL BENEFITS FOR FUTURE RETIREES	46
<u>Medical/Pregnancy Disability Leave</u>	43
<u>Meet and Confer During Term of Memorandum</u>	68
<u>Meet and Confer Obligation</u>	66
<u>Merit Advancement Within Salary Ranges</u>	23

MILEAGE REIMBURSEMENT	30
NO BREAK IN SERVICE	59
<u>No Limitation on Authority of Civil Service Commission</u>	69
<u>No Lockout</u>	67
NO STRIKE	67
<u>Non-Applicability of FLSA</u>	35
<u>Non-Application</u>	11
<u>Non-Discrimination</u>	15
NON-DUTY COURT LEAVE	59
<u>Non-Grievability of Decision Making Authority</u>	14
<u>Non-Grievable</u>	61
<u>Non-Precedence</u>	69
<u>Non-Statutory Overtime</u>	34
<u>North Coast Assignment Premium</u>	28
<u>Notice for Successor Memorandum</u>	10
<u>Notice of New Employees</u>	72
<u>Overtime Compensation</u>	34
<u>Overtime Earned</u>	34
<u>Overtime Not Cumulative</u>	35
<u>Paid Leave "Pool"</u>	15
<u>Park Ranger I/II - Assignment and Transfer</u>	28
<u>Park Ranger I/II - Housing</u>	28
<u>Park Ranger I/II - Maintenance Fees</u>	28
<u>Park Ranger I/II – Premium Assignment and Housing</u>	27
<u>Park Ranger I/II - Special Provisions</u>	28
<u>Park Ranger I/II Shift Premium Pay</u>	38
<u>Park Ranger Shift Premium Pay</u>	37
<u>Participation</u>	66
<u>Participation in County Offered Health (Medical, Dental, Vision, Life Insurance) Plans</u>	39
<u>Part-Time Employee – Health Benefits</u>	41
<u>Part-time Employees</u>	53
<u>Part-Time Employees</u>	53
<u>Part-Time Employees – Health Benefits During Leave of Absence</u>	44
<u>Payment for Unused Vacation</u>	55

<u>Pension Pick Up</u>	20
<u>Performance Appraisals</u>	23
<u>Personal Property Reimbursement</u>	17
<u>Personal Property Reimbursement Supplement - Damage to Employee Vehicles</u>	18
<u>Personnel Files</u>	18
<u>Phone Work Compensation</u>	37
<u>Physical Fitness</u>	61
<u>Plan Documents and Other Controlling Documents</u>	45
<u>POST Premiums</u>	27
<u>Posting of Work Schedules</u>	33
<u>PREAMBLE</u>	10
<u>Prohibited Activities</u>	67
<u>Public Safety Officers Procedural Bill of Rights Act</u>	26
<u>Purpose (Grievance Procedure)</u>	61
<u>Reappointment</u>	55
<u>Reappointment Consideration</u>	20
<u>RECOGNITION</u>	10
<u>Recordkeeping and Reporting</u>	73
<u>Representation</u>	62
<u>Representation Assistance</u>	16
<u>Requests for Compensatory Time Payments</u>	35
<u>Rescission of Agency Shop Provision</u>	72
<u>Rest Periods</u>	38
<u>Retention of Rights</u>	13
<u>Retiree Medical Coverage</u>	46
<u>Safety Program</u>	18
<u>Salaries</u>	19
<u>SALARIES AND ADMINISTRATION OF THE SALARY SCHEDULE</u>	19
<u>Salary Enhancement Plans</u>	45
<u>Salary Upon Advancement Within a Range</u>	23
<u>Salary Upon Demotion During Probation</u>	21
<u>Salary Upon Disciplinary Reduction In Pay</u>	24
<u>Salary Upon Employment</u>	20
<u>Salary Upon Involuntary Demotion</u>	22

<u>Salary Upon Promotion</u>	21
<u>Salary Upon Reallocation of Class</u>	22
<u>Salary Upon Reappointment from Voluntary Demotion</u>	22
<u>Salary Upon Reclassification of Position - Higher Salary</u>	23
<u>Salary Upon Reclassification of Position - Lower Salary</u>	23
<u>Salary Upon Reclassification of Position - Same Salary</u>	22
<u>Salary Upon Restoration</u>	21
<u>Salary Upon Temporary Assignment to a Higher Class</u>	24
<u>Salary Upon Transfer</u>	22
<u>Salary Upon Voluntary Demotion</u>	22
<u>Scheduled Holidays</u>	52
<u>Scheduled Holidays - Defined</u>	52
<u>Second Step Grievance</u>	63
<u>Second Step Response</u>	63
<u>Selection of Arbitrator</u>	64
<u>Separability</u>	73
<u>Separation from Unit Exception</u>	70
<u>Service Fee Choice</u>	71
<u>Shift Bidding - Detention</u>	35
<u>Shift Differential – Evening and Night</u>	38
<u>Shift Differential – Split Shift</u>	38
SHIFT DIFFERENTIAL PREMIUM	37
SICK LEAVE AND FAMILY LEAVE	56
<u>Sick Leave Conversion</u>	56
<u>Sick Leave Payoff at Disability Retirement</u>	57
<u>Sick Leave Payoff/Conversion at Retirement</u>	57
<u>Sick Leave Use</u>	56
SPECIAL COMPENSATION BENEFITS	25
<u>Special Compensation Premium Pays</u>	25
<u>Special Day Shift Consideration</u>	37
<u>Specialist Premiums</u>	25
<u>Specialty Assignment Continuation</u>	26
<u>Specialty Assignment Guarantee Period</u>	26
<u>Specialty Assignment Trial Period</u>	26

<u>Staff Development</u>	60
STAFF DEVELOPMENT	60
<u>Staff Development Benefit Allowance - Amounts</u>	60
<u>Staff Development Benefit Allowance Program</u>	60
<u>Standby</u>	35
STANDBY AND CALLBACK	35
<u>Standby for District Attorney Investigators</u>	36
<u>Statutory Overtime for the Non-Exempt Employee</u>	33
<u>Subsequent Reassignment</u>	24
<u>Successor Memorandum Procedures</u>	15
<u>Surviving Dependent – County Contribution beginning June 1, 2009 for Employees Hired Before January 1, 2009</u>	51
<u>Surviving Dependent – County Contribution for Employees Hired On or After January 1, 2009</u>	51
<u>Surviving Dependent – County Contribution through May 31, 2009 for Employees Hired Before January 1, 2009</u>	51
TERM	10
<u>Third Step Grievance</u>	63
<u>Third Step Response</u>	64
<u>Time for Association Activities</u>	15
<u>Time Limits</u>	62
<u>Title IV E – Part time – Masters of Social Work (MSW) in Public Child Welfare – Internship</u>	28
<u>Title IVE – Full Time Masters of Social Work (MSW) in Public Child Welfare – Education Leave</u>	29
<u>Types of Employment</u>	33
<u>Uniform Review Process - Written Reprimand</u>	19
UNIFORMS	30
<u>Use of County Facilities</u>	17
VACATION	53
<u>Vacation Buy Back</u>	55
<u>Vacation Schedules</u>	55
<u>VDT (Video Display Terminal) Optical Benefit</u>	41
<u>Violation of Law</u>	73
<u>Vision Benefits</u>	41
VOTING	60
<u>Work Access</u>	15

<u>Work Schedule Change</u>	33
<u>Work Schedules</u>	33
<u>Workers' Compensation Claims Disputes</u>	42
<u>Workers' Compensation Temporary Disability – Supplementing with Paid Leave</u>	43
<u>Written Assurance</u>	67
<u>Written Modifications Required</u>	69
<u>Written Notice</u>	66