

AGREEMENT

BETWEEN

COUNTY OF SACRAMENTO

AND

ENGINEERING TECHNICIANS AND TECHNICAL INSPECTORS

COVERING ALL EMPLOYEES IN THE

ENGINEERING TECHNICIANS AND TECHNICAL INSPECTORS UNIT

2018-2021

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PREAMBLE

This AGREEMENT, hereinafter referred to as the Agreement, entered into by the COUNTY OF SACRAMENTO, hereinafter referred to as the County, and ENGINEERING TECHNICIANS AND TECHNICAL INSPECTORS, hereinafter referred to as E.T.T.I., has as its purpose the promotion of harmonious labor relations between the County and E.T.T.I.; establishment of an equitable and peaceful procedure for the resolution of differences; and the establishment of rates of pay, hours of work, and other conditions of employment.

The term "Agreement" as used herein means the written agreement provided under Section 3505.1 of the Government Code.

JOINT LABOR-MANAGEMENT COMMITTEE

In order to encourage open communication, promote harmonious labor relations, and resolve matters of mutual concern, the parties agree to create a joint labor-management committee. The committee will be governed by the following principles:

- a. The committee will meet every other month or more often if mutually agreed to by the parties.
- b. The agenda for each meeting will be decided five (5) working days in advance of the meeting, unless otherwise mutually agreed to by the parties.
- b. The County will release a reasonable number of officially designated E.T.T.I. representatives for attendance as needed at the meetings. The number of representatives in attendance will be mutually agreed upon before each meeting.
- c. This section is not grievable within the meaning of the grievance procedure as defined in Article IV of this Agreement.

ARTICLE I RECOGNITION AND COVERAGE

1.1 RECOGNITION

a. The County recognizes E.T.T.I. as the exclusive negotiating agent for all employees in the listing of classes set forth in Exhibit "A" of this Agreement.

b. E.T.T.I. recognizes the County Executive or his/her designee as the negotiating representative for the County and shall negotiate exclusively with him/her or his/her designee, except as otherwise specifically spelled out in this Agreement.

1.2 COVERAGE OF EMPLOYEES

a. The Engineering Technicians and Technical Inspectors Unit consists of those individuals in the listing of classes set forth in Exhibit "A" of this Agreement.

b. This Agreement applies only to employees in the above-described representation unit.

ARTICLE II E.T.T.I. RIGHTS

2.1 E.T.T.I. SECURITY

a. It is the intent of this article to provide for payroll deductions of E.T.T.I. members to be deducted from their warrants insofar as permitted by law, and not to exceed \$99.99 including dues. The County agrees to deduct and transmit to E.T.T.I. all authorized deductions from all E.T.T.I. members within the foregoing units who have signed an approved authorization card or cards for such deductions in a form agreed upon by the County and E.T.T.I. In the event the County misses one (1) or more dues deductions in a payroll period, due to no fault on the part of E.T.T.I., the County will correct the error in the next biweekly pay period if notified by E.T.T.I. in writing within five (5) workdays of the initial transmittal to E.T.T.I.

- b. (1) The written authorization for E.T.T.I. dues deductions shall remain in full force and effect, during the life of this Agreement between the County and E.T.T.I., unless cancelled in writing by the employee.
- (2) The written authorization for approved insurance and benefit programs and the amount of dues deducted from E.T.T.I. members' warrants shall be changed by the County upon written request of E.T.T.I.
- (3) E.T.T.I. agrees to indemnify, defend and hold the County harmless against any claims made of any nature and against any suit instituted against the County arising from its check-off for the dues, insurance or benefit programs of E.T.T.I.

c. "Approved insurance and benefit programs" are those which the County has approved as being non-competitive or non-duplicative of County-offered programs.

The County reserves the right to disapprove any insurance program, in advance, if competitive or duplicative; and, to cancel all E.T.T.I. insurance and benefit program payroll deductions where they are established without prior County approval. It is understood that life insurance, except for accidental death and dismemberment, is competitive and duplicative of County-offered programs.

d. Solicitation and/or servicing of E.T.T.I. insurance and benefit programs shall not interrupt on-duty employees nor be conducted in County facilities without prior approval of the County.

2.2 E.T.T.I. NOTICES AND MEETINGS

a. E.T.T.I. may use County conference rooms and similar building facilities for meetings with employees in the units it represents; may post material on bulletin boards provided to serve employees in the units it represents; and may visit work locations to confer with its members regarding grievances or other business within the scope of representation or otherwise provided for within this Agreement.

b. Use of County meeting facilities requires at least twenty-four (24) hours advance notice to the appropriate County official and is subject to County use of such facilities; provided, however, that once scheduled, such E.T.T.I. meetings may not be cancelled by the County except under emergency situations. The County may establish reasonable regulations governing the use of County facilities as provided by this section.

c. E.T.T.I. shall be entitled to the use of a bulletin board at each work location where they are established or where they may be reasonably necessary.

d. Duly authorized representatives of E.T.T.I. shall be permitted, at all times that employees in the units it represents are working, to enter offices to transact business within the scope of representation and to observe conditions under which employees are employed and carry out their responsibilities; provided, however, that the E.T.T.I. representative shall, upon arrival at the facility, notify the person in charge of the areas he/she wishes to visit. Access shall not be unreasonably denied. If denied, the reason or reasons for denial must be stated.

e. E.T.T.I. may transmit reasonable amounts of written materials through the County's departmental inter-office mail system unless otherwise prohibited by law. The County agrees to instruct personnel that sealed mail marked "E.T.T.I. Business, Confidential" is to be delivered to the addressee unopened.

2.3 E.T.T.I. REPRESENTATION

a. The County recognizes and agrees to deal with designated officers and chapter representatives of E.T.T.I. on all matters relating to grievances and the interpretation, application, or enforcement of the express terms of this Agreement. Said

officers and chapter representatives shall be permitted County time off to represent employees on grievances.

b. A written list of the officers and chapter representatives of E.T.T.I. and the representatives serving each chapter thereof, shall be furnished the County immediately after their designation, and E.T.T.I. shall notify the County within a reasonable time of any changes of such officers or representatives. Those officers or chapter representatives shall not be recognized by the County until such lists or changes thereto are received.

c. The E.T.T.I. officers and chapter representatives recognized by the County shall be as follows:

- President
- Vice-President
- Secretary-Treasurer
- Sacramento County Wastewater Treatment Plant Representative
- Building Inspection Chapter Representative
- Construction Inspection Chapter Representative
- Engineering Technician Chapter Representative
- Building Construction Inspection Representative

In the event of a reorganization within E.T.T.I., the County, upon request of E.T.T.I., will meet and confer with respect to any changes proposed to the above list of officers.

d. Upon request of the aggrieved employee, a chapter representative or officer of E.T.T.I. may investigate the grievance or dispute and assist in its presentation. The chapter representative or officer shall be allowed a reasonable time for this purpose during working hours without loss of pay, subject to prior notification and approval by his/her immediate supervisor. For investigations which take him/her physically outside his/her regular work area, such notification shall be on a form prescribed by the County, which will state the amount of time spent for the purpose. When a chapter representative or officer is investigating grievances within his/her regular work area, the prior notification and approval may be oral and the form need not be used; however, the chapter representative or officer shall accurately record on his/her employee time sheet all on-duty time spent investigating grievances. The assignment of more than one (1) chapter representative or officer who is an employee to handle a grievance shall be subject to prior approval of the County Executive or his/her representative and approval shall not be unreasonably delayed or withheld.

2.4 AGENCY SHOP

a. Effective March 14, 2016, the parties agree to amend Section 2.4 (c), entitled E.T.T.I. Representation, of the 2013-2018 labor agreement between the County of Sacramento and ETTI as follows:

“The E.T.T.I. officers and chapter representatives recognized by the

County shall be as follows:
President
Vice-President
Secretary-Treasurer
CMID's Sacramento Regional Wastewater Treatment Plant Inspection Representative
Building Permits and Inspection Chapter Representative
Construction Inspection Chapter Representative
Engineering Technician Chapter Representative
CMID's County Owned Building Projects and Materials Laboratory Inspection Representative
Code Enforcement Chapter Representative

In the event of a reorganization within E.T.T.I., the County, upon request of E.T.T.I., will meet and confer with respect to any changes proposed to the above list of officers.

b. Effective March 14, 2016, the parties agree to add the Construction Management Inspection Division's Sacramento Regional Wastewater Treatment Plant Representative and Construction Management Inspection Division's County Owned Building Projects and Materials Laboratory Inspection Representative to the August 12, 2015 Letter of Understanding, entitled Release Time Agreement for ETTI Officers and Chapter Representatives, which grants release time of up to 80 hours per fiscal year to specifically identified ETTI officers.

2.5 SEPARATION FROM UNIT EXCEPTION

The condition of employment specified above shall not apply during periods of separation from the representation unit by any such employee but shall reapply to such employee commencing with the second full pay period following the return of the employee to the representation unit. The term separation includes transfers out of the unit, layoff, and leaves of absence with a duration of more than two (2) full pay periods. The condition of employment specified above shall not apply to newly hired employees until the beginning of the second full pay period of employment.

2.6 FAIR SHARE SERVICE FEE DETERMINATION AND DISCLOSURE

Only the costs of the following activities shall be considered by E.T.T.I. when making a determination of the amount of the fair share service fee of non-members:

- a. Expenditures for representation on behalf of employees in the unit (for example, the fees and expenses of E.T.T.I. representative, and staff support including research of and preparation for a negotiating position).
- b. Expenditures for contract administration (for example, meetings and discussions with management concerning grievances under the contract, meetings with employees as part of grievance resolution, and costs of representatives for arbitration, shorthand reporters, or attorneys in

enforcing the Agreement and staff support including research and preparation).

2.7 EXPENDITURES NOT INCLUDABLE IN DETERMINATION OF THE FAIR SHARE FEE

Costs other than those described in Section 2.6-a. shall not be considered when making a determination of the fair share service fee of non-members. Costs not to be included include the following:

- a. Lobbying and other political activity including support for individual candidates or political parties.
- b. Organizing and recruiting activities of E.T.T.I.
- c. Payment to affiliates.
- d. Social activities of E.T.T.I.
- e. Charitable and philanthropic activities.
- f. Insurance and other benefit programs.
- g. Any strike fund.

2.8 FAIR SHARE FEE EXPLANATION AND NOTICE OF RIGHT TO CHALLENGE

Within sixty (60) days after the effective date of this Agreement and annually thereafter, within sixty (60) calendar days after the end of its fiscal year, E.T.T.I. shall post in locations where notices to employees are customarily placed and mail to the County and to all employees a "Fair Share Fee Explanation and Notice of Right to Challenge." Such notice shall also be given to all new employees hired into the unit prior to the solicitation or collection of any membership dues or fair share fees. Such notice shall include:

- a. An accounting prepared and signed by an auditor from a certified public accounting firm with the overall purpose of providing an itemization of the expenditures of the E.T.T.I. in detail necessary for an employee to be able to reasonably determine what portion of regular membership dues would be allocable to the cost of negotiation and contract administration as defined in Section 2.6 above.
 - (1) The accounting will utilize data from the prior fiscal year and shall include the following information:

- (a) A breakdown of E.T.T.I.'s actual revenue by source.
 - (b) A breakdown of each major category within E.T.T.I.'s budget and indicating the actual expenditures within each category including the portion of each category allocable to the costs of negotiation and contract administration as defined in Section 2.6.
 - (c) Where E.T.T.I. expenditures are for employee compensation, the auditor shall determine what portion of the employee's salary is clearly allocated to the actual negotiation and contract administration as defined in Section 2.6.
 - (d) The auditor shall prepare a statement itemizing which of the E.T.T.I. expenditures are clearly allocated to negotiation and contract administration as defined in Section 2.6 and which expenditures are not so allocated.
 - (e) The auditor shall then calculate the proportion of dues which are clearly allocable to negotiation and contract administration as defined in Section 2.6, expressed as a percentage of regular membership dues.
- (2) To enable the auditor to prepare the accounting, E.T.T.I. shall provide the auditor access to all records reasonably necessary for such preparation including a record of the employee's activities in sufficient detail to enable the auditor to make the necessary determination in Subsection a. above. In the event that payments are made to any other organization, the auditor shall be provided access to such organizations' records when reasonably necessary to prepare the above accounting. In the event that such records from E.T.T.I., or other organization are not provided or contain insufficient detail to prepare the above statement, then the auditor shall so notify the County immediately in writing, and upon such notification this article shall become null and void.
- (a) The amount of the fair share service fee: Such fee shall not exceed the proportion of dues calculated in Subsection 2.8-a. (1) (e) above.
 - (b) Instructions on filing a challenge to the amount of the fair share fee with E.T.T.I.:
 - 1. Non-members who wish to challenge collection of the fair share fee because the amount identified contains expenditures for activities not within the definition of

Section 2.6 or because the procedures set forth herein have not been complied with, must file "Fair Share Fee Challenge Petition" with the E.T.T.I and with copy to the County.

2. The petition shall be signed by the challenger or the challenger's agent under penalty of perjury and must state with specificity the particular expenditures or procedures being challenged. The petition must include the name, address, and social security number of the challenger.
3. During the pendency of the challenge, the amount of the fair share fee reasonably in dispute shall be placed in an escrow account established by the E.T.T.I.
4. The dispute described in the challenge petition shall be heard by the E.T.T.I. within thirty (30) calendar days after filing. If the written response of the E.T.T.I. is not satisfactory to the employee, such employee shall have the right to refer the matter to binding arbitration in accordance with procedures established by the E.T.T.I.
5. The arbitrator shall be selected in accordance with the procedures of the American Arbitration Association.
6. The costs of the arbitration shall be borne by the E.T.T.I.

2.9 FAILURE TO POST FAIR SHARE FEE EXPLANATION AND NOTICE OF RIGHT TO CHALLENGE

Should E.T.T.I. fail to post the required annual Fair Share Fee Explanation and Notice of Right to Challenge set forth above within the required sixty (60) days after the effective date of this Agreement or the end of its fiscal year, the County shall have the right to give the E.T.T.I. two (2) pay periods' notice to provide the required notice. If E.T.T.I. fails to provide the required notice by the expiration of the two (2) pay periods, then the County shall make no further payroll deductions of any kind on behalf of E.T.T.I. (dues, fair share fees, insurance, et cetera) until such time as E.T.T.I. provides the required notice.

2.10 LABOR ORGANIZATION ANNUAL REPORT

Annually, E.T.T.I. shall file with the Director of Labor Relations a copy of the accounting report required by Section 2.8(a). Such report shall be filed within sixty (60) calendar days after the end of E.T.T.I.'s fiscal year. Such reports shall be made available to employees in the unit.

2.11 FAILURE TO FILE LABOR ORGANIZATION ANNUAL REPORT

If E.T.T.I. fails to file and provide the County with the information required in Section 2.10 above, then the County shall have the right to give E.T.T.I. two (2) pay periods' notice to provide the required accounting report form. If E.T.T.I. fails to provide the required accounting form at the expiration of the two (2) pay periods, Subsection 2.4-b. shall become inoperative and the County shall make no further fair share or charitable contributions pursuant to that subsection until such time as E.T.T.I. provides the required accounting report form.

2.12 JUST CAUSE FOR TERMINATION

The parties agree that any failure of an obligated employee to pay a fair share service fee shall constitute reasonable and just cause for discharge.

2.13 PROCEDURE FOR FAIR SHARE TERMINATION

The procedure in all cases of discharge for violation of the obligation to pay a fair share service fee shall be as follows:

- a. E.T.T.I. shall notify the employee (a copy to the appointing authority) 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 a fair share service fee, specifying the amount of the delinquency, and warning the employee that unless such fees are tendered within thirty (30) calendar days, E.T.T.I. will request that the employee be terminated as provided in this article.
- b. If the employee fails to comply, E.T.T.I. shall file with the appointing authority, in writing, proof of compliance with Subsection a., the specific charges, and a demand that the employee be terminated. The charges shall include:
 - (1) A statement that it is proposed that the employee be discharged from employment;
 - (2) A statement of the cause of the proposed discharge of the employee;

- (3) A statement in ordinary and concise language of all specified facts or omissions upon which the cause is based;
 - (4) A copy of all E.T.T.I. documents relevant to the proposed action or a statement advising the employee and his/her appointing authority of the time and place where they may have access to such documents.
- c. The County shall serve a copy of the written charges upon the employee either personally or by certified mail, return receipt requested. The appointing authority shall give written notice to E.T.T.I. and the employee of the scheduled date of a hearing by the appointing authority.
 - d. The parties to the hearing shall be E.T.T.I., the employee, and the County.
 - e. The appointing authority shall determine whether the E.T.T.I. has established cause to terminate the employee because of the violation of this article. If the appointing authority determines that there is cause for termination of the employee, the appointing authority shall terminate said employee within ten (10) days after making such determination. An employee with permanent civil service status may appeal the order of termination pursuant to the Civil Service Rules.
 - f. E.T.T.I. shall bear all costs of terminating the employee, including all costs of the County in defending any appeal of an employee from the County's termination of such employee for failure to pay a fair share service fee. Such reimbursed costs shall not include payment of the attorney selected by the County to prosecute and defend the termination action.

2.14 INDEMNIFICATION

E.T.T.I. shall indemnify and save the County harmless against any and all claims, demands, suits, orders, judgments or other forms of liability that shall arise out of or by reason of, action taken or not taken by the County under this article.

2.15 PAYROLL AUTHORIZATION REQUIREMENTS

The authorization for payroll deductions described in Subsection 2.16-b. shall specifically require the employee to agree to hold the County harmless from all claims, demands, suits or other forms of liability that may arise against the County for or on account of any deduction made from the wages of such employee.

2.16 PROCESS FOR UNION DUES

If the employee does not voluntarily establish his/her membership or fee status

with the union within the second full pay period, the County shall enroll the employee as a service fee payer automatically effective the third pay period.

2.17 RELEASE TIME FOR ETTI OFFICERS AND CHAPTER REPRESENTATIVES

The parties agree the following ETTI Officers and Chapter Representatives will be entitled to yearly release time per fiscal year up to the following amounts:

- President -120 hours
- Vice-President – 80 hours
- Secretary – Treasurer – 80 hours
- Building Inspection Chapter Representative – 80 hours
- Construction Inspector Chapter Representative – 80 hours
- Engineering Technician Chapter Representative – 80 hours
- Code Enforcement Chapter Representative – 80 hours

a. The above release time hours shall be attached to the Officer/Chapter Representative, not the individual. In the event an officer or Chapter Representative position is vacated and filled by another employee, the hours utilized by the previous Officer/Chapter Representative shall be counted toward the total hours available to the new Officer/Chapter Representative for that fiscal year.

b. The above release time hours shall be at no cost to the County

c. The parties agree the Union shall be charged fully loaded hourly rate per employee for the number of hours utilized by each Officer/Chapter Representative up to the maximum hours listed above.

d. The parties agree the fully loaded hourly rate excludes worker's compensation costs and shall be reset each fiscal year based on each applicable departments fully loaded hourly rate., excluding the worker's compensation costs. However, rates are subject to changes, providing advanced notice is provided as soon as administratively possible.

e. The parties agree a customer account shall be created by ETTI in the County's COMPASS system. Individuals using release time will have an order created which will be logged on their time sheet. Each month, an invoice will be provided to ETTI with the charges incurred for that particular month. The invoice will include the employee's name, classification, date, hours and total amount due. Payment shall be due within thirty (30) days from date of invoice.

f. The parties agree if payment for release time is not received within sixty (60) days of the invoice date, release time shall no longer be authorized for any Officer/Chapter Representative until payment is made and all account balances are in good standing.

g. ETTI and the County agree to the following regarding the above leave use:

- Release Time shall be pre-approved by the employee's respective supervisor/manager.
- The Officers and Chapter Representatives will arrange a regular and routine release schedule with their respective supervisors, to the extent possible.
- Each Officer/Chapter Representative shall provide at least 2 weeks advance notification for Release Time of more than an eight-hour duration, whenever possible.
- In the event any of the ETTI Officers change, if the classification of the ETTI board officers change, or if the board member transfers to a position within another department, the parties agree to meet and confer regarding the continued release of the board member.
- In the event of a strike or any other work stoppage by ETTI, ETTI shall be ineligible for the use of this release until such action is discontinued.

ARTICLE III GENERAL PROVISIONS

3.1 COUNTY RIGHTS

a. All County rights and functions, except those which are expressly abridged by this Agreement, shall remain vested with the County.

b. The rights of the County include, but are not limited to, the exclusive right to determine the mission of its constituent departments, commissions and boards; set standards of service; determine the procedures and standards of selection for employment and promotion; train, direct and assign its employees; take disciplinary action; relieve its employees from duty because of lack of work or for other legitimate reasons; maintain the efficiency of County operations; determine the methods, means and personnel by which County operations are to be conducted; determine the content of job classifications; take all necessary actions to carry out its mission in emergencies; and exercise complete control and discretion over its organization and the technology of performing its work. The County has the right to make reasonable rules and regulations pertaining to employees consistent with this Agreement.

c. This Agreement is not intended to, nor may it be construed to, modify the provisions of the Charter relating to civil service or personnel administration. The Civil Service Commission shall continue to exercise authority over classification of jobs and procedures and standards of selection for employment and promotion.

d. This Agreement is not intended to restrict consultation with E.T.T.I. regarding matters within the right of the County to determine.

e. This section is not subject to the grievance and arbitration procedure as

set forth in Article IV of the Agreement.

3.2 DEFINITIONS

a. Where the term "extra-help employee" is used in this Agreement, that term shall mean any employee who is employed for a period of short duration, whether part time or full time, in a position which either is designated as extra-help in the annual salary ordinance or is not contained therein.

b. Where the term "regular employee" is used in this Agreement, that term shall mean any officer or employee, in civil service or not in civil service, who occupies a permanent position, whether part time or full time, established in accordance with the annual salary ordinance, in the class which is intended for permanent or career-type employment; any officer or employee of the Superior Court who pursuant to Sections 72150 and 72151 of the Government Code, is appointed to a position approved by the Board of Supervisors in the annual salary ordinance, subject to approval of the State Legislature; any elected official and any exempt deputy or assistant; and any regular employee who temporarily transfers to temporary position.

c. Where the term "part-time employee" is used in the Agreement, that term shall mean any employee who is assigned to work substantially less than the normal hours of work during the employee's period of employment. A part-time employee may be either a "regular" or an "extra-help" employee, and eligibility of such employee for the benefits provided in this Agreement shall be determined accordingly. An employee assigned on a part-time basis shall accrue salary and benefits on the basis of actual time worked, including authorized absences with pay.

3.3 STRIKES AND LOCKOUTS

a. No lockout of employees shall be instituted by the County during the term of this Agreement.

b. E.T.T.I. agrees that during the term of this Agreement, neither it nor its officers, employees or members will engage in, encourage, sanction, support, or suggest any strikes, work stoppages, boycotts, slowdowns, mass resignations, mass absenteeism, picketing or any other similar actions which would involve suspension of, or interference with the normal work of the County. In the event that E.T.T.I. members participate in such activities in violation of this provision, E.T.T.I. shall notify those members so engaged to cease and desist from such activities and shall instruct the members to return to their normal duties, and the County may suspend all dues deductions pursuant to Section 2.1 for any pay period in which such activities occurred.

3.4 DISCRIMINATION

a. The County will not interfere with or discriminate in any way against any employee by reason of his/her membership in E.T.T.I., or activity approved by this

Agreement, nor will the County discourage membership in E.T.T.I. or encourage membership in any other employee organization.

b. E.T.T.I., in turn, recognizes its responsibility as exclusive negotiating agent and agrees to represent all employees without discrimination, interference, restraint, or coercion. The provisions of this Agreement shall be applied equally to all employees, without discrimination as to age, sex, marital status, religion, race, color, creed, national origin, or political or employee organization affiliation. E.T.T.I. shall share equally with the County the responsibility for applying this provision of the Agreement.

3.5 APPLICATION OF PERSONNEL ORDINANCE

a. The Board of Supervisors shall maintain in the Personnel Ordinance (Chapter 2.78, Sacramento County Code) the following section:

2.78.020 APPLICATION OF CHAPTER. This chapter shall not apply to any employees in a representation unit created pursuant to Chapter 2.79 to the extent to which this chapter is inconsistent with the terms of an agreement or a memorandum of understanding covering such employees.

b. The statement of this modification shall not be construed to make any matter not expressly covered by the Agreement subject to a grievance procedure provided by such Agreement.

**ARTICLE IV
GRIEVANCE AND ARBITRATION PROCEDURE**

4.1 PURPOSE

a. This grievance and arbitration procedure shall be used to process and resolve grievances arising under this Agreement.

b. The purposes of this procedure are:

- (1) To resolve grievances informally at the lowest possible level;
- (2) To provide an orderly procedure for reviewing and resolving grievances promptly.

4.2 DEFINITIONS

a. A grievance is a complaint of one (1) or a group of employees, or a dispute between the County and E.T.T.I., involving the interpretation, application, or

enforcement of the express terms of the Agreement.

b. As used in this procedure the term "immediate supervisor" means the individual who assigns, reviews and directs the work of an employee.

c. As used in this procedure the term "party" means an employee, E.T.T.I., or the County.

d. As used herein, representative or E.T.T.I. representative, if an employee of the County, refers to an employee designated as such pursuant to Section 2.3.

4.3 TIME LIMITS

a. Each party involved in a grievance shall act quickly so that the grievance may be resolved promptly. Every effort should be made to complete action within the time limits contained in the grievance procedure, but with the written consent of all parties the time limitation for any step may be extended.

b. Should either the grievant or the proper respondent be absent from work for a period of time which makes response to the grievance within the appropriate time frame impractical, the time limits at a specific level of review shall be extended on a day-for-day basis up to twenty (20) working days.

4.4 PRESENTATION

The grievant and the chapter representative or officer of E.T.T.I. may present a grievance while on duty. On group grievances no more than four (4) County employees may participate on behalf of E.T.T.I. while on duty, whether grievants, representatives, or witnesses, unless otherwise approved by the County.

4.5 EMPLOYEE RIGHTS

The employee retains all rights conferred by Section 3500, et sequens, of the Government Code or Chapter 2.79 of the Sacramento County Code. Grievances pertaining to an individual employee must be signed by the employee personally on all appeals, except that an officer of E.T.T.I. may sign if the employee is not available to so sign.

4.6 APPLICATION

Grievances as defined in Section 4.2 shall be brought through the procedure set forth below. The procedure adopted by the Board of Supervisors effective October 1, 1969, shall not apply to employees covered by this Agreement for any purpose whatsoever.

4.7 INFORMAL DISCUSSION

The grievances initially shall be discussed with the immediate supervisor. At said discussions the employee may be represented by an E.T.T.I. chapter representative or officer. Within ten (10) workdays after receipt thereof, the immediate supervisor shall give his/her decision or response.

4.8 FORMAL GRIEVANCE - STEP 1

a. If an informal grievance is not resolved to the satisfaction of the grievant, or if there is reason to omit the informal step, a formal grievance may be initiated. A formal grievance may be initiated no later than fifteen (15) workdays after the event or circumstances occasioning the grievance.

b. A formal grievance shall be initiated in writing on a form prescribed by the County and shall be filed with the persons designated by the appointing authority as the first level of appeal. The employee may be represented by an E.T.T.I. chapter representative or officer.

c. Within ten (10) workdays after the initiation of the formal grievance, the designee of the appointing authority at the first level of appeal shall investigate the grievance and give his/her decision in writing to the grievant.

4.9 FORMAL GRIEVANCE - STEP 2

a. If the grievant is not satisfied with the decision rendered pursuant to Step 1, he/she may appeal the decision within five (5) workdays following receipt of said decision, to the appointing authority or his/her designee. The employee may be represented by the E.T.T.I. chief representative or his/her designee. If the appointing authority or his/her designee is the first level of appeal, the grievant may omit Step 2.

b. Within fifteen (15) workdays after receipt thereof the appointing authority or his/her designee shall respond in writing to the grievance.

4.10 FORMAL GRIEVANCE - STEP 3

a. If the grievant is not satisfied with the decision rendered pursuant to Step 2, he/she may appeal the decision within five (5) workdays, after receipt of said decision, to the County Executive. The employee may be represented by the E.T.T.I. chief representative or his/her designated representative.

b. There shall be two (2) tracks to solve the problem at Step 3. The E.T.T.I. shall reserve the right to choose either:

- (1) Mediation as described in Subsection 4.10-c. or,
- (2) Third step appeal as described in Subsection 4.10-d.

c. Mediation:

- (1) Grievances appealed to Step 3 may be submitted by E.T.T.I. to mediation. Mediation shall take place on the first and third Tuesday of each calendar month. Subsequent days for mediation will be scheduled, if necessary. The parties agree to mutually select a panel of mediators. If the parties are unable to select a panel of mediators, they shall utilize the State Mediation and Conciliation Service.
- (2) Under no case shall the adjustment or resolution of the grievance at this level exceed forty (40) working days from the date of their appeal to Step 3, unless extended by mutual agreement of the parties. If not extended, E.T.T.I. may appeal the grievance to arbitration.
- (3) Mediators who have been selected by the parties to mediate grievance disputes will be scheduled on a rotating and available basis.
- (4) The parties agree to meet annually in May to review the mediators listed above. The list of mediators for the subsequent year shall be mutually agreed upon, but should the parties be unable to agree on a new list, the previous list will continue until such time as a new list is agreed to or the State Mediation and Conciliation Service is utilized.
- (5) All costs of the mediator, if any shall be borne equally by the parties. No party shall purposely withhold information at this level, but shall disclose all information relevant to the grievance for consideration by the other party.
- (6) The mediation procedure shall be entirely informal in nature. However, copies of exhibits upon which either party bases its case shall be shared with the other party. The relevant facts should be elicited in a narrative fashion to the extent possible, rather than through examination and cross-examination of witnesses. The rules of evidence will not apply, and no record of the proceedings will be made. All persons involved in the events giving rise to the grievance should be encouraged to participate fully in the proceeding, both by stating their views and by asking questions of the other participants at the mediation hearing.
- (7) The primary effort of the mediator shall be to assist the parties in settling the stated grievance in a mutually satisfactory fashion. In attempting to achieve a settlement, the mediator is free to use all of

the techniques customarily associated with the mediation process, including private conferences with only one (1) party. If settlement is not possible, the mediator shall provide the parties with an immediate bench opinion, based on the stated grievance and the Collective Bargaining Agreement, as to how the grievance would be decided if it went to arbitration. That opinion would not be final or binding, but would be advisory. It would be delivered orally and would be accompanied by a statement of the reasons for the mediator's opinion. The advisory opinion may be used as the basis for further settlement discussions or for withdrawal or granting of the grievance. If the grievance is not settled, granted or withdrawn, the parties are free to arbitrate. If they do, the mediator shall not serve as arbitrator, and no offers or concessions made by the parties or the mediator during mediation can be used against a party during arbitration. Neither court reporters nor any type of note taker shall be allowed to be present at the proceedings.

- (8) If the parties agree to be bound by a mediator's recommendation, the subsequent agreement shall be reduced to writing and signed by the parties.
- (9) Any grievance not resolved within twenty (20) working days of the initial mediation session with no subsequent mediation session(s) scheduled and which E.T.T.I. wishes to pursue may be appealed by E.T.T.I. to arbitration within ten (10) working days.

d. Step 3 Hearing:

- (1) If the E.T.T.I. chooses not to utilize mediation and is not satisfied with the decision rendered pursuant to Step 2, the grievant or E.T.T.I. may appeal the decision within five (5) working days to the County Executive. The grievant may be represented by an E.T.T.I. representative.
- (2) The County Executive or his/her designated representative shall respond in writing to the grievance within ten (10) workdays. If the County Executive or his/her designated representative determines it is desirable to hold a meeting regarding the grievance, the County Executive or his/her representative shall respond in writing to the grievance within ten (10) workdays following such a meeting.

4.11 ARBITRATION - STEP 4

If the County Executive or his/her designated representative fail to respond in writing as provided in Step 3, or if the response is not satisfactory to the grievant, the grievant shall have the right to refer the matter to binding arbitration. Such referral shall be made by written demand submitted to the County Executive within ten (10) workdays

of receipt of his/her decision.

4.12 RESPONSE

If the County fails to respond to a grievance within the time limits specified for that step, the grievant shall have the right to appeal to the next step.

4.13 COPY OF DECISION

At each step of the formal grievance procedure, a copy of the decision shall be sent to E.T.T.I. at the same time as the decision is sent to the grievant.

4.14 SELECTION OF ARBITRATOR

a. An impartial arbitrator shall be selected jointly by the parties within ten (10) workdays of receipt of the written demand.

b. In the event the parties are unable to agree on an arbitrator within the time stated, the parties shall solicit from the State of California Mediation/Conciliation Service a list of five (5) arbitrators. After receipt of the list, the parties shall jointly strike names from the list until one (1) name remains. If the sole remaining arbitrator declines appointment or is otherwise unavailable, the arbitrator shall be selected by the Mediation/Conciliation Service.

4.15 DECISION

a. The decision of the arbitrator shall be final and binding.

b. The arbitrator shall have no authority to add to, delete, or alter any provisions of this Agreement, nor shall the arbitrator substitute his or her discretion in any case where the County is given or retains such discretion. The arbitrator shall limit his/her decision to the application and interpretation of the provisions of this Agreement.

4.16 COSTS

The fees and expenses of the arbitrator and the court reporter, if required by the arbitrator or requested by a party, shall be shared equally by the parties.

4.17 WITNESSES

The County agrees that employees shall not suffer loss of compensation for time spent as a witness at an arbitration hearing held pursuant to this Agreement. E.T.T.I. agrees that the number of witnesses requested to attend and their scheduling shall be reasonable.

ARTICLE V HOURS OF WORK AND OVERTIME

5.1 HOURS OF WORK

a. The regular workweek shall commence Sunday and extend through Saturday, eight (8) hours per day, five (5) days per week for a total of forty (40) hours, which includes authorized absences with pay.

b. The hours of work, including authorized absences with pay, of all part-time employees shall be established by the appointing authority but shall normally be less than eight (8) hours per day or forty (40) hours per week.

c. All employees normally shall be allowed a lunch period of not less than thirty (30) minutes nor more than one (1) hour which shall be scheduled generally in the middle of the workshift. Permanent employees shall be given at least five (5) workdays' written notice prior to a permanent change in their assigned lunch hours. The notice requirement shall not apply to temporary or emergency assignments.

d. Whenever it is necessary for an employee to work overtime in excess of two (2) consecutive hours, he/she shall be granted an additional lunch period, the taking of which is optional with the employee; provided, however, if said employee opts not to take said additional lunch period, he/she shall be compensated for working during that period.

e. Lunch periods shall not be counted as part of total hours worked, except for those employees for whom lunch periods include the actual performance of assigned duties.

f. When an employee is ordered by the County to attend training, the time spent in training shall be counted as hours worked. Training which takes place during off-duty hours with attendance voluntary is not hours worked.

g. Permanent employees shall be given at least five (5) workdays' written notice prior to a permanent change in their assigned hours of work. The notice requirement shall not apply to emergency assignments.

5.2 9/80 WORK SCHEDULES

a. An appointing authority, with the prior approval of the County Executive, may approve requests of employees covered by this Agreement in their department to work a 9/80 work schedule.

b. For reference purposes only, this subsection discusses the application of the 9/80 schedule for employees who do not receive time and one-half overtime. This

subsection does not in any way change or impact the time and one-half overtime employees receive under the Agreement pursuant to Section 5.4.

- (1) For employees who do not receive time and one-half overtime pay, the workweek will remain from 12:00 a.m. on Sunday to 12:00 a.m. the following Sunday, a period of seven (7) consecutive twenty-four (24) hour periods.
- (2) For these employees, the 9/80 work schedule is a schedule which during one (1) week of the biweekly pay period the employee is scheduled to work four (4) nine-hour workshifts for a total of thirty-six (36) hours, and during the other week of the pay period, is scheduled to work four (4) nine-hour workshifts and one (1) eight-hour workshift.
- (3) For these employees working the 9/80 work schedule who are eligible to earn straight-time overtime, overtime shall be earned when the employee is required to work in excess of nine (9) hours when normally scheduled to work the nine-hour workshift, and in excess of eight (8) hours when normally scheduled to work the eight-hour workshift. Overtime shall also be earned when an employee eligible for overtime is required to work in excess of thirty-six (36) hours during the week the employee is scheduled to work thirty-six (36) hours, or in excess of forty-four (44) hours during the week the employee is scheduled to work forty-four (44) hours.

c. For employees who do receive time and one-half overtime pay, the individual employee's workweek must be redesignated by the County so that it commences in the middle of the eight-hour workshift as described in Subsection b.(2) above. This redesignated workweek must be in writing and specifically state the day of the week and time of day that the workweek commences and the effective date of the redesignated workweek. This must be completed and approved prior to the employee working the 9/80 schedule, and be filed in the employee's personnel file. This redesignated workweek must be changed prior to the employee altering the day of the week or time of day that the eight-hour workshift occurs; the redesignated workweek must always commence during the middle of the eight-hour workshift. This redesignated workweek must also be changed back to the standard Sunday through Saturday workweek upon the employee moving off of the 9/80 work schedule.

- (1) For these employees, the 9/80 work schedule is a schedule in which during each redesignated workweek the employee works four (4) nine-hour workshifts and one (1) four-hour workshift. The two (2) four-hour workshifts are worked consecutively in a manner to constitute one (1) eight-hour work period, similar to the eight-hour workshift provided in Subsection b.(2) above.

- (2) For these employees, overtime shall be earned when the employee is required to work in excess of nine (9) hours when normally scheduled to work the nine-hour workshift, and in excess of forty (40) hours during the redesignated workweek. Additionally, overtime will be earned when the employee is required to work more than four (4) hours when normally scheduled to work either of the four-hour workshifts.
- (3) When determining overtime eligibility, pursuant to Section 5.2, all paid leave except sick leave shall be counted as time worked.

d. Employees working a 9/80 schedule shall take an unpaid meal period in the middle of their nine-hour and eight-hour workshifts, or between the two (2) four-hour workshifts, consistent with Section 5.1-c. Employees may receive one (1) rest period during the first half of the employee's nine-hour or eight-hour workshift and one (1) rest period during the second half of the nine-hour or eight-hour workshift. Employees who work two (2) four-hour workshifts may receive one (1) rest period during each four-hour workshift.

e. An employee shall be granted a holiday that falls on the employee's scheduled eight-hour workshift. If the holiday falls on the scheduled nine-hour work shift, the remaining hour must be taken off as leave first from accumulated compensating time off or holiday in lieu, and second from accumulated vacation time; and, if there are no leave balances, then leave without pay. If the holiday falls when the employee is scheduled to work the two (2) four-hour workshifts, then both four-hour workshifts shall be deemed to be the holiday. If a holiday falls on an employee's scheduled day off, the employee shall accrue eight (8) hours compensating time off.

f. Full shift absences on vacation, sick leave, compensating time off, or holiday in lieu taken by employees on a scheduled nine-hour workshift shall result in the deduction of nine (9) hours from the employee's accrued leave balances. Full shift absences on the eight-hour workshift shall result in the deduction of eight (8) hours from the employee's accrued leave balances. Full shift absences from either four-hour workshift shall result in the deduction of four (4) hours from the employees accrued leave balances.

g. Employees may return to the standard five-day, forty-hour workweek upon the approval of their appointing authority.

h. The appointing authority shall have the right to return employee(s) to the standard five-day, forty-hour workweek schedule after providing advance written notice of two (2) full pay periods to the affected employee(s).

5.3 FOUR-DAY/FORTY-HOUR WORKWEEK

At the option of the County, employees may be assigned to work ten (10) hours

per day, four (4) days per week. The four-day workweek shall be subject to the following policies:

- a. Overtime: Employees shall earn overtime compensation in accordance with Section 5.4, except that such overtime shall be earned when employees work in excess of ten (10) hours per day or forty (40) hours per week.
- b. Sick Leave: Sick leave with pay shall be accrued, accumulated, and taken in accordance with Section 8.2 of this Agreement and Subsection d. below.
- c. Vacation Leave: Vacation leave with pay shall be accrued and used in accordance with Section 8.1 of this Agreement and Subsection d. below.
- d. Leave Usage: Full shift absences on vacation, sick leave, or compensating time off taken by employees on a scheduled ten-hour workshift shall result in the deduction of ten (10) hours from the employee's accrued leave balance.
- e. Holidays: Employees shall be granted the day off in accordance with Section 7.1 of the Agreement if a holiday falls on an employee's scheduled workday, except that the remaining two (2) hours must be taken off as leave first from accumulated compensating time off, and second from accumulated vacation time; and, if there are no leave balances, then leave without pay. If a holiday falls on an employee's scheduled day off during the normal Monday through Friday workweek, the employee shall accrue eight (8) hours of compensating time off.
- f. Holiday In Lieu: Employees who work in a unit for which the normal work schedule includes Saturdays, Sundays, and holidays shall accrue eight (8) hours holiday time every four (4) weeks in accordance with Section 7.1 of this Agreement, except that in-lieu days off shall be for a ten-hour workday.
- g. Other Provisions: All other provisions of this Agreement shall apply to employees who work a ten-hour day/forty-hour workweek in the same manner as such provisions apply to employees who work a regular eight-hour/forty-hour workweek.
- h. Return to Normal Five-Day Schedule: The County shall have the right to discontinue the four-day work schedule by giving E.T.T.I. ten (10) days notice.

5.4 OVERTIME

- a. Employees will be compensated only for overtime ordered by designated

supervisory personnel.

b. The appointing authority shall seriously consider the requests of employees in determining whether the employee receives compensating time off (CTO) or cash for overtime worked.

c. Employees required to work in excess of eight (8) hours per day or forty (40) hours per week shall be compensated for such overtime at one and one-half times the hourly rate or by compensating time off on the basis of one and one-half hours off for each hour of overtime worked. If the department is unable to schedule and grant time off within one (1) year from the date the overtime was performed, cash payment at one and one-half times the hourly rate shall be made in lieu of compensating time.

d. Employees who work overtime shall promptly and accurately report such time in the manner prescribed by the County.

e. Overtime shall be distributed fairly among employees insofar as circumstances permit.

f. Regular and limited-term employees required to work on a holiday shall receive, in addition to straight-time pay for holiday work, overtime compensation with pay at one and one-half times the hourly rate or by compensating time off on the basis of one and one-half hours off for each hour of overtime worked. Employees who are granted one (1) day off every four (4) weeks (H-day) in lieu of prescribed holidays shall be compensated pursuant to this subsection if they are required to work on a day which has been scheduled as a day off (H-day) in lieu of prescribed holidays.

g. Employees covered by the provisions of the Fair Labor Standards Act shall be paid for hours worked as prescribed by the Act.

h. The parties mutually agree that the appointing authority shall have the sole authority to schedule the use of accrued CTO. Such scheduling shall be at the discretion of the division chief. However, employee requests to use accrued CTO may be submitted to the department for consideration. Such requests are reviewed and approved by the employee's immediate supervisor.

i. All paid leave except sick leave shall be counted as time worked. Time worked in excess of eight (8) hours in a day shall not be counted in determining whether an employee has worked in excess of forty (40) hours in a week.

5.5 STANDBY ASSIGNMENTS

a. Any employee who is required to remain on standby for emergency work shall be compensated the equivalent of two (2) hours straight-time pay for each standby shift, whether or not the employee is called to work. A standby shift shall be eight (8) hours or less. Standby pay may only be earned once in each standby shift.

b. The employee who performs emergency work on standby duty shall be compensated therefor as overtime work. A minimum of two (2) hours overtime compensation per shift shall be paid to an employee who is called back, in addition to the standby pay to which such employee is entitled pursuant to Subsection a.

c. Any employee called in to work shall be compensated a minimum of two (2) hours pay.

d. An employee on standby who in a County vehicle is en route to work a regular shift and is called upon to work shall not be eligible for the two-hour minimum.

5.6 REST PERIODS

a. All employees may be allowed rest periods not to exceed fifteen (15) minutes during each four (4) consecutive hours of work.

b. Such rest periods shall be scheduled in accordance with the requirements of the department, but in no case shall rest periods be scheduled within one (1) hour of the beginning or the ending of a workshift or lunch period.

c. The appointing authority may designate the location or locations at which rest periods may be taken.

d. Rest periods shall be considered hours worked and employees may be required to perform duties, if necessary.

ARTICLE VI SALARIES

6.1 SALARY INCREASES

a. 2018-19 Salaries: Effective the first full pay period following Board of Supervisors adoption of this agreement or June 24, 2018, whichever is later, salaries shall be increased by three percent (3%).

b. 2019-20 Salaries: Effective June 23, 2019, salaries shall be increased based on the average percent of year-to-year change in the Consumer Price Index (U. S. City Average, Urban Wage Earners and Clerical Workers) reported for each of the twelve (12) months ending with the month of March 2019, rounded to the nearest one-tenth of one percent (1/10%); provided, however, such increase shall not be less than two percent (2%) nor more than four percent (4%).

c. 2020-21 Salaries: Effective June 21, 2020, salaries shall be increased based on the average percent of year-to-year change in the Consumer Price Index (U. S. City Average, Urban Wage Earners and Clerical Workers) reported for each of the twelve (12) months ending with the month of March 2019, rounded to the nearest one-tenth of one percent (1/10%);

provided, however, such increase shall not be less than two percent (2%) nor more than four percent (4%).

d. Effective the first full pay period following Board of Supervisors adoption of this agreement or June 24, 2018, whichever is later, an equity increase of one percent (1%) will be granted for employees in the Code Enforcement series (Code Enforcement Officer I, Code Enforcement Officer II, and Sr. Code Enforcement Officer).

e. Effective June 23, 2019, an equity increase of one percent (1%) will be granted for employees in the Code Enforcement series (Code Enforcement Officer I, Code Enforcement Officer II, and Sr. Code Enforcement Officer).

f. Effective June 21, 2020, an equity increase of one percent (1%) will be granted for employees in the Code Enforcement series (Code Enforcement Officer I, Code Enforcement Officer II, and Sr. Code Enforcement Officer).

6.2 SALARY ADMINISTRATION

a. Entry Step:

- (1) The entry step within the established range for each class shall be Step "5" unless specifically designated as Step "6", "7", "8", or "9". Except as otherwise provided below, any person appointed to a class shall receive the entry step of the range of such class and shall accrue other benefits as a new employee.
- (2) Transition of Employees in Salary Steps "2", "3", and "4": Effective July 18, 2000, employees in salary steps "2", "3" and "4" shall be moved as follows:
 - (a) Employees in salary steps "2" and "3" will be moved to salary step "5" with no change in step increase date.
 - (b) Employees in salary step "4" will be moved to salary step "6" with a new step increase date of July 18, 2000.
- (3) Any person who is appointed to a permanent, regular position in the same class to which he or she was previously appointed pursuant to Civil Service Rule 7.7 (a) or Civil Service Rule 7.7 (e) and who has also continuously served in that capacity shall receive the equivalent to the salary step which he or she received during his or her appointment under Civil Service Rule 7.7 (a) or Civil Service Rule 7.7 (e). Time spent in any appointment made pursuant to Civil Service Rule 7.7 (a) or Civil Service Rule 7.7 (e) shall not constitute a part of such employee's probationary period.

b. Reemployment: Any person appointed in accordance with the rule

governing reemployment following layoff shall receive compensation and benefits as though he or she had been on leave without pay.

c. Reinstatement: Any person appointed in accordance with the rule governing reinstatement following resignation in good standing shall be considered a new employee. At the discretion of the appointing authority, a reinstated employee may receive a starting salary higher than Step "5" but not exceeding the step that he/she received at the time of resignation.

d. Return to Former Class: An employee who is returned to a former class following promotion, transfer, or demotion due to layoff, shall receive that step of the range which he or she would have received had he or she never left the former class.

e. Promotion: Upon promotion an employee shall receive the lowest step in the new class which provides an increase of at least 5%. Extra-help employees shall be placed at the lowest step of the new class.

f. Transfer: Upon transfer, an employee shall receive the same step in the new range as he or she received in the former range. The step shall be adjusted in accordance with Subsection h., if applicable. For purposes of this provision, a transfer is a change between classes where the maximum salary rate of the class to which transfer is made is less than 5% higher or is less than 5% lower.

g. Demotion: A demotion is a change to a class which has a maximum salary rate which is at least 5% lower than the maximum salary rate of the former class. Whenever an employee is demoted due to layoff, without cause or inability on his or her part, his or her salary shall be that step in the new range which provides an equal salary, or in the absence thereof, the nearest lower salary, to that received prior to the demotion. In all cases of demotion for cause, the employee shall receive the same step in the lower range as he or she received in the higher range, adjusted in accordance with Subsection h., if applicable. An employee with permanent status in a class who, with the approval of the appointing authority, voluntarily demotes to a lower class shall receive the step in the lower range which provides an equal salary or, in the absence thereof, the nearest lower salary to that which was received prior to demotion.

h. Change From Class With Advanced Entry Step: The salary advantage of an entry step above Step "5" shall apply only to the class for which it is established and shall not apply to an employee who changes to another class. The salary step for an employee who changes to a class with a lower entry step shall be reduced to the step that is commensurate with his/her length of service in the former class.

i. Return From Leave Without Pay: Return following leave without pay is not an appointment, but is a continuation of service; however, salary and benefits, other than employment status, shall be based on actual service. This provision shall not apply to employees returning from military leave.

j. Y-Rate: The Board of Supervisors may adopt a Y-rate to apply to: (1) an

employee who would suffer an actual decrease in salary as a result of action taken by the County, without fault or inability on the part of the employee, or (2) an employee who is changing from one (1) class series to another, as a normal consequence of career development through the County's upward mobility program, and the salary of the class the employee enters in the new class series is less than the salary the employee was receiving in the former class. A Y-rate means a salary rate, for an individual employee, which is greater than the established range for the class.

k. Y-Rate Salary Increase: An employee for whom a Y-rate is established shall not receive any increase in salary until such time as his or her rate of compensation is within the established range for the class, at which time the employee shall receive the highest step of the range. The employee shall receive a proportionate decrease in salary whenever a lower range is established for the class in the Agreement.

l. Granting of Status: Whenever the Civil Service Commission or other appropriate authority grants an employee direct status in a higher paying class, the range for which is approximately one (1) step greater than the range of the employee's former class, the employee shall receive the step determined by the rule governing promotions.

m. Class Salary Range Changes: When the salary range for a class is changed in the Agreement, employees in the class shall change to the new range but shall remain at the same step. When changes in an employee's class or salary, or both, occur simultaneously with salary range adjustments in the Agreement, the employee changes shall precede the Agreement adjustments in application.

n. Entry Step Adjustments: When the entry step for a class is adjusted to above Step "5" in the Agreement, the salary step for each employee in the class shall be increased in proportion to the change in entry step; provided, however, that no employee shall advance beyond Step "9".

o. Biweekly Salaries: The pay period for all employees shall cover fourteen (14) calendar days, starting on a Sunday and ending with the second Saturday thereafter. Salaries shall be paid on the Friday following the end of the pay period; except that if Friday falls on a holiday, salaries shall be paid on Thursday. Salaries shall be computed as provided in this Agreement.

p. Salary Computation: The regular salary for each employee shall be based on the actual number of days or hours worked in the pay period, including authorized absences with pay, multiplied by the employee's daily or hourly rate. Such payments shall not exceed the biweekly rate as determined by the employee's range and step.

q. Special Pay: Special payment, including standby, overtime, premium, and other special payments, shall be calculated in accordance with the applicable provisions of this Agreement.

r. Payment in Full: Compensation paid pursuant to this Agreement shall be payment in full for services rendered in a County position. No employee shall accept any other compensation for services performed in such position.

s. Exceptional Qualifications: At the request of the appointing authority and subsequent to a recommendation by the Personnel Director, the County Executive may approve a salary above the established entry step for the class in order to recruit an individual who has demonstrated superior knowledge and ability in the civil service examination process and whose combined education and experience represent substantially better preparation for the duties of the class than required by the minimum employment standards. In the application of this provision, consideration also shall be given to current employees in the same class who possess comparable qualifications and, if determined equivalent, adjustments shall be made by the County Executive.

6.3 SALARY LEVELS

a. For regular employees, the salary level at which initial appointments are made to classes with more than one (1) salary level, and advancement from the lower to the higher level of such classes (for example, from Level I to Level II) shall be at the discretion of the appointing authority provided the minimum qualifications as stated in the class specification as adopted by the Civil Service Commission are met.

b. The above sets forth the system for both current and new classes regarding the determination of the minimum qualifications for salary levels and neither the County, the E.T.T.I., nor the Civil Service Commission shall have the right or obligation to meet and confer over such matter during the term of this Agreement.

6.4 SALARY STEP INCREASES

a. Increases to steps above the entry step shall be based on performance and length of service. The employee must have earned the equivalent of at least twenty-six (26) biweekly pay periods of full-time eligible service since his/her step increase date.

b. Except as otherwise provided below, an employee's step increase date shall be the first day of the first full biweekly pay period in any class or the date of his or her last step increase, whichever is most recent.

c. An employee's step increase may be deferred while he or she is in provisional or probationary status. Upon receipt of a deferred increase, the employee's step increase date shall be the same as it would have been had the increase not been deferred; and retroactive payment will be made.

d. Upon change in class which results in a salary decrease, an employee shall retain the same step increase date.

e. Upon promotion, an employee shall receive a new step increase date when the salary increase is 9.5% or higher.

f. An employee in Step "9" shall have no step increase date, and service in Step "9" shall not be considered as eligible service for future step increases.

g. Continuous extra-help employment up to fifty-two (52) weeks of full-time service, or the equivalent, shall be considered as eligible service for a step increase for an employee who is appointed to a regular position without a break in service. Such extra-help employment shall be subject to all other provisions of this section governing step increases.

h. Overtime work shall not be considered as eligible service.

i. A step increase may be denied only for just cause.

6.5 PAYROLL ERRORS

a. This provision applies when the Director of Personnel Services determines that an error has been made in relation to the base salary, overtime cash payment, or paid leave accruals, balances, or usage or for medical insurance premiums or life insurance premiums. In such cases the County shall, for purposes of future compensation, adjust such compensation to the correct amount. The Director also shall give written notice to the employee.

b. As used in this section:

- (1) "Base salary" means the biweekly rate of pay including special pay allowances and differentials but excluding overtime cash payment.
- (2) "Overtime cash payment" means authorized pay for working in excess of a prescribed number of hours, usually eight (8) hours per day or forty (40) hours per week.
- (3) "Paid leave" means vacation, sick leave, compensating time off and all other types of authorized leave with pay.
- (4) "Overpayment" means any cash or leave (balance, usage or accruals) that has been overpaid or overcredited to an employee regardless of the reason, including but not limited to, administrative, clerical or system errors.
- (5) "Underpayment" means any cash or leave (balance, usage or accruals) that has been underpaid or undercredited to an employee

regardless of the reason, including but not limited to, administrative, clerical or system errors.

c. If the error has resulted in an overpayment or underpayment, reimbursement shall be made to the County if the error was an overpayment, or by the County if the error was an underpayment, in the amount which has occurred within one (1) year prior to the date of the Director's initial written notice to the employee.

- (1) In the case of overpayment, reimbursement of the overpayment shall be made through one (1) or a combination of the following methods:
 - (a) In cash payment(s) mutually agreed to by the employee and the Department of Personnel Services;
 - (b) In case of overcrediting of paid leave accruals, balances, or usage a one-time only leave adjustment to CTO or vacation equivalent to the dollar amount of overpayment (sick leave may not be used unless the overpayment involved the use of sick leave). If the balances are not sufficient to cover the overpayment, payroll deductions of the overpayment from the employee's future salary shall be made in installments until the overpayment is fully reimbursed; or the employee may make a single cash payment. A charge against future accruals shall not be permitted.
 - (c) Installments through payroll deduction to cover the same number of pay periods over which the error occurred. If the installments exceed 10% of the employee's base salary (including incentives, et cetera), lower deductions may be made providing the lower deduction is at least 10% of the employee's base salary including incentives, et cetera.
- (2) In the case of an underpayment, the County will expedite reimbursement to the employee via an in lieu warrant, a gross pay adjustment or a leave balance adjustment, whichever applies and is most appropriate.
- (3) An employee whose employment terminated prior to full reimbursement of an overpayment shall have withheld from any salary owing the employee upon termination an amount sufficient to provide full reimbursement. If that amount is not sufficient to provide full reimbursement, the County shall have the right to exercise other legal means to recover the additional amount owed.

- (4) Any amount of overpayment or underpayment for any period earlier than one (1) year prior to the date of the Director's initial written notice to the employee, shall be deemed waived and not reimbursable.

d. The provisions of this section do not apply to grievance disputes which contend that the County has underpaid by misapplying or incorrectly interpreting the terms of this or any previous agreement. The time limits for the filing and processing of any grievance shall not be deemed to be excused, extended or otherwise modified by the provisions of this section. Nor shall the relief available through the grievance procedure be enlarged by or as a result of the provisions of this section.

e. The provisions of this section apply only to errors involving base salary or overtime cash payment and paid leave accruals, balances, or usage. No provision of this Agreement shall preclude the correction or recovery by the County of past overpayments or other losses which result from errors involving other matters, such as insurance, retirement, social security and court-ordered payments.

6.6 NIGHT SHIFT PAY

a. Employees in classes which characteristically work shifts shall receive night shift differential pay if one-half or more of their work period is before eight a.m. or after five p.m.

b. Employees in classes which do not characteristically work shifts shall receive night shift differential pay if one-half or more of their work time during a biweekly pay period is before eight a.m. or after five p.m.

c. Night shift differential pay shall be seven and one-half percent (7.5%) greater than the employee's standard daily or biweekly salary rate.

d. When eligible for night shift differential, an employee shall only receive the differential for actual hours worked before eight a.m. and after five p.m.

6.7 PAY DIFFERENTIAL FOR WORKING IN AN OUT-OF-CLASS ASSIGNMENT

a. The purpose of this provision is to permit compensation of an employee who is properly assigned in writing to perform the significant duties of a higher classified position for relief necessitated by the temporary vacancy caused by the incumbent's absence or pending the filling of a vacant position.

b. The differential shall be five percent (5%), and will only be paid for regular hours worked.

c. The differential applies only if the following conditions are met:

(1) The position to which the employee is temporarily assigned must be vacant or the incumbent must be absent from duty.

(2) The higher class to which the employee is assigned must have a salary range at least five percent (5%) higher than the salary range of the employee's class who is being temporarily assigned.

(3) The assignment shall be made by the appointing authority in writing formally specifying the period of the temporary assignment.

(4) The employee must satisfactorily perform the essential significant duties of the vacant position.

d. This pay differential shall not be utilized to circumvent the civil service appointment process.

The five percent (5%) differential shall cease (1) when the absent incumbent returns to duty, (2) when the vacant position is filled, or (3) when the assignment is terminated by the appointing authority, whichever occurs first. However; under no circumstance may any temporary assignment continue nor is any compensation authorized in excess of five months and twenty-nine days in a rolling calendar period which starts on the first day of the assignment.

For example, if an employee is assigned to work out of class on August 15, 2011, they can work in that assignment for five (5) months and twenty-nine (29) days between the rolling calendar period of August 15, 2011 and August 14, 2012.

At the discretion of the appointing authority and with approval from the Director of Department of Personnel Services an assignment may be extended an additional five (5) months and twenty-nine (29) days.

6.8 PAY DIFFERENTIAL FOR SURVEY PARTY CHIEF

Effective June 28, 1992, employees in the classification of Survey Party Chief will be paid a 5% differential if they obtain a State of California Land Surveyor License.

6.9 PAY DIFFERENTIAL FOR BUILDING INSPECTOR I

a. Employees in the classification of Building Inspector I who are temporarily assigned by the appointing authority, in writing, to perform the duties of employees in the classification of Building Inspector II (Range A) shall receive a pay differential of 5% of the employee's hourly salary rate at the time of the upgrade, except that the employees at "9" step" in the classification of Building Inspector I shall receive a differential of 4.8%. This differential shall be paid only for the time the employee is

assigned to perform the duties of the higher classification. Only employees meeting the minimum qualifications of the higher classifications will be eligible for this differential.

b. Management shall retain the right, at their sole discretion to assign any employee in the classification of Building Inspector II (Range A), at any time, to perform the duties of a Building Inspector I. An employee so assigned shall be paid at the same rate they are paid in their current classification.

6.10 INCENTIVE PAY FOR BUILDING INSPECTOR II CERTIFICATIONS IN ADDITION TO THE BASE CERTIFICATION

a. Employees in the classes of Building Inspector I and Building Inspector II Range A and Range B will be eligible for incentive pay for certificates obtained in addition to the active and valid base certification required by the job class specifications as approved and designated by the Appointing Authority. Unless otherwise approved by the Appointing Authority, an Incentive Certification cannot take the place of nor replace an inactive or expired base certification.

b. Building Inspectors who possess certifications in addition to the base certification will be paid as follows:

1. Two and one-half (2.5%) percent for each certification in addition to the base certification required by the job class specifications up to the maximum, as listed in subsections (d) through (f). The maximum incentive pay herein is five percent (5%).

2. Five percent (5%) for Building Inspector II, Range A assigned to the Building, Permits and Inspections (BPI) Division who possess a Division of State Architect Certified Access Specialist (CASp) certificate.

3. The maximum incentive pay for a Building Inspector II Range A in BPI is seven and one-half percent (7.5%).

c. For any incentive pay to continue, the certification(s) must be active and valid. Employees must provide verification of certification(s).

d. Acceptable Incentive Certifications for employees in the class of Building Inspector I are:

1. Residential Building Inspector
2. Residential Electrical Inspector
3. Residential Mechanical Inspector
4. Residential Plumbing Inspector
5. Commercial Building Inspector
6. Commercial Electrical Inspector
7. Commercial Mechanical Inspector (IAPMO Cert is acceptable)
8. Commercial Plumbing Inspector (IAPMO Cert is acceptable)
9. Green Building-Residential Examiner
10. Building Plans Examiner

11. Electrical Plans Examiner
12. Plumbing Plans Examiner (IAPMO Cert is acceptable)
13. Mechanical Plans Examiner (IAPMO Cert is acceptable)
14. Residential Plans Examiner

e. Acceptable Incentive Certifications for employees in the class of Building Inspector II, Range A assigned to the Building, Permits, and Inspections Division are:

1. Accessibility Inspector /Plans Examiner
2. Residential Building Inspector
3. Residential Electrical Inspector
4. Residential Mechanical Inspector
5. Residential Plumbing Inspector
6. Commercial Building Inspector
7. Commercial Electrical Inspector
8. Commercial Mechanical Inspector (IAPMO Cert is acceptable)
9. Commercial Plumbing Inspector (IAPMO Cert is acceptable)
10. Green Building-Residential Examiner
11. Building Plans Examiner
12. Electrical Plans Examiner
13. Plumbing Plans Examiner (IAPMO Cert is acceptable)
14. Mechanical Plans Examiner (IAPMO Cert is acceptable)
15. Residential Plans Examiner

f. Acceptable Incentive Certifications for employees in the class of Building Inspector II, Range B assigned to the Construction Management and Inspection Division are:

1. Accessibility Inspector/Plans Examiner
2. Commercial Building Inspector
3. Commercial Electrical Inspector
4. Commercial Mechanical Inspector (IAPMO Cert is acceptable)
5. Commercial Plumbing Inspector (IAPMO Cert is acceptable)
6. American Welding Society Certified Welding Inspector
7. National Association of Corrosion Engineers (NACE) Coating Inspector
8. American Concrete Institute Concrete Construction Special Inspector
9. ICC Structural Masonry Special Inspector
10. ICC Prestressed Concrete Special Inspector
11. ICC Reinforced Concrete Special Inspector
12. Structural Welding Special Inspector
13. Structural Steel and Bolting Special Inspector

g. If during the term of this Agreement, any certification should be abolished, persons holding that (or those) certification(s) will be permitted to obtain an equivalent certification agreed to by the Joint Labor Management Committee. Pending such

agreement, the employees so affected will maintain their incentive pay.

6.11 INCENTIVE PAY FOR LAND SURVEYOR IN TRAINING CERTIFICATE

a. Employees in the classifications of Survey Technician I, Survey Technician II, and Survey Party Chief, will be eligible for incentive pay for the State of California, "Land Surveyor In Training" certificate of a maximum of 5.0%. Eligibility will be determined upon submission of evidence of the certification to the appointing authority.

b. For incentive pay to continue, the employee must continuously maintain a valid certification.

c. The appointing authority or designee may assign duties consistent with the use of the certification.

6.12 RETENTION PAY

a. In 2006, due to retention problems within the bargaining unit, the parties agreed to a 5% retention pay for employees at the top step of the salary range in the following classes for the equivalent of five (5) years full-time service:

Agricultural Standards Inspection Aide
Assistant Planner
Building Inspector II Range A
Building Inspector II Range B
Code Enforcement Officer II
Construction Inspector
Construction Materials Lab Tech Level 2
Engineering Technician Level 2
Planning Technician
Principal Engineering Technician
Senior Construction Inspector
Senior Code Enforcement Officer
Senior Engineering Technician
Survey Party Chief
Survey Technician Level 2

This retention pay does not apply to employees hired on or after July 1, 2018 with the exception of employees in the classes of Code Enforcement Officer II, and Senior Code Enforcement Officer who shall continue to be eligible for retention pay.

b. The eligible classes who are at the top step of the salary range for the equivalent of five (5) years full-time service shall receive 5% retention pay differential based upon the employee's standard hourly rate. Employees who are at

the top step of a classification covered under this provision shall be eligible for retention pay without having to achieve an additional equivalent of five years full-time service at the top step of the new classification.

6.13 PLANS EXAMINER DIFFERENTIAL

a. Building Inspectors who are assigned as plans examiners to perform plan review, examination and approval functions as a substantial part of their jobs shall receive a 5% differential.

b. Building Inspectors who are usually assigned as plan examiners to perform plan review, examination and approval functions but are temporarily assigned to jobs without substantial plan examination and approval responsibilities for less than an entire pay period will continue to receive their plan check differential during the temporary assignments.

c. Building Inspectors who are temporarily assigned as plans examiners to perform plan examination and approval functions as a substantial part of their duties in excess of a full day shall receive the plan check differential for the days they are so temporarily assigned.

6.14 ENGINEER IN TRAINING CERTIFICATION

As soon as administratively possible following ratification and approval of the 2013-2018 labor agreement, Engineering Technicians, Senior Engineering Technicians, and Principal Engineering Technicians who possess an Engineer in Training certificate shall receive certificate pay of five percent (5%) for such certificate.

6.15 BILINGUAL PAY

a. Following the first pay period following ratification and approval of the 2013-2018 MOU by the Board of Supervisors, an employee who is in a selectively certified position or a special class, either of which requires that the employee utilize bilingual skill or knowledge of a specified culture, shall be entitled to bilingual-cultural pay as provided in this section.

b. Other employees shall be approved for bilingual-cultural pay if:

- (1) The department head determines that bilingual skill is a requirement of the employee's position; and
- (2) The employee agrees to utilize his/her bilingual ability and/or cultural knowledge on the job; and
- (3) The employee is able to demonstrate bilingual proficiency that is satisfactory to the County; and
- (4) The assignment is in writing and reviewed on an annual basis.

- c. Sign language may be treated as a bilingual skill pursuant to this subsection.
- d. An employee who qualifies pursuant to the above shall be paid either:
 - (1) Oral skills differential of forty cents (\$.40) per paid hour per pay period. Effective the first biweekly pay period after Board approval. ; or
 - (2) Oral/written skills differential of fifty cents (\$.50) per paid hour per pay period.

The County shall determine if the employee is qualified to receive either the (1) oral skills differential or the (2) oral/written skills differential. Such determination of proficiency is not subject to Article IV, Grievance and Arbitration Procedure.

6.16 INCENTIVE PAY FOR CONSTRUCTION INSPECTORS AND SENIOR CONSTRUCTION INSPECTORS WHO POSSESS SPECIALTY CERTIFICATIONS

- a. Effective the first pay period following the Board of Supervisors' Approval of the addendum to the labor agreement authorizing such pay, employees in the classes of Construction Inspector and Senior Construction Inspector are eligible for certification incentive pay.
- b. For any incentive pay to continue, the certification(s) must be active and valid. Employees must provide verification of certification(s).
- c. Employees will be paid at the rate of 1.5% for each below listed certification up to a maximum of 5% (4 certificates):

Certifications:

1. American Welding Society Certified Welding Inspector
2. National Association of Corrosion Engineers (NACE) Coating Inspector
3. American Concrete Institute Concrete Construction Special Inspector
4. ICC Structural Masonry Special Inspector
5. ICC Prestressed Concrete Special Inspector
6. ICC Reinforced Concrete Special Inspector
7. Structural Welding Special Inspector
8. Structural Steel and Bolting Special Inspector

6.17 EDUCATION INCENTIVE PAY FOR CODE ENFORCEMENT OFFICER AND SENIOR CODE ENFORCEMENT OFFICER

a. Employees in the classes of Code Enforcement Officer and Senior Code Enforcement Officer are eligible for education incentive pay the first biweekly pay period following the approval of submission of evidence of eligibility to the person designated by the appointing authority, but no sooner than the first pay period following the Board of Supervisors' approval of the addendum to the labor agreement authorizing such pay.

b. Employees must have completed one of the below listed degrees from an accredited, recognized college or university as verified by the Department of Personnel Services to be eligible for Education Incentive Pay:

1. Associate of Arts or Associate of Science degree
2. Bachelor of Arts or Bachelor's of Science degree

c. Employees shall receive 2.5% education incentive pay for one Associate of Arts or Associate of Science degree.

d. Employees shall receive 5% education incentive pay for one Bachelor's of Arts or Bachelor's of Science degree.

e. The maximum education incentive pay is 5%.

ARTICLE VII HOLIDAYS

7.1 HOLIDAYS

a. All regular employees shall be entitled to such holidays with pay as enumerated herein. All holidays proclaimed by the Governor, other than Thanksgiving Day, shall not be deemed County holidays unless affirmatively made so by resolution of the Board of Supervisors.

- (1) Such holidays shall include:
 - (a) January 1 - New Year's Day
 - (b) Third Monday in January
 - (c) February 12 - Lincoln's Birthday
 - (d) Third Monday in February - Washington's Birthday observed

- (e) March 31 – Cesar Chavez Observance
 - (f) Last Monday in May - Memorial Day
 - (g) July 4 - Independence Day
 - (h) First Monday in September - Labor Day
 - (j) Second Monday in October - Columbus Day
 - (k) November 11 - Veterans' Day
 - (l) Fourth Thursday in November - Thanksgiving Day
 - (m) Day after Thanksgiving Day
 - (n) December 25 - Christmas Day
- (2) When January 1, February 12, March 31, July 4, November 11, or December 25 holidays fall on Sunday, regular employees who work in a unit for which the normal work schedule does not include Saturday and Sunday shall be entitled to the Monday following as a holiday with pay.
- (3) When January 1, February 12, March 31, July 4, November 11, or December 25 holidays fall on Saturday, regular employees who work in a unit for which the normal work schedule does not include Saturday and Sunday shall be entitled to the preceding Friday as a holiday with pay.

b. Regular employees who work in a unit for which the normal work schedules include Saturdays, Sundays, and holidays shall be granted one (1) day off every four (4) weeks in lieu of prescribed holidays. Such time off shall be designated in the employee's regular work schedule. If not scheduled and taken every four (4) weeks, such time shall accrue at the rate of (4.3) hours each biweekly pay period and used in a manner substantially the same as the accumulation and use of vacation credit. The maximum accrual of HIL time for a twelve-month period is 104 hours. Cash payment shall be made for any HIL time in excess of 104 hours.

c. Except as provided in Subsection b., regular employees required to work on a holiday shall receive overtime compensation in addition to holiday pay.

d. Each employee shall be allowed four (4) hours off work with pay on the last working day before Christmas or the last working day before New Year's. If the employee is unable, because of the needs of the service, to take such time off, he/she shall be credited with four (4) hours compensatory time off.

7.2 HOLIDAY WHILE ON VACATION

If a holiday falls during a regular employee's vacation, that day shall not be charged against the employee's accrued vacation.

7.3 HOLIDAY IN LIEU TIME SCHEDULING

The appointing authority shall schedule time off to which an employee is entitled as compensating time off pursuant to Subsection b. of Section 5.2, or as an in lieu holiday pursuant to Subsection b. of Section 7.1, in accordance with the needs of the department. At the discretion of the appointing authority, in lieu holiday time off may be scheduled to be used either on a regular periodic basis or may be accumulated and used in a manner substantially the same as the accumulation and use of vacation credit pursuant to Section 8.1.

ARTICLE VIII LEAVES

8.1 VACATION

a. Vacation with pay shall be earned by regular and extra-help employees based on the equivalent of full-time service from the date of appointment. Vacation credit shall accrue to the employee upon completion of the regular work assignment on the last day of the biweekly pay period in which it is earned.

b. All employees shall accrue vacation and accumulate vacation in accordance with the following schedule:

| Years of Service | Biweekly Accrual Rate | Approximate Number Annual Days * | Accrued Maximum |
|---|-----------------------------|---|--------------------|
| <u>Less than 3 years</u> | <u>3.1 hours</u> | <u>10</u> | <u>240</u> |
| <u>More than 3 years, less than 6 years</u> | <u>4.6 hours</u> | <u>15</u> | <u>320</u> |
| <u>More than 6 years, less than 9 years</u> | <u>5.5 hours</u> | <u>18</u> | <u>400</u> |
| <u>More than 9 years, less than 10 years</u> | <u>5.8 hours</u> | <u>19</u> | <u>400</u> |
| <u>More than 10 years, less than 11 years</u> | <u>6.2 hours</u> | <u>20</u> | <u>400</u> |
| <u>More than 11 years, less than 12 years</u> | <u>6.5 hours</u> | <u>21</u> | <u>400</u> |
| <u>More than 12 years, less than 13 years</u> | <u>6.8 hours</u> | <u>22</u> | <u>400</u> |
| <u>More than 13 years, less than 14 years</u> | <u>7.1 hours</u> | <u>23</u> | <u>400</u> |
| <u>More than 14 years, less than 15 years</u> | <u>7.4 hours</u> | <u>24</u> | <u>400</u> |
| <u>More than 15 years</u> | <u>7.7 hours</u> | <u>25</u> | <u>400</u> |

*eight-hour day

c. Employees shall be eligible to use accrued vacation as provided in this section. An employee who separates or is terminated from County service or who takes military leave in excess of one hundred and eighty (180) days shall be paid the full monetary value of his/her vacation. Such payment to an employee who separates or is terminated shall be made on the last workday of actual duty or as soon thereafter as possible.

d. Whenever possible, vacations shall be granted at the time requested by the employee. In order to avoid undue disruption of work activities or to minimize conflicts with other employees' vacations, the appointing authority may place reasonable restrictions on the use of accrued vacation. If said restriction of use of vacation will cause the employee to lose the use of said vacation, the appointing authority shall make application to the Department of Personnel Services for authorization of the accrual of more than the number of hours specified in this section, not less than the amount of vacation to be lost. The appointing authority shall have the authority to schedule vacation at the convenience of the department in order to minimize or eliminate accrual in excess of the normal accrual maximum. In the event an employee appeals the denial of vacation time off pursuant to this subsection, such appeal may be filed directly to Step 2 of the grievance procedure after discussing the matter with their immediate supervisor.

e. With advance approval by the immediate supervisor, vacation may be used to attend to emergency personal business. If advance notice and approval is not possible, approval may be given by the immediate supervisor after the fact.

8.2 SICK LEAVE

a. Sick leave credits shall be earned by regular employees based on the equivalent of full-time service from the date of appointment. Sick leave credit shall accrue to the employee upon completion of the regular work assignment on the last day of the biweekly pay period in which it is earned. Sick leave credit shall accrue on the basis of four and six-tenths (4.6) hours per biweekly pay period of service and may be accumulated without limitation.

b. Sick leave may be used consistent with reasons in 10.2(c) for the following relationships to the employee:

- 1) Self;
- 2) Child (biological, adopted foster, step, legal ward, or a child to whom the employee stands in loco parentis);
- 3) Parent (biological, adoptive, foster, step, legal guardian to employee or employee's spouse or registered domestic partner, or person who stood in loco parentis when the employee was a minor child);

- 4) Spouse;
- 5) Registered Domestic Partner;
- 6) Grandparent;
- 7) Grandchild;
- 8) Sibling
- 9) Any other close relative or child who resides with the employee.

c. Sick leave shall be provided for the relationships in 10.2(b) for the following purposes:

- 1) Employee is physically or mentally unable to perform his/her duties due to illness, injury, dental work or medical condition, including pregnancy;
- 2) Diagnosis, care, or treatment of an existing health condition of, or preventative care for, an employee or employee's family member, including childbirth (inclusive of transportation to and from medical facility);
- 3) For an employee who is a victim of domestic violence, sexual assault, or stalking as defined in Labor Code Sections 230(c) and 230.1(a); and
- 4) Employee's Donation of Blood—scheduled at the discretion of the appointing authority, not to exceed four hours in any instance and only approved upon submission to the appointing authority of an official blood bank receipt reflecting the donation;

d. The appointing authority may require reasonable substantiation of the need for, and use of, sick leave except where prohibited by state or federal leave protections.

e. An employee who, while on vacation, is incapacitated for one (1) or more days due to personal illness or injury may charge such days to accrued sick leave. In such event, the employee promptly shall notify the appointing authority and upon return to duty shall substantiate the need for, and use of, sick leave.

a.

8.3 SICK LEAVE INCENTIVE PROGRAM

a. Eligible full-time regular employees who use twelve (12) hours or less of sick leave in Pay Periods #1 through #13 of any year shall receive a certificate enabling them to take eight (8) hours off with pay during the following six-month period. Eligible full-time employees who use twelve (12) hours or less of sick leave in Pay Periods #14 through #26 of any year shall receive a certificate enabling them to take eight (8) hours off with pay during the following six-month period. The maximum of twelve (12) hours of sick leave usage will include any hours used under the Family Medical Leave Act. The certificate shall have no monetary value.

b. Regular employees must be continuously on the County payroll and eligible to earn and use sick leave during the entire twenty-six week period from Pay Period #1 through #13, and from Pay Period #14 through #26. Any employee on an unpaid leave of absence during a portion of the designated twenty-six week period is excluded for that time period. Any employee during the designated twenty-six week period who receives pay pursuant to Labor Code Section 4850 or who receives SDI integration, or who selects the disability leave option pursuant to Subsection 8.7-b.(2)(b), is excluded from participation for that time period. Any employee who was temporary and transferred to a permanent position during the designated twenty-six week time period is excluded for that time period.

c. Part-time regular employees who work forty (40) or more hours per pay period shall be eligible to participate in the wellness incentive program. The same eligibility rules as outlined in Subsection b. above shall apply. However, the maximum amount of sick leave allowed for a part-time employee to use in Pay Periods #1 through #13, or in Pay Periods #14 through #26, shall be prorated. This means for a half-time employee the maximum sick leave that may be used is six (6) hours; for a four-fifths employee, the maximum would be 9.6 hours. The maximum hours of sick leave usage will include any hours used under the Family Medical Leave Act. The amount of time off received by the qualifying part-time employee shall also be prorated. This means a half-time employee would receive a certificate for four (4) hours time off, and a four-fifths employee would receive a certificate for 6.4 hours time off.

d. The County shall provide the E.T.T.I. with a copy of the County Policy and Procedure necessary to implement the County's sick leave incentive program as outlined above.

8.4 FAMILY DEATH LEAVE

a. The County shall authorize family death leave with pay, for a regular employee, when needed, due to the death of his/her:

1. spouse
2. registered domestic partner
3. child

4. child of registered domestic partner
5. parent
6. grandparent
7. great-grandparent
8. grandchild
9. great-grandchild
10. brother
11. sister
12. son-in law
13. daughter-in-law
14. brother-in-law; brother of registered domestic partner; registered domestic partner of brother
15. sister-in-law; sister of registered domestic partner; registered domestic partner of sister
16. mother-in-law; mother of registered domestic partner
17. father-in-law; father of registered domestic partner

b. Any child or close relative who resided with the employee at the time of death.

c. The employee shall give notice to his/her immediate supervisor prior to taking such leave.

d. Such absence for family death shall be limited to time which is definitely required and shall not exceed five (5) days for any one (1) death. Family death leave benefits will be prorated for part-time employees based upon the number of hours worked (for example, a half-time employee to a maximum of twenty [20] hours, four-fifths employee to a maximum of thirty-two [32] hours, a full-time employee to a maximum of forty [40] hours).

e. The intent of this benefit is that it be used with reasonable proximity of the death of the relative unless there are circumstances present which are clearly beyond the control of the employee.

8.5 MILITARY LEAVE

Employees shall be granted military leave as required by statute.

8.6 DISABILITY LEAVE

a. An employee who has suffered possible injury in the performance of assigned duties shall immediately undergo such medical examination as the appointing authority deems necessary. He/she shall not be considered absent from duty during the time required for such examination.

b. A regular employee who is unable to perform any appropriate work assignment because of disability incurred in the performance of assigned duties shall be entitled to the following disability leave benefits in addition to those provided pursuant to the California Worker's Compensation Insurance Act.

- (1) During any period of disability for which payment is not provided under worker's compensation insurance, the employee shall be placed on disability leave with pay to the extent of any leave with pay which he/she has accrued. Such disability leave with pay shall be charged against the employee's accrued leave with pay;
- (2) During any period of disability for which payment is provided under worker's compensation insurance, the employee may elect either (a) to receive disability leave with pay to the extent of any leave with pay which the employee has accrued and retain any worker's compensation benefits received; or (b) endorse to the County any worker's compensation benefits received by the employee and receive a disability leave with pay to the extent of any leave with pay which the employee has accrued charged on a pro-rata basis of one-half day for each full day of absence for which temporary worker's compensation benefits are endorsed to the County.

c. All disability leave provisions of this section shall terminate on the date of the employee's recovery from disability, receipt of permanent disability under worker's compensation insurance, retirement, termination from County employment, or death.

8.7 JURY DUTY

a. A regular employee shall be allowed such time off with pay as is required in connection with jury duty; provided, however, that payment shall be made for such time off only upon remittance of full jury fees, or upon submittal of acceptable evidence that

jury fees were waived.

b. Such employee shall notify his/her appointing authority upon receiving notice of jury duty.

c. An employee who takes vacation or compensating time off while on jury duty shall not be required to remit or waive jury fees in order to receive his/her regular salary.

8.8 E.T.T.I. BUSINESS

An employee who is elected or selected by E.T.T.I. upon written request of the President of E.T.T.I. may be granted an excused absence without pay for a period of time sufficient to attend conferences, conventions, or special training schools.

8.9 CONFERENCES

The County may allow employees time off without loss of compensation to attend seminars, conferences, and meetings when such attendance will benefit the County.

8.10 TIME OFF FOR PROMOTIONAL EXAMINATIONS

Employees shall be released from duty without loss of compensation while competing in County promotional examinations or job-required certificate examinations when such examinations are held during duty hours.

8.11 TRANSFER INTERVIEWS

Whenever an employee requests to appear for a transfer interview, the employee shall be released from duty without loss of compensation while being interviewed during normal work hours. Every effort should be made to schedule transfer interviews at times that minimize interference with County operations.

8.12 ASSIGNMENT OF LEAVE FOR CATASTROPHIC ILLNESS AND OTHER PURPOSES

Regular employees shall be eligible to participate in the County's program of assignment of leave for catastrophic illness and other purposes. The County will provide the E.T.T.I. a copy of the standardized County Policies and Procedures regarding the implementation of this program.

8.13 PARENTAL LEAVE

a. Each regular County employee with at least one (1) year of continuous service shall be entitled to schedule paid parental leave upon the birth of the employee's child, the birth of the employee's registered domestic partner's child or

during the process of an adoption of a minor child by an employee. In the case of an adoption, the entitlement shall arise upon both: (1) verification of the intent to adopt established by provision of legal documentation and (2) the placement of the child in the employee's home for the purpose of adoption. The purposes of parental leave are to facilitate parental bonding, family adjustment, and child care, and such leave shall be used consistent with these purposes.

b. Parental leave shall be approved by the employee's appointing authority, except where the granting of the parental leave request would unduly interfere with or cause severe hardship upon department operations. Wherever possible, departments shall make reasonable accommodations to permit parental leave, either on a full-time or part-time basis.

c. The maximum paid parental leave for full-time regular employees shall be 160 hours. Parental leave shall be prorated for part-time regular employees. Parental leave shall not extend beyond six (6) months from either: (1) the date of birth of the employee's child, or (2) in the case of adoption, the initial date of residence of such child with the employee. The maximum 160 hours shall apply to each birth or adoption, regardless of the number of children born (twins, triplets, et cetera) or adopted.

d. Parental leave is separate and distinct from the use of sick leave for pregnancy, since it is not based upon disability. Parental leave is available to be scheduled at the conclusion of the use of sick leave for pregnancy.

e. Employees must make a written request to use parental leave. The written request shall be made at least thirty (30) calendar days prior to the anticipated start of the parental leave, except in cases of an unanticipated early childbirth or adoption, in which case the employee shall make the written request with as much advance notice as possible. The written request shall also provide such information or substantiation as may be required by the Director of Personnel Services.

f. An employee who while on parental leave is incapacitated for one (1) or more days due to personal illness or injury may charge such days to sick leave. In such event, the employee promptly shall notify their department, and shall submit substantiation of the need for and use of sick leave.

g. Use of parental leave does not reduce or adversely affect the maximum one-year unpaid leave of absence that an employee may request for child care or family reasons following the birth or adoption of a child.

h. If the birth or adoption of a minor child takes place while the employee is on military leave, an extension may be granted. The extension is equal to the amount of time taken for military leave but cannot exceed six additional months.

8.14 COUNTY EMPLOYEES AS VOLUNTEER POLL WORKERS PROGRAM

a. Any regular County employee, other than employees assigned to the division of Voter Registration and Elections, may apply for paid leave from County

employment to serve as a volunteer poll worker in a polling place in Sacramento County through the County Employees as Volunteer Poll Worker Program when the election day and/or required poll worker training fall within the employee's regularly scheduled workday.

b. Subject to the sole discretion of his or her appointing authority to grant or deny the request based on the needs of the service, a regular employee is qualified for approval as follows:

- (1) The employee has successfully applied for and has been selected and found qualified by the Sacramento County Registrar of Voters to serve as a volunteer poll worker;
- (2) The employee has made a request in writing to his/her appointing authority for an absence from County employment as is necessary to attend and complete Poll Worker Training as directed by the Registrar and an absence for the employee's entire regularly scheduled workday on election day to serve as a volunteer poll worker in Sacramento County;
- (3) On the day of the election the employee has fully executed his/her responsibilities as a poll worker and reported to his/her assigned polling place at the designated time, performed all duties appointed by the County elections official and as required by applicable state and federal elections laws, and remained on duty until the poll was properly closed and secured and until released by the County elections official. As a volunteer, the employee is entitled to receive the normal stipend paid by Voter Registration and Elections to all volunteer poll workers. The stipend shall not be counted in any computation of the total wages or compensation paid the employee by reason of his/her regular employment with the County.

c. Any regular County employee who qualifies and is approved for the County Employees as Volunteer Poll Workers Program will receive his/her regular pay while on paid leave from County employment for one (1) regularly scheduled workday that falls on the day of the election and for such leave time prior to the election as is necessary, including travel, to attend the required Poll Worker Training during the employee's work hours. No overtime or compensatory time shall be earned or accumulated during such paid leave.

8.15 ADMINISTRATIVE LEAVE

a. Paid administrative leave for all regular personnel shall be provided as follows and will be prorated for part-time employees:

(1) Effective July 18, 2010 or as soon as administratively possible, all regular personnel shall receive 16 hours of paid administrative leave time to be used upon approval by the appointing authority.

(2) Effective June 19, 2011, all regular personnel shall receive 16 hours of paid administrative leave time to be used upon approval by the appointing authority.

(3) Effective July 1, 2012, all regular personnel shall receive 16 hours of paid administrative leave time to be used upon approval by the appointing authority.

b. Administrative leave time as a result of subsections a. above will have no monetary value and will be lost if not used by the time the employee leaves County service.

c. As soon as administratively feasible following ratification and approval of the labor agreement, regular, full-time employees in the Building Inspectors II, Range A and Range B classification shall receive a one-time credit of sixty forty (64) hours of paid administrative leave in lieu of the 2009-2010 furlough days assumed by such employees.

d. This paid administrative leave time shall be scheduled with the approval by the appointing authority similar to scheduling vacation time.

e. Administrative leave time as a result of subsection c. above will have no monetary value and will be lost if not used by June 30, 2018.

ARTICLE IX HEALTH AND WELFARE

9.1 GENERAL PROVISIONS

a. Eligibility: All regular full-time employees of the unit shall be eligible to participate in County-sponsored insurance and benefit programs defined in this article. Regular part-time employees who work a minimum of forty (40) hours per biweekly pay period shall also be eligible to participate.

b. Dependent Eligibility: For all programs covered in this article, eligible dependents are an employee's lawful spouse or domestic partner (as defined by Section 297 of the California Family Code), and unmarried children (natural, step, adopted, legal guardianship, and/or foster) of the employee or domestic partner, who are qualified IRS dependents of the employee or domestic partner, up to twenty-six (26) years of age. Disabled dependents may be able to continue coverage beyond the limiting age if the disability occurred while the dependent was covered under a County-

sponsored medical plan or prior to the dependent's 19th birthday, and is certified by a licensed physician.

c. Enrollment In Benefits Plans:

- (1) All new employees shall automatically be enrolled in the default level of medical, dental, and basic life insurance coverage. Employees shall be charged the applicable level of employee contribution, if any, for each plan. During the first thirty (30) days of employment, an employee may waive coverage under the medical plan by providing proof satisfactory to the plan that the employee has other group medical insurance coverage. An employee may also change their health plan or coverage option under the plan (for example, from employee only coverage to an option that includes dependent coverage) during the first thirty (30) days of County employment. Failure to make any change within the thirty (30) day initial enrollment period shall be considered an irrevocable election for the default coverage.
- (2) Employees subsequently desiring to make a coverage change may do so only under the following circumstances: (1) during any annual enrollment period for coverage effective on the first day of the following calendar year; (2) upon the occurrence of certain qualifying events as prescribed by the Health Insurance Portability and Accountability Act; or (3) upon the occurrence of certain specified family status change events as governed by Internal Revenue Code Section (IRC) 125 and authorized under the County's Section 125 qualified cafeteria benefits plan. Employees seeking to waive coverage shall show proof satisfactory to the plan that the employee has other group medical insurance coverage.

d. Taxes on Benefits: Employee contributions for health insurance shall be deducted from employee pay on a pre-tax basis unless otherwise prohibited by the Internal Revenue Code. The employee will be responsible for any tax consequences resulting from the inclusion of a registered domestic partner and the child of registered domestic partner under the health and welfare benefits offered pursuant to this Agreement.

9.2 MEDICAL INSURANCE AND HEALTH PLANS

The County shall pay a monthly contribution for any of the medical insurance or health plans made available to employees pursuant to this Agreement. The County contribution shall be applicable to the coverage level selected by the employee. If the cost of the coverage exceeds the maximum County contribution, the employee shall pay the additional cost.

- a. Tier A: Employees hired prior to January 1, 2007, will be placed in Tier A. Effective January 1, 2007, employees in Tier A will receive a maximum County contribution of 80% of the Kaiser family rate for 2007. Effective January 1, 2008, the County insurance contribution shall be frozen at the level in effect on December 31, 2007(\$826.90), as well as entitlement to cash back, cash back maximums, plan selection incentive and FICA reductions, if applicable. This County contribution arrangement shall be henceforth referred to as Tier A. Employees in Tier A shall remain in this tier unless they voluntarily elect to move to Tier B. Such election by an employee to move to Tier B shall be irrevocable once made.
- b. Tier B: The County shall provide an insurance contribution, henceforth known as Tier B, for employees starting employment with the County on or after January 1, 2007, and employees who were in Tier A and have voluntarily elected to participate in Tier B. The County contribution shall be reset annually on January 1 of each year. The County contribution amount shall be 80% of the premium amount for the health plan and level of coverage selected provided, however, that the maximum amount of the contribution shall be 80% of the premium amount for the least expensive, full coverage HMO health plan option offered by the County, for the level of coverage selected by the employee. The employee shall pay through payroll deduction any additional premium not paid by the County contribution that is required for the plan option and level of coverage selected by the employee, or the default coverage if the employee did not select another plan or waive coverage as specified under the provisions of this Agreement.
- c. Effective January 1, 2008, or later, as determined by the County, employees shall be provided with at least the following:
 - (1) Medical Plan Options:
 - (a) A traditional Kaiser Foundation health maintenance organization plan
 - (b) A traditional non-Kaiser Foundation health maintenance organization plan
 - (c) Up to two (2) high deductible health plan options, with a voluntary health savings account.
 - (2) Elimination of the Catastrophic health plan.
 - (3) Coverage Levels: Status quo shall continue for employees desiring coverage under the County medical insurance plans. Employees may elect coverage under one (1) of the following levels:

(a) Employee only

(b) Family

Premiums for insurance coverage shall be based on the level of coverage selected.

- d. The default medical plan enrollment shall be the County's lowest premium high deductible health plan, employee only coverage. The employee shall be responsible for paying 20% of the premium for this coverage on a pre-tax, payroll deduction basis.
- e. All co-payments will remain at their respective 2006 levels for the duration of the Agreement.

9.3 RETIREE HEALTH SAVINGS PLAN

Effective December 24, 2006, or as soon as administratively possible, the County shall establish a retiree health savings plan (RHSP) by contributing an amount of \$25.00 to the employee's RHSP each biweekly pay period.

9.4 DENTAL PLAN

Employees in the unit shall enroll in the County's dental insurance plan. The County shall pay 100% of the cost for dental coverage for employees and covered dependents. The default level of dental insurance coverage shall be employee only coverage.

9.5 LIFE INSURANCE

a. **Basic Benefit:** The County will provide a basic life insurance benefit of \$18,000 for employees. This shall be the default level of life insurance coverage, which shall be provided at no cost to the employee. The basic life benefit will include a dependent life benefit of \$2,000 (benefit reduction may apply prior to 6 months of age) automatically for each of the employee's dependent spouse/qualified dependent children. No enrollment is generally required except that Domestic Partners and/or their dependents must be enrolled in the program as the dependent of an employee in order to be eligible for the dependent benefit.

b. **Voluntary Options:** The County shall provide additional options to permit employees to elect increased voluntary employee life coverage up to the underwriting maximums and at the premium rates of the life insurance company selected by the County to provide life insurance. An accelerated benefit option may also be provided if allowed under the terms and options of the life insurance company selected by the County to provide life insurance.

9.6 EMPLOYEE ASSISTANCE PROGRAM

a. The County will make an employee assistance program (EAP) available to each eligible employee. The EAP will provide personal counseling for employees and/or their dependents. The counseling is intended to assist employees and eligible dependents who are experiencing personal problems such as family/marital problems, personal/emotional problems, substance abuse problems, and work-related problems.

b. The County will pay the cost of short-term counseling, not to exceed six (6) sessions of approximately one (1) hour each per incident per calendar year for each employee and each covered dependent. Participation in the Employee Assistance Program shall be confidential unless written consent is given by the employee or family member.

c. Enrollment of dependents is generally automatic; no enrollment form shall be required. Domestic partners and/or their dependents must be enrolled as the dependents of an employee in order to be eligible for dependent benefits under this program.

d. It is understood that the County will provide EAP services through an independent contractor. The County may from time-to-time in its sole discretion change contractors for this service.

9.7 FLEXIBLE SPENDING ACCOUNTS

Employees in the unit shall have access to the County's flexible spending account program, which provides employees with the options of dependent care assistance benefits with a calendar year maximum of \$5,000, and medical expense reimbursement benefits with a calendar year maximum of \$2,400. The County shall maintain this plan in compliance with IRC §125. Employee premiums for flexible spending account benefits shall be deducted on a pre-tax basis from employee pay.

9.8 STATE DISABILITY INSURANCE

a. The County shall maintain State Disability Insurance (SDI), at the employee cost, for employees in classes covered by the Agreement. This section shall not be valid if the membership elects to withdraw from SDI during the term of this Agreement and the State has approved withdrawal from SDI.

b. Employees who are absent from duty because of illness or injury and have been authorized to use County-paid leave benefits, sick leave, vacation, compensating time off, holidays and holiday-in-lieu time, shall be eligible to integrate the payment of State Disability Insurance benefits with such County-paid leave benefits.

No integration of County-paid leave benefits and State Disability Insurance shall occur unless the appointing authority has approved the use of the County-paid leave benefits by the employee requesting integration.

c. Integration of County-paid leave benefits with State Disability Insurance will require detailed procedures which the County shall, in its sole discretion, implement to ensure the equitable application of the program consistent with this Agreement provision. In accordance with current County policy, integration of County-paid leave balances and State Disability Insurance shall not be paid in a retroactive manner.

d. Integration of County-paid leave balances and State Disability Insurance shall take place subject to the following conditions:

- (1) The intent of this program and contract provision is to insure that those employees who participate in the program comply with all applicable laws, policies, and procedures established to provide integration of County-paid leave balances and State Disability Insurance so as to provide a combined biweekly adjusted net income equivalent to 100% of regular net income - gross income less required deductions, such as taxes, retirement, State Disability Insurance premiums, and other mandatory deductions - as long as such eligible disability qualifies and available leave balances are authorized by the appointing authority. Other employee authorized deductions shall be deducted from the resultant net pay.
- (2) Upon approval of the use of County-paid leave benefits by the appointing authority and the employee's established eligibility for State Disability Insurance, the County shall make leave accrual payments to the employee in the usual manner except that the net pay, including State Disability Insurance benefits and net County pay, shall not exceed 100% of the regular net pay. If State Disability Insurance benefits equal or exceed 100% of the regular net pay, no County payment shall be made. County-paid leave benefits shall be used in the following order: sick leave, vacation, compensating time off, and holiday-in-lieu time.
- (3) Special pay allowances not of a permanent nature, such as overtime compensation, standby, night shift differential, call back or out-of-class pay, shall not be counted in determining the employee's gross or net pay.
- (4) Sick leave, vacation, and holiday-in-lieu shall not accrue during any pay period in which the employee receives County-paid leave benefits integrated with State Disability Insurance payments, except that the employee shall accrue sick leave, vacation, and holiday-in-lieu for any actual hours worked during a pay period in which integration occurs. Service credits toward seniority and step increase eligibility shall not be affected by any pay period during which an employee is on the integrated leave and State Disability Insurance program.

- (5) When an employee exhausts all available County-paid leave balances, the employee shall either return to work or request an unpaid leave of absence from his/her appointing authority. Regardless of whether the employee continues to receive State Disability Insurance payments, once all County-paid leave balances are exhausted, County compensation shall cease unless the employee returns to work.
- (6) The County shall continue its contributions towards the employee's health, dental, life and retirement contributions in accordance with established laws and practices during the pay periods which include County payment for integrated leave balances. The employee shall be responsible for payment of premiums required to maintain insurance coverage when County contributions cease.
- (7) Eligible part-time employees shall be included in this program on a prorated basis.

e. In the event the County determines that legislative or judicial determinations cause changes which in any way restrict, reduce or prohibit this program operation, it shall immediately and automatically terminate without any further action by either party to this Agreement.

9.9 JOINT LABOR-MANAGEMENT HEALTH AND WELFARE COMMITTEE

The parties agree to work cooperatively in an ongoing joint labor-management health and welfare committee forum to review and address health and welfare issues that are of vital interest to both parties. The parties acknowledge that the health insurance marketplace is constantly changing and it is imperative that they remain engaged in ongoing dialogue and discussions regarding benefits issues.

9.10 HEALTH CARE RE-OPENER

The parties recognize that during the term of this Agreement, it may be necessary for the County to reopen this Article of the contract for the exclusive purpose of negotiating health benefit changes, specifically coverage tiers, plan offerings, costs, contribution amounts, and changes required by law. Health benefits shall remain unchanged through calendar year 2014. Where the County finds it necessary to make a one-time change, the County shall notify ETTI in writing of the proposed change. ETTI shall request to meet and confer with the County within ten (10) business days regarding the impact of such changes. If ETTI submits such a request, the parties will meet and confer and to the extent permissible, maintain the current health benefits and coverage currently provided.

Any agreement resulting from such negotiations shall become an addendum to this Agreement.

Any change resulting from this provision will only be implemented if such change is applied to all bargaining units.

ARTICLE X RETIREMENT PLAN

10.1 RETIREMENT CONTRIBUTION

Effective September 20, 1992, the County will no longer pay one-half of the employee's contribution to the retirement plan currently paid for by the County.

a. Effective the first pay period of July 2015, the employee contribution shall be increased by one percent (1%) by picking up 1% of the employer normal cost.

b. Effective the first pay period of July 2016, the employee contribution for employees shall be increased by two percent (2%) by picking up 2% of the employer normal cost.

c. Effective the first pay period of July 2017, all employees will pay 50% of the combined employee and employer normal cost as defined in the County Employees' Retirement Law of 1937 (1937 Act).

d. In the event the rate exceeds twelve percent (12%), the parties agree to meet and confer regarding the increases.

10.2 RETIREMENT TIER 3

a. Effective the pay period beginning June 27, 1993, the County shall establish a new retirement tier. This new retirement Tier 3 shall be the same as the existing Tier 2, except that Tier 3 shall have a 2% post-retirement cost-of-living adjustment factor pursuant to Government Code Section 31870, whereas Tier 2 has no post-retirement cost-of-living adjustment factor.

b. Employees hired prior to June 27, 1993, who are members of Tier 2, shall be given a one-time opportunity to transfer to Tier 3. These employees who elect to transfer to Tier 3 also transfer their prior service credit in Tier 2 to Tier 3 with no additional employee contributions being required for the transfer of this prior service.

c. Employee hired on June 27, 1993, or after, shall upon hire be placed into Tier 2, but immediately thereafter shall also be given a one-time opportunity to transfer to Tier 3. For these employees who elect to transfer to Tier 3, their brief service credit in Tier 2 will be transferred to Tier 3, and the necessary contributions will be required of

both the employee and County.

d. All of the above employees shall be given a period of sixty (60) calendar days to submit in writing to the County their election to transfer to Tier 3. The employee's election to transfer to Tier 3, or failure to elect to transfer to Tier 3 and remain in Tier 2, shall be irrevocable and shall apply to all periods of future service.

10.3 DISABILITY RETIREE-RETURN RIGHTS

a. This section applies to any person who formerly held permanent status in a civil service class from which such person was placed on disability retirement, who is subsequently determined by the Retirement Board to not be incapacitated and who is eligible for reinstatement as provided in Government Code Section 31730.

b. When such person is returned to County civil service, he or she shall have permanent status in a position comparable to that held at the time of retirement. The returned person's seniority and benefits shall be based on service as of the time of retirement.

10.4 RETIREMENT ENHANCEMENT FOR MISCELLANEOUS

a. Effective June 27, 2004, or sooner if agreement is reached with all other recognized employee organizations representing miscellaneous members, the County will implement the 2% @ 55½ plan and employee purchase of prior service credits to a maximum of four (4) years. The election to purchase shall be open ended with the employee purchase of the employee's share, County's share, and accumulated interest.

b. Reduction in CPI salary increase of 3.0% to offset increased retirement costs for miscellaneous members effective with the implementation date of retirement enhancement. If the CPI increase is less than 3.0%, the CPI for the next year will be further offset for the difference so that the total offset is 3.0%.

10.5 MISCELLANEOUS TIER 5

All employees hired on or after January 1, 2013 shall be subject to the California Public Employee's Pension Reform Act of 2013 (PEPRA). Such miscellaneous employees will be placed into Miscellaneous Tier 5 or 2% at 62, unless otherwise provided by PEPRA for classic/legacy hires.

ARTICLE XI

ALLOWANCES AND REIMBURSEMENT

11.1 MILEAGE REIMBURSEMENT

The use of privately-owned vehicles for official business is allowed and should be mutually agreeable by both the owner and the County and shall not be mandatory unless specifically stated as a condition of employment. All private vehicle travel will be reimbursed at the current Internal Revenue Service standard mileage rate. The mileage claim shall be submitted to the employee's supervisor no later than 60 days after the last day of the month being claimed in order for a non-taxable reimbursement.

ARTICLE XII SAFETY AND HEALTH

12.1 OBJECTIVE

The County and E.T.T.I. will cooperate in the continuing objective of eliminating accidents and health hazards. The County shall continue to make reasonable provisions for the safety and health of its employees during hours of their employment.

12.2 SAFETY REPRESENTATIVE

E.T.T.I. may appoint, from among the employees in the unit, one (1) safety representative who shall be allowed reasonable time off to confer with management representatives regarding safety matters, including personal protective equipment, affecting employees in E.T.T.I.

12.3 PROTECTIVE DEVICES

Protective devices, wearing apparel, and other equipment necessary to protect employees from injury shall be provided by the County.

12.4 SAFETY SHOES/BOOTS

- a. Effective July 4, 1999, when it is determined by the County that the wearing of safety shoes/boots will be required of certain employees, the County will provide a reimbursement of \$200 per year for the purchase and maintenance of a prescribed shoe (boot).
- b. The prescribed shoe (boot) must meet the American National Standards Institute (ANSI) Standard Z41.1 Rating 75 and/or whatever local revisions the issuing division or section may prescribe.
- c. Employees receiving the semi-annual reimbursement are required to wear

the prescribed shoe (boot) whenever on duty or be subject to disciplinary action. Employees receiving a reimbursement on an as needed basis are required to wear the prescribed shoe (boot) whenever their job duties require safety boots or be subject to disciplinary action.

d. Effective the first pay period following ratification and approval of the 2013-2018 MOU by the Board of Supervisors, employees who are required to furnish and wear safety shoes/boots in the performance of their duties shall be reimbursed in either of the methods listed below:

- (1) The County will provide a reimbursement of \$250 per year payable every six (6) months in arrears, the first biweekly pay periods in January and July for employees required to wear safety shoe (boot) whenever on duty. Employees who are eligible for a shoe (boot) reimbursement for less than the full six-month period shall receive a prorated payment. Reimbursement will be included with the regular biweekly salary paycheck.
- (2) The County will provide a reimbursement of up to \$250 per year to employees who may be required to wear safety shoes (boots) on a periodic or infrequent basis. The reimbursement will be made at the sole discretion of the County on an as needed basis for the purchase or repair costs of boots. If the County elects to reimburse an employee on an as needed basis for safety/shoes boots, a maximum of \$250 per year will be allowed. Reimbursement will be made following submission of a receipt by the employee for the purchase or repair of the safety shoes (boots).

12.5 RUBBER FLOOR MATS

The County will provide rubber mats at counter locations where there are concrete, hardwood, or other types of inflexible flooring if the job requires employees to spend significant time working at the counter.

ARTICLE XIII CAREER DEVELOPMENT

13.1 AFFIRMATIVE ACTION REPRESENTATIVE

The County and E.T.T.I. agree that discrimination in employment due to race, ethnic group, or sex is a subject of major mutual concern. E.T.T.I. may appoint an affirmative action representative, from among the employees in the unit, who shall be allowed reasonable time off to confer with appropriate management representatives of the County regarding employment problems related to such discrimination.

13.2 EDUCATION REIMBURSEMENT

As soon as administratively possible following ratification and Board approval of the labor agreement, the County will provide education reimbursement for education costs incurred by regular employee who apply for such reimbursement in accordance with policies and procedures governing the education reimbursement program. The maximum reimbursement shall be \$1500 per year.

13.3 PROBATIONARY PERIOD

a. The probationary period for employees shall be six (6) months, except in respect to those positions for which a longer period has been prescribed by the Civil Service Commission pursuant to the County Charter. The County agrees not to recommend a probationary period longer than six (6) months respecting any positions in County service within the units represented by E.T.T.I. without prior notification and discussion with E.T.T.I.

b. A probationary employee may be granted a leave of absence without pay, for a period not to exceed one (1) year, to cover an illness, injury or other disability.

c. The recognized employee organizations and the County will recommend jointly to the Civil Service Commission that the Civil Service Rules be amended to provide that probationary periods be suspended for the duration of a leave of absence greater than thirty (30) days or a paid leave greater than thirty (30) days due to illness or injury. Upon return from leave, an employee shall complete the full probationary period for the class.

d. Any former employee who held permanent status in a class at the time of resignation in good standing shall be required to serve the probationary period of any class to which he/she is reinstated if such reinstatement is to a permanent position.

ARTICLE XIV MISCELLANEOUS

14.1 DEFERRED COMPENSATION

Full-time regular employees shall be eligible to participate in the County Deferred Compensation Program. The County will conduct quarterly enrollment for all eligible County employees.

14.2 LETTERS OF REPRIMAND

a. Each employee shall be given an opportunity to read and sign formal letters of reprimand prior to the placement of such material in his/her personnel file.

The employee shall also receive a copy of the letter of reprimand. A "letter of reprimand" is a written censure of an employee. Letters of reprimand shall be given only for just cause.

b. An employee may grieve whether a formal letter of reprimand was given for just cause through Step 3 of the grievance procedure of the Agreement. Letters of reprimand are not arbitrable and the grievant shall not have the right to refer the matter to binding arbitration.

c. The letter of reprimand shall be purged from all places wherein it appears or may be kept and is not to be used for any disciplinary or personnel matter if within two (2) years of the letter of reprimand no additional letters of reprimands or disciplinary action is received by the employee.

d. If there are no further disciplinary actions or letters of reprimand received by the employee for an additional period of four (4) years from the date the most recent previous letter of reprimand was removed from the file, all previous letters of reprimand shall be purged from all places wherein they may be kept.

14.3 CLASSIFICATION STUDIES

The County agrees to give E.T.T.I. in respect to matters affecting employees in classifications it represents, copies of any studies or reports prepared by the Department of Personnel Services one (1) week in advance of presentation of such reports to the Civil Service Commission.

14.4 LIST OF EMPLOYEES

The County shall furnish at the time of acceptance of this Agreement, and each quarter of the fiscal year thereafter, a list by name, class and department of employees covered by this Agreement.

14.5 RETIREMENT AND GROUP INSURANCE REPORTS

a. The County shall provide E.T.T.I. with copies of retirement reports and group insurance and health plan reports which propose changes in the County retirement plan or group insurance or health plans. Said reports shall be provided to E.T.T.I. when they are completed. However, if the County because of a good faith error fails to provide said reports, such will not be grounds for breach of contract or grievance against the County.

b. It is understood that the County is not obligated to provide reports which identify specific individuals who have applied for or have received benefits and that reports, memoranda or recommendations prepared for negotiation posture, executive sessions of the Board of Supervisors and feasibility studies are confidential and are not part of this Agreement.

14.6 TRANSIT SUBSIDY

As soon as administratively possible following ratification and Board approval of the labor agreement, the transit subsidy shall be increased to \$75 per month.

14.7 CONTINGENCY

If implementation of any provision of this Agreement would reduce County revenue pursuant to the State Legislation, that provision will not be implemented and the parties will meet and confer on alternatives.

14.8 AUTOMATIC RESIGNATION

a. If an employee fails to report to his/her worksite, and/or direct supervisor and has given no notification to the appointing authority, the employee shall be considered absent without leave. If an employee is absent without leave for five (5) consecutive workdays, such employee shall be required to submit a written statement to his/her appointing authority stating that he/she desires to retain his/her employment. If the employee fails to submit such a written statement to the appointing authority within five (5) workdays after notice has been served on the employee, such failure shall constitute an automatic resignation from County service.

b. The notice to the employee may be personally served or it may be served by mail to the last known address of the employee and is complete on mailing. The last known address shall be deemed to be that address which is entered into the County's payroll system.

c. The written statement of the employee must be either personally handed to the appointing authority or delivered to the appointing authority by certified mail return receipt requested.

d. A permanent employee, may within fifteen (15) calendar days of the effective date of such separation, file a written request with the appointing authority for reinstatement to the employee's previously held position. Reinstatement may be granted only:

- (1) If the employee makes satisfactory explanation to the appointing authority as to the cause of the employee's absence or failure to obtain leave therefore, and the appointing authority determines that he/she is ready, able and willing to resume the discharge of the duties of his/her position; or
- (2) If the appointing authority consents to a leave of absence to commence upon reinstatement.

e. This section does not preclude the employee requesting reinstatement under the provisions of the Personnel Ordinance or any relevant sections of this Agreement.

**ARTICLE XV
SENIORITY, LAYOFFS AND REEMPLOYMENT
DIVISION A
APPLICATION-PURPOSES-RIGHTS**

15.1 PURPOSE

This article establishes layoff procedures and reemployment rights. The decision to reduce the number of positions in a class in a department and the reasons for any such reduction shall be within the sole and exclusive discretion of the County. However, the order of layoff and the identity of those employees to be laid off shall be governed by the provisions of this article. This article also establishes reemployment rights and the order of reemployment of employees who are laid off and provides for the resolution of any dispute which might arise respecting the order of layoff or reemployment of those employees who are laid off.

15.2 DEFINITIONS AND INTERPRETATIONS

Words and terms used in this article shall have the same meaning as applies to their use in Chapter 2.78, Sacramento County Code, unless otherwise defined below:

- a. Demotion: A change between classes where the maximum salary of the class to which the employee is changed is any amount less than the maximum salary of the class from which the employee is changed. The change is between classes in which the employee holds permanent status.
- b. Former Class: A class in which an employee previously has held permanent status. An employee may have one (1) or more former classes. However, only those classes in which the employee has held permanent status during the current period of continuous service are eligible former classes in respect to a right to demote.
- c. Layoff: The involuntary termination from a class of a permanent or probationary employee without fault on the part of the employee, because of lack of work, lack of funds, or in the interest of economy.
- d. Limited-Term Employee: A person who accepts a limited-term appointment as defined in Section 7.7(f) of the Civil Service Commission Rules. A limited-term employee is a temporary employee for purposes of this article. However, a permanent employee appointed to a limited-term

position shall have return rights, within the same department, from the limited-term position to the permanent position.

- e. Separation: Release from employment of a temporary employee or the return of a regular employee from a temporary upgrade to the immediate former class in which the employee held permanent status. Separation does not constitute a layoff.
- f. Status: The employee's current appointment, such as permanent, temporary, provisional, or probationary. Temporary includes intermittent and limited term.
- g. Temporary Employee: A person who has been appointed from a list of eligibles, or provisionally in the absence of a list, to a position which is other than a permanent position.

15.3 LAYOFF

a. When it becomes necessary due to lack of work, lack of funds, or in the interest of economy, to reduce the number of employees in a department, the order in which employees will be laid off within each class which is affected by the layoff shall be based on seniority as provided in Section 15.5.

b. Temporary and provisional employees in the class involved in the layoff shall be separated prior to the layoff of any probationary or permanent employees.

c. Prior to the layoff of any probationary or permanent employee, any permanent employee who currently is serving in a temporary position in that class shall be separated and returned to the class in which the person holds permanent status in that department.

d. Probationary and permanent employees shall be laid off in the inverse order of their seniority.

15.4 RIGHT TO DEMOTE

a. Any employee who is scheduled for layoff shall have a right to demote within the department in which layoff will occur to a class in which the employee formerly held permanent status. If there is no authorized position in the department in the class to which the employee would otherwise have a right to demote, then this subsection shall not apply. The right to demote within the department to which the employee is assigned, shall be implemented as follows:

- (1) If there is only one (1) other lower salaried class within the department in which the employee formerly held permanent status, the employee shall be demoted to that class. If there is no vacancy

in that class and the demoting employee has less seniority than all other employees within the department in that class, the demoting employee shall be laid off from that class and from employment.

- (2) If there are two (2) or more lower salaried classes within the department in which the employee formerly held permanent status, the employee shall be demoted to that class in which the employee formerly held permanent status which has the highest salary. If there is no vacancy in that class, and the demoting employee has less seniority than all other employees within the department in that class, the above process shall continue until the demoting employee either reaches a class within the department in which the employee formerly held permanent status in which there is a vacancy or in which the employee is not the least senior employee within the department in that class, or the employee is laid off from employment.
- (3) An employee who is least senior in a class in which there is no vacancy and to which an employee demotes from a higher class within the department shall be laid off from that class, and shall have the same right to demote as does any other employee who is laid off.
- (4) An employee demoted under this procedure shall be deemed to have exercised the employee's right to demote and to have accepted each demotion, subject to the employee's right to resign from employment.
- (5) An employee who is demoted from a class in which the employee holds permanent status shall be deemed for all purposes to have been laid off from each class from which the employee subsequently demotes or is displaced, including classes which the employee passes through because of the absence of a vacancy and insufficient seniority to occupy a position.

b. An employee who is scheduled for layoff, shall be entitled to request a demotion to another class in which the employee formerly held permanent status which is currently authorized in another department. Except as provided in (3) below, the right to request demotion to another department applies to any class in which the employee formerly held permanent status, which has a lower salary than the class from which the employee was laid off, which is authorized in any department other than the department to which the employee was assigned prior to layoff.

- (1) The appointing authority of the department to which the employee requests transfer may, in the appointing authority's discretion, grant a request to demote if there is (a) a vacancy in the class within the department or (b) the requesting employee would not be the least

senior employee in the new department within the class to which the request is made.

- (2) An employee whose request to demote to another department is granted, shall be deemed for all purposes to have been laid off from the class from which the employee demotes.
- (3) Such right to request demotion shall not apply to a class to which an employee is demoted within the same department. The purpose of the right to request a demotion to another department is to avoid layoff from employment.

15.5 SENIORITY

a. Seniority shall be determined by the date of original appointment to the class. For purposes of this article, the "date of original appointment to the class" is defined as the date the employee first was appointed to the class, on or after the most recent date of entry into County service, regardless of type of appointment, including, but not limited to, provisional, limited term, temporary and exempt.

b. A seniority list shall be prepared for each class for purposes of layoff and shall include all probationary and permanent employees in that class. Where seniority dates in the class are the same, ties shall be broken in the following sequence:

- (1) Employees with the earliest date of entry into continuous County service.
- (2) Employees with the highest standing on the eligible list from which the appointments to the applicable class were made.

c. The seniority date for employees who terminate and subsequently return to County service in accordance with the military leave provisions of Section 2.78.785 of the Sacramento County Code shall be the date of original appointment to the class, prior to the military separation.

d. If an employee's position is reallocated to a different class, and the former class is no longer authorized in the employee's department, the employee's date of appointment to the former class shall be the seniority date in the class to which the position was reallocated. In such cases the right to demote shall apply to the new class.

e. If an employee is in a class which is retitled, the seniority date in the retitled class shall be the date of appointment to the original class which has been retitled.

f. If an employee returns to a former class in which the employee previously held permanent status, the employee's seniority date in the former class shall be the

date of original appointment to the former class.

15.6 JURISDICTION

If an employee in a class covered by this article is laid off from that class and demotes to a class which is not covered by this article, then this article no longer applies in respect to the determination of the employee's seniority within the class to which demotion occurs. In such cases, the determination of seniority within the class to which the employee is demoted, shall be based on the agreement of the new representation unit or the Sacramento County Code, whichever applies.

DIVISION B LAYOFF

15.7 NOTICE OF LAYOFF

a. Each employee subject to layoff shall be given written notice of layoff. The notice shall prescribe the effective date of layoff. The written notice shall either be personally handed to the employee; or mailed to the last known address. The last known address shall be deemed to be that address which is entered into the County's payroll system. The notice shall be deemed served on the date it is personally handed to the employee; if notice is provided by mail, the employee shall be deemed to have received notice five (5) days after the date of mailing to his/her last known address.

b. The effective date of layoff shall be not earlier than the 14th calendar day following the date of service of the notice of layoff.

15.8 NOTICE TO E.T.T.I.

Each time a layoff is ordered, the County shall mail to E.T.T.I., not later than the date of service of the last notice of layoff, each seniority list by class and department in which an employee covered by this Agreement is to be laid off. Each such list shall identify the employees to be laid off and show the date of service of the notice of layoff to each employee who is to be laid off.

15.9 GRIEVANCE-ARBITRATION PROCEDURE

The grievance-arbitration procedure set forth in Sections 15.10 through 15.20 shall apply to grievances concerning the validity or timeliness of service of notice of layoff, the order of layoff, or the identification of who is laid off under the order of layoff.

15.10 GRIEVANCE

A grievance is a complaint by one (1) or a group of employees or E.T.T.I. involving the interpretation, application or enforcement of the express terms of this article, and asserting that an employee or employees have not been served with notice of layoff, not timely served with notice of layoff, misplaced within the order of layoff, or incorrectly identified for layoff under the order of layoff, in violation of the terms of this article.

15.11 TIME, PLACE AND MANNER OF FILING

a. A grievance shall be filed on a form prescribed by the County. Each grievance shall state for each named employee the factual basis for the claim and the provision of the article allegedly violated. Any grievance on this subject which is not timely or does not meet the criteria established in this section shall be deemed invalid, null and void.

b. All grievances on this subject shall be filed with the County's Director of Labor Relations not later than seven (7) calendar days following the alleged violation. Any grievance which is not received by the Director of Labor Relations within seven (7) calendar days following the alleged violation shall be deemed invalid, null and void and a waiver of the employee's assert of his or her rights.

15.12 DELIVERY TO E.T.T.I.

The County shall deliver a copy of each grievance filed by an employee or group of employees to E.T.T.I. not later than eight (8) calendar days following the date of filing.

15.13 COMPLAINTS BY E.T.T.I.

a. Not later than fifteen (15) calendar days following the date of delivery of copies of grievances by employees pursuant to Section 15.12 or twenty-two (22) calendar days after the filing of a grievance by E.T.T.I., whichever is earlier, E.T.T.I. shall file a consolidated complaint with respect to all such grievances. The complaint shall name each employee previously named in a grievance, who E.T.T.I. asserts has been not validly served with notice of layoff, not served in a timely manner, misplaced within the order of layoff, or incorrectly identified for layoff under the order of layoff. Any employee named in a timely grievance filed by E.T.T.I. or a timely employee grievance, who is not so named in the complaint, shall be deemed to have been validly and correctly identified for layoff under the order of layoff.

b. By filing the complaint or by not filing a complaint, E.T.T.I. shall have authority to waive the claims of employees which it elects not to assert.

c. The complaint shall be filed with and received by the Director of Labor

Relations within fifteen (15) calendar days following delivery to E.T.T.I. of the copies of employee grievances or twenty-two (22) calendar days following filing by E.T.T.I. of its grievance, whichever is earlier.

15.14 ARBITRATION - SCHEDULING

Timely complaints shall be submitted to and determined by an arbitrator. Each arbitration proceeding shall commence not earlier than ten (10) calendar days and not later than thirty (30) calendar days following the date of filing of the complaint.

15.15 CONSOLIDATION OF PROCEEDINGS

a. It is understood that the County is entering into this type of agreement with exclusive representatives of other representation units of County employees. The County Executive or his/her designee shall be authorized to order the consolidation for purposes of hearing and decision of a complaint by E.T.T.I. with one (1) or more complaints by exclusive representatives of other representation units, except as to unit representatives who file their complaints on dates which preclude the scheduling of the consolidated hearing.

b. Consolidation shall be effected by written notice by the County Executive to all unit representatives whose complaints are ordered consolidated. The written notice shall designate the arbitrator for the consolidated hearing from among those specified in Section 15.16-a., or in the event of their unavailability, the arbitrator selected pursuant to Section 15.16-b.

c. E.T.T.I. shall be authorized to withdraw from the consolidated proceedings by serving written notice of withdrawal upon the County's Director of Labor Relations within five (5) calendar days after service of the notice of consolidation.

d. In the absence of agreement between the parties and the arbitrator, the arbitrator shall schedule the date, time and place of the hearing.

e. If E.T.T.I. withdraws from a consolidated proceeding, the County shall have a right to a reasonable continuance of any hearing of E.T.T.I.'s complaint, if necessary, in order to avoid the hearing of more than one (1) complaint of a unit representative on the same day.

f. If E.T.T.I. withdraws from a consolidated hearing, and subsequently an arbitrator makes a back-pay award under E.T.T.I.'s complaint, there shall be subtracted from the amounts owing any and all back-pay attributable to the period, between the date of an arbitrator's decision on E.T.T.I.'s complaint and the date of an arbitrator's decision on the complaint which is the first one decided among those ordered to be consolidated.

15.16 APPOINTMENT OF ARBITRATOR

The arbitrator shall be selected in accordance with the procedures of the State Mediation and Conciliation Service (SMCS).

15.17 HEARINGS

a. Except as otherwise mutually agreed or otherwise provided herein, the arbitration hearings shall be conducted in accordance with rules of the American Arbitration Association.

b. In the event complaints are consolidated for purposes of hearing and decision, all unit representatives shall present their complaints and evidence in support of their cases in chief before the County presents any rebuttal evidence and its case in chief as to any individual complaint or the complaints as a whole.

c. Whether or not the proceedings shall be consolidated, the parties to the proceedings shall be deemed to be the County and E.T.T.I. (and other unit representatives, if any), and no employee or groups of employees shall be deemed to be parties of the proceedings.

15.18 QUESTIONS

In any arbitration proceedings on this issue, the questions to be decided by the arbitrator shall be limited to the following:

- a. Whether or not the notice of layoff was served in a timely manner in compliance with the provisions of this article;
- b. Whether the order of layoff complied with the terms of this article;
- c. Whether the identification of particular employees for layoff violated the terms of this article;
- d. The remedy, in the event it is determined that layoff did not comply with the terms of this article; and,
- e. The employee or employees who should have been identified for layoff.

15.19 DECISION

The decision by the arbitrator shall comply with the following requirements:

- a. The decision shall be issued not later than ten (10) calendar days after the close of the hearing or hearings. The decision shall be in writing, shall specifically state the interpretation of this article rendered by the arbitrator, and the remedies, if any. The decision need not state the reasons, discussion or contain reasoning, so long as the interpretation by the

arbitrator is specifically stated.

- b. The arbitrator shall not have jurisdiction or authority to order reinstatement, back pay or any other relief for any employee who is identified for layoff in violation of the terms of this article, unless the employee has been identified in both a timely grievance and a timely complaint.
- c. The arbitrator shall not have jurisdiction or authority to revise the order of layoff as to any employee except to the extent necessary to grant relief to an employee determined to have been assigned an improper order of layoff alleged in both a timely grievance and a timely complaint.
- d. The arbitrator shall have authority, in the event of a determination that an employee incorrectly identified for layoff in a timely grievance and a timely complaint, to order the reinstatement of such employee with back pay. For each employee so reinstated, the arbitrator shall determine and designate the employee currently working for the County who should have been identified instead, and shall order the layoff of each such employee. The order of layoff shall become effective fourteen (14) calendar days following service of the notice of layoff which results therefrom pursuant to Section 15.8.
- e. Under no circumstances shall an arbitrator have jurisdiction or authority to order any remedy which either directly or indirectly permits the layoff of fewer personnel than ordered by the County, or which otherwise impairs the discretion of the County to determine the number of personnel within each department who will be employed.
- f. The arbitrator shall have no authority to add to, delete, or alter any provision of this article, but shall limit his or her decision to the application and interpretation of its express provisions.
- g. The decision of any arbitrator shall be consistent with prior decisions of other arbitrators, and subsequent arbitrators shall be bound by those interpretations.
- h. The decision of the arbitrator shall be final and binding as to all matters within his/her jurisdiction.

15.20 COSTS

The fees and expenses of the arbitrator and court reporter shall be shared equally by the parties. In the event of consolidated proceedings, the arbitrator shall prorate the costs to individual representation units, and the County and unit representatives shall share such costs equally.

DIVISION C REEMPLOYMENT

15.21 ENTITLEMENT

With respect to classes covered by this article, reemployment entitlements shall be as follows:

- a. A person who held permanent status in the class from which the person was laid off shall, during the three-year period following the effective date of layoff, be entitled to be appointed from a departmental reemployment list to a vacancy authorized to be filled in that class within the department from which the person was laid off pursuant and subject to the provision set forth in this division.
- b. A person who held permanent status in the class from which he or she was laid off, shall also, during the two-year period following the effective date of layoff, be entitled to certification from a County-wide reemployment list for a vacancy in the class from which the person was laid off, which is authorized to be filled, pursuant and subject to the provisions set forth in this division.

15.22 TYPE OF POSITION

The entitlement to appointment or certification applies whether the position in which the vacancy occurs is regular, temporary or limited term.

15.23 LIMITED-TERM

Personnel serving under limited-term appointments shall not be entitled to reemployment rights or to placement on either a departmental or County-wide reemployment list, whether or not they held permanent status as limited-term appointees in the class from which they were separated.

15.24 DEPARTMENTAL REEMPLOYMENT LISTS

a. The County shall prepare a departmental reemployment list for each class in each department in which an employee with permanent status in that class is laid off. As personnel are separated from a class in which they hold permanent status, their names shall be added to the list for the class and department in which the layoff occurs in the inverse order in which they are separated from service in that class.

b. Notwithstanding any provision of this article to the contrary, the order of names on departmental reemployment lists shall be derived from (by inverting) the order of layoff prescribed by layoff lists, as the order of layoff may be modified by agreement between the parties or award under grievance-arbitration proceedings

commenced pursuant to layoff under Division B, above. The purpose of this provision is to insure that disputes concerning the order of layoff and of departmental reemployment lists are raised and settled at or near the time of layoff, and not at the time reemployment is sought.

15.25 COUNTY-WIDE REEMPLOYMENT LISTS

a. The County shall prepare County-wide reemployment lists for each class from which personnel with permanent status in the class were laid off. Each list shall constitute a merger of persons who were laid off from the class and who held permanent status therein.

b. The order of personnel on each County-wide reemployment list shall be based upon seniority according to the date of original appointment to the class to which the list refers, as determined under Division A.

15.26 APPOINTMENT AND CERTIFICATION PRIORITIES

The following priorities shall apply in relation to vacancies in classes to which the entitlement to appointment or certification is applicable.

- a. A vacancy in a class shall be filled first from the Medical Center transfer eligible lists prescribed in Section 7.7(d) of the Civil Service Rules, as that section existed prior to August 15, 1974. If the vacancy is not filled by appointment from the Medical Center transfer eligible list, then;
 - b. The vacancy shall be filled from that departmental reemployment list for the class in which the vacancy exists and for the department in which the vacancy exists. Persons shall be appointed to vacancies in the order of the list.
 - (1) One (1) person shall be offered an appointment for each vacancy in accordance with the order of the list. If that person declines appointment, the next person in order shall be offered appointment.
 - (2) A person to whom an appointment is intended to be offered may be contacted personally and may accept appointment orally. A person shall not be deemed to have declined appointment unless the person has done so in writing, or unless written notice of the offer of appointment has been transmitted by certified mail to the person's last known address, and the person has failed to accept the appointment in writing within five (5) calendar days following the date of mailing of the notice.
- c. No persons shall be certified for appointment from a County-wide reemployment list to a vacancy in a class until there are no longer any

names on that departmental reemployment list for the class within the department in which the vacancy exists or all persons on that departmental reemployment list have declined appointment to that vacancy. In such event, the names of three (3) persons shall be certified from the County-wide reemployment list for the class in which the vacancy exists in accordance with the order of the list. The names shall be certified to the appointing authority for the class in which the vacancy exists, who shall have discretion to offer the appointment to one (1) of the three (3). If there is more than one (1) vacancy, an additional name shall be certified for vacancy in excess of one (1).

- (1) For each person who declines an offer of appointment, an additional name shall be certified.
- (2) A person on the County-wide reemployment list shall be deemed to have declined appointment under the same circumstances and in accordance with the same procedure as is specified in Section 15.26-b.(2).
- (3) If there are fewer than three (3) names on the County-wide reemployment list, a rank or ranks of additional names shall be certified from regular eligible lists so as to provide a total of not less than three (3) persons available for appointment.

15.27 REMOVAL FROM DEPARTMENTAL REEMPLOYMENT LISTS

The names of persons shall be deemed removed from departmental reemployment lists and their entitlement to appointment from such lists terminated, as follows:

- a. Upon the expiration of three (3) years following the effective date of layoff of each person.
- b. As a result of appointment to a regular position within County service in a class which is the same as the one for which the list exists or which, at the time of appointment, is equal to or higher than the one for which the list exists in salary when measured at the top step of the salary schedule. (Personnel shall not be deemed removed from such lists by virtue of appointment to any temporary or limited-term position in any class.)
- c. Upon declination of appointment from the list, under the same circumstances and in accordance with the same procedure as is specified in Section 15.26-b.(2) except in instances where the person states in writing that he or she temporarily is medically incapacitated.

- d. In the event a person states in writing that he or she does not desire appointment from the list, or fails to file a written statement expressing his or her desire for appointment within five (5) calendar days following certified mailing to the person's last known address.

15.28 REMOVAL FROM COUNTY-WIDE REEMPLOYMENT LISTS

The names of persons shall be deemed removed from County-wide reemployment lists and their entitlement to certification from such lists terminated as follows:

- a. Upon the expiration of three (3) years following the effective date of layoff of each person.
- b. As a result of appointment to a regular position within County service in a class which is the same as the one for which the list exists or which, at the time of appointment, is equal to or higher than the one for which the list exists in salary when measured at the top step of the salary schedule. (Personnel shall not be deemed removed from such lists by virtue of appointment to any temporary or limited-term position in any class.)
- c. In the event a person states in writing that the person does not desire appointment from the list, or fails to file a written statement expressing the person's desire for appointment within five (5) calendar days following certified mailing, to the person's last known address.
- d. Removal from the departmental reemployment list. The removal shall be from that County-wide reemployment list for the class to which the departmental reemployment list applied.
- e. Except as provided in paragraph c. of Section 15.27, a person shall be authorized to decline appointment to a class to which the person has been certified by submitting a written statement which objects to the appointment on the basis of the identity of the department, geographical location of the job, or shift schedule of the job. Such a declination shall not result in removal of the person from the County-wide reemployment list. The person shall not thereafter be certified for appointment to a vacancy which falls within the description of the written objection.

15.29 EFFECT OF REEMPLOYMENT

When a person is reemployed from either a department reemployment list or a County-wide reemployment list, the period of unemployment following the layoff shall not be treated as an interruption of service for purposes of reestablishing salary, benefits or seniority. The period of such unemployment shall be treated as County service for seniority purposes. However, with the exception of seniority, the period of

unemployment shall not be treated as County service for any other purposes.

15.30 SERVICE OF REEMPLOYMENT LISTS

a. Not later than January 1 of each year, the County shall serve by mail upon E.T.T.I. a set of copies of all County-wide reemployment lists and all departmental reemployment lists for classes covered by the Agreement. Such service shall be made once, and shall include all such lists prepared as a result of all layoffs which have occurred between July 1 and the date of service.

b. Not later than July 5 of each year, the County shall serve by mail upon E.T.T.I. a set of copies of all County-wide reemployment lists and all departmental reemployment lists for classes covered by the article. Such service shall be made once, and shall include all such lists prepared between the date of service pursuant to paragraph a. and June 30, inclusive.

15.31 GRIEVANCE-ARBITRATION PROCEDURE

The grievance-arbitration procedure set forth in Sections 15.32 through 15.38 shall be applicable only to disputes arising under Division C of this article.

15.32 EXISTENCE, ORDER AND CONTENTS OF REEMPLOYMENT LISTS

a. Except as provided in this section, no employee, person or other entity shall be authorized to grieve, dispute or otherwise challenge a reemployment list established pursuant to this article.

b. No later than twenty (20) calendar days following each service of reemployment lists upon E.T.T.I., E.T.T.I. shall be authorized to file a grievance asserting that the County has failed to establish a reemployment list required by this article, has established a reemployment list prohibited by this article, the order of personnel contained on any one or more of the lists violates the provisions of Sections 15.21, 15.22, 15.23, 15.24, 15.25, or 15.26, above, that personnel have been placed on a list in violation of said sections, or that personnel have been omitted from the lists in violation of said sections.

- (1) The grievance shall specifically identify:
 - (a) The list or lists to which the grievance refers.
 - (b) The nature of the alleged violation or violations, the facts on which the alleged violations are based, and the section or sections of this article violated.
 - (c) The names of any personnel alleged to have been

erroneously placed upon or omitted from the list or lists; and

- (d) The changes in lists alleged to be required in order to remedy the alleged violations.
- (2) The grievance shall be filed with the County's Director of Labor Relations, and shall be received by the Director not later than twenty (20) calendar days following service of the lists pursuant to Section 15.30.
- (3) The failure of E.T.T.I. to file a grievance within the time required herein shall constitute a waiver of the right to challenge the matters referred to in this section, which is binding upon E.T.T.I. and all other persons.

15.33 OTHER MATTERS

- a. Except as to matters referred to in Section 15.32, E.T.T.I. and any persons laid off from a class covered by this article shall be authorized to file a grievance alleging a violation of Sections 15.21 and 15.29.
- b. Such grievances shall be filed on forms prescribed by the County with the County's Director of Labor Relations not later than ten (10) working days after the event or circumstance occasioning the grievance. Any grievance not received by the Director within said period shall be deemed invalid, null and void.
- c. Any grievance filed pursuant to this section other than one filed by E.T.T.I. shall be transmitted by mailed copy to E.T.T.I. not later than five (5) calendar days after it is filed.

15.34 PRE-ARBITRATION HEARING

- a. A hearing shall be held by the County Executive or his/her designee on all grievances filed pursuant to the provisions of Sections 15.32 and 15.33, not later than ten (10) working days following the date of filing. E.T.T.I. shall be given advance written notice of the time, date and place of all such hearings, and shall be authorized to appear and participate therein.
- b. If the County Executive or his/her designee determines that a grievance shows a violation of this article and is otherwise timely and within the scope of the grievance-arbitration provisions, he or she shall be authorized to take all actions necessary to grant relief, including the layoff of any employees who have been employed in violation of the provisions of this division relating to reemployment.
- c. The County Executive or his/her designee shall issue a written decision

not later than five (5) working days following the date of the hearing, and shall mail copies to the grievant or grievants and E.T.T.I.

15.35 REQUEST FOR ARBITRATION

If E.T.T.I. is dissatisfied with the decision of the County Executive or his/her designee, it shall be authorized to file a request for arbitration.

- a. The request for arbitration shall be in writing, and shall be filed with the Director of Labor Relations not later than seven (7) calendar days after mailing of the decision of the County Executive or his/her designee. If E.T.T.I. fails to file a request for arbitration within the time required, the decision by the County Executive or his/her designee shall be deemed final, binding and conclusive upon all issues determined therein.
- b. In formulating and filing the request for arbitration or by not filing a request for arbitration, E.T.T.I. shall have authority to waive the claims of persons who have filed grievances or others which it elects not to file. The failure to assert such claims shall be deemed to be a waiver of such claims and rights which is binding upon E.T.T.I., the persons who have filed grievances, and the personnel covered by this article.

15.36 ARBITRATION SCHEDULING

Timely requests for arbitration shall be submitted to and determined by an arbitrator. Each arbitration proceeding shall commence not earlier than fifteen (15) calendar days and not later than forty-five (45) calendar days following the date of filing of the request.

- a. The arbitrator shall be selected by mutual agreement of the parties. If the parties are unable to agree, the arbitrator shall be appointed by the American Arbitration Association.
- b. Except as otherwise mutually agreed or otherwise provided herein, the arbitration hearings shall be conducted in accordance with the rules of the American Arbitration Association.
- c. The parties to the proceedings shall be deemed to be the County and E.T.T.I., and no employee, group of employees or other person shall be deemed to be parties to the proceedings.

15.37 DECISION

The decision of the arbitrator shall comply with the following requirements:

- a. The decision shall be issued not later than ten (10) calendar days after

the close of the hearing. The decision shall be in writing, shall specifically state the interpretation of this article rendered by the arbitrator, and the remedies, if any. The decision need not state reasons, discussion or contain reasoning, so long as the interpretation by the arbitrator is specifically stated.

- b. The arbitrator shall not have jurisdiction or authority to revise the order of either a County-wide reemployment list or departmental reemployment list as to any person on such a list who has not been alleged in a timely grievance to have been placed in incorrect order thereon, except to the extent necessary to grant relief to a person determined to have been placed in incorrect order who was so alleged in a timely grievance.
- c. The arbitrator shall not have jurisdiction or authority to invalidate the employment of any person who has been reemployed from either a County-wide reemployment list or departmental reemployment list or to grant any relief to a person on such a list who should have been so reemployed or certified for appointment, except as to persons named in a timely grievance.
- d. The arbitrator shall have no authority to add to, delete or alter any provision of this article, but shall limit his or her decision to the application and interpretation of its express terms.
- e. The decision of any arbitrator shall be consistent with prior decisions of other arbitrators and subsequent arbitrators shall be bound by the interpretations by prior arbitrators of the terms of this article.
- f. The decision of the arbitrator shall be final and binding as to all matters within his or her jurisdiction.

15.38 COSTS

The fees and expenses of the arbitrator and court reporter shall be shared equally by the parties.

DIVISION D MISCELLANEOUS

15.39 WITNESSES

The County agrees that employees shall not suffer loss of compensation for time spent as a witness at an arbitration hearing held pursuant to this article. E.T.T.I. agrees that the number of witnesses requested to attend and their scheduling shall be reasonable.

ARTICLE XVI
CLOSURE OF COUNTY FACILITIES TO ACHIEVE COST REDUCTIONS

16.1 FACILITIES CLOSURE

a. The parties agree that the Board of Supervisors shall have the right to close County facilities and or cease County operations regardless of funding source, for up to twelve (12) workdays per fiscal year (July 1 to June 30). The twelve (12) days will be determined at the sole discretion of the County. If the County, in its sole discretion, decides to invoke this authority, it will notify E.T.T.I. of this decision and the dates of the operations/facility closures.

b. The purpose of the facilities/operations closure is to reduce the need for layoffs and to establish a schedule for the uniform closure or ceasing of certain County facilities and/or operations.

c. The closure shall not apply to twenty-four-hour institutions and operations designated by the County Executive to be twenty-four-hour operations, specified law enforcement functions, or other public services that normally operate on legal holidays. Services that do not normally function on legal holidays will be closed unless authorized by the Board of Supervisors or the County Executive.

16.2 EMPLOYEES ACCRUE DEFERRED HOURS

a. This provision applies to all employees whose assignment normally allows them to be off work on legal holidays.

b. Such employees who do not work on the furlough days shall not be paid for those dates. The reduction in pay shall be prorated over up to twenty-four (24) pay periods, two (2) pay periods for each day facilities/operations are closed. At the discretion of the County Executive, but no earlier than the first pay period of the fiscal year, and for each pay period thereafter, four (4) hours pay shall be deferred. Employees shall be paid for seventy-six (76) hours although they work eighty (80) hours. Part-time employees shall receive prorated hours deferred and prorated salary reduction.

c. On days County facilities/operations are closed in accordance with this provision, employees will utilize deferred hours to maintain their level of pay. If employees do not have sufficient deferred hours, they will be allowed to use vacation, CTO, or HIL leave accruals to maintain their level of pay.

16.3 EMPLOYEES EXEMPT FROM DEFERRED HOURS

Employees who work in a unit for which the normal work schedule includes

Saturdays, Sundays, and holidays shall be exempt from the reduction in pay and accrual of deferred hours.

16.4 PAID IF REQUIRED TO WORK

Employees who are subject to this provision but are required to work on days County facilities/operations are closed pursuant to the provision, shall be paid for such work time at their normal hourly rate unless they are entitled to overtime pay. Their deferred time may be taken on another day.

16.5 BENEFITS

There will be no reductions in County contributions to employee group insurance nor leave accruals during pay periods of facility/operations closure. There will be no reductions in retirement credits and contributions. Income tax and social security will be based on actual pay.

16.6 HOLIDAYS

If a day of facilities/operations closure is on a Friday preceding a Saturday holiday, employees will receive CTO which may be taken on another day.

16.7 TREATMENT OF DEFERRED HOURS AT THE END OF THE FISCAL YEAR

Employees who have an accrued balance of deferred hours at the end of the fiscal year, may take such time during the next fiscal year.

16.8 TERMINATING EMPLOYEES

Employees who terminate employment will be paid for any accrued deferred time at their normal rate of pay.

16.9 ATTACHMENT "A"

Effects of this provision on pay, benefits integration, modified workweeks, time bases, and other terms and conditions of employment are described on Attachment "A" for described situations. Attachment "A" is incorporated herein as an expressed term of this article.

16.10 EXEMPTION FROM FACILITIES CLOSURE

Employees in the Engineering Technicians and Technical Inspectors Unit shall be exempt from implementation of the operations/facilities closure provision in fiscal years 1999-2000, 2000-2001 and 2001-2002.

ARTICLE XVII DISCIPLINE AND DISCHARGE

17.1 PURPOSE

It is the intent of the parties that the provisions of this article shall substitute for any and all appeal procedures provided by the Civil Service Commission relating to the discipline, as defined in Section 17.2 below, of employees in a class included in the Engineering Technicians and Technical Inspectors Unit.

17.2 DEFINITION

- a. As used herein, "disciplinary action" means demotion, reduction in pay step in class, suspension or discharge of an employee with permanent civil service status.
- b. As used herein, "parties" means the County and E.T.T.I.

17.3 PERSONS AUTHORIZED TO INITIATE DISCIPLINARY ACTION

The employee's appointing authority or the designated representative of the appointing authority may initiate disciplinary action against an employee.

17.4 APPLICATION

- a. This article shall only apply to employees with permanent civil service status.
- b. Probationary Status: This article shall not apply to an employee in probationary status who shall have no right to grieve or arbitrate release from such probationary appointment.
- c. Temporary Employee: An employee in a temporary position shall have no right to grieve or arbitrate release from such temporary appointment.
- d. Temporary Upgrade: An employee in a temporary upgrade status shall have no right to grieve or arbitrate release from such temporary upgrade status.
- e. Provisional Appointment: An employee with provisional status shall have no right to grieve or arbitrate release from such a provisional appointment.

17.5 CAUSE FOR DISCIPLINARY ACTION

No disciplinary action shall be taken against a permanent employee without

good cause. "Good cause" is defined as any facts which, based on relevant circumstances, may be reasonably relied on by the appointing authority in the exercise of reasonable discretion as a basis for disciplinary action. "Good cause" includes, but is not limited to:

- a. Fraud in securing appointment.
- b. Incompetency.
- c. Inefficiency.
- d. Inexcusable neglect of duty.
- e. Insubordination.
- f. Dishonesty.
- g. Drunkenness on duty.
- h. Addiction to the use of narcotics or habit-forming drugs.
- i. Inexcusable absence without leave.
- j. Conviction of a felony or conviction of a misdemeanor which is of such a nature as to adversely affect the employee's ability to perform the duties and responsibilities of the employee's position. A plea of guilty, or a conviction following a plea of nolo contendere is deemed to be a conviction within the meaning of this section.
- k. Discourteous treatment of the public or other employees.
- l. Political activity prohibited by state or federal law.
- m. Willful disobedience.
- n. Violation of any of the prohibitions set forth in Section 71 of the Sacramento County Charter.
- o. Refusal to take and sign any oath or affirmation which is a federal, state or County requirement.
- p. Any failure of good behavior either during or outside of duty hours which is of such nature that it causes discredit to the County or his/her employment.
- q. Failure to possess or keep in effect any license, certificate or other similar requirement specified in the employee's position specification.

- r. Any violation of Civil Service Commission Rule 6.6-a which prohibits the solicitation of waivers.
- s. Failure to pay a service fee, or a contribution required in lieu of a service fee, pursuant to an agency shop provision in a labor agreement between the County and a recognized employee organization, where the disciplinary action in question is provided for in such agreement.

17.6 CAUSES FOR PERSONNEL ACTION DUE TO PHYSICAL OR MENTAL DISABILITY

For non-disciplinary reasons, a permanent employee's employment may be terminated or a permanent employee may be reduced in rank because of physical or mental disability which disability precludes the employee from the proper performance of the essential duties of his or her job. Any such action shall be subject to the same provisions of this article as are applicable to actions taken pursuant to Section 17.5.

17.7 NOTICE REQUIREMENT AND EFFECTIVE DATE OF ORDER

- a. The appointing authority or designee shall file a written proposed order and final order of disciplinary action with the Director of Labor Relations.
- b. A copy of the proposed and final notice of disciplinary action shall be served upon the employee either personally, or by registered or certified mail, return receipt requested, to the last known address of the employee. The last known address shall be deemed to be the address which is entered in the County's payroll system. If notice is provided by mail, the employee should be deemed to have received notice five (5) days after the date of mailing. At the same time, service shall be made to E.T.T.I.
- c. The order shall be approved as to form by the County Counsel and shall include:
 - (1) A statement of the nature of the disciplinary action;
 - (2) The effective date of the disciplinary action;
 - (3) A statement in ordinary and concise language of all specified facts or omissions upon which the disciplinary action is based; and
 - (4) A statement advising the employee of the right to appeal the action through the arbitration procedure of this article, of the manner and time of which said appeal must be made, and the required content of the appeal.

d. The disciplinary action shall be effective on the date and time specified in the order of disciplinary action filed with the Director of Labor Relations, provided notice

is served as specified in this action.

17.8 APPEAL

a. E.T.T.I. shall have the right to file an appeal on behalf of an employee who is subject to the disciplinary action, within fifteen (15) calendar days after receiving the order of disciplinary action, by filing a written notice of appeal with the Director of Labor Relations. The notice of appeal shall contain the name and address of the person to whom all written communication regarding this appeal shall be sent.

b. The Director of Labor Relations shall promptly provide the appointing authority with a copy of the employee's notice of appeal.

c. An employee for whom a notice of appeal is filed as provided herein shall be entitled to a hearing, as provided in this article and no other remedy.

d. An appeal of a disciplinary action is a complaint of a permanent employee with permanent civil service status regarding whether there was good cause for the disciplinary action taken against that employee. Effective January 1, 2001, Court employee disciplinary appeals shall be processed pursuant to Section 18.19.

e. If E.T.T.I. fails to file a notice of appeal within the time specified in Subsection-a. of this section, the disciplinary action shall become final without further action.

17.9 APPOINTMENT OF ARBITRATOR

a. An impartial arbitrator shall be selected jointly by the parties within ten (10) workdays of receipt of the written demand.

b. In the event the parties are unable to agree upon an arbitrator within the time stated, the parties shall request from the State of California Mediation and Conciliation Service a list of seven (7) arbitrators.

c. The parties shall mutually agree on one (1) of the arbitrators on the list or shall alternately strike off names from the list until one (1) remains. If the selected arbitrator is unable or unwilling to hear the grievance, the parties shall again repeat the process unless they can mutually agree upon an arbitrator.

17.10 AMENDED OR SUPPLEMENTAL ORDER

At any time after a hearing has commenced on a disciplinary action and prior to the time the appeal is submitted for decision, the appointing authority may, with the consent of the arbitrator, serve on the employee and file with the Director of Labor Relations an amended or supplemental order of disciplinary action. Consent is not required for an amended or supplemental order filed prior to commencement of the

hearing. If the amended or supplemental order presents new causes or allegations, the employee shall be afforded a reasonable opportunity to prepare a defense thereto. Any new causes or allegations shall be deemed denied and any objections to the amended or supplemental causes or allegations may be made orally at the hearing.

17.11 DISCOVERY

a. Permissible discovery: Pursuant to the procedure set forth in Subsection-c. below, any party to the arbitration hearing may obtain the following information in the hands of or which may reasonably be obtained by the responding party or the responding party's representative (As used herein, "responding party" shall mean the person of whom the information is requested.):

- (1) Those allegations in the order of disciplinary action which are admitted by the employee and those allegations in the order of disciplinary action which are denied by the employee;
- (2) The name, address and telephone number of each witness whom the responding party intends to call to testify at the hearing.
- (3) Copies of statements by any person whom the responding party intends to call as a witness.
- (4) All writing relevant to the issues involved in the appeal including but not limited to reports of mental, physical and blood examinations which the responding party intends to introduce into evidence. "Writing" as used herein shall have the meaning defined in Evidence Code Section 250 which states: "Writing" means handwriting, typewriting, printing, photostating, photographing, and every other means of recording upon any tangible thing any form of communication or representation, including letters, words, pictures, sounds or symbols, or combinations thereof.
- (5) A statement specifically defining the issues in dispute.
- (6) The foregoing does not apply to witnesses or exhibits used for impeachment or rebuttal.

b. Confidential or Privileged Matter: If the responding party determines that the writing or other material requested is confidential or privileged, the response to the discovery request shall specifically so state, and shall set forth in detail the grounds upon which confidentiality or privilege is claimed. If the requesting party disputes the claim of privilege or confidentiality, the arbitrator shall resolve the claim. In resolving the claim, the arbitrator may order that the writing or other material be deposited with the arbitrator in a sealed container. In ruling on such claims, the arbitrator may grant or deny the claim of confidentiality or privilege in whole or in part. The arbitrator shall have no authority to resolve any claim concerning material which by statute may only be

released by court order. If the arbitrator determines that the material is confidential, but limited disclosure is necessary, the arbitrator may impose conditions upon the use or disclosure of the item by the requesting party. If the arbitrator determines that the material requested is subject to an evidentiary privilege, the decision regarding disclosure of the matter shall be strictly governed by the provisions of the Evidence Code.

c. Procedure for Discovery

- (1) Personal Service: At any time after the hearing date has been set for an appeal, but in no event later than thirty (30) calendar days before the date set for such hearing, any party may personally serve a written request upon the responding party, or representative of record, for any or all of the information set forth in Subsection-a. above.
- (2) Service by Mail: At any time after the hearing date has been set for an appeal, but in no event later than thirty-five (35) calendar days before the date set for such hearing, any party may serve, by first-class mail, a written request upon the responding party, or representative of record, for any or all of the information set forth in Subsection-a. above. The effective date of service shall be the date of the postmark.
- (3) Response: Within twenty (20) calendar days of receiving the request mentioned in (1) and (2) above, the responding party shall prepare and serve a response to the request. Such response shall be served upon the requesting party, or representative of record, by the same means as service of the request was made.
- (4) Request to be Deemed Continuing Request: The discovery request is a continuing request, which requires a continuous response. Where new or additional information becomes available to the responding party, such information shall forthwith be furnished to the requesting party, or representative of record.
- (5) Negative Response: In the event the responding party does not have an item of the information requested, the responding party shall give a written negative response as to that particular item within the time specified for response, but shall respond fully as to the information which the responding party does possess. The responding party shall comply with (4) above after such negative response.
- (6) Disputes: Any dispute between parties regarding discovery shall be resolved by the arbitrator.

- (7) Penalties for Failure to Comply: The arbitrator shall impose penalties for failure to comply with this subsection. These penalties shall be based upon the seriousness of the failure to comply, the good or bad faith of the non-complying party, and the extent to which the non-compliance results in surprise to the requesting party and handicaps the requesting party in preparing the case. The following penalties may be imposed:
- (a) Exclusion of evidence;
 - (b) Continuing the hearing at any stage; or
 - (c) Upon proof of a willful or repeated violation, the arbitrator shall determine the issue against the non-complying party.

17.12 TIMING AND CONDUCT OF HEARING

a. The arbitration hearing shall be held at the earliest administratively convenient date, taking into consideration the availability of the arbitrator and the availability of counsel and witnesses. The arbitration hearing may be a private or public hearing as determined by the employee.

b. The employee shall be represented by E.T.T.I.

c. The employee shall be entitled to appear personally at the hearing and produce evidence.

d. The appointing authority may also be represented by counsel.

e. At the hearing, the appointing authority shall have the burden of going forward first with evidence in support of the allegations contained in the order of disciplinary action and shall have the burden of establishing the facts by a preponderance of the evidence. The arbitrator may administer oaths and take official notice of facts as authorized by law.

f. Oral evidence shall be taken only on oath or affirmation.

g. A court reporter shall take a transcript of the hearing.

h. The arbitrator may consider the records or any relevant prior disciplinary actions against the employee which are final, and any records contained in the employee's personnel files if such records were introduced at the arbitration hearing.

i. Each Party Shall Have These Rights: To call and examine witnesses; to introduce exhibits; to cross-examine opposing witnesses on any matter relevant to the issues even though that matter was not covered in the direct examination; to impeach any witness; and to rebut evidence. The appellant may be called and examined as if

under cross-examination.

j. The hearing need not be conducted according to technical rules relating to evidence and witnesses. Any relevant evidence shall be admitted if it is the sort of evidence on which responsible persons are accustomed to rely in the conduct of serious affairs, regardless of the existence of any common law or statutory rule which might make improper the admission of such evidence over objection in civil actions. Hearsay evidence may be used for the purpose of supplementing or explaining other evidence, but shall not be sufficient in itself to support a finding unless it would be admissible over objection in civil actions. The rules of privilege shall be effective to the extent that they are otherwise required by statute to be recognized at the hearing, and irrelevant and unduly repetitious evidence shall be excluded.

17.13 SUBPOENAS

Before the hearing has commenced, or during the hearing, the arbitrator shall have the power to issue subpoenas in accordance with Section 1282.6 of the Code of Civil Procedure.

17.14 DECISION

a. Following the hearing, the arbitrator shall promptly prepare and submit to the parties to the hearing a decision in the case. The decision shall contain and be limited to specific factual findings relating to the facts alleged in the disciplinary order and any facts asserted by the appellant for purposes of defense or mitigation; a determination of legal issues, if any; a determination of whether the facts found constitute good cause for discipline; and an order that affirms, modifies or sets aside the order of disciplinary action imposed by the appointing authority.

b. If good cause for discipline is found, the arbitrator shall not modify the action imposed by the appointing authority unless the arbitrator determines that the discipline imposed by the appointing authority constitutes an abuse of discretion.

17.15 FINALITY OF DECISION

The decision of the arbitrator shall be final and binding.

17.16 COSTS

The fees and expenses of the arbitrator, the court reporter, and the transcript, if any, shall be shared equally by E.T.T.I. and the County.

17.17 WITNESSES

The County agrees that employees shall not suffer loss of compensation for time spent as a witness at an arbitration hearing held pursuant to this article. The

employee and E.T.T.I. agree that the number of witnesses requested to attend and their scheduling shall be reasonable.

17.18 EXPEDITED ARBITRATION

Notwithstanding the provisions of this article, upon mutual agreement, the parties may agree to an expedited arbitration consistent with expedited arbitration rules as provided by the American Arbitration Association.

**ARTICLE XVIII
TERM**

18.1 TERM

a. The provisions of this Agreement shall be effective on July 1, 2018 except as otherwise specifically provided.


b. This Agreement shall remain in full force and effect from July 1, 2018, to and including June 30, 2021.

DATE: 12/11/18

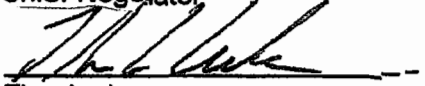
ENGINEERING TECHNICIANS &
TECHNICAL INSPECTORS

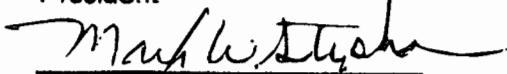
COUNTY OF SACRAMENTO

By: 
Dee Contreras
Chief Negotiator

By: 
Georgia Cochran
Chief Negotiator

Thomas Mrizek
Thomas Mrizek
President


Thor Lude


Mark Stepan

Kari Harn
Kari Harn


Randy Shuker

Kendall Fellman

Brian Tischbirek

Johnny Mangum

Adam Autsen

Donovan Doyon

Attachment A

| Situation | Result | Comments |
|---|--|--|
| SDI integration. | Pay is reduced by 4.0 hours. 4.0 hours furlough is credited to leave accruals. | Currently, the employee receives no accrual while on SDI integration. |
| Workers' Compensation integration. | Pay is reduced by 4.0 hours. 4.0 hours furlough is credited to leave accruals. | The portion that is reduced is not the temporary disability benefit. |
| Less than 80 hours pay (leave of absence, new hires). | Pay is reduced by 4.0 hours. 4.0 hours furlough is credited to leave accruals. | Reduction is based on designation of position. |
| Various shifts (4/10, 9/80). | Pay is reduced by 4.0 hours. 4.0 hours furlough is credited to leave accruals. If furlough is day off, another day is taken as furlough. | |
| Masterfile changes (ASA, promotion, demotion). | Pay is reduced by 4.0 hours. 4.0 hours furlough is credited to leave accruals. | The value of the reduction is based on the hourly rate of pay in effect for that pay period. |
| Taxes. | Taxes are withheld on the reduced salary. Taxes include social security, federal withholding, state withholding, and SDI. | |
| Retirement, holidays, insurance contribution, leave accruals. | No change. | Retirement is taken based on salary before reduction. As long as the employee is in pay status in the pay period, insurance |

| Situation | Result | Comments |
|--|--|--|
| | | <p>contribution will be made and leave accruals will be earned.</p> <p>The employee must be in pay status the day before or the day after a holiday to be compensated for the holiday.</p> |
| Terminations. | Employee is paid for any furlough hours accrued and not used. | Treated the same as any other leave balance. |
| Differentials. | Differentials will be paid prior to the reduction. | |
| Part-time employees. | <p>Leave accruals will be prorated (same as any other accrual).</p> <p>Furlough reduction will be pro-rated.</p> | |
| Change from FT - PT. | <p>Leave accruals will be pro-rated.</p> <p>Furlough reduction will be prorated.</p> | |
| Change from PT - FT. | <p>4.0 hours leave accrual will be taken.</p> <p>Pay is reduced by 4.0 hours.</p> | |
| Voluntary furlough. | <p>4.0 hours leave accrual will be taken.</p> <p>Pay is reduced by 4.0 hours.</p> <p>If furlough day falls on day off, another day is taken as furlough.</p> | The employee will be treated as any other full-time employee. |
| Not enough accrued furlough to cover furlough day. | Dock time or other applicable leave balances. | |

