

MEMORANDUM OF UNDERSTANDING

COUNTY OF SOLANO

**for
Unit #15**

PROBATION SUPERVISORS

**Represented by
Solano Probation Peace Officer Association**

October 22, 2022 – October 25, 2025

Table of Contents

PREAMBLE..... 5

1. RECOGNITION 5

2. TERM..... 6

3. UNION SECURITY AND UNION RIGHTS 6

4. COUNTY MANAGEMENT RIGHTS 9

5. SALARY AND OTHER COMPENSATION..... 10

5.1 Salary Ranges..... 10

5.2 Pay for New Employees..... 10

5.3 Salary Upon Re-Employment..... 10

5.4 Merit Increases within Grade..... 11

5.5 Salary Upon Promotion..... 12

5.6 Salary Upon Transfer..... 12

5.7 Salary Upon Demotion..... 13

5.8 Reserved (Not Currently Used)..... 13

5.9 Longevity Compensation..... 13

5.10 Working Out of Class..... 14

5.11 Changes in Salary Allocation..... 16

5.12 Overpayment / Underpayment..... 16

6. BENEFITS..... 18

6.1 Medical Insurance..... 18

6.2 Retiree Medical Insurance..... 18

6.3 Cafeteria Plan..... 18

6.4 Dental Insurance..... 20

6.5 Vision Insurance..... 20

6.6 Life Insurance..... 21

6.7 Deferred Compensation Program..... 21

6.8 Short Term Disability Insurance..... 21

6.9 Long Term Disability Insurance..... 22

6.10 Retirement..... 23

6.11 Social Security and Medicare..... 25

6.12 Education Reimbursement..... 25

6.13 PERSONAL EFFECTS DAMAGE REIMBURSEMENT..... 28

6.14 Limited Extra Help Benefits..... 29

6.15 Uniforms..... 29

7. SAFETY AND WORKERS' COMPENSATION..... 31

7.1 Safety..... 31

7.2 Workers' Compensation..... 31

7.3 State Disability Insurance and Temporary Light Duty Assignment for Injured Employees..... 33

8. INCENTIVES AND DIFFERENTIALS.....	34
8.1 Bilingual Pay Differential	34
8.2 Shift Differential	36
8.3 Standby and Call Back Pay Differential	36
9. LEAVES AND AUTHORIZED TIME OFF.....	37
9.1 Vacation	37
10. SICK LEAVE.....	39
11. LEAVE CONTRIBUTION PROGRAM.....	41
12. BEREAVEMENT LEAVE	43
13. OTHER LEAVES	43
13.1 Maternity Leave	44
13.2 Family Leave	44
13.3 Jury Duty.....	44
13.4 Time Off for Blood Donation	45
13.5 Time Off for Promotional Examination.....	45
13.6 Military Leave of Absence.....	45
13.7 Leave of Absence without Pay	50
14. HOLIDAYS	51
14.1 Eligibility	51
14.2 Holiday Compensation.....	52
14.3 Holidays	52
15. PROBATION PERIOD/RETREAT TO VACANT POSITIONS.....	53
15.1 Probation Period.....	53
15.2 Retreat to Vacant Positions.....	54
15.3 Twenty-Four (24) Months Continuous Service	55
16. LAYOFF	55
17. FURLOUGHS	56
18. DISCIPLINARY ACTION	58
18.1 Procedure	58
18.2 Appeal Process.....	59
18.3 Disciplinary Action Appeal Process – Not to the Civil Service Commission.....	59
19. GRIEVANCES.....	61
19.1 Definition	61
19.2 Purpose.....	61
19.3 Steps.....	61
19.4 Timeliness of Grievances and Responses	63
19.5 Compensation Complaints.....	63
19.6. County Code and Civil Service Commission	64
20. HOURS OF WORK AND OVERTIME.....	64
20.1 Hours of Work	64
20.2 Workweek	65

20.3	Rest Period	65
20.4	Overtime	66
21.	NO STRIKE / NO LOCKOUT	69
22.	OTHER PROVISIONS	69
22.1	Duties Imposed on Officers and Employees to be Performed, Staggering of Hours of Employment.....	69
22.2	Mileage Reimbursement	70
22.3	Conflict of Interest	71
23.	SEVERABILITY	72
24.	CONTRACTING OUT	72
25.	LABOR MANAGEMENT COMMITTEE	73
26.	FULL UNDERSTANDING.....	73
	APPENDIX A – CLASSIFICATION LISTING.....	75
	APPENDIX B – SALARY SCHEDULE.....	76
	APPENDIX C – Cost Sharing of PERS 2% @ 50 Retirement Formula	77

MEMORANDUM OF UNDERSTANDING

Unit #15, Probation Supervisors – Solano Probation Peace Officer Association

PREAMBLE

This **AGREEMENT**, hereinafter referred to as the Agreement, entered into by the **COUNTY OF SOLANO**, hereinafter referred to as the County, and **SOLANO PROBATION PEACE OFFICER ASSOCIATION**, hereinafter referred to as the Association, has as its purpose the promotion of harmonious labor relations between the County and the Association; 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.

Representatives of the County of Solano and the Solano Probation Peace Officer Association have met and conferred in good faith regarding wages, hours and other terms and conditions of employment, have freely exchanged information, opinions and proposals and have endeavored to reach agreement on all matters relating to the employment conditions and employer-employee relations of such employees.

The legal relationship between the Solano Probation Peace Officer Association (“Association”) and the County of Solano (“County”) is governed by the Meyers-Milias-Brown Act (California Government Code sections 3500, et. seq.), the County’s Employer-Employee Relations Rules and Regulations, the Civil Service Rules, and this Memorandum of Understanding. Whenever this Memorandum of Understanding contains a provision relating to the subject matter that is also referred to in the Civil Service Rules or any other county ordinance, policy or regulations, the provisions of this Memorandum of Understanding shall prevail.

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

1. RECOGNITION

- A. The County recognizes the Association as the recognized employee organization for:

Unit #15, Probation Supervisors

Classifications represented under this Agreement are identified in Appendix A.

- B. The Association recognizes the Director of Human Resources or their designee as the County’s designated representative for negotiations.

2. TERM

This Memorandum of Understanding shall be effective the later of October 22, 2022 or on the date it is adopted by the Board of Supervisors, except for those provisions of this Memorandum of Understanding which have been assigned other effective dates and shall remain in full force and effect up to and including October 25, 2025.

3. UNION SECURITY AND UNION RIGHTS

- A. **UNION DUES** The parties to this Memorandum of Understanding mutually understand and agree all employees subject to this agreement have the right to join or not join the Association.
- B. The parties to this Memorandum of Understanding mutually understand and agree all employees subject to this agreement have the right to join or not join the Association. Any Unit employee who has a dues deduction authorization on file with the Auditor Controller's Office as of June 27, 2018 shall be deemed to have signed up for union deductions.
- C. Employees may sign up for Payroll Deductions of Association dues with the Association. The Association will certify changes or new authorizations for dues deductions from members of the Association, in an electronic data file to be transmitted to the County's Auditor Controller's Office – Payroll Bureau. If employees opt for such deduction, it is understood that the dues will be deducted starting from the first day of the pay period following receipt of the certification and shall continue for the duration of this agreement, or until:
1. the last day of the last pay period following the transfer, promotion, or demotion of the employee to a unit represented by another recognized employee organization or to a class not contained in a represented unit; or,
 2. the end of the pay period following notification from the Association to the County to cease deducting Association dues, or a later date as specified by the Association (to coincide with the end of a pay period).
- D. It shall be the sole responsibility of the Association to procure and enforce payroll deductions of dues.
- E. The employee's earnings must be sufficient after the other legal and required deductions are made to cover the amount of the dues or fees authorized. When an employee is in a non-pay status for an entire pay period, no withholding from future earnings will be made to cover the pay period. In the case of an employee who is in a non-pay status during only part of the pay period, and the salary is not sufficient to cover the full withholding, no deduction shall be made. In this connection, all

other legal and required deductions (including health care deductions) have priority over Association dues.

- F. Payroll deductions shall not be retroactive.
- G. **PAYROLL DEDUCTIONS AND PAYOVER** - The County shall deduct Association dues from employee's pay in conformity with State and County regulations. The County shall promptly pay over to the designated payee all sums so deducted.
1. The County will provide a list of employees newly hired into regular positions to the Association on at least a monthly basis.
 2. The County agrees to provide a payroll deduction for members to make a voluntary bi-weekly contribution to the Association's designated Legal Defense Fund.
 3. The County will provide information on employee's name, department, unit, and classification on an annual basis.
- H. **PROGRAMMING FEE** - The Association shall reimburse the County for actual, reasonable, and necessary costs, if any occur, of reprogramming in order to implement this agreement. Such costs shall not exceed each Association's prorated share of such costs to be determined by dividing the total number of each Association's represented employees by the total number of County employees and by multiplying this quotient times the total cost.
- I. **HOLD HARMLESS** - The Association shall indemnify, defend, and hold harmless the County and its officers, employees, and agents acting on its behalf from and against any and all losses, damages, costs, expenses, claims, demands, actions, suits, judgments and other forms of liability arising out of the application or enforcement of this Section. In no event shall the County be required to pay from its own funds Association dues, service fees or charitable contributions, which the employee was obligated to pay, but failed to pay, regardless of the reasons.
- J. **RELEASE TIME** - The County will allow the elected Association president (or designee if the president is on vacation or otherwise unavailable) up to four (4) hours per pay period of paid time away from work to conduct Association business. The President (or designee) shall obtain permission from their immediate supervisor prior to leaving work, in accordance with departmental policy. Any expenses incurred by the President (or designee) shall be borne by the Association. Reasonable adjustment shall be made to the President's workload to accommodate the release time provided for Association business. In return, the President (or designee) will make every reasonable effort to provide their supervisor and department director with their release time needs seven (7) calendar days in advance.

The Association may designate a reasonable number of stewards to assist in resolving grievances. Employees designated as stewards may be relieved from their assigned duties by their supervisor to assist an employee to investigate and present a grievance provided the release time is scheduled for reasonable times agreeable to all parties. The County shall provide eight (8) hours paid release time per year for newly appointed stewards and four (4) hours paid release time for all other stewards for the purpose of Association training in cooperative employer-employee relations techniques. Prior to the training, the Association shall provide to the Director of Human Resources or their designee an outline of training topics and the schedule of training dates.

The Association shall annually, in January, provide an updated list of stewards, if any have been appointed to the Director of Human Resources. The Association shall inform the Director of Human Resources, or designee, in writing of any additions or deletions of individual stewards within fourteen (14) calendar days of such a change.

The Association may directly reimburse the County for an employee's salary and benefits while the employee is on County approved leave of absence for Association related business. The Association shall indemnify and hold harmless the County for any County liability and/or loss under this paragraph.

K. Human Resources New Employee Orientation

1. A representative of the Recognized Employee Organization (Association) shall be permitted thirty (30) minutes to meet with employees of the bargaining unit at the beginning of the New Employee Orientation conducted by Human Resources (HR).
2. The County shall advise the employee organization of the dates and times at which the Association Representative can present to employees covered by their bargaining unit. Such notice shall be provided no later than ten (10) days before the scheduled orientation.
3. The Association Representative shall advise the County five (5) days prior to the scheduled HR New Employee Orientation if it will be meeting and presenting information to the employees. Failure to provide notice of its intent to present will result in the Association waiving its right to present at the meeting.
4. No later than two (2) days prior to any scheduled New Employee Orientation for which the Association has provided notice of its intention to present, the County shall provide a list to the Association that includes the names, job titles, and departments of all new employees within the bargaining unit who are expected to attend the orientation.

5. If the Association representative is not available to present at its designated time slot, the Association will be deemed to have waived its right to present at that meeting. No additional time or rescheduling will be afforded.
6. If multiple bargaining units attend HR's New Employee Orientation, each group will meet with employees of the bargaining group at the same time. Separate meetings rooms may be provided but are not guaranteed; however, groups will be divided into "break-out" sessions in the room and/or close proximity to the room scheduled for new employee orientation.
7. The employees shall have the sole option to meet with the Association during this time or may take the time to review County policies or other materials as provided by the County associated with the new employee orientation.
8. The Association agrees to stay within its designated time period and will not cause a delay to the new employee orientation schedule. For example, if the Association representative is scheduled to present from 9:00a.m.-9:30a.m., and they arrive at 9:20a.m., the Association representative shall have from 9:20a.m. - 9:30a.m. to present. If the Association representative arrives at 9:35, they will have waived their opportunity to present to the group. No additional time or rescheduling will be afforded.
9. The Association may provide copies of Association materials to employees within its bargaining unit during HR's New Employee Orientation. The Association is responsible for producing, copying and distributing materials to employee. If the Association Representative confirms its attendance at the meeting, this provision shall relieve the County from any other provision requiring the County to distribute Association materials.
10. The Association may discuss only the following topics during the new employee orientation:
 - a. The structure of the Association
 - b. How to contact the Association and/or Association stewards
 - c. Association's role in collective bargaining
 - d. Benefits of Association membership
11. The Association agrees to not disparage the County and/or its supervisors or management during this meeting.

4. COUNTY MANAGEMENT RIGHTS

It is the exclusive right of the County to determine the mission of each of its constituent

departments, boards and commissions, set standards of services to be offered to the public, and exercise control and discretion over its organization and operations. The exclusive rights of the County also include, but are not limited to the right to direct its employees; to hire, promote, demote, transfer, assign, classify, layoff and retain employees in positions within the County; to take disciplinary action against its employees for proper cause; to determine the methods, means and personnel by which the County's operations are to be conducted; to determine its budget, organization, and merits, necessity and level of any activity or service provided to the public, and to take whatever action is necessary in emergency situations. The exercise of such rights shall not preclude employees or their representatives from consulting in advance with management representatives about the practical consequences that decision on these matters may have on wages, hours, and other terms and conditions of employment.

5. SALARY AND OTHER COMPENSATION

5.1 Salary Ranges

Salary ranges for classifications represented by the Association are listed in Appendix B of this agreement. Employees shall be paid every other Friday.

5.2 Pay for New Employees

Normally new employees shall be appointed at the recruiting step of the salary range in effect for the particular class of position to which the appointment is made.

The Department Head/appointing authority may authorize that a particular position be filled at step one, two or three following guidelines issues by the Department of Human Resources. Requests for appointments at step four or five must be approved by the director of Human Resources.

5.3 Salary Upon Re-Employment

- A. A former employee, off probation at the time of separation, who is reemployed in the same class or in a lower class in the same series, within two (2) years, may upon the request of the head of the department in which they are being reemployed and approval of the Director of Human Resources or their designee, be appointed at some step higher than the recruiting step not to exceed one (1) step lower than the step they occupied at the time of their separation. Subsequent merit increases shall follow the normal time period progression between steps.
- B. An employee who voluntarily separates and:
 - 1. Is subsequently reemployed in the same department;
 - 2. Begins work within a period of not more than 180 calendar days from the last day they previously actually worked for the County;
 - 3. Completes a new probationary period; and

4. Either did not withdraw from PERS or “bought-back” their County PERS service credits, shall, upon approval by the Director of Human Resources or their designee, have continuous service credited to them for purposes of vacation and longevity pay eligibility. Prior service restored shall not apply toward seniority for lay-off purposes, floating holidays, step raise eligibility, or any benefit other than vacation and longevity eligibility.

5.4 Merit Increases within Grade

- A. Merit increases shall not be automatic but shall be given only upon the recommendation of the Department Head or designee.
- B. The merit increase eligibility dates for every employee hired or promoted into classifications in this unit on or after November 22, 2011, shall be the first day of the pay period following completion of twenty six (26) full pay periods.

After:	26 Pay Periods	26 Pay Periods	26 Pay Periods	26 Pay Periods
Salary Range Steps:	2	3	4	5

If an employee begins employment on the first working day of a pay period, it shall be considered for purposes of this Section that such employment began on the first calendar day of that pay period. If the employee's first working day is after the first Monday (or Tuesday, if Monday is a holiday or if the employee’s regular schedule begins on a Tuesday) of the pay period, the employee's time will accrue from the first day of the next pay period for step increases and eligible fringe benefit accrual determinations.

The granting of any leave of absence without pay, other than military leave or workers’ compensation leave, exceeding seven (7) consecutive calendar days in a pay period shall cause the merit increase eligibility date to be extended to the first day of the pay period following completion of the leave of absence without pay.

- C. An employee in a regular part-time position shall be treated identically to the employee in the regular full-time position; except, that they shall be granted merit increases in the same proportion as the employee's hours of work relate to the hours of work of a regular full-time position.
- D. Advancement within a salary range is not automatic for merely completing a specific period of service but rather based on merit as documented on a performance evaluation form prescribed by the Director of Human Resources or their designee. The merit increase shall consist of one step on the salary schedule for the class. A performance evaluation must be submitted within six (6) pay periods following the employee’s performance evaluation eligibility date. If the supervisor fails to render

a performance evaluation within the specific timeframe, then the employee's overall performance shall be assumed to be satisfactory and the employee shall receive, if available, a salary step increase.

- E. In the event an employee receives an overall rating of either unacceptable or improvement needed on their evaluation, such employee must be re-evaluated no later than six (6) pay periods following the scheduled merit increase eligibility date. If the employee shows no improvement, the appointing authority will comment on any action to be taken. Such evaluation shall be on forms and under procedures prescribed by the Director of Human Resources or their designee.
- F. If, in the Department Head's judgment, the employee's performance does not merit a salary increase on the merit increase eligibility date, and a deferment of a decision accompanied by an intensive effort at improved performance might be productive, the Department Head shall complete the structured merit rating and defer a decision regarding the merit increase any number of pay periods, but not to exceed thirteen (13) pay periods. A merit increase may be deferred only once for any given step for the class. The responsibility for reopening the matter by submitting another merit rating and recommendation shall lie with the Department Head. The employee must be re-evaluated six (6) pay periods following the scheduled merit increase eligibility date, but in any event, the merit increase must be granted or denied prior to the deferment date, supplemented by a structured merit rating, which has been discussed with the employee. The employee's merit increase eligibility date shall not be changed by such deferment.
- G. Should an employee's merit increase eligibility date be overlooked through an error, and upon discovery of the error, the employee is recommended for merit increase, the Auditor-Controller shall compensate the employee for the additional salary they would have received dating from the merit increase eligibility date.

5.5 Salary Upon Promotion

Any regular, probationary, or limited-term employee who is promoted to a position with a higher salary range (top step) shall receive the recruiting step for the class or such higher amount as would constitute at least a five percent (5%) increase over the salary received prior to the promotion, not to exceed the top step of the new classification. When circumstances warrant, the Director of Human Resources, or their designee, may authorize the filling of the position at a step within the new salary range that is greater than the minimum increase set forth above. The effective date of all promotions shall coincide with the first day of the pay period.

5.6 Salary Upon Transfer

When an employee is transferred from one position to another in the same class, the salary and merit increase eligibility date shall not change.

5.7 Salary Upon Demotion

- A. When a regular employee is demoted for reasons of unsatisfactory performance, the employee's salary shall be reduced one-step, or they shall receive the maximum step of the new class, whichever is lower. Their merit increase eligibility date shall be the first day of the pay period following completion of the number of pay periods service which corresponds with the required period of service as is governed by this Memorandum of Understanding.
- B. When a regular employee in good standing is demoted as an accommodation for ADA purposes or reasons other than unsatisfactory performance, they shall receive the highest salary in the new classification that does not exceed their rate of pay immediately prior to demotion. The merit increase eligibility date to which they were entitled prior to demotion shall be retained.
- C. When a probationary employee is demoted to a class not previously occupied by the employee, they shall receive the recruiting salary for the lower class and shall receive a new merit increase eligibility date as provided by the provisions of this Memorandum of Understanding. A promotional probationary employee demoted to a class formerly occupied in good standing shall retain the step status, probationary status and merit increase eligibility date that would have been achieved if they would have remained in the lower class.

5.8 Reserved (Not Currently Used)

5.9 Longevity Compensation

- A. All employees employed in regular or limited-term full-time positions, upon the completion of ten (10) years continuous full-time service, shall be entitled to a two and one-half percent (2.5%) increase in compensation; additionally, employees who complete twenty (20) years of continuous full-time service, shall be entitled to an additional two and one-half percent (2.5%) increase in compensation (a total of 5%) additionally, after twenty-five (25) years of continuous full-time service, an additional two and a half (2.5%) percent increase in compensation (a total of 7.5%) additionally, employees who complete (30) years of continuous full-time service, shall be entitled to an additional two and one-half (2.5%) percent increase in compensation (a total of 10%) additionally effective the beginning of the pay period following Board of Supervisors adoption of this MOU, employees who complete (35) years of continuous full-time service shall be entitled to an additional two and one-half (2.5%) percent increase in compensation (a total of 12.5%) over the rate for the class in which employed.

Effective the first full pay period of July 2023, employees who complete fifteen (15) years of continuous full-time service shall be entitled to an additional two and one half percent (2.5%) increase in compensation over the rate for the class in which employed, and the total longevity benefit at each subsequent tier will increase by

two and one half percent (2.5%), up to a maximum of fifteen percent (15%) for employees who complete thirty-five (35) years of continuous full-time service.

- B. All employees employed in regular or limited-term part-time positions, shall be entitled to longevity compensation in the same ratio to the longevity compensation received by employees in regular or limited-term full-time positions as the number of hours in the part-time work schedule is to the number of hours in the full-time work schedule.
- C. Upon qualifying for longevity increase, any further pay increase shall be in the addition thereto, and not restricted or reduced by reason of the longevity increase.

5.10 Working Out of Class

- A. It is the intent of this article to provide appropriate compensation to employees working out-of-class from the beginning of the third pay period of such assignment and continuing for the duration of such assignment.

A working out-of-class assignment occurs when an employee receives a formal, written assignment by a department head to perform the majority of the work characteristics of a higher paying classification.

- B. With prior approval from the Director of Human Resources or their designee, a Department Head may assign an employee the duties of another position in a higher classification when the following requirements are met:

1. The vacant position is specifically allocated to the department.
2. The assignment will require the duties of the position to be performed by the individual for a period of not less than two (2) pay periods.
3. The employee meets the minimum qualifications identified in the job description of the classification being assigned. In the event no employee is identified for the work out of class assignment who meets the minimum qualification of the position, the Department Head may request the approval of a written waiver of this requirement from the Human Resources Director.

Such temporary assignment shall not be considered a promotion. That individual shall receive the recruiting salary for the class or such higher amount as would constitute at least a one (1) step increase on the grade over the salary received prior to the assignment not to exceed the top step of the new grade.

- C. If the employee is eligible for a merit increase in the class occupied prior to the temporary assignment, such employee will be eligible for a rate increase on the

temporary assignment class grade provided, however, such increase in the prior class would result in more than the rate being earned on temporary assignment.

D. Employee Process to Request Working Out of Class Pay

1. **Informal Steps**

- a. An employee who believes they are working out of class must raise it with the Department Head in writing, specifying the duties/assignments that they believe are outside of their current classification.
- b. The Department Head (or designee) will respond in writing to the employee within ten working days of receiving the written notice from the employee.
- c. If the Department Head does not respond or the matter is not resolved to the employee's satisfaction, the Association may send a letter to the Department Head with the specifics of the situation (a copy to be sent to the HR Department). Such letter must be submitted within ten working days of the Department's response in step two above.
- d. The Department Head may meet with the employee/Association, as necessary and will respond in writing to the Association's letter within ten working days.
- e. If the Department Head does not respond or the matter is not resolved to the employee's satisfaction, the Association will submit a letter to Human Resources within ten working days of the response from the Department Head.

2. **Formal Steps**

- a. Within fifteen working days of receiving the letter from the Association, HR will investigate the claim (meet with Department, employee, Association as necessary) and make a determination, which will be final and NOT subject to the grievance procedure.
- b. Should the Department of Human Resources determine that the employee should receive WOC pay, then such pay shall be retroactive to the beginning of the third pay period following the date the employee originally commenced the assignment or to sixty days from when the employee notified the department in step one above, whichever is later. Under no circumstance will any

retroactive adjustment be made for a period of more than sixty calendar days.

- c. Time frames set forth above may be extended by mutual agreement of the parties.

5.11 Changes in Salary Allocation

If a class is reassigned to a different salary range, each employee in the class shall be compensated at the same step in the new salary range as they were receiving in the range to which the class was previously assigned.

5.12 Overpayment / Underpayment

A. This provision applies when the Auditor-Controller determines that an error has been made to either the employee's earnings, taxes, deductions or accrued leaves. In such cases, the County, for purposes of future compensation, shall adjust such earnings, taxes, deductions, or accrued leaves to the correct rate. The Auditor shall give written notice to the employee of the error, which shall include the option to meet with the Auditor to discuss the over/underpayment. The employee may be accompanied by an Association representative to any such meeting. As used in this section:

1. "Earnings" means the biweekly rate of pay including additional pays, differentials, and overtime.
2. "Taxes" means payment of Social Security, Medicare or State Disability taxes; excluding federal and state withholding taxes.
3. "Deductions" means employee paid deductions, including but not limited to medical premiums and retirement deductions; excluding voluntary deductions (such as deferred compensation) and Association deductions.
4. "Accrued Leave" means vacation, sick leave, compensatory time off and all other types of authorized leave with pay.
5. "Overpayment" means any compensation or accrued leave that has been overpaid or over-credited to an employee regardless of the reason, including but not limited to, administrative, clerical or system errors.
6. "Underpayment" means any compensation or accrued leave that has been underpaid or under-credited to an employee regardless of the reason, including but not limited to, administrative, clerical or system errors.

B. In the case of an overpayment of earnings or under withheld taxes or deductions, the employee shall reimburse the County. The employee has the following options for reimbursement:

1. Full payment through a payroll adjustment if total amount of reimbursement does not exceed biweekly earnings.

2. Full payment by personal check, money order, or cashier's check if total amount of reimbursement exceeds biweekly earnings.
 3. For installments made through payroll, the number of installments shall not exceed the number of pay periods over which the error occurred.
 4. An alternate method mutually agreed upon by the employee and the Auditor-Controller.
- C. In the case of a leave accrual error which results in an overpayment, reimbursement may be made through one (1) of the following methods as mutually agreed to by the employee and the Auditor-Controller:
1. Full payment through a payroll adjustment if total amount of reimbursement does not exceed biweekly earnings.
 2. Full payment by personal check, money order, or cashier's check if total amount of reimbursement exceeds biweekly earnings.
 3. Installments made through payroll, the number of installments shall not exceed the number of pay periods over which the error occurred.
 4. An alternate method mutually agreed upon by the employee and the Auditor-Controller.
- D. In the case of a leave accrual error, which results in an incorrect accrued leave balance, a one-time adjustment will be processed through payroll.
- E. In the case of an underpayment, the County will pay the employee a one-time adjustment through payroll unless the employee and the Auditor-Controller agree to an alternate method.
- F. An employee whose employment terminates prior to any reimbursements or adjustments being fully completed or satisfied; shall have the remaining balance withheld from any final compensation due to the employee, providing the final compensation is sufficient to provide for full reimbursement or adjustment. If the employee's final compensation is not sufficient to provide for full reimbursement or adjustment, the County retains the right to exercise other legal means to recover the remaining amount owed.
- G. Any amount of overpayment for a period earlier than three (3) years prior to the date of the Auditor's initial written notice to the employee shall be deemed waived and not reimbursable.
- H. 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.

- I. The provisions of this section apply only to errors involving earnings, taxes, deductions, and accrued leave. No provision of this section shall preclude the correction or recovery of past errors (overpayments or other losses) which were the result of other matters.
- J. Any disagreement concerning actions taken under this sub-section may be filed at step 3 of the grievance procedure as a compensation grievance. Participation in the process outlined above, including making options as to methods of repayment, shall not preclude the employee from pursuing a grievance regarding the overpayment.

6. BENEFITS

6.1 Medical Insurance

Regular and limited term employees have the option of becoming members of the Public Employees' Medical and Hospital Care Act ("PEMHCA" or "PERS Health") insurance program. The County's monthly contribution to provide health insurance benefits for the individual employee and the employee's eligible dependents shall be adjusted in accordance with the Minimum Employer Contribution ("MEC") established by PEMCHA.

6.2 Retiree Medical Insurance

All employees who have concurrently retired from the County and from the California Public Employees' Retirement System ("PERS") may participate in the PERS Health Insurance program at their own expense. The County shall contribute the MEC established by PERS.

6.3 Cafeteria Plan

- A. Effective for coverage beginning January 1, 2023, the County's contribution toward the cafeteria plan shall be set at eighty percent (80%) of the 2023 PEMHCA Region 1 Kaiser Permanente family rate minus the PEMHCA MEC.

Effective with the coverage effective January 1, 2024, the County's contribution toward the cafeteria plan, as historically administered, shall be set at eighty percent (80%) of the 2024 PEMHCA Region 1 Kaiser Permanente family rate minus the PEMHCA MEC.

Effective with the coverage effective January 1, 2025, the County's contribution toward the cafeteria plan, as historically administered, shall be set at eighty percent (80%) of the 2025 PEMHCA Region 1 Kaiser Permanente family rate minus the PEMHCA MEC.

- B. An employee may use the County's contribution to the cafeteria plan toward the medical insurance plan for which they have elected to enroll. An employee who

has unused (unspent) cafeteria plan contributions shall retain those contributions as additional earnings (wages) but only to a maximum of three hundred thirty-four dollars and fifty-eight cents (\$334.58) per month.

- C. An employee who waives health insurance because the employee demonstrates to the County that they have alternate health insurance coverage shall receive five hundred dollars (\$500.00) per month minus the PEMHCA MEC.
- D. A regular part-time or limited term part-time employee shall receive a pro-rata amount of the total sum of the PEMHCA MEC and the cafeteria plan contribution of the full-time employee in proportion to the relationship their basic workweek bears to forty (40) hours. That total amount shall be allocated first to the PEMHCA MEC and any remaining employer contribution then shall be allocated to the cafeteria plan.
- E. Additionally, beginning the first pay period following adoption of the 2017 collective bargaining agreement, an employee enrolled in PEMHCA for “employee plus two or more dependents” shall receive a County contribution of fifty dollars (\$50.00) per month into the Cafeteria Plan, regardless of salary. Said employee may use this County contribution for health insurance premium conversion, health care reimbursement account, and/or dependent care reimbursement account. In the absence of a cafeteria plan election form, the County contribution shall be used for health insurance premium conversion. The County contribution shall sunset at the end of the pay period which includes the expiration date of this MOU.
- F. During an annual open enrollment period (normally November), an employee may elect to enter into a salary reduction agreement with the County whereby the County will direct the amount of the salary reduction on a pre-tax basis into to the employee’s Health Flexible Spending Account (“HFSA”). The employee’s election is irrevocable until the next open enrollment period, except on the occurrence of a qualifying event specified in the County’s Plan Document. The employee will forfeit all unused funds remaining in their HFSA at the end of the plan year or at the end of the grace period, if any, allowed under the County Plan Document, whichever is later. During the period allowed under the Plan Document, the employee may use the funds in their HFSA to obtain reimbursement for otherwise unreimbursed eligible medical expenses.
- G. During the annual open enrollment period (normally November), an employee may elect to enter into a salary reduction agreement whereby the County will direct the amount of the salary reduction on a pre-tax basis into the employee’s Dependent Care Assistant Plan (“DCAP”) account. The employee’s election is irrevocable until the next open enrollment period, except on occurrence of a qualifying event specified in the County’s Plan Document. The employee may request reimbursement of qualifying dependent care expenses from their DCAP Account. The employee will forfeit all unused funds remaining in their DCAP

account at the end of the plan year or at the end of the grace period, if any, allowed under the County Plan Document, whichever is later.

6.4 Dental Insurance

Regular, limited term, and probationary employees are eligible for dental insurance coverage for the employee and eligible dependents beginning the month following appointment with the County.

The County pays one hundred percent (100%) of the monthly dental care insurance premium rate on behalf of each regular, limited term, or probationary full-time employee and their eligible dependents. The County's contribution will be a pro-rated amount of the full-time premium for regular or limited-term part-time employees in proportion to the relationship their basic workweek bears to forty (40) hours. Premium amounts in excess of the County contribution will be paid by the participating employee by payroll deduction.

The County shall maintain the existing dental insurance benefits throughout the term of this Agreement. However, it is understood that insurance plan providers from time to time mandate changes in benefits and the County has no responsibility for replacement of benefits which may be eliminated or modified by any plan provider.

The County reserves the right to provide additional dental insurance plans.

6.5 Vision Insurance

Regular or limited-term employees are eligible for vision insurance coverage for the employee and eligible dependents beginning the first of the month following appointment with the County.

The County pays one hundred percent (100%) of the monthly vision plan insurance premium rate on behalf of each regular or limited-term full-time employee and their eligible dependents. The County's contribution will be a pro-rated amount of the full-time premium for regular or limited-term part-time employees in proportion to the relationship their basic workweek bears to forty (40) hours. Premium amounts in excess of the County contribution will be paid by the participating employee by payroll deduction.

The County shall maintain the existing vision insurance benefits throughout the term of this Agreement. However, it is understood that insurance plan providers from time to time mandate changes in benefits and the County has no responsibility for replacement of benefits which may be eliminated or modified by any plan provider.

The County reserves the right to provide additional vision insurance plans.

6.6 Life Insurance

Regular or limited-term employees are eligible for life insurance coverage and accidental death and dismemberment insurance for the employee beginning the first of the month following appointment with the County.

The basic life insurance policy and the accidental death and dismemberment insurance policy are each valued at one times the employee's annualized monthly wage valued up to the next thousand dollars (e.g., if annualized wage equals \$21,100 then life insurance policy is valued at \$22,000) to a maximum policy of fifty thousand dollars (\$50,000). An employee may purchase supplemental life insurance under costs, terms and conditions specified by the insurance plan provider.

The County pays one hundred percent (100%) of the life insurance premium on behalf of each regular or limited-term full-time employee. The County will pay a pro-rated amount of the full-time premium for regular or limited-term part-time employees in proportion to the relationship their basic workweek bears to forty (40) hours.

The County shall maintain the existing life insurance benefits throughout the term of this Agreement. However, it is understood that insurance plan providers from time to time mandate changes in benefits and the County has no responsibility for replacement of benefits which may be eliminated or modified by any plan provider.

The County reserves the right to provide additional life insurance plans.

6.7 Deferred Compensation Program

A Deferred Compensation Program as established by the Board of Supervisors is available to all employees employed in regular or limited-term positions. Such programs are hereby incorporated by reference.

To encourage County employee participation in the deferred compensation program, the County will contribute a dollar for dollar match up to a maximum of five dollars (\$5) a pay period to the deferred compensation account of any County employee who is actively enrolled in the deferred compensation program.

6.8 Short Term Disability Insurance

The State's Employment Development Department administers two programs for employees who need time off from work. Disability Insurance for time taken due to an employee's own non-work-related illness or injury, and Paid Family Leave for time taken to care for a seriously ill family member, or to bond with a new child. For the purposes of this agreement, both programs will be referenced as State Disability Insurance (SDI).

The County participates in the State Disability Insurance Program (SDI) for employees represented by this bargaining unit, and employees shall have deducted from their

paychecks the cost of the State Disability Insurance Program.

- A. In the event of a disability that is non-industrial or where industrial causation has yet to be determined, or for time taken to care for a seriously ill family member, or to bond with a new child, employees shall make timely application for SDI benefits.
- B. The County will continue to pay the employer share of the monthly premiums for medical, vision, dental and life insurance coverage on behalf of a qualified regular full or part-time employee who is receiving SDI for the period of time that they have and utilizes leave accruals to fully integrate or for the period of time they are on approved FMLA or CFRA leave, whichever period is longer.
- C. An employee who exhausts their ability to fully integrate accrued leave with SDI shall be eligible to apply for donated leave per the County policy. The integration of such donated leave would enable the employee to continue to receive the employer share of the monthly premium for County medical, vision, dental and life insurance coverage.
- D. Employees receiving SDI benefits will only accrue sick or vacation leave, in accordance with **Sections 9.1**, Vacation, and **10**, Sick Leave, respectively, in any pay period in which the employee has sufficient leave accruals to achieve 100% integration with SDI using their own leave accruals. Employees integrating donated leave hours with SDI will not accrue sick or annual leave.
- E. SDI benefits shall be integrated with accrued County leave as follows:
 - 1. Employees must promptly inform departmental payroll clerks of their SDI benefit amount and provide documentation of receipt for which they are eligible. SDI integration is not retroactive beyond one pay period.
 - 2. Employees' pay, including leave accruals and or SDI benefits shall not exceed the employee's regular gross pay. Gross pay is made up of regular base pay, bilingual differential, and longevity compensation as applicable. Employees must integrate all required leave to equal 100% of their full-time equivalent position.

Upon exhaustion of sick leave, other accumulated leave may be integrated with the weekly or SDI benefits.

6.9 Long Term Disability Insurance

Employees represented by this bargaining unit do not participate in any County-sponsored long-term disability insurance program.

6.10 Retirement

- A. PERS Contract
Subject to the terms of this subsection 6.10, the County will maintain its contract with the State Public Employees' Retirement System (PERS) and the benefits currently provided there under.
- B. PEPRA Tier
The County implemented a new pension tier in accordance with and subject to the terms of the Public Employees' Pension Reform Act of 2013. The new pension tier is referred to in this MOU as the "PEPRA tier."
- C. PEPRA Basic Retirement Formula
For Safety Peace Officer (safety light) employees required by law to participate in the PEPRA tier, the PEPRA established a pension formula of 2% of pensionable compensation for each qualifying year of service at the normal retirement age of fifty-seven (57) years. For purposes of this formula, PERS will calculate an eligible retiree's pension based on the average annual pensionable compensation earned by the member during the thirty-six (36) consecutive month period immediately preceding retirement (or date of last separation from service if prior to retirement) or any other period of thirty-six (36) consecutive months during the member's applicable service that the member designates.
- D. Disputes Over PEPRA
If an employee or the Association disputes the manner in which the County applies the PEPRA Tier to a bargaining unit member, neither the Association nor employee may submit the matter as a grievance under the Grievance Procedure set forth in section below. If any term of this MOU conflicts with the PEPRA or any amendment thereto, the PEPRA or such amendment will prevail.
- E. Pre-PEPRA Tier 1
The County's contract with the Public Employees' Retirement System provides the Safety Peace Officer (safety light) Retirement (2% @ age 50) for employees in the bargaining unit who are not required by law to participate in the PEPRA Tier and who are not participants in the formula described in **6.10.F** below.
- F. Pre-PEPRA Tier 2
The County amended its contract with CalPERS to provide employees hired on or after May 4, 2012 in bargaining unit classifications with a Safety Peace Officer (safety light) Retirement formula of 2% @ age 55 in lieu of the 2% at 50 formula described in subsection **6.10.E** above. This provision applies to employees who are not eligible under the County's contract with PERS to participate in the pension tier described in paragraph **6.10.E** above and who are not required by law to participate in the PEPRA tier described in paragraph **6.10.C** above.

G. Employee Payment of PERS Member Contributions

1. **PEPRA Member Contributions**
Members of the PEPRA Tier will contribute toward the PEPRA Tier an employee contribution in an amount equal to not less than fifty percent (50%) of the normal cost of the new tier, as determined from time to time by PERS, or the amount of the contribution provided by this MOU for members of the PEPRA Tier, if established, whichever is greater. Such contribution will be made by payroll deduction.
2. **Non-PEPRA Member Contribution**
Employees subject to the Pre-PEPRA formulas described in paragraphs **6.10.E and 6.10.F** above will, contribute in full the applicable PERS member contribution by payroll deduction.
3. **Employee Payment For Pre-PEPRA Formula Enhancement**
The County amended its contract with PERS to provide for the above-referenced 2% @ 50 retirement formula. The cost of this benefit was established by PERS. The Parties agreed that such cost would be the responsibility of the employees. The county agreed to allow the employees to pay for that plan enhancement by payroll deduction with the cost amortized over twenty (20) years. That payment will continue to take the form of a percentage deduction made from the paycheck of each employee in the Plan, until the above established cost has been recovered. Each year, (January) the County will calculate the amount due for the subsequent calendar year, based on the formula presented during negotiations (see Appendix C).
4. **Pre-Tax Treatment PERS Member Contributions.**
To the extent permitted by applicable law, employee contributions toward the Employee's or County's PERS contributions made pursuant to this MOU will be deducted on a pre-tax basis pursuant to and in accordance with section 414(h)(2) of the Internal Revenue Code.

H. Employer Cost Sharing

Effective upon Union ratification and Board approval of the Memorandum of Understanding, the parties agree that employees shall share in the PERS employer rate increases for employer rate costs between 16%-18% as an additional employee deduction; however, the maximum employee contribution shall not exceed one-half of one percent (1.5%) through and including September 27, 2014.

Effective September 28, 2014, the parties agree to equally share in PERS employer rate increases for employer rate costs between 16%-18%. The maximum employee contribution shall not exceed one percent (1%).

6.11 Social Security and Medicare

Employees represented by this bargaining unit who participate in the safety PERS plan do not have coverage under the federal Social Security system.

All employees represented by this bargaining unit participate in the Medicare Program. The Medicare Program requires contributions by both the employee and the employer in accordance with schedules provided by the federal government.

6.12 Education Reimbursement

A. OBJECTIVE

The Tuition Reimbursement Program is designed to encourage employees to continue their self-development by enrolling in educational courses that will prepare them in new concepts and methods needed to meet the changing demands of County service.

B. ELIGIBILITY OF EMPLOYEES FOR TUITION REIMBURSEMENT

1. Only full-time employees filling regular positions, on other than a limited – term basis, who have completed their initial County probationary period and who are performing their jobs satisfactorily are eligible to participate in the Tuition Reimbursement Program. Employees in Federally funded, limited-term positions are eligible to participate in the program provided such reimbursement can be provided with Federal funds. Employees are not eligible for reimbursement if their educational costs are being defrayed by another agency such as the U.S. Department of Veterans Affairs, the California Department of Veteran’s Affairs, or the Commission on Peace Officer Standards and Training.
2. Part-time employees are eligible after 5 years of continuous employment. Part-time employees shall not be eligible for County time off under this program; however, they shall be entitled to reimbursement up to the maximum prorated amount in proportion to the relationship their basic workweek bears to 40 hours.

C. POLICY FOR TUITION REIMBURSEMENT

1. Courses must be related to the work of the employee’s position, career development or occupation in such a fashion as will offer substantial benefit to the County.
2. Courses, that are directly related to the employee’s work, may be taken on not more than 50% of the County’s time. Employees taking approved courses that encroach on their regular scheduled working hours may be granted paid time off for such encroaching hours up to a total maximum

amount of paid time off from work equal to 50% of the class time. Courses not directly related to the employee's work, such as career development, shall be on the employee's own time.

3. Courses must be taken for credit; audited courses will not be reimbursed.
4. Courses must be taken from accredited institutions, either online or at a local institution.
5. Prerequisite courses for eligible courses or courses, which are required for the completion of a specific program, are also eligible for tuition reimbursement. However, reimbursement shall not be made until the appropriate eligible courses have been satisfactorily completed.
6. Courses are not eligible for tuition reimbursement if they:
 - a. Are taken to bring unsatisfactory performance up to an acceptable level, unless the course is directed to correct a deficiency.
 - b. Are taken to acquire skills or knowledge the employee was deemed to have when appointed.
 - c. Duplicate in-service training that is available.
 - d. Duplicate training the employee has already had.
7. Conventions, workshops, institutes, etc., are not included in the Tuition Reimbursement Program. An exception may be made for conferences, institutes or workshops when these events provided the employee with continuing education units (CEUs) required by the County for the employee to attain or maintain a certification or license which is required by the county for the employee's position. Attendance at such an event and the eligibility for inclusion under this Tuition reimbursement provision must be approved by the Department Head in advance.
8. Reimbursement shall be subject to certification by the department concerned that the course of study is directly related to the work of the employee.
9. Requests for reimbursement must be approved before the course is undertaken and such approval shall be subject to the availability of funds for tuition reimbursement within the Department involved.
10. Reimbursement shall be made only upon presentation of evidence of payment for and successful completion of courses (as evidenced by a passing grade) and a "Meets" current performance evaluation. Reimbursement is made for the fiscal year in which the course is completed and documentation must be presented to the Department of Human Resources within (90) days after course completion date.

D. NATURE OF REIMBURSEMENT

1. Reimbursement may be made in the amount of fifty percent (50%) of actual out-of-pocket expenditures for tuition, registration fees, laboratory fees, and required textbooks. Other related expenses and incidental costs are not reimbursable.
2. Reimbursement shall be limited as follows:
 - a. No employee shall be reimbursed for more than two (2) courses in a single semester or quarter.
 - b. The maximum reimbursement that may be received by an employee in one fiscal year shall be two thousand dollars (\$2,000). Effective July 1, 2023, the maximum reimbursement that may be received by an employee in one fiscal year shall be five thousand dollars (\$5,000).
 - c. An employee shall be reimbursed for expenses totaling five dollars (\$5.00) or more for a single course. Expenses less than five dollars (\$5.00) for a single course are not reimbursable.
 - d. No employee shall be reimbursed for non-resident fees above the normal resident fees.

E. PROCEDURE FOR TUITION REIMBURSEMENT

1. No later than 90 days before the deadline to enroll in a course or institution, the employee shall submit their request to their Department Head who shall within 30 days either recommend approval of the request or deny it, based on the criteria set forth in this policy. If the Department Head recommends approval, they shall forward the application to the Director of Human Resources or their designee.
2. The employee shall apply for Tuition Reimbursement through such supervisory channels as are designated by the head of their department, on forms provided by the Director of Human Resources or their designee.
3. An employee may appeal denial of the request by the Department Head to the Director of Human Resources or their designee and the Director of Human Resources or their designee's decision (unless the reason for denial is lack of funds) to the grievance procedure provided in this MOU.
4. Upon completion of an approved course, the employee shall request the institution to certify fees paid and grade achieved, and to send certification to the Director Human Resources or their designee. The employee shall also present evidence of payment of required textbook costs.

5. The Department Head may require that the employee evaluate the course in writing and, in addition, either present information attained at the course, or review course materials with department representatives and employees.

F. CONTINUED SERVICE REQUIREMENT

An employee must continue in a full-time, regular position in the County service for one (1) year from the date of completion of the course. Failure to continue in the County service, through resignation or discharge (excluding layoff), will result in the forfeiture of any tuition reimbursement payments received less than one (1) year prior to separation. In such situation, the Association agrees that the Auditor-Controller is authorized to make a deduction from the employee's final payroll warrant for the appropriate amount of tuition reimbursement to be forfeited.

6.13 Personal Effects Damage Reimbursement

If, in the line of duty, an employee's personal effects, as defined below, are damaged or ruined, and the employee is ineligible to use existing insurance or Workers Compensation (per Labor Code Section 3208) to repair or replace the item, the employee will be reimbursed for repair or replacement of such personal effects.

To qualify for reimbursement, the employee must file a request to include a complete report detailing the events that caused the damage, citing witnesses, if any, and presenting the physical evidence of damage to the immediate supervisor. Such a report must be submitted as soon as possible after the damage occurs and no later than the end of the assigned shift on which the damage occurs. The immediate supervisor will survey the damaged property; review the report; and make a recommendation to the Director of Probation on whether or not reimbursement is to be made. The final decision will be made at the sole discretion of the Director of Probation, as appropriate.

<u>Reimbursable Items</u>	<u>Maximum Amount</u>
Wrist Watch	\$75.00
Prescription Lenses	\$50.00 per lens
Prescription Glasses Frames	\$250.00
Hearing Aid	\$300.00
Dentures	\$240.00/plate

In no event will an employee be reimbursed if the damage is determined to have been caused by the employee's negligence.

To obtain reimbursement once eligibility has been established, the employee must submit a copy of the paid bill for repair or replacement of at the time within 15 working days after submission of the request for reimbursement. The bill must clearly indicate it has been paid and must be dated. The date must be within the calendar dates between the date of the request for reimbursement and the date of the 15th working day.

6.14 Limited Extra Help Benefits

- A. Extra help employees, who were certified and appointed from an appropriate eligible list and who are subsequently requisitioned and appointed into a vacant regular full-time, part-time or limited term County position in the same classification and department as their extra-help position, shall be granted limited retroactive benefits subject to the approval of the Director of Human Resources or their designee. Eligible employees are those who are currently in the payroll system. They may receive up to one (1) year credit towards:
 - 1. Placement on the schedule for vacation accrual
 - 2. Merit increases as provided in Section 5 of this MOU
 - 3. Seniority for purpose of layoff
- B. Any leave accrual and service time credits will be calculated on a prorated basis, based on the number of hours the employee worked in the prior 24 months, and requests for credit must be made within 6 months of appointment into the regular position.
- C. The merit increase step-up eligibility date shall reflect the time worked while in an extra help status.

6.15 Uniforms

A. UNIFORMS AND PROTECTIVE ATTIRE PROVIDED

Upon hire, the Department will provide all Group Counselor classification series employees with six (6) uniform “polo-type” shirts. The subsequent replacement of such shirts shall be administered as follows. In order to secure replacement shirt(s), an employee must bring the worn out or damaged shirt to the Department in order to exchange it for a new one. The Department will provide an employee no more than five (5) replacement shirts in a Fiscal Year. Any additional replacement shirts must be purchased by the employee.

1. Uniforms/Protective Attire

- a. Upon hire, employees in the Group Counselor series will be issued uniform/equipment consisting of:

- One (1) duty belt
- One (1) large handcuff key
- One (1) pair handcuffs
- 911 Tool
- Wallet badge (upon completion of PC 832 requirements)
- Personal Body Armor for employees assigned to Transportation

Universal Body Armor available for use by employees while acting in the capacity of a transportation officer.

- b. When assigned to the Probation Enforcement Search Team (PEST) or to a field assignment, the Deputy Probation Officer/Field series will be issued uniform/equipment consisting of:

- One (1) pair of handcuffs
- One (1) large handcuff key
- One (1) portable radio
- One (1) hand mike
- One (1) earpiece

- c. Upon request to the immediate supervisor, employee will be issued the following:

- One (1) duty belt with handcuff case
- One (1) key holder
- One (1) phone holder
- One (1) flashlight holder
- One (1) glove holder
- One (1) pepper spray holder
- One (1) flashlight
- One (1) ballistic vest (mandatory for PEST)
- One (1) field badge or One (1) wallet badge (upon completion of PC 832 requirements)
- One (1) can OC spray

2. **Conditions**

- a. Attire will be replaced when damaged or otherwise unsuitable for use in public on an as-needed basis as determined by the County.
- b. The County will provide suitable identification to be affixed to the uniforms by the employee.

- B. The County agrees to provide such safety equipment and protective clothing as is required to conform with this Section.

7. SAFETY AND WORKERS' COMPENSATION

7.1 Safety

The County shall expend every effort to ensure the work performed under the terms and conditions of this Memorandum of Understanding is performed with a maximum degree of safety consistent with the requirements to conduct efficient operations.

7.2 Workers' Compensation

- A. In accordance with the California Labor Code, the County provides all statutory Workers' Compensation benefits for County Employees who sustain work-related injuries or illnesses. Pursuant to Labor Code § 3700 et seq., the County is self-insured for workers' compensation at no cost to the employee.
- B. In lieu of the statutory three (3) day waiting period for temporary disability payments pursuant to Labor Code § 4652, whenever an employee is compelled by direction of a physician to be absent from duty due to an injury or illness determined to be work-related by the County, the employee shall receive full compensation for their scheduled work days and paid holidays falling during the first three (3) days of such absence. Thereafter accrued leave shall be integrated with Worker' Compensation temporary disability benefits pursuant to Section H, below.
- C. In the event that the County is unable to determine if the injury or illness is work-related, the employee shall use sick leave and upon exhaustion of sick leave may utilize any other accumulated leave benefits. Once the injury or illness is determined to be work-related, leave benefits will be restored in accordance with section B, above. Thereafter, accrued leave shall be integrated with Workers' Compensation temporary disability benefits pursuant to Section H, below.
- D. The County will continue to pay the employer share of the monthly premiums for medical, vision, dental and life insurance coverage on behalf of a qualified regular full or part-time employee who is receiving Workers' Compensation. For the period of time that they have and utilizes leave accruals to fully integrate, or for the period of time they are on approved FMLA leave, whichever is longer.
- E. Sick and annual leave shall accrue during any pay period in which the employee is eligible to receive Workers' Compensation temporary disability benefits.
- F. Service credit as provided in this Memorandum of Understanding or in the Personnel and Salary Resolution toward longevity compensation, seniority, and step increase eligibility shall not be affected by any pay period during which an employee received both County paid leave and temporary disability benefits from Workers' Compensation.

- G. An employee who has returned to work following a work-related injury or illness will be allowed up to two (2) hours paid County time-off per appointment or visit to attend repeat medical appointments or follow-up visits related to their approved workers compensation claim. Such appointment(s) should be schedule during the employees off duty hours whenever possible. County time-off may be used during the first one hundred eighty (180) days following the initial return to work date after the work-related injury or illness. After the one-hundred eighty (180) calendar days, sick leave or other accrued leave time must be used.
- H. Workers' compensation temporary disability benefits shall be integrated with accrued County leave as follows:
1. Employees must promptly inform departmental payroll clerks of their workers' compensation temporary disability benefits amount and provide documentation of receipt for which they are eligible.
 2. Employees' pay, including leave accruals and workers' compensation temporary disability benefits shall not exceed the employee's regular gross pay. Gross pay is made up of regular base pay, bilingual differential, and longevity compensation as applicable. Employees must integrate all required leave to equal 100% of their full-time equivalent position.
 3. Upon exhaustion of sick leave, other accumulated leave may be integrated with the weekly Workers' Compensation temporary disability or disability benefits, at the employees' discretion.
- I. TEMPORARY LIGHT DUTY ASSIGNMENT FOR INJURED EMPLOYEES
1. If an assignment exists which the Department Head, in conjunction with the Director of Human Resources or their designee, deems may be filled on a temporary basis, first consideration shall be given to those industrially disabled employees within the department:
 - a. Whose authorized treating physician has indicated in writing that the employee is able to perform the duties of the temporary assignment; and
 - b. Who has the capability and qualifications to perform the temporary assignment.
 2. The remuneration will be the employee's regular salary.
 3. The employee's Department Head will determine the assignment and its duration, but the employee shall return to their normal job as soon as released by their treating physician or is no longer temporarily disabled. Light duty is available for a maximum of eighteen (18) weeks. Department

Heads may extend light duty assignments, which are a result of a work-related injury, beyond 18 weeks, on a case by case basis.

4. If there is more than one industrially disabled employee eligible for a light duty assignment, first consideration shall be given to the employee with the most pertinent qualifications, skills, and abilities who has been off work the longest period of time without pay.

7.3 State Disability Insurance and Temporary Light Duty Assignment for Injured Employees

- A. In the event of a disability which is non-industrial or where industrial causation has yet to be determined, employees shall make timely application for State Disability Insurance temporary disability benefits.
- B. The County will continue to pay the employer share of the monthly premiums for medical, vision, dental and life insurance coverage on behalf of a qualified regular full or part-time employee who is receiving State Disability Insurance for the period of time that they have and utilizes leave accruals to fully integrate or for the period of time they are on approved FMLA leave, whichever period is longer.
- C. An employee who exhausts their ability to fully integrate accrued leave with SDI shall be eligible to apply for donated leave per the County policy. The integration of such donated leave would enable the employee to continue to receive the employer share of the monthly premium for County medical, vision, dental and life insurance coverage.
- D. Employees receiving State Disability Insurance benefits will only accrue sick or annual leave in any pay period in which they have sufficient leave accruals to achieve 100% integration with SDI using their own leave accruals. Employees integrating donated leave hours with SDI will not accrue sick or annual leave.
- E. State Disability Insurance temporary disability benefits shall be integrated with accrued County leave as follows:
 1. Employees must promptly inform departmental payroll clerks of their State Disability benefit amount and provide documentation of receipt for which they are eligible. State Disability integration is not retroactive beyond one pay period.
 2. Employees' pay, including leave accruals and or State Disability Insurance temporary disability benefits shall not exceed the employee's regular gross pay. Gross pay is made up of regular base pay, bilingual differential, and longevity compensation as applicable. Employees must integrate all required leave to equal 100% of their full-time equivalent position.

3. Upon exhaustion of sick leave, other accumulated leave may be integrated with the weekly or State Disability Insurance temporary disability benefits.

F. TEMPORARY LIGHT DUTY ASSIGNMENT FOR INJURED EMPLOYEES

1. If an assignment exists which the Department Head, in conjunction with the Director of Human Resources or their designee, deems may be filled on a temporary basis.
2. Non-industrial disabled employees will be given consideration in accordance with the criteria listed in Section 7.

8. INCENTIVES AND DIFFERENTIALS

8.1 Bilingual Pay Differential

A. Eligibility

1. Any bilingual person employed, who has been assigned duties involving regular and frequent use of bilingual skills, shall be eligible to receive the additional compensation.
2. Regular and frequent use shall mean using the skill on the average of once per workday and/or fifty percent (50%) of the time. However, exceptions can be made at the discretion of the Department Head and concurrence of the Director of Human Resources or their designee for unique circumstances.
3. Any bilingual employee who has been assigned duties involving the use of bilingual skills (e.g., interpreter) may be eligible to receive the additional compensation provided in this Section.
4. The provisions of this Section shall be limited to permanent, probationary or limited-term full-time or part-time employees who are filling at least 50% of an allocated position. Eligible part-time employees will be reimbursed in proportion to the percentage of the time worked.
5. The compensable second languages shall be limited to those required in the delivery of public services to the various target groups within the County (e.g., Spanish, Tagalog).

B. Bilingual Differential Allowance

1. Designated employees shall be eligible to receive additional compensation at the rate of seventy-five dollars (\$75.00) per pay period (approximately one thousand nine hundred and fifty dollars (\$1,950.00 per year).
2. Such compensation shall be effective the first day of the payroll period following certification by the Human Resources Department that the employee is eligible to receive the bilingual differential.

C. Termination of Compensation

The bilingual differential allowance shall cease when any of the following occurs:

1. The employee terminates their employment with the County.
2. The employee is released from County employment.
3. The position is determined to no longer require bilingual skill.
4. The employee is assigned to a position not requiring the bilingual ability.
5. An employee who is on leave of absence without pay during a pay period shall receive the bilingual differential in proportion to the relationship the time worked during that pay period bears to eighty (80) hours.

D. Procedures for Requesting the Bilingual Differential Allowance

1. Recommendations for bilingual appointments shall be submitted by the Department Head to the Human Resources Department and shall include:
 - a. Name and class of each employee recommended for duties requiring bilingual skills.
 - b. A description of the bilingual duties to be performed by each employee in sufficient detail to indicate second language to be utilized, purpose, nature, and frequency of use.
 - c. Location of assignment.
2. An employee may appeal the recommendation of the Department Head to the Director of Human Resources or their designee who shall approve or deny the request. The Director of Human Resources or their designee's decision may be appealed to the Civil Service Commission.
3. The Director of Human Resources or their designee shall evaluate the recommendation and approve or deny the request.
4. A Department Head may appeal denial of the request by the Director of Human Resources or their designee to the Civil Service Commission, which shall make a final decision to approve or deny the request.

8.2 Shift Differential

- A. Any employee, who works an assigned swing or graveyard shift, shall, in addition to their regular salary, be paid a shift differential for each swing or graveyard shift actually worked.

- B. For purposes of this Section a swing shift is defined as a work shift of eight (8) consecutive hours or more which includes at least four (4) hours of work between the hours of 5:00 p.m. and prior to 10:00 p.m. Graveyard shift is defined as a work shift of eight (8) consecutive hours or more which includes at least four (4) hours or more of work between the hours of 10:00 p.m. and prior to 5:00 a.m. Overtime which is worked as an extension of an assigned day or swing shift shall not qualify an employee for night shift differential.
 - 1. An employee, who works a swing shift as defined above, shall receive six percent (6%) per hour above the employee's hourly rate for each hour actually worked on a swing shift.
 - 2. An employee who works an assigned graveyard shift as defined above shall receive seven and one quarter percent (7.25%) per hour above the employee's hourly rate for each hour actually worked on a graveyard shift.

8.3 Standby and Call Back Pay Differential

1. **Standby**

Standby is any time other than time when the employee is actually on duty during which an employee is not required to be on County premises but stand ready to immediately report for duty and must arrange so that their supervisor can reach them on ten (10) minutes' notice or less.

If an employee is placed on standby duty, such employee shall be compensated for the time spent on assigned standby at four dollars (\$4.00) per hour. If such standby is spent on weekends or holidays, the employee shall be compensated at five dollars (\$5.00) per hour. No employee shall be compensated for standby duty and call back work simultaneously. Classes used as standby and call back must be approved by the County Administrator both as to authorized classes and authorized numbers.

2. **Call Back**

An employee who is called back to work for an emergency or other unplanned and unscheduled event, after having physically left the worksite following the termination of their normal work day, shall be paid for call back duty at their applicable straight time hourly rate with a guaranteed payment equivalent to three (3) hours straight time pay when the call back time worked is less than three (3)

hours. Work beyond three hours shall be subject to the provisions of Section 20 – OVERTIME AND CALL DUTY.

Travel time to and from the work site shall not be considered time worked. If an employee has physically left home and received a call canceling a call back, the three (3) hour minimum shall apply.

Time spent by the employee on the phone responding to questions or issues in the workplace, will be compensated for at the applicable rate of pay, but such time is not considered call back and is not subject to the minimums provided above.

3. No employee shall be entitled to receive standby pay and call back pay for the same time period.

8.4 Certified Trainer Pay Differential

Employees designated by the Director of Probation to provide training certified by the Board of State and Community Corrections (BSCC) to Probation Department staff shall receive a one-time \$50.00 stipend after designation and upon the completion of a minimum of one training. This provision shall apply to employees who have currently been designated (as of the date the 2017-2019 collective bargaining agreement is/was ratified) and have provided such certified training as well as those who are designated and provide the certified training in the future.

9. LEAVES AND AUTHORIZED TIME OFF

9.1 Vacation

A. Accrual

1. Every employee in a full-time regular or limited-term position shall receive vacation benefits for each pay period of continuous service according to the following schedule:

Vacation Credit:

Pay Periods of Earnable Continuous Service	Per Pay Period of Continuous Service	Maximum Earnable Vacation Accrual
0 through 78 pay periods	3.08 hours	160 hours
79 through 260 pay periods	4.62 hours	240 hours
Over 260 pay periods	6.16 hours	320 hours

Vacation accrual shall date from the first of the pay period following the pay period in which the employee commenced such continuous service. If

such commencement date was the first working day of the pay period, vacation accrual shall start from such commencement date.

2. Every employee in a part-time regular or limited-term position shall receive vacation benefits and maximum earnable vacation accrual in the same ratio to the vacation benefits received by an employee in a full-time regular or limited-term position with like pay periods of consecutive service, as the number of hours in the part-time work schedule is to the number of hours in the full-time work schedule. The number of hours of entitlement for Vacation days earned while employed as a full-time employee shall not be reduced by virtue of an employee's status being changed to part-time after such entitlement were earned as a full-time employee.
3. Absence without pay for more than sixteen (16) working hours in a pay period shall cause the pay period's service not to be counted toward earning vacation credit.
4. Vacation time taken shall not be counted as time worked for purposes of overtime computation.
5. Employees who are terminating their employment for reasons other than paid County retirement shall not use vacation leave or comp time as their termination date (e.g., requesting vacation leave or comp time to begin 3-7 and the actual termination date to be 3-13, etc.).
6. Employees do not become eligible to take their earned vacation until they have completed thirteen (13) pay periods of continuous service, which service includes successful completion of the probation period and the acquisition of status of a permanent or limited-term non-probationary employee. Employees in classes having a twenty-six (26) pay period probationary period will become eligible to take their earned vacation after completing thirteen (13) pay periods of continuous service. After completion of thirteen (13) pay periods of continuous service, employees then become eligible to take vacation as it is earned.
7. Each Department Head shall be responsible for scheduling the vacations of their employees in such a manner as to achieve the most efficient functioning of the department and of the County service. Each Department Head may establish procedures for scheduling vacations. Within the vacation scheduling procedures of each department, Countywide seniority will be used to break any tie between or among employees. No person shall be permitted to work for compensation for the County in any capacity during the time of their paid vacation from County service.
8. Any person separating from County service who has not taken their earned vacation, if any, shall receive the hourly equivalent of their salary for each

hour of earned vacation, up to the end of the last full pay period worked, based on the pay rate in effect for each person on the last day actually worked. Such payment shall be to the nearest one tenth of an hour. Employees terminating from County service prior to becoming eligible to take earned vacation shall be paid for earned (accrued) vacation. For purposes of this section, sick leave and compensatory time off with pay shall be counted as days worked. When separation is caused by death of an employee, payment shall be made to the estate of such employee, or in applicable cases, as provided by Section 630 of the Probate Code.

9. A person receiving pay in lieu of unused vacation may not be re-employed by the County of Solano in any capacity until a number of working days equal to the number of days paid vacation has elapsed following the effective date of the separation. Nothing in this Section shall be interpreted as preventing a Department Head from filling a position vacated by separation immediately following the effective date of separation.
10. Upon the presentation of medical verification acceptable to the Department Head that an employee was seriously ill or injured during a scheduled vacation, employees may request the substitution of sick leave for vacation for the period of serious illness or injury.

B. Notice to Department Heads

If the Department Head does not provide a specific time for the use of vacation leave, an employee may, with fourteen (14) calendar written days' notice, as a matter of right, when the accumulated vacation to their credit reaches their maximum earnable vacation accrual, give written notice to Department Head and take up to eighty (80) hours.

10. SICK LEAVE

- A. An employee who enters the service of the County in a regular or limited-term position shall begin earning sick leave dating from the first of the pay period following the pay period in which the employee commenced such continuous service, unless such commencement date was the first working day of a pay period, in which case, the first day of sick leave accrual shall date from the first of the pay period in which the service began.
- B. Every employee holding a regular or limited-term full-time position shall accrue 3.70 working hours sick leave with pay for each pay period of service; except, that no employee shall earn sick leave credit during a pay period in which they are absent without authorization or in which they are absent without pay for more than sixteen (16) working hours. During the pay period in which a leave of absence without pay is granted for two (2) days or less, the employee shall accrue sick leave

with pay in proportion to the relationship the time worked during that pay period bears to eighty hours. It shall be computed to the nearest hundredth of an hour.

- C. Every employee holding a regular or limited-term part-time position shall accrue sick leave with pay in proportion to the relationship their basic workweek bears to forty (40) hours. No such employee shall earn sick leave credit during a pay period in which they are absent without pay more than fifteen (15) percent of the regularly scheduled working hours for the position. The number of hours of entitlement for Sick Leave earned while employed as a full-time employee shall not be reduced by virtue of an employee's status being changed to part-time after such entitlement was earned as a full-time employee.
- D. Not more than one hundred (100) hours of sick leave annually may be granted to an employee for absence due to the care or attendance of ill or injured members of their immediate family.
- E. Sick leave shall not be used in lieu of vacation, but vacation or compensatory time off may be used in lieu of sick leave, after accrued sick leave has been exhausted. Sick leave shall not be counted as time worked for purposes of overtime computation.
- F. Termination of an employee's continuous service, except by reason of temporary layoff for lack of work or funds, shall cancel all sick leave accrued to the time of such termination, regardless of whether or not such person subsequently re-enters the County service. No payment shall be made to any employee for unused sick leave accumulated to their credit at the time of termination of employment, except for reasons of regular or disability retirement, death, release from County employment as a result of a permanent reduction in the number of authorized regular help positions or taking office as an elected County official. Employees terminating employment because of regular or disability retirement, death, release from County employment as a result of a permanent reduction in the number of authorized regular help positions, or to take office as an elected County official, shall be paid for their accumulated unused sick leave in any of the following combinations:
- Receive cash for a maximum of 500 hours or
 - Convert all or a portion for CalPERS unused sick leave credit

In lieu of the ability to receive cash for 500 hours or converting all or a portion to CalPERS unused sick leave credit, any employee terminating employment on or after July 21, 2013, shall have their unused sick leave credit converted to a Retirement Health Savings Account.

The date of termination of employment shall be considered as the date certified by the Department Head as the last day worked, or the last day in an authorized leave

without pay status and shall not include the equivalent time involved in any overtime or vacation payoff made at the time of termination.

- G. For the purposes of this Section, a member of the immediate family is construed to mean the grandparent, mother, father, husband, wife, registered domestic partner, person assuming the role of the employee's spouse, son, daughter, brother sister, grandchild, mother in law, father in law of the employee, a minor child for whom the employee has legal custody, or relatives living in the employee's home.
- H. Hospitalization of a member of the immediate family is a valid reason for sick leave under the following conditions:
A day's absence may be authorized for the employee to be at the hospital on the day of an operation, on the day of a birth of their child or in the event of a critical illness of a member of the immediate family. Absences for these reasons for more than one day may be authorized on sick leave only if a doctor provides a written statement that the employee's presence, away from work, is required.
- I. Sick leave because of an employee's physical incapacity will not be approved when the injury or illness is directly traceable to employment other than the County or where the injury or illness is caused by the employee's serious and willful misconduct; as such terms are defined and interpreted under the Worker's Compensation and Safety Act.
- J. Notwithstanding Section 10F, an employee who is rehired within one year from their date of employment separation shall, upon rehire, have their previously accrued and unused sick leave added back to their sick leave accrued leave balance. For the purposes of this paragraph, the term "unused sick leave" means those sick leave hours which were accrued and not used in any fashion (e.g., hours used, paid out or converted as provided elsewhere within this Section 10).

11. LEAVE CONTRIBUTION PROGRAM

11.1 Nature of Program

The Leave Contribution Program assists employees who have exhausted accrued leave time due to a serious or catastrophic illness or injury or other circumstances. The program allows other employees to donate time to the affected employee so that they can remain in a paid status for a longer period of time, thus partially ameliorating the financial impact of the illness, injury, condition or circumstance.

11.2 Eligibility for Leave Contribution Program

To be eligible for this benefit, the receiving employee must:

- A. Be a regular full-time or regular part-time employee who has passed their initial County probationary period;
- B. Have exhausted all accumulated leave including vacation leave, sick leave (unless the leave involves the care of another and the one hundred (100) hours of family sick leave has been used or involves other circumstances), administrative leave (if eligible) and/or compensatory time off;
- C. Be unable to return to work for at least thirty (30) days;
- D. Have applied and received approval for a Leave of Absence Without Pay (i.e., discretionary leave).

11.3 Guidelines for Donation of Leave Credits to the Leave Contribution Program

- A. Accrued vacation, compensatory time off (CTO) and/or Administrative Leave hours may be donated by any regular or regular part-time employee who has completed their initial County probationary period.
- B. Time donated will be converted from vacation, CTO or Administrative Leave hours to sick leave hours and credited to the receiving employee's sick leave balance on an hour-for-hour basis and shall be paid at the rate of pay of the receiving employee. For employees who are using leave for circumstances other than their own injury or illness, the donated hours will be converted to vacation.
- C. The total amount of time donated to one employee by another employee shall not exceed forty (40) hours. The total leave credits received by the employee from all sources shall not normally exceed three (3) months; however, if approved by the Department Head, the Director of Human Resources may approve an extension to six (6) months' total time.
- D. Initial leave time donations must be a minimum of eight (8) hours and thereafter in four-hour increments. An employee cannot donate leave hours in an amount that would reduce their vacation balance to less than forty (40) hours.
- E. The use of donated leave hours will be in consecutive one-shift increments (i.e., 8 hours for a full-time employee working five eight-hour days/week).
- F. Under all circumstances, time donations made by the employee are forfeited once made. In the event the receiving employee does not use all transferred leave for the catastrophic illness/injury, any balance will remain with that employee until that employee's separation from County service.
- G. Payment for unused sick leave at the time of termination of employment shall be in accordance with Subsection 10.F of this MOU.

- H. In accordance with IRS Ruling 90-29, leave transferred for medical reasons will not be considered wages for the employee who surrenders the leave and will therefore not be included in gross income or subject to withholding. An employee who donates leave incurs no deductible expense or loss either upon the donation or use by the recipient.

12. BEREAVEMENT LEAVE

- A. Employees shall be entitled to a bereavement leave, not chargeable to vacation or sick leave in the event of the death of one of the following members of the employee's family:
- natural, step, adoptive parents and grandparents of the employee;
 - A person acting in loco parentis for the employee;
 - natural, step, adopted children and grandchildren of the employee;
 - natural, adopted and stepbrothers and sisters of the employee;
 - present spouse of the employee; a person assuming the role of the employee's spouse;
 - ex-spouse who is a natural parent of a minor child in the custody of the employee;
 - natural parents and grandparents of the employee's spouse;
 - grandchildren of the employee's spouse;
 - natural and adopted brothers and sisters of the employee's spouse;
 - present spouses of the employee's natural brothers and sisters;
 - son-in-law and daughter-in-law of the employee.
- B. For full-time employees, such leave shall be a maximum of forty (40) hours within thirty (30) consecutive calendar days, following the death of the family member, whether services are within the State or outside the State of California. Leave benefits will be prorated for part-time employees based upon the number of hours worked (for example, a half-time employee has a maximum of twenty (20) hours to use within thirty (30) consecutive calendar days). Employees desiring more time off under these circumstances may request vacation or other appropriate leaves, which may or may not be granted at the sole discretion of the department head.
- C. An employee who has a miscarriage or who gives birth to a still born child shall be eligible for bereavement leave in accordance with Section 12, paragraph B above. This provision shall be applicable to any employee having a miscarriage or who gives birth to a still born child and to any employee whose spouse or domestic partner has a miscarriage or gives birth to a still born child. Bereavement leave for a miscarriage or still born child shall not be applicable for any other family members identified in Section 12, paragraph A.

13. OTHER LEAVES

13.1 Maternity Leave

Sick leave may be used during pregnancy when the employee's physician has certified that, due to her pregnancy, she is no longer able to perform the duties of her position. Sick leave may be used after the birth of the baby if the employee's physician certifies that the employee is not yet able to perform the duties of their position. Employees who have been cleared to return to work by their physicians after pregnancy, but who wish to delay their return to work may request use of vacation, comp time or a leave without pay following normal departmental procedures. However, sick leave is only available if there is a medical reason for the employee's continued absence from work.

13.2 Family Leave

The County recognizes its obligations to employees who meet the eligibility requirements of the Federal Family and Medical Leave Act and the California Family Rights Act.

13.3 Jury Duty

- A. Any regular or probationary employee ordered to appear as a witness in court other than as a litigant, to serve on a jury or to respond to an official order from another governmental jurisdiction for reasons not brought about through the connivance or misconduct of the employee shall be entitled to their regular County pay provided the employee deposits their fees for such services, exclusive of mileage, with the County Treasurer within thirty (30) calendar days after their excused absence for such duty. Excused absence is defined as the time necessary, including reasonable time for travel, to actually engage in the activities, including required waiting time, covered by this section. Requests for Jury Duty leave should be made by presenting the official court summons to the employee's immediate supervisor as soon as possible after receipt. Jury duty is not considered as time worked for purposes of overtime compensation.
- B. Employees assigned to day shift, and who are released from jury duty, must return to work if there is at least one (1) hour of work time remaining in the work shift, exclusive of travel time.
- C. An employee assigned to swing shift shall not be required to be on jury duty and at work a combined total of more than twelve (12) hours. An employee assigned to grave shift who is summoned to jury duty will have the prior grave shift off. If said summons/jury duty continues past 12 noon, the employee shall not be required to work the following graveyard shift, which commences the same calendar day.
- D. Verification of time of release from jury duty is required.

13.4 Time Off for Blood Donation

Employees will be allowed to take the last two (2) hours of their work shift off without loss of pay and allowances for the purpose of donating blood. The employee will be required to provide proof that they did in fact donate blood during this time. This provision shall not be exercised more frequently than once in any eight (8) week period and not more than five (5) times per year. Time provided under this provision shall not be cumulative and advance approval for each donation period shall be obtained from the appropriate department supervisor.

13.5 Time Off for Promotional Examination

Employees represented in these units shall be entitled to necessary time off with pay for the purpose of taking qualifying or promotional examinations for the County. This shall include resulting hiring interviews for which they may be eligible.

13.6 Military Leave of Absence

A. Military Leave

All employees shall be entitled to military leave of absence and compensation as provided in California Military and Veterans Code Section 395-395.02 to the greater of either said law/code or one hundred ninety (190) hours of paid Temporary or Active Duty Military Leave (excludes Inactive Duty such as weekend drills) per fiscal year for each hour in which the employee was otherwise scheduled to work.

Employees on Active Duty exceeding one hundred ninety (190) hours may receive "Supplemental Military Pay" up to the "Maximum Duration of Time," as defined in this Section. Supplemental Military Pay for time past 190 hours can be used for only one deployment during the term of this MOU.

The eligible employee must elect to receive Supplemental Military Pay by no later than the seventh (7th) calendar day of the employee's military leave, otherwise the employee shall not be eligible for Supplemental Military Pay during that particular deployment.

B. Eligibility

To be eligible for this benefit, the employee must have been employed by Solano County for a period of not less than one year immediately prior to the date upon which the employee's military leave of absence begins. In determining the one-year of public agency service, all recognized military service is considered as public agency service.

An employee on Active Duty on the effective date of this Agreement, and who exhausted paid military leave pay in accordance with Military and Veterans Code

Section 395-395.02 during that same fiscal year is eligible under this Agreement, even though the effective date of this Agreement occurs *after* the employee's Active Duty military service began. Timelines in this Agreement related to electing to receive supplemental military pay, submission of military pay documentation, and any other due dates are based on the effective date of this Agreement for those employees who are on Active Duty on the effective date of this Agreement.

C. Compensation

1. Any eligible employee who is on military leave of absence, shall be entitled to compensation as provided in California Military and Veterans Code Section 395-395.02 to the greater of said law/code or one hundred ninety (190) hours of paid Temporary or Active Duty Military Leave (excludes Inactive Duty such as weekend drills) per fiscal year for each hour in which the employee was otherwise scheduled to work.
2. Following exhaustion during the fiscal year of the greater of Military and Veterans Code Section 395-395.02 compensation or one hundred ninety (190) hours of paid Temporary or Active Duty Military Leave, the eligible employee may receive "Supplemental Military Pay."

- a. **"Supplemental Military Pay"** is defined as the difference in the employee's (Higher Paid) base County salary and the employee's (Lower Paid) base military salary. The employee's base County salary shall be identified by referring to the County's "Listing of Classes and Salaries" in effect on the first day of active military leave, and no incentive pays such as POST Pay, bilingual differential, or similar factors shall be considered. This calculation is made as of the first day of the employee's active military leave for that particular deployment and shall not be adjusted during the deployment, even if a general wage increase occurs during the deployment. The employee must furnish to the department a copy of the employee's military pay (e.g., through a military pay stub which documents the base pay rate) within thirty (30) calendar days of the employee's deployment.

Supplemental Military Pay is earnings and subject to payroll taxes (e.g., Medicare, Social Security, income taxes), recognized employee association/union dues, deferred compensation contributions, garnishments, and all other deductions in effect on the calendar day immediately prior the start of Supplemental Military Pay with the exception of CalPERS retirement (see Benefits).

3. At the beginning of the next fiscal year, the eligible employee will again receive the greater of California Military and Veterans Code Section 395-

395.02 or one hundred ninety (190) hours of paid Temporary or Active Duty Military Leave.

4. The "**Maximum Duration of Time**" for Supplemental Military Leave is defined as eighteen (18) months (see subsection (C)(4)(a) below) less those periods of the greater of California Military and Veterans Code Section 395-395.02 or one hundred ninety (190) hours of paid Temporary or Active Duty Military Leave. (See subsection (C)(4)(b) and (c) below).
 - a. As an example, if an employee's military orders state that the employee will be deployed for eleven (11) months, then the Maximum Duration of Time is eleven (11) months. Or, as an example, an employee's military orders state that the employee will be deployed for twenty (20) months, then the Maximum Duration of Time is eighteen (18) months.
 - b. Example A: Employee begins Active Duty military leave on July 1, 2020 and receives the greater of M&VC Sections 395-395.02/190 hours, begins Supplemental Military Pay on approximately August 1, 2020 for approximately eleven (11) months, receives M&VC Sections 395-395.02/190 hours again on July 1, 2021, continues Supplemental Military Pay on approximately August 1, 2021 and the Supplemental Military Pay stops on approximately January 31, 2022 as the total of M&VC Sections 395-395.02/190 hours+ Supplemental Military Pay+ M&VC Sections 395-395.02/190 hours+ Supplemental Military Pay equals eighteen (18) months.
 - c. Example B: Employee begins Active Duty military leave on April 1, 2020 and receives the greater of M&VC Sections 395-395.02/190 hours, begins Supplemental Military Pay on approximately May 1, 2020 for approximately 2 months, receives Active Duty military leave on July 1, 2020 and receives the greater of M&VC Sections 395-395.02/190 hours, begins Supplemental Military Pay on approximately August 1, 2020 for approximately 11 months, receives M&VC Sections 395-395.02/190 hours again on July 1, 2021, continues Supplemental Military Pay on approximately August 1, 2021 and the Supplemental Military Pay stops on approximately November 30, 2021 as the total of M&VC Sections 395-395.02/190 hours + Supplemental Military Pay + M&VC Sections 395-395.02/190 hours + Supplemental Military Pay+ M&VC Sections 395-395.02/190 hours+ Supplemental Military Pay equals eighteen (18) months.
5. The eighteen (18) month period continues to run during times when an employee is not receiving Supplemental Military Pay but is instead receiving the greater of California Military and Veterans Code Section 395-

395.02 or one hundred ninety (190) hours of paid Temporary or Active Duty Military Leave.

6. An employee not receiving pay under the greater of Military and Veterans Code Section 395-395.02 or one hundred ninety (190) hours of paid Temporary or Active Duty Military Pay, or the Supplemental Military Pay may use the employee's eligible accrued leaves (e.g., vacation, compensatory time off, administrative leave, attorney time off) (sick leave is not an eligible leave).

D. Benefits

1. During periods of pay during the greater of Military and Veterans Code Section 395-395.02 or one hundred ninety (190) hours of paid Temporary or Active Duty Military Leave, the employee's benefits which were active on the prior calendar day shall continue (with the County and employee continuing to pay their own respective share of said continued benefits).
2. During periods of Supplemental Military Pay the following apply:
 - a. Health insurance coverage will continue, with both the County and the employee contributing their own respective shares.
 - b. Employees are not eligible to receive cafeteria plan "waive money" or "cash back." The employee may elect to continue other benefits which are subject to COBRA provisions by enrolling in said benefits during the COBRA election/enrollment period.
 - c. The employee shall not receive County paid holidays, and shall not receive accrued time off (such as vacation, sick leave, administrative leave, attorney time off, nor any accruals).
 - d. Unless otherwise directed by CalPERS law or regulation, the employee does not receive CalPERS service credit and neither the County nor the employee pay into the CalPERS retirement system.

E. Other

1. A probationary employee or a promotional probationary employee on military leave shall be required complete the balance of their probationary period upon the employee's return to work.
2. An eligible employee who is receiving pay under this program shall continue to receive service credit for the purposes of determining duration of County service. An eligible employee who is receiving pay not under this program but rather through the use of the employee's accrued leaves shall

receive service credit for the purposes of determining duration of County service. An employee who is not receiving pay does not receive service credit for the purpose of determining duration of County service.

3. Upon approval of the employee's supervisor, employees called to inactive duty may change their scheduled days off to coincide with the dates of inactive duty.
4. An employee shall be given preference over all other applicants for the opening in their class and department next available after filing with the Director of Human Resources or their designee a written request to return to County employment and shall be reemployed no later than ninety (90) days from the receipt of said request.
5. Upon reemployment they shall be entitled to such civil service status as they would have if they had not resigned (e.g., any seniority for purposes of layoff would continue to accrue during their absence and they would not need to serve a new probationary period in their former department and class if they had attained permanent status prior to leaving County service). Their salary upon reentering County service in their former classification shall be at the same step they occupied at the time of their separation. Subsequent merit increase eligibility dates shall follow the normal time progression between steps (as provided in Section 5.4, Merit Increases Within Range of this MOU).
6. In all other respects (e.g., step increases and benefits eligibility accrual and use) they shall be treated as a new employee.
7. No former employee shall have this right of reemployment under this Section who:
 - a. Is not qualified to perform the duties of the position (i.e., fails to pass a physical examination);
 - b. Is released from active duty for reasons other than honorable;
 - c. Fails to make written application for reemployment with the County within six (6) months of their release; or
 - d. Refuses upon request to provide true copies of any documents which they may be asked to provide in order to substantiate the period and kind of their military service, the circumstances of their release from such service and other information which is deemed necessary by the County in order to evaluate their application for reemployment.

13.7 Leave of Absence without Pay

- A. A leave of absence may be granted only to an employee having a satisfactory record. Department Heads may authorize a leave of absence without pay for a permanent or probationary employee for a period of time not to exceed thirty (30) calendar days. Successive leaves may not be granted by Department Heads.
- B. Any regular or probationary employee may be granted a leave of absence without pay in excess of thirty (30) calendar days upon their written request and the recommendation of their Department Head to the Director of Human Resources or their designee and only upon the exhaustion of all other appropriate leave balances. Requests for leave of absence without pay shall be made upon forms prescribed by the Director of Human Resources or their designee and shall state specifically the reasons for the requests, the date when it is desired to begin the leave and the probable date of return. The request shall normally be initiated by the employee but may be initiated by their Department Head. The Department Head shall indicate on the request form their recommendation as to whether the request should be granted, modified or denied and shall promptly transmit the request to the Director of Human Resources or their designee.
- C. A leave of absence without pay either approved by the Department Head or approved by the Department Head and the Director of Human Resources or their designee, shall be transmitted by the Director of Human Resources or their designee to the Auditor-Controller for appropriate action.
- D. A leave of absence without pay may be for a period not to exceed one (1) year. Such leave may be extended for an additional year, provided the request for the extension, processed as the original request, is made at least ten (10) days prior to the end of the original leave. The Director of Human Resources or their designee shall be promptly notified at the return of any employee from a leave of absence without pay.
- E. Neither leave accruals nor benefits shall accrue while an employee is on leave of absence without pay.
- F. Immediately prior to or at the time of return from leave of absence to active duty the employee may be required by their Department Head to submit a statement from their physician certifying as to their physical and/or mental ability to resume the duties of their position.
- G. Whenever an employee has been granted a leave of absence without pay and desires to return before expiration of such leave, the Department Head may require that reasonable notice not in excess of fifteen (15) calendar days be given.

- H. A leave of absence may be revoked by the Civil Service Commission upon evidence submitted by the Department Head that the cause for granting leave was misrepresented or has ceased to exist.
- I. Failure to return at the expiration of a leave of absence or being absent without leave shall be considered as an automatic resignation. Such a resignation may be rescinded by the Department Head if the employee presents satisfactory reasons for their absence within five (5) working days of the date their automatic resignation became effective.
- J. A leave of absence without pay may be granted for any of the following reasons:
 - 1. Illness or disability
 - 2. Pregnancy
 - 3. To take a course of study which will increase the employee's usefulness on return to their position.
 - 4. For other reasons acceptable to the Department Head and/or Director of Human Resources or their designee.An employee may appeal the denial of a leave of absence without pay by filing a written appeal at Step 3 of the Grievance Procedure. Such an appeal shall be filed within ten (10) calendar days of receipt of notice of the denial of the request for a leave of absence without pay. The decision of the Human Resources Director shall be final and not subject to further appeal.

14. HOLIDAYS

14.1 Eligibility

- A. Only regular, probationary, and limited-term employees shall be eligible for paid holidays.
- B. An employee must work or be paid for all or part of both the employee's regularly scheduled workday before and after a holiday to be eligible for that holiday.
- C. An employee who is terminating their employment for reasons other than paid County retirement may not use annual leave, sick leave or comp time on the day after a holiday if their last actual working day falls before the holiday. A holiday or floating holiday shall not be used as the date of termination (e.g., January 1st) in order to be paid for that day.
- D. A part-time employee shall receive those paid holidays on the same basis as their basic workweek relates to forty (40) hours, regardless of work schedule.

14.2 Holiday Compensation

- A. Any employee who is required to work on a fixed paid holiday, which is part of their regular workweek shall be entitled to holiday compensatory time off (CTO) for the time actually worked. A full-time employee whose regularly scheduled day off falls on a paid holiday shall be entitled to eight (8) hours of holiday compensatory time. A full-time employee whose regularly scheduled day off falls on a partial paid holiday shall be entitled to four (4) hours of holiday compensatory time off. Departments shall make every effort to schedule the time off within the fiscal year in which it was earned.
- B. Holiday CTO shall be transferred to an employee's regular overtime CTO balance in lieu of pay provided the combined CTO and holiday overtime does not exceed eighty (80) hours as provided in Section 8 of this Memorandum of Understanding.
- C. Holiday CTO time taken shall be counted as time worked for purposes of overtime computation.
- D. When a paid holiday falls on a Saturday, the preceding Friday is a paid holiday. When a paid holiday falls on a Sunday, the Monday following is a paid holiday. For eligible employees, the half-day (1/2) holidays (Christmas Eve and New Years' Eve) shall generally be scheduled on the workday prior to the day the holiday (Christmas Day and New Years' Day) falls on.

14.3 Holidays

- A. **Fixed Paid Holidays Include:**

New Year's Day	January 1
Martin Luther King's Birthday	3 rd Monday in January
Lincoln's Birthday	February 12
Washington's Birthday	3 rd Monday in February
Memorial Day	last Monday in May
Independence Day	July 4
Labor Day	1 st Monday in September
Indigenous Peoples' Day	2 nd Monday in October
Veterans' Day	November 11
Thanksgiving	4 th Thursday in November
December 24 th	(Christmas Eve) (half-day (1/2)
holiday (i.e., four hours) at the end of the employee's shift)	
Day following Thanksgiving	Friday in November
Christmas	December 25
December 31 st	(New Year's Eve) (half-day (1/2)
holiday (i.e., four hours) at the end of the employee's shift)	

In accordance with County Code Section 2.01, the County's normal business hours are 8:00 a.m. to 5:00 p.m. As the normal workday is eight (8) hours and a normal meal period is one (1) hour, the County's anticipated meal period is from

12:00 to 1:00 which is unpaid. On these dates, employees who are scheduled to work, shall receive and shall use four (4) hours of holiday pay, and shall work the balance of their regularly scheduled work shift.

B. Other Paid Holidays Include:

1. Two (2) paid floating holiday in each calendar year. The timing of an employee's use of the floating holiday shall be subject to advance approval of the department head or their designee.
2. Special or limited holidays appointed by the President or Governor.
3. Such other days in lieu of holidays as the Board of Supervisors may determine.

15. PROBATION PERIOD/RETREAT TO VACANT POSITIONS

15.1 Probation Period

- A. All new or re-employed employees in full-time regular positions, shall serve a probationary period of thirteen (13) full pay periods from the date of appointment through the last day of the thirteenth (13) full pay period.
- B. All full-time employees who transfer from one department to another shall serve a probationary period of thirteen (13) full pay periods from the date of transfer. In addition, all full-time employees who are promoted shall serve a probationary period of thirteen (13) full pay periods from the date of promotion through the last day of the thirteenth (13th) pay period.
- C. All part-time employees shall serve an extended probation period beyond thirteen (13) pay periods in proportion to the relationship their basic workweek bears to forty (40) hours.

The initial or promotional probationary period may exceed thirteen (13) full pay periods of active duty when the extension is by mutual agreement between the probationary employee, appointing authority and the Director of Human Resources, or when the probationary period is extended pursuant to Section 15.1 (D) below. The probationary period shall not exceed twenty-six (26) full pay periods unless the extension results, in whole or in part, from an employee's leave of absence. For classifications with a twenty-six (26) pay period probationary period, the probationary period may not exceed thirty-nine (39) full pay periods.

- D. Any leave-of-absence with or without pay, military leave-of-absence or jury duty exceeding seven (7) calendar days shall cause the employee's

probationary period to be extended by an amount equal to the number of pay periods during which the employee was on the leave-of-absence with or without pay, military leave or jury duty.

- E. There shall be an evaluation of each employee's job performance nine (9) pay periods from the date of appointment to regular or limited-term position and before any merit increase or every twenty-six (26) pay periods after reaching the top step of the salary range for the class in which they are employed.

Not later than two (2) pay periods prior to the end of an employee's probationary period, the department head or their designee should provide a probationary period performance evaluation. Absent any notification to the contrary the employee is deemed to have passed probation.

- F. New and reemployed employees who have not completed their initial probationary period are eligible for promotion. They are not eligible to transfer from one department to another unless the allocated position occupied by that employee is transferred to another department.

- G. Rejection of Employee During Probationary Period

- 1. A probationary employee may be separated from service at any time during the probationary period without right of appeal or hearing unless the employee alleges that such separation was based upon discrimination. In such cases, the appeal and hearing shall be processed in accordance with Section 19 of this Memorandum of Understanding.
- 2. An employee who has completed the probationary period following initial appointment but fails to complete the probationary period for a position to which they have been promoted, demoted, or transferred shall have the right of appeal in accordance with Section 19 of this Memorandum of Understanding.

15.2 Retreat to Vacant Positions

- A. An employee rejected during the probation period from a position to which they had been promoted or transferred may be restored to their former position. Such restoration is not mandatory but is optional at the discretion of the Department Head, within the limits of available authorized positions.
- B. Any employee who (1) has completed an initial County probationary period and obtained permanent status; (2) is promoted from one class to another, both of which are in the same department and Representation Unit subject to these provisions; and (3) fails the promotional probation period, shall be restored to the classification held

immediately prior to promotion, if a position in that class is vacant. Such restoration includes restoration of the employee's former salary, merit increase eligibility date, and all other benefits to which the employee would have been entitled if the promotion had not occurred.

- C. If an employee cannot be restored to the former class,
1. The employee may be appointed by the Department Head to any other vacant position in any class provided:
 - a. the position is in the current department;
 - b. the class is in the same representation unit as the former class;
 - c. the employee meets the minimum qualifications for the class;
 - d. the salary range for the class does not exceed the range of the class held immediately prior to promotion;
 - e. The Director of Human Resources or their designee concurs with the appointment.
 2. The employee will serve a new probationary period.
 3. The employee's name will be placed on the current or continuous eligible list for that classification held immediately prior to promotion. The employee's name will be certified along with the regular number of applicants to vacancies in the class until the employee is selected or the eligible list is abolished.

15.3 Twenty-Four (24) Months Continuous Service

An employee who has completed their probationary period is laid off, and subsequently reemployed in the same class within twenty four (24) months, by approval of the Director of Human Resources or their designee, will have continuous service credited to them for actual time worked prior to layoff for purposes of vacation and longevity pay eligibility.

16. LAYOFF

- A. Employees whose layoff date is effective during a month will continue to receive medical, dental, vision and life insurance coverage during that month.
- B. Employees who are laid off and subsequently rehired within a ninety (90) calendar day period following the effective date of their layoff will be considered as having served continuously in County service for purposes of seniority and annual leave accrual. During this ninety (90) calendar day period, such laid off employees will not be entitled to cash out accumulated annual leave entitlement, sick leave, holiday leave or compensatory time off. In the event such laid off employee is not rehired within this ninety (90) day period or if a laid off employee relinquishes all reemployment rights with the County within this ninety (90) day period, such employee shall be entitled to payoff of earned benefits as provided in the Memorandum of Understanding.

- C. The County will preferentially certify (i.e. forward their names separately to appointing authorities for consideration prior to the provision of other certification lists) laid off employees to vacant positions for a period of ninety (90) days following the effective date of their layoff provided they meet the minimum qualifications for such vacant positions excluding, however, vacant positions in lead, senior, or higher classifications (i.e., positions above the journey person level).

17. FURLOUGHS

A. COUNTY FURLOUGH

- 1. If the County projects that expenditures will exceed revenues on a fiscal year basis without regard to the funding source, the Board of Supervisors at its sole discretion shall have the right to implement unpaid furlough days; including the closure of County facilities; or for those work units not subject to closure, the scheduling of a corresponding reduction in pay.
- 2. The total number of days the County will close or otherwise furlough employees will be determined at the sole discretion of the Board of Supervisors for up to twelve (12) workdays per fiscal year (July 1 to June 30).
- 3. A facility closure shall not apply to twenty-four-hour institutions and operations designated by the County Administrator 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 Administrator.

B. EMPLOYEES' PAY REDUCTIONS/ACCRUAL OF DEFERRED HOURS

- 1. This provision applies to all employees except those employees who are exempt from deferred hours as specified in Section 17.A.3.
- 2. 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 Administrator, 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.
- 3. 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 other appropriate leave accruals to maintain their level of pay. If no accruals are available for use, employees will use leave without pay to cover all or a portion of the furlough day.

C. EMPLOYEES EXEMPT FROM PAY REDUCTIONS/DEFERRED HOURS

1. The Board of Supervisors authorizes the County Administrator to determine which positions within these 24-hour facilities/units cannot be subject to furlough leave due to the need to provide services that are necessary to the protection of public health, safety and welfare.
2. Employees that cannot be subject to a closure or furlough as determined in Section 17.A.1 and 17.A.3 above, shall be subject to a reduction in pay of 4.62% to total an amount to equal to the value of the number of furlough day imposed by the Board of Supervisors.

D. PAID IF REQUIRED TO WORK

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

E. FURLOUGH DAY ON SCHEDULED DAY OFF

Employees whose normal day off falls on a furlough day will not be paid for that day. Their deferred time shall be taken on another day as determined by the appointing authority.

F. BENEFITS

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

G. HOLIDAYS

If a day of facilities/operations closure is on a Friday preceding a Saturday holiday, employees will receive up to eight (8) holiday CTO hours which may be taken on another day.

H. 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.

I. TERMINATING EMPLOYEES

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

J. APPENDIX “D”

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

K. Neither the County’s projection of revenue and expenditures, nor the exercise of the Board of Supervisors’ discretion to implement a furlough, shall be subject to the grievance /arbitration provisions of the MOU.

L. Prior to invoking the County’s authority to implement a furlough, the County will notify the Association of the decision, the dates of the operations/facility closures and the required number of furlough days.

18. DISCIPLINARY ACTION

The appointing authority may dismiss suspend, demote or reduce in salary for disciplinary reasons any employee in the classified service provided the rules and regulations of the Civil Service Commission are followed:

18.1 Procedure

- A. The appointing authority proposing that disciplinary action be taken shall provide the employee with written notice of the proposed action. The written notice shall include:
1. A description of the proposed action to be taken
 2. A clear and concise statement of the reasons for the proposed action.
 3. A statement that a copy of the materials upon which the action is based are attached or available for inspection by the employee or by the employee’s representative.
 4. A statement advising the employee of the right to respond to the charges either verbally or in writing to the appointing authority proposing the action prior to its effective date, including the time within which such response must be made (at least ten (10) calendar days from the date of service of the

written order). Failure of the employee to make a written or oral response will constitute waiver of the right to respond.

- B. If the employee elects to respond in person, a meeting shall be scheduled with the Department Head or their designee at which the employee shall be given the opportunity to respond to the proposed action. The employee shall be entitled to be represented by the person of their choosing at the meeting. The appointing authority may amend, modify, or revoke any or all of the charges contained in the written order. The appointing authority shall provide notice to the employee or the disciplinary action to be taken and of their right to appeal to the County Civil Service Commission and the time within which the appeal must be made.

18.2 Appeal Process

Any employee may either appeal such dismissal, suspension, demotion, or reduction in salary to the Civil Service Commission or through the non-Civil Service Commission process as described below; however, should an employee who has retained Civil Service status be disciplined again within the following three (3) years then the employee must engage in the disciplinary action appeal process (e.g. Civil Service Commission or non-Civil Service Commission appeal) as was last used by the employee.

A copy of all proposed disciplinary actions and/or disciplinary actions will be provided to SPPOA. An employee may not both appeal to the Civil Service Commission and file an appeal under this Disciplinary Action Appeal process.

18.3 Disciplinary Action Appeal Process – Not to the Civil Service Commission

- A. **Appeal to the Director of Human Resources**
Disciplinary actions may be appealed to the Director of Human Resources within fifteen (15) calendar days of the date the Notice of Discipline is provided to the employee. The Director of Human Resources shall have twenty-one (21) calendar days to investigate the issues, meet with the appellant and attempt to reach a satisfactory resolution. No disciplinary action appeal may be processed under additional disciplinary action appeal steps which has not first been filed and investigated in accordance with this step.
- B. **Appeal to Mediation**
Disciplinary actions that have been investigated by the Director of Human Resources may be appealed to a mediator within twenty-one (21) calendar days of the date the Director of Human Resources' decision is provided to the employee. Mediation will be convened within ninety (90) working days of receipt of the timely request for mediation.

The mediator shall be selected by mutual agreement from the State Conciliation Service. In the event either party does not believe that a settlement can be reached, the matter shall be referred directly to an impartial arbitrator in accordance with section 18.3C of this agreement.

C. Appeal to Arbitration

Either the Association or the County may require that the appeal be referred to an impartial arbitrator who shall be designated by mutual agreement between the Association and the Director of Human Resources or their designee.

In the event the parties are unable to agree on an arbitrator, the parties shall solicit from the State of California Mediation/Conciliation Service a list of seven (7) arbitrators.

After the receipt of the list, the parties shall alternatively strike arbitrator's names from the list until one (1) arbitrator's name remains.

The fees and expenses of the arbitrator and of a Court Reporter shall be shared equally by the Association and the County. Each party, however, shall bear the cost of its own presentation, including preparation and post hearing briefs, if any. The request for arbitration must be made in writing within twenty-one (21) calendar days following the recommendation of the mediator.

D. Disciplinary Action Appeal Timelines

Failure of the employee or the employee's representative to adhere to the timelines contained in this article shall be considered an abandonment of their appeal. Failure of the County to adhere to the timelines contained in this article shall allow the employee, or the employee's representative, to pursue their appeal to the next higher step.

E. Scope of Disciplinary Action Appeal Adjustment Board and Arbitration Decisions

1. Decisions of arbitrators on matters properly before them shall be final and binding on the parties hereto.
2. No adjustment board and no arbitrator shall hear, decide or make recommendations on any dispute unless it involves a position in a unit represented by the Association certified as the recognized employee organization for such unit and unless such dispute falls within the definition of a grievance as set forth in this Memorandum of Understanding.

F. Proposals to add to or change this Memorandum of Understanding or written agreements or addenda shall not be subject to arbitration or an adjustment board. No proposal to modify, amend or terminate this Memorandum of Understanding nor any matter or subject arising out of or in connection with such proposal may be referred to an adjustment board or arbitration. No adjustment board or arbitrator shall have the power to amend or modify this Memorandum of Understanding or written agreements or addenda or to establish any new terms or conditions of employment.

19. GRIEVANCES

19.1 Definition

A grievance is any dispute between the County and SPPOA, on behalf of itself or any employee or group of employees, that involves the interpretation or application of any provisions of this Memorandum of Understanding excluding, however, those provisions of this Memorandum of Understanding that specifically provide the decision of any County official shall be final.

19.2 Purpose

The purposes of this procedure are:

1. To resolve grievance disputes informally at the lowest possible level;
2. To provide an orderly and prompt procedure for resolving disputes which arise regarding the interpretation of the Memorandum of Understanding;
3. To encourage communication between employees, the Association, and County representatives;
4. To determine and correct, if possible, the causes of grievance disputes.

19.3 Steps

Grievances may be prosecuted by the Association only, on behalf of itself or any one or number of its members, and shall be processed in the following manner

Step 1. Informal Discussion

Any employee who believes that they have a grievance shall discuss their complaint with their immediate supervisor (or such management official designated by the Department Head) within fifteen (15) calendar days of the incident or occurrence. The employee may be represented by the Association during this discussion. This meeting shall be held in an effort to resolve the grievance informally. The immediate supervisor/ management official shall have ten (10) calendar days from the date of the informal discussion to respond to the employee and the Association. If an agreement is reached to resolve the issue, the supervisor will confirm the outcome in writing.

If the Step 1 response does not resolve the grievance, the Association shall have ten (10) calendar days from the date of the management official's response to file a grievance in writing with the Department Head or their designee. If the employer fails to respond at Step 1, the Association shall have ten (10) calendar days from the date the Step 1 response was due to file the grievance in writing with the Department Head or their designee. A grievance shall be initiated in writing on the Solano County Grievance Form.

Step 2. Department Head and or the Designated Representative

The Department Head or their designated representative will meet with the grievant and their Association representative and shall provide a written response to the grievance within twenty-one (21) calendar days of receipt.

If the grievance is not resolved within the Department, the Association shall have the right to appeal the grievance to the Human Resources Director, in writing, within fifteen (15) calendar days of the response made at Step 2.

Step 3. Director of Human Resources

Any official of the Association may notify the Director of Human Resources or their designee in writing that a grievance exists, stating the particulars of the grievance and, if possible, the nature of the remedy desired. The Director of Human Resources or their designee shall have twenty-one (21) calendar days in which to investigate the dispute, meet with the Association and attempt to reach a satisfactory resolution of the grievance. No grievance may be processed under Step 4 below which has not first been filed and investigated in accordance with Step 3.

Step 4. Mediation

If the parties are unable to reach a mutually satisfactory accord on any grievance presented during the term of this Memorandum of Understanding, the moving party shall have the option within twenty-one (21) calendar days to request in writing to submit the grievance to mediation.

A mediator from the State Mediation and Conciliation Service (SMCS) shall be scheduled to conduct the mediation.

The mediator shall not issue any public statement of fact or opinion on the matter in question.

The mediator's recommendation neither shall be made public nor be introduced at any other grievance level by the other party.

If the issue is not resolved through mediation, either party may appeal to arbitration as provided below.

Notwithstanding the foregoing, in the event either party does not believe that a settlement can be reached, Step 4 of the grievance procedure may be waived by mutual agreement of the parties and the matter shall be referred directly to Step 5.

Step 5. Arbitration

If the grievance is not resolved at Step 4 (or if Step 4 is waived at Step 3), the Association or the County may refer the grievance to an impartial arbitrator who shall be designated by mutual agreement between the Association and the Director of Human Resources or their designee. The request for arbitration shall be made in

writing within twenty-one (21) calendar days following the conclusion of mediation or, if mediation is waived, twenty-one (21) calendar days from the date of the Step 3 decision.

In the event the parties are unable to agree on an arbitrator, the parties shall request from the SMCS a list of seven (7) arbitrators. The parties shall strike arbitrators' names alternately from the list until one (1) arbitrator's name remains.

The fees and expenses of the arbitrator and of a Court Reporter shall be shared equally by the Association and the County. Each party, however, shall bear the cost of its own presentation, including preparation and post hearing briefs, if any.

Scope of Arbitration Decision

1. Decisions of arbitrators on matters properly before them shall be final and binding on the parties hereto.
2. No arbitrator shall entertain, hear, decide or make recommendations on any dispute unless such dispute involves a position in a unit represented by the Association that is certified as the recognized employee organization for such unit.
3. Proposals to add to or change this Memorandum of Understanding or written agreements or addenda supplementary hereto shall not be arbitrable and no proposal to modify, amend, or terminate this Memorandum of Understanding, may be referred to arbitration under this Section. No arbitrator shall have the power to amend or modify this Memorandum of Understanding or written agreements or addenda supplementary hereto or to establish any new terms or conditions of employment.

19.4 Timeliness of Grievances and Responses

- A. Failure of the Association to adhere to the timeliness contained in this article shall be considered an abandonment of the grievance. Failure of the County to adhere to the timelines contained in this article shall allow the Association to pursue the grievance to the next step.
- B. If any of the time periods for processing a grievance, as outlined above, end on a day which is not a normal County workday (e.g., a weekend or recognized County holiday) the timelines shall be extended to 5:00 p.m. on the next regular County workday.
- C. The parties may extend any of the timelines in this article by mutual written agreement.

19.5 Compensation Complaints

- A. All complaints involving or concerning the payment of compensation shall be initially filed in writing with the Human Resources Director. Only complaints that

allege employees are not being compensated in accordance with the provisions of this Memorandum of Understanding, shall be considered as grievances. Any other matters of compensation are to be resolved in the meet and confer process and any agreement shall be memorialized by the parties in a side letter to the Memorandum of Understanding. No adjustment shall be retroactive for more than sixty (60) days from the date on which the complaint was filed.

- B. No change in this Memorandum of Understanding or interpretations thereof (except interpretations resulting from mediation) will be recognized unless agreed to by the Director of Human Resources or their designee and the Association.

19.6. County Code and Civil Service Commission

- A. The provisions of this Section shall not abridge any rights to which an employee may be entitled under the County Code, nor shall it be administered in a manner, which would abrogate any power, which, under the County Code, may be within the sole province and discretion of the Civil Service Commission.
- B. All grievances of employees in representation units represented by the Association shall be processed under this Section, unless otherwise provided by the County Code.
- C. No action shall be taken under this procedure if the complaint or grievance is pending before the Civil Service Commission.

20. HOURS OF WORK AND OVERTIME

20.1 Hours of Work

- A. Except as may be otherwise provided by order of the Board of Supervisors, eight (8) to ten (10) hours of work shall constitute a day's work for all permanent, probationary full-time employees. Unless otherwise determined by the department, each workday shall include a lunch period of not less than thirty (30) minutes to be taken approximately mid-point during the workday. The lunch period shall not be considered part of the eight (8) to ten (10) hours of work, except in twenty-four (24) hour facilities where the employee continues to work during the lunch period.
- B. Holiday Adjusted Time - A Department Head, with the concurrence of the County Administrator, may establish a "Holiday Adjusted Time" program. If a fixed County Holiday falls on an employee's regularly scheduled workday the employee is granted eight (8) hours of paid holiday time or pro-rated if the employee is less than full-time. Holiday Adjusted Time may be granted, subject to the needs of the Department, to cover the balance of the employee's normal hours that exceed the eight (8) hours of holiday pay. For example, an employee on a 4/10 work schedule may be permitted to work an additional two hours in the same work week as a fixed County Holiday. Holiday Adjusted Time may

not be worked outside of department's business hours unless authorized by the Department Head. An employee may combine an hour of Holiday Adjusted Time and available leave accrual to supplement the eight (8) hours of holiday pay. However, an employee may not take leave without pay if the employee has available leave accruals. This program excludes employees in the Group Counselor series, or any classification assigned to a 24 hour by seven (7) days/week post position.

20.2 Workweek

- A. Except as may be otherwise provided, the official workweek shall be forty (40) hours of work in any seven (7) consecutive calendar days. The workweek schedule shall normally consist of five (5) workdays of eight (8) hours work each. However, Department Heads may establish workweek schedules, which differ from the normal schedule, upon recommendation of the Department Head and approval of the County Administrator and the Board of Supervisors. It shall be the duty of each Department Head to arrange the work of their department so that each employee therein shall work not more than forty (40) hours in any workweek; except, that a Department Head may require any employee of his/ her department to temporarily perform service in excess of forty (40) hours when public necessity or convenience so requires. See Section 8 of this MOU for provisions concerning overtime work.
- B. Alternative Workweek/Work Hours
 1. The hours of work for County employees are established to ensure that efficient and effective services are delivered to County customers and clients. While the County's general hours of operations are specifically structured to support the needs of customers and clients, alternate work schedules can enhance the public's access to County services. In those cases where alternative work schedules have been or will be instituted, such alternate work schedule(s) will continue to be instituted and maintained based on the specific circumstances and factors which enhance public service and may be specific to designated positions or work groups.
 2. Establishment of any new workweek/work hours shall require completion of any required meet and confer process and the recommendation of the Department Head and approval of the County Administrative Officer and the Board of Supervisors. This Section does not restrict the ability of a Department Head to modify an individual employee's schedule, with notice to the Director of Human Resources or their designee.

20.3 Rest Period

Each employee shall be entitled to take one fifteen (15) minute rest period for each (4) hours of work performed by such employee in a workday. If not taken, such rest period is waived by such employee. Rest periods may not be combined with lunch periods; nor may

they be moved to the beginning or ending of the workday. Authorized rest period time taken shall be counted as time worked.

20.4 Overtime

A. Overtime Work Defined

1. Overtime work, for employees assigned to an eight (8) hour day/ five (5) days per week, forty (40) hour work week, shall be defined as all work specifically authorized by the Department Head that is performed in excess of forty (40) hours per week. In those cases where an employee has requested and is granted an alternate work schedule, or has been assigned to an alternate work schedule, overtime is defined as all work performed in excess of eighty (80) hours in a two (2) week pay period. When employees who work in a 24-hour facility and who are regularly scheduled to work an eight hour shift, work more than twelve (12) consecutive hours, the hours over twelve (12) consecutive hours will be compensated at time and one half, except in cases of Voluntary Shift Swaps.
2. Employees who are required to work overtime, may, with supervisor approval, choose to flex their schedule within the same pay period, except as provided in Section (A)3 below, or choose to be compensated by cash or CTO as provided in Section C(1) , below.
3. Employees assigned to an Alternate Work Schedule who are required to appear as a witness in court during off-duty hours in connection with regular duties as a County employee shall be required to flex their schedule within the same pay period, if scheduling permits and with supervisor approval. Overtime, for court appearances in connection with regular duties as a County employee may be authorized by the Appointing Authority as provided in this Memorandum of Understanding if flexing schedule is not possible due to operational or other scheduling issues. However, if the employee is served with a subpoena requiring a court appearance within three days or less of the date of service, the employee shall receive compensation in accordance with overtime provisions in this MOU for the actual time required to be in attendance in court for County work-related appearances.
4. All employees “covered” under FLSA shall be paid for all time worked beyond the maximum allowable for appropriately assigned work periods at one and one half (1.5) times their regular rate of pay.

B. Application of Overtime

1. If, in the judgment of a Department Head, work beyond the official forty (40) hour workweek is required, or eighty (80) hours in a two week pay

period for employees assigned to an alternative work week, they may order such overtime work. This overtime work will be compensated for as provided in this Section.

2. Time worked as overtime shall not be counted as service time for purposes of employee benefits eligibility or accrual or probation or merit increase periods. Compensatory time off (CTO) taken by an employee may be used as part of the established workweek to earn employee benefits and to serve out probation and merit increase periods.
3. No Department Head may employ a person from outside the department as a substitute for an employee who is on compensatory time off. No Department Head shall assign an employee within the department as a substitute for another employee who is on compensatory time off, where such employee assigned received an increase in pay, as a result of such assignment. Within budget limitation, extra-help employees may be utilized to substitute for employees who are on compensatory time off.
4. No regular, probationary, or limited-term employee may be employed in one or more positions, full or part-time, more than a total of forty (40) hours per week, excepting authorized overtime, unless authorized by the Board of Supervisors. Nothing in this Section is to preclude an employee from temporarily serving in another capacity in the event of an emergency provided they have the approval of their Department Head.
5. Within the Probation Department, a sign-up list will be posted on Thursday or Friday each workweek in the Juvenile Hall on which individual Group Counselors may indicate their availability to work overtime the following week.
 - a. In the event overtime work is required, the appointing authority or their representative shall first offer such overtime to those Group Counselors who have volunteered by signing the overtime list, who are qualified to perform the overtime work involved.
 - b. In the event that an insufficient number of qualified Group Counselors volunteer to work the required overtime, the appointing authority may offer the required overtime to other qualified employees or may require those qualified Group Counselors with the least amount of seniority to work such overtime.
6. When an employee, assigned to the Juvenile Detention Facility, is required to work a double shift with less than 12-hours' notice, the employee shall have the option, during the overtime shift, of taking either a 30 minute paid lunch period pursuant to Section 5 of the MOU, or taking a 30 minute

unpaid lunch period at the beginning of the overtime shift, in order to leave the facility to obtain a meal.

C. Overtime Payment

1. Employees covered under FLSA (designated as 09) and assigned to a regular forty (40) hour work week shall be paid for all work in excess of forty (40) hours in a workweek at one and one-half times the regular rate of pay, however, employees may be granted CTO at the rate of one and one-half hours off for each hour worked in lieu of overtime payment with the concurrence of the appropriate departmental authority; except that employees shall have the option of determining the method of overtime payment (cash or CTO) for up to forty (40) hours of overtime worked in a fiscal year. For part-time employees these limits will be prorated based on the relationship their basic work week bears to forty (40) hours. In no case shall an employee be allowed to earn CTO for overtime worked if it would result in an aggregate CTO balance of more than 120 hours. For part-time employees this forty (40) hour limit will be prorated based on the relationship their basic work week bears to forty (40) hours.
2. Employees covered under FLSA (designated as 09) and assigned to an alternate work week shall be paid for all work in excess of eighty (80) hours in a pay period at one and one-half times the regular rate of pay, however, employees may be granted CTO at the rate of one and one-half hours off for each hour worked in lieu of overtime payment with the concurrence of the appropriate departmental authority; except that employees shall have the option of determining the method of overtime payment (cash or CTO) for up to forty (40) hours of overtime worked in a fiscal year. Additional overtime worked in a fiscal year, between forty (40) and eighty (80) hours, may, with supervisor concurrence, be compensated with CTO. For part-time employees these limits will be prorated based on the relationship their basic work week bears to forty (40) hours. In no case shall an employee be allowed to earn CTO for overtime worked if it would result in an aggregate CTO balance of more than 120 hours.
3. Employees who voluntarily work overtime on the graveyard shift at the Juvenile Detention Facility may elect, in lieu of cash payment, to apply an additional sixteen (16) hours of such graveyard overtime toward CTO. This would result in an employee being able to select the method of payment (cash or CTO) for a maximum of fifty-six (56) hours in a fiscal year. This provision for an additional sixteen (16) hours of CTO does not apply to an employee who is mandated to work as a result of an unfilled shift. Time off on recognized fixed County Holidays shall be considered time worked for overtime calculation purposes.

4. When the County establishes new classifications, which are proposed to be assigned to a bargaining unit covered by this MOU, the County will offer to meet and confer with the Association regarding the appropriate overtime code designation for such new classifications.
5. Payment for overtime shall be separately itemized on the payroll certification.
6. Any CTO accumulated in excess of eighty (80) hours shall be taken off within the fiscal year in which it is earned. If the Department Head is unable to schedule sufficient time off during the fiscal year, the employees' accrual balance shall be reduced to eighty (80) hours at the beginning of the next fiscal year and employee paid for all hours reduced from their balance at the employee's applicable straight time rate in effect on the last full pay period in the outgoing fiscal year.
7. Compensatory time off taken by an employee shall be counted as time worked for purposes of overtime computation.
8. When an employee in a regular part-time position is required to work in excess of their regular work schedule during any week to cover seasonal peak workloads, emergency extra work loads of limited duration, necessary vacation relief and other similar situations, such work shall be compensated for at the employee's regular rate. For time worked in excess of forty (40) hours, the employee will be paid as provided in this Section.

21. NO STRIKE / NO LOCKOUT

- A. The Association, its members and representatives, agree not to engage in, authorize, sanction, or support any strike, slowdown, stoppage of work, concerted refusal of overtime work, refusal to operate designated equipment (provided such equipment is safe and sound) or to perform customary duties during the term of this Memorandum of Understanding.
- B. The County agrees not to engage in any lockout during the term of this Memorandum of Understanding.

22. OTHER PROVISIONS

22.1 Duties Imposed on Officers and Employees to be Performed, Staggering of Hours of Employment

Nothing contained in this agreement shall prevent, relieve or otherwise excuse any County employee from the performance of any duty imposed upon them by law, the Solano County

Code or other ordinance of this County, or from the rendering of service at such times and places as are necessary in order to properly perform the functions of their office or employment. County officers and heads of departments are empowered to stagger, rearrange and adjust the hours of employment of employees in such a manner as to enable them to keep their offices open at all times required.

22.2 Mileage Reimbursement

A. Amount of Reimbursement

Employees who are authorized and use personal automobiles, vans, or trucks on official County business shall be eligible for reimbursement for such use based upon a flat rate per mile of County business use in accordance with the IRS rate. The deductible amount, not covered by the employee's insurance which becomes an actual expense to the employee because of an accident while on County business, and for which the employee is not cited, shall be reimbursed by the County up to a maximum of five hundred dollars (\$500.00) per accident. Necessary tolls and parking fees are also reimbursable. Claims for deductible reimbursements shall be documented. Reimbursement of Out-of-County trips shall not exceed the cost of reasonable public transportation; i.e., air, train, bus.

B. Claims

Each employee who wishes reimbursement for the authorized use of a personal vehicle on County business shall file a claim with their department utilizing the forms and procedures designated by the County Auditor–Controller.

C. Authorized Use – Office County Business

1. Authorization to use a personal vehicle on official County Business shall be obtained in advance from the employee's Department Head. Failure to obtain advance authorization may nullify the claim for reimbursement.
2. Authorization shall be made only for the purpose of necessary travel between work locations, less any personal use miles.
3. Personal use mileage includes commute miles to or from an employee's work site on a given day and any side trips or travel miles taken for reasons of personal business or other non-County business activities.
4. In those cases where an employee drives directly from their normal place of residence to the site of a meeting or another official purpose that is not at their regular work location, mileage reimbursement is allowable for the actual miles driven less any personal miles, and shall be for the shortest route. (For example, an employee living in Vacaville with a regular work site assignment in Fairfield, who drives to Sacramento and back home on

County business would be eligible to receive mileage reimbursement to and from Sacramento via I-80 and connecting streets plus any parking fees less normal commute miles. The same employee driving to San Francisco and back home could claim the round-trip mileage between Fairfield and San Francisco via I-80 plus parking fees and tolls.)

5. An employee at the end of a work schedule who drives from a regular work site to another County work location on official business, and then drives home, shall receive mileage reimbursement for the miles driven between the two County work locations.

D. Evidence of Insurance

Employees who use a personal vehicle on County business shall file evidence of insurance with the Department Head, which reflects the current level of coverage. Newly hired employees shall file evidence of insurance prior to operating a personal vehicle on County business.

Required Coverage:

1. Personal Injury: \$15,000 per person/\$30,000 aggregate.
2. Uninsured Motorist: \$15,000 per person/\$30,000 aggregate
3. Property Damage: \$5,000.

Employees may elect not to purchase either comprehensive or collision coverage on their vehicle, but the County's maximum liability for "deductible" claims in the event of non-recoverable loss because of lack of coverage shall be limited to a total of \$100.00 per accident.

22.3 Conflict of Interest

- A. County employees shall not engage in any activity, which constitutes a conflict of interest due to the nature, conditions, or some other aspect of the activity. Any officer or employee wishing to engage in any occupation or outside activity for compensation shall inform their Department Head, in writing and in advance, of the time required and the nature of such activity. It shall be the responsibility of each Department Head to ensure that employees in their department do not engage in any activity, which constitutes a conflict of interest. The Department Head shall issue an opinion to an employee if the employee's proposed activity constitutes a possible conflict of interest within ten (10) working days from the date the Department Head received notice of the proposed activity.
- B. An employee who has followed this procedure will not be disciplined under the provisions of this section without such employee having received prior written notification of the possible conflict of interest. Disputes concerning this provision will be handled under the County's Grievance Procedure.

22.4 Personnel Files

- A. The official personnel file for each County employee shall be maintained by the Human Resources Department. An employee, or their representative, shall have the right to review the employee's official personnel file in Human Resources by scheduling a specific date and time, with the Human Resources staff. The employee's representative must present written authorization from the employee prior to reviewing the file.
- B. A copy of any performance reviews, written reprimands, commendations, or disciplinary actions placed in the employee's personnel file will be provided to the employee by the employee's department at the time the material is sent to Human Resources for placement in the official file. The employee may be requested to acknowledge the receipt of any documents entered into their personnel file. In the event the employee refuses to sign acknowledgement, the supervisor shall indicate such on the document. Any additional copies of documents from the employee's personnel file may be subject to reasonable charges in accordance with Human Resources Department and County policy. The employee may respond in writing through their Department Head to documents placed in the file. This response will be filed with the original document.
- C. Performance reviews and written reprimands shall only be placed in an employee's official personnel file if the employee has either signed and dated the document or a supervisor/manager has signed and dated it indicating the date the employee was given a copy and refused to sign it. Disciplinary action shall only be placed in the file after the employee has been provided a copy of the action.

23. SEVERABILITY

If any provisions of this Agreement should be held invalid by operation of law or by any tribunal of competent jurisdictions, or if compliance with or enforcement of any such provisions shall be restrained by such tribunal, the remainder of this Agreement shall not be affected thereby.

24. CONTRACTING OUT

Prior to contracting out work which is customarily and routinely performed by employees in classifications covered by this Memorandum of Understanding, the County agrees to provide at least sixty (60) calendar days prior notice to the Association and to meet and confer on the impact of the contracting out.

25. LABOR MANAGEMENT COMMITTEE

The parties agree that Joint Labor Management Committees (LMC) can further the development of effective communications and relationships between labor and management. To effectuate more effective communications and working relationships, a LMC may be formed in a department by the mutual agreement of the Department Head and the Association. Meetings of the LMC shall be scheduled by mutual agreement and with advance notice of the issues to be discussed.

26. FULL UNDERSTANDING

The parties acknowledge that each has had the unlimited right and opportunity to raise, discuss, and meet and confer with the other on all matters within the scope of representation and that the agreements reached between the parties are fully set forth herein in writing. There are no agreed upon terms, promises, binding practices, or conditions except as expressly set forth in this Agreement. Except as otherwise mandated by applicable state or federal law, the employees' entitlement to economic rights and benefits of County employment derive exclusively from the express terms of this Agreement. Pursuant to this Article, the County may from time to time provide employees with additional economic benefits and may regulate employee conduct through its Personnel Policies as they currently exist or as the County may revise them from time to time.

Unit #15 MOU
10/22/22 - 10/25/25


In witness hereof the authorized representatives have set their hands as set forth below, the latest of which shall be deemed the signed date of this Memorandum of Understanding:


FOR THE COUNTY:

FOR THE ASSOCIATION:


 11/8/22
Charmie Junn Date
Director of Human Resources

Christopher W. Miller 10/31/2022
Chief Negotiator Date


 11/28/22
Burke Dunphy Date
Chief Negotiator

 11-2-22
Joseph Martinez Date
President, SPPOA

 1-12-23
Dean Wilder Date
Probation Services Manager


 11/02/22
Susana Manietta Date
Deputy Probation Officer (Supervising)

 11/29/2022
Jennifer Valencia Date
Human Resources Analyst

 11-2-22
John Pierce Date
Deputy Probation Officer (Senior)

 11-2-22
Shanna Andrews Date
Deputy Probation Officer (Senior)

 11-2-22
Jennifer Ramirez Date
Deputy Probation Officer (Senior)

 11-2-22
James O'Neal Date
Juvenile Correctional Counselor

APPENDIX A – CLASSIFICATION LISTING

Regular and limited-term classification represented under this agreement is:

Deputy Probation Officer (Supervising)

APPENDIX B – SALARY SCHEDULE

The present approximate monthly pay rate for the represented classification is:

Job Title	Step 1	Step 2	Step 3	Step 4	Step 5
Deputy Probation Officer (Supervising)	7,974.48	8,373.21	8,791.87	9,231.46	9,693.03

1. Effective the later of October 25, 2022 or the beginning of the first pay period following the Board of Supervisors’ adoption of the collective bargaining agreement, the base wage rates set forth in this Appendix B, will increase by five percent (5%) of the base wage rates in effect the day before such increase takes effect.
2. Effective concurrently with the wage increase described in paragraph 1 above, employees in the Deputy Probation Officer (Supervising) classification shall receive a wage increase of five percent (5%) as an equity adjustment, which shall be cumulative and not compounded (e.g. 5% + 5% = 10%)
3. Effective the beginning of the twenty-sixth (26th) pay period following the wage increase set forth in this Appendix B, paragraph 1 and 2 above, the base wage will increase by four percent (4%) of the base wage rates in effect the day before such increase takes effect.
4. Effective concurrently with the wage increase set forth in the paragraph 3 above, employees in this classification shall receive a one percent (1%) equity adjustment, which shall be cumulative and not compounded (4% + 1% = 5%).
5. Effective the beginning of the twenty-sixth (26th) pay period of following the wage increase set forth in this Appendix B, paragraph 3 and 4 above, the base wage rates will increase by three percent (3%) of the base wage rates in effect the day before such increase takes effect.

Note: The hourly rate is calculated by multiplying monthly pay rate by twelve (12) months and dividing that value by two thousand eighty (2,080) hours.

APPENDIX C – Cost Sharing of PERS 2% @ 50 Retirement Formula

SPPOA and the County of Solano

March 13, 2002

The PERS retirement enhancement provided for the 2% @ 50 formula in July 2002. Therefore, the cost of this benefit as established by PERS (\$10,150,111) was the responsibility of the employees. The County agreed to allow the employees to pay for this plan enhancement in the form of a payroll deduction with the cost amortized over the next 20 years. This payment is in the form of a percentage deduction made from the paycheck of each employee in the unit, until the above-established cost has been recovered based on the following:

Probation 2% @ 50 Formula

1. Based on the CalPERS corrected valuation dated February 26, 2002, the total cost of the benefit amendment is \$10,150,111.
2. For purposes of the initial implementation, the first employee deduction will be made on July 26, 2002 based on July 7, 2002 effective date of the CalPERS amendment.
3. December of each year the County will calculate the amount due for the subsequent calendar year with a cap of 5%. Below is the formula for the calculation:
4. Total cost divided by 20 years = annual amount of pay back.
5. Divide the annual amount of payback by the average number of employees for the previous year = the annual per employee pay back.
6. Divide the annual per employee pay back by the number of pay periods for that calendar year = average pay back per employee per pay period
7. Divide the average pay back per employee per pay period by the average per pay period gross salary = the percentage of gross per pay period salary deducted from each probation employee. The percentage deducted may be 5% or less.
8. Any change in the percentage amount to be deducted from the employee's paycheck will be adjusted in the first pay period in January.
9. This agreement resolves any outstanding grievances regarding safety retirement for Probation employees.

APPENDIX D – Closure to Facilities to Achieve Cost Reduction

Situation	Result	Comments
Full-time (F-T) employees	Pay is reduced by 4.0 hours. 4.0 hours credited to furlough leave accruals.	
SDI integration	Integrate leave accruals up to employee's Full Time Equivalency (FTE) less furlough hours.	Examples: F-T EE normally works 80 hours/pay period minus 4 furlough hours = integrate up to 76 hours. P-T EE normally works 40 hours/pay period minus 2 furlough hours = integrate up to 38 hours.
Workers' Compensation integration.	Same as SDI integration.	See examples under SDI integration.
Leave without pay for partial pay period	Pay is reduced by 4.0 hours (or pro-rated if part-time employee). 4.0 hours credited to furlough leave accruals.	Furlough hours based on EE's normal FTE (not pro-rated based on hours worked).
Various shifts (4/10, 9/80)	Pay is reduced by 4.0 hours. 4.0 hours credited to furlough leave accruals. If furlough is day off, another day is taken as furlough.	
Promotion/Demotion	Pay is reduced by 4.0 hours. 4.0 hours credited to furlough leave accruals.	No effect on number of furlough hours unless there is a change in FTE.
Taxes	Taxes are withheld on the reduced salary.	
New hires (working less than 80 hours 1 st pay period)	Furlough hours pro-rated based on scheduled number of hours to be worked.	Example: EE starts work Tuesday after Monday holiday (works 72 hours of pay period) = 90% of pay period. 4.0 furlough

Situation	Result	Comments
	Furlough hours credited to furlough leave accruals.	hours x 90% = 3.6 hours credited to furlough leave accruals and pay reduced by 3.6 hours.
Holidays	No change.	EE must be in a paid status the day before and the day after the holiday to be compensated for the holiday.
Retirement deductions	Reduction in earnings due to furlough will reduce reportable earnings and reduce PERS deductions.	Retirement deductions taken based on reduced salary.
Retirement benefits	Retirement allowance calculated using the average monthly full-time <i>pay rate</i> (final compensation) reported to CalPERS for the highest 12 consecutive months of employment.	Furlough does not change pay rate. However, furlough could reduce special compensation amounts that are paid as a factor of earnings. In some cases final compensation could be reduced, but only for members with earnings-based special compensation whose highest 12 month period at retirement includes furlough time.
Health insurance contributions	No change.	As long as EE is in a paid status in the pay period, health insurance contributions will be made.
Leave accruals	No change.	Normal leave accruals will be earned.
Terminations	Employee is paid for any furlough hours accrued and not used.	Treated the same as vacation leave balance.
Differentials (% of actual earnings)	Differentials paid as a factor of earnings will be reduced based on reduced earnings.	Example: longevity pay.
Differentials (flat amount or % of pay rate)	No change.	Example: POST pay or shift differential.
Part-time employees	Furlough reduction will be pro-rated based on FTE.	

Situation	Result	Comments
Change from FT - PT	Same as part-time employees' language.	
Change from PT - FT	Same as full-time employees' language.	
Voluntary Time Off (VTO)	Same as full-time employees' or part-time employees' language. If furlough day falls on day off, another day is taken as furlough.	The employee will be treated as any other full-time or part-time employee.
Not enough accrued furlough to cover furlough day	Use applicable leave balances. If no leave balances available, record leave without pay hours.	

SIDE LETTER AGREEMENT

**TO THE MEMORANDUM OF UNDERSTANDING
BETWEEN THE COUNTY OF SOLANO AND
THE SOLANO PROBATION PEACE OFFICER ASSOCIATION**

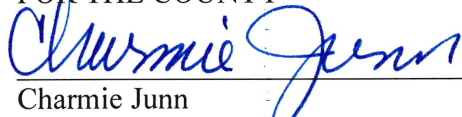
EARLY SETTLEMENT AGREEMENT

This will confirm an understanding reached between the County of Solano (hereinafter referred to as the "County") and Solano Probation Peace Officer Association (hereinafter referred to as the "Association"), representing Units 12 and 15. Collectively, County and Association are hereinafter referred to as "the parties."

To encourage the early settlement of the successor collective bargaining agreement, upon the County's receipt of the signed, ratified Memorandum of Understanding, employees as of September 4, 2022 shall receive the following lump sum payment on the last paycheck in November 2022:

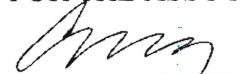
- If the Association returns the signed total tentative agreement to the Director of Human Resources on or before October 21, 2022, then employees shall receive a lump sum payment of one thousand five hundred dollars (\$1,500).
- If the Association returns the signed total tentative agreement to the Director of Human Resources after October 21, 2022 then there shall be no supplemental payment to employees under this Side Letter Agreement.
- The parties intend that the lump sum payment is not subject to CalPERS reporting of wages and benefits.
- A part-time employee shall receive a pro-rata amount based on the employee's full-time equivalence.

FOR THE COUNTY



Charmie Junn
Director of Human Resources

FOR THE ASSOCIATION



Christopher Miller
Chief Negotiator

SIDE LETTER AGREEMENT

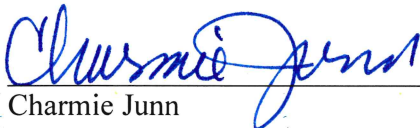
**TO THE MEMORANDUM OF UNDERSTANDING
BETWEEN THE COUNTY OF SOLANO AND
THE SOLANO PROBATION PEACE OFFICER ASSOCIATION**

EMPLOYEE RETENTION/RECOGNITION

This will confirm an understanding reached between the County of Solano (hereinafter referred to as the "County") and Solano Probation Peace Officer Association (hereinafter referred to as the "Association"), representing Units 12 and 15. Collectively, County and Association are hereinafter referred to as "the parties."


In an effort to retain employees and recognize the work performed by unit members, the County shall provide a one-time payment in the amount of one thousand five hundred dollars (\$1,500) to all bargaining unit employees employed as of September 4, 2022. A part-time employee shall receive a pro-rata amount based on the employee's full-time equivalence. The payment shall be made on the last pay day in November 2022.

FOR THE COUNTY



Charmie Junn
Director of Human Resources

FOR THE ASSOCIATION



Christopher Miller
Chief Negotiator

SIDE LETTER AGREEMENT

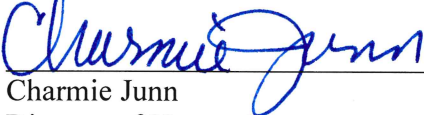
**TO THE MEMORANDUM OF UNDERSTANDING
BETWEEN THE COUNTY OF SOLANO AND
THE SOLANO PROBATION PEACE OFFICER ASSOCIATION**

PAY PARITY

This will confirm an understanding reached between the County of Solano (hereinafter referred to as the "County") and the Solano Probation Peace Officer Association (hereinafter referred to as the "Association"), representing Units 12 & 15. Collectively, County and Association are hereinafter referred to as "the parties."

The parties agree that if any other County bargaining unit represented by a union/association receives a general wage increase greater than the general wage increase set forth in Appendix B during the term of this Memorandum of Understanding, then the same general wage increase shall be provided to Units 12/15. The term "general wage increase" does not include any special adjustments/equity adjustments specific to a classification, subset or group of a bargaining unit and excludes any wage increase (or portion thereof) which is attributable to a change in other collective bargaining provisions.

FOR THE COUNTY



Charmie Junn
Director of Human Resources

FOR THE ASSOCIATION



Christopher Miller
Chief Negotiator

SIDE LETTER AGREEMENT

**TO THE MEMORANDUM OF UNDERSTANDING
BETWEEN THE COUNTY OF SOLANO AND
THE SOLANO PROBATION PEACE OFFICER ASSOCIATION**

ARMED OFFICER PAY

This will confirm an understanding reached between the County of Solano (hereinafter referred to as the "County") and the Solano Probation Peace Officer Association representing Units 12 and 15 (hereinafter referred to as the "Association").


The County shall complete a survey of armed officer/arming differential pay at its comparable jurisdictions no later than June 30, 2023 and will share those results with Units 12 and 15 upon completion.

FOR THE COUNTY



Charmie Junn
Director of Human Resources

FOR THE ASSOCIATION



Christopher Miller
Chief Negotiator

SIDE LETTER OF AGREEMENT

**TO THE MEMORANDUM OF UNDERSTANDING
BETWEEN THE COUNTY OF SOLANO AND
THE SOLANO PROBATION PEACE OFFICER ASSOCIATION**

COMPARABLE COUNTIES AND CITIES

This will confirm an understanding reached between the County of Solano (hereinafter referred to as the "County") and the Solano Probation Peace Officer Association (hereinafter referred to as the "Association"), representing Units 12 & 15. Collectively, County and Association are hereinafter referred to as "the parties."

The County has an established list of comparable counties and cities that it uses for classification and compensation (wage and/or total compensation) studies. The Union has proposed to alter this list of comparable counties and cities. The County recognizes that its list of comparable counties/cities has not changed since 2008. Therefore, the parties agree to meet and confer no later than October 2023 over the list of comparable agencies used for all future classification and/or compensation studies.

FOR THE COUNTY



Charmie Junn
Director of Human Resources

FOR THE ASSOCIATION



Christopher Miller
Chief Negotiator