

**SUBMITTAL TO THE BOARD OF SUPERVISORS
COUNTY OF RIVERSIDE, STATE OF CALIFORNIA**

433



FROM: Human Resources Department


SUBMITTAL DATE:
April 12, 2012

SUBJECT: Approval of the Memorandum of Understanding with the Riverside County Law Enforcement Management Unit from July 1, 2012 to June 30, 2017.

RECOMMENDED MOTION: That the Board of Supervisors approves the 2012 – 2017 Memorandum of Understanding (MOU) (Attachment A) between the Riverside County Law Enforcement Management Unit (LEMU) and the County of Riverside.

BACKGROUND: The LEMU, which represents approximately four hundred and fifty-five (455) employees, and the County of Riverside engaged in discussions regarding the successor LEMU MOU beginning mid 2011, and multiple discussions were held. A new sixty (60) month MOU, covering July 1, 2012, through June 30, 2017, was reached on March 5, 2012. The cost of the contract does not exceed the parameter given by the Board of Supervisors and achieves the pension reform and labor saving objectives that were sought.

Departmental Concurrence



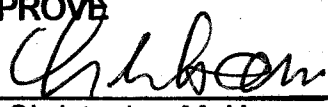
 Barbara A. Olivier
 Asst. County Exec. Officer/Human Resources Director

| | | | | |
|-----------------------|----------------------------------|---------------|-------------------------|---------|
| FINANCIAL DATA | Current F.Y. Total Cost: | \$ 0 | In Current Year Budget: | No |
| | Current F.Y. Net County Cost: | \$ 0 | Budget Adjustment: | No |
| | Annual Net County Cost FY 12/13: | (\$2,797,439) | For Fiscal Year: | 2012/13 |

| | | |
|---|---|--------------------------|
| SOURCE OF FUNDS: General Fund and Department Budgets | Positions To Be Deleted Per A-30 | <input type="checkbox"/> |
| | Requires 4/5 Vote | <input type="checkbox"/> |

C.E.O. RECOMMENDATION:

APPROVE

BY: 

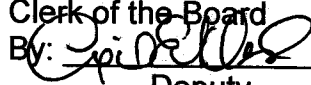
 County Executive Office Signature Christopher M. Hans

Dept't Recomm.: Consent Policy
 Per Exec. Ofc.: Consent Policy

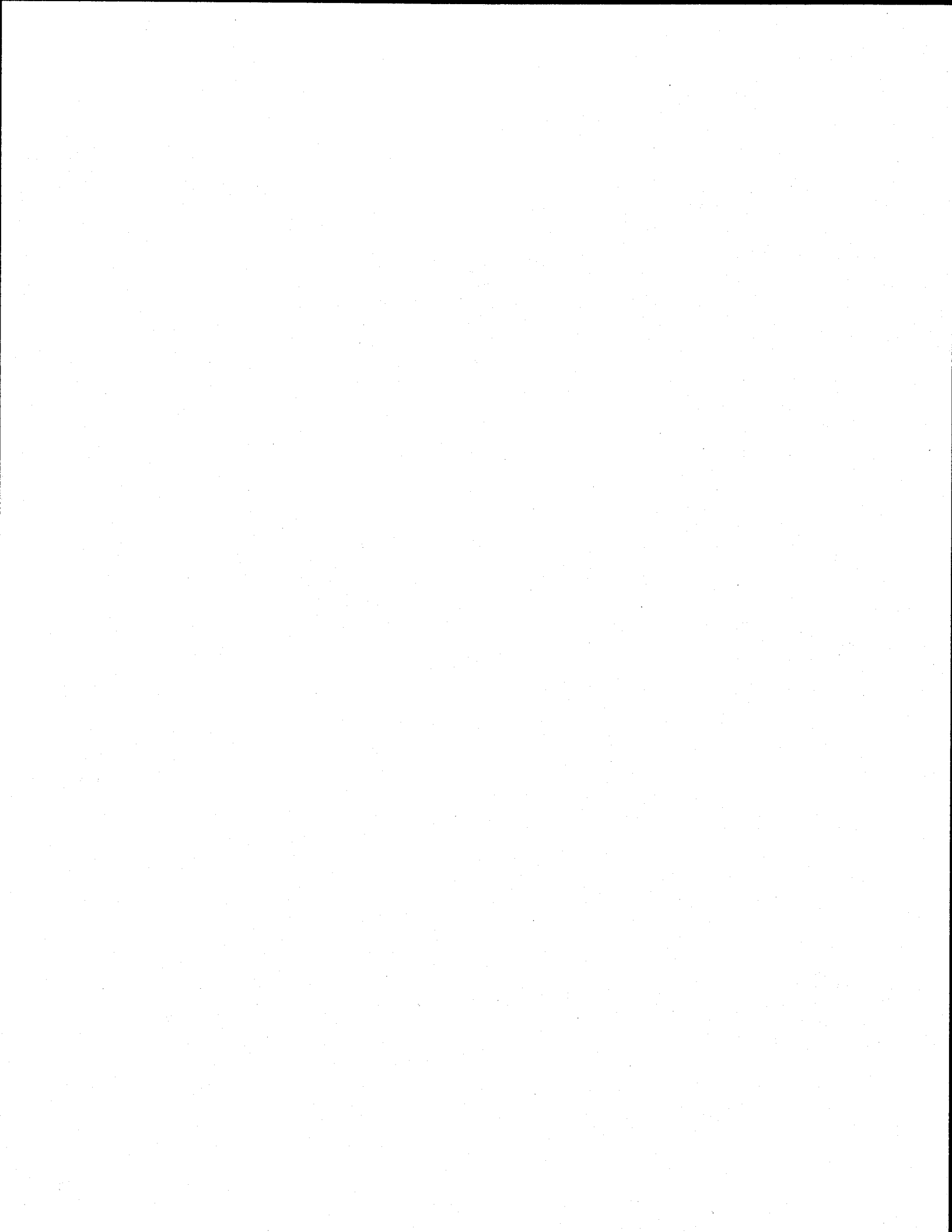
MINUTES OF THE BOARD OF SUPERVISORS

On motion of Supervisor Tavaglione, seconded by Supervisor Stone and duly carried by unanimous vote, IT WAS ORDERED that the above matter is approved as recommended.

Ayes: Buster, Tavaglione, Stone, Benoit and Ashley
Nays: None
Absent: None
Date: April 17, 2012
xc: HR, LEMU

Kecia Harper-Ihem
 Clerk of the Board
 BY: 
 Deputy

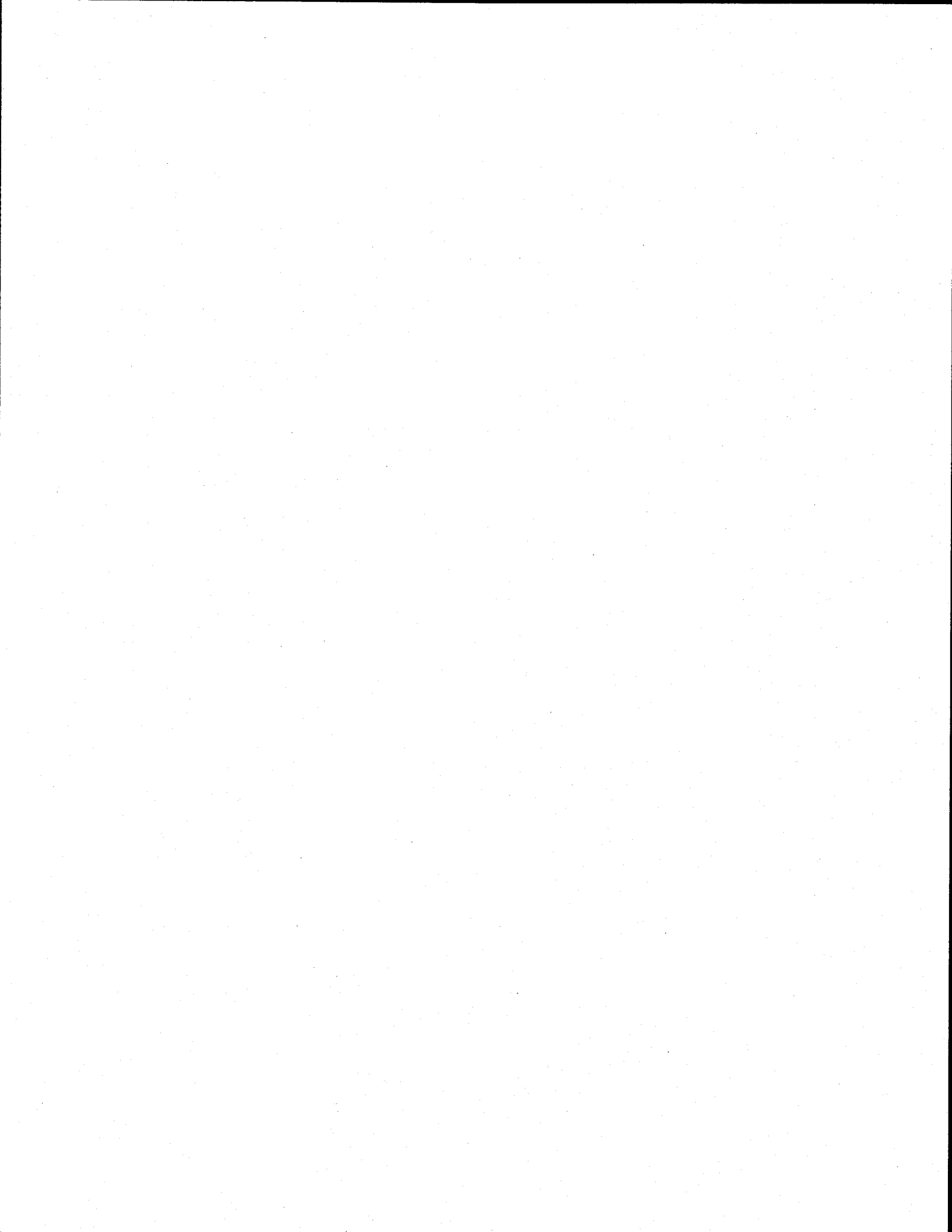
Prev. Agn. Ref.: _____ | **District:** All | **Agenda Number:** 3.27



BACKGROUND continued:

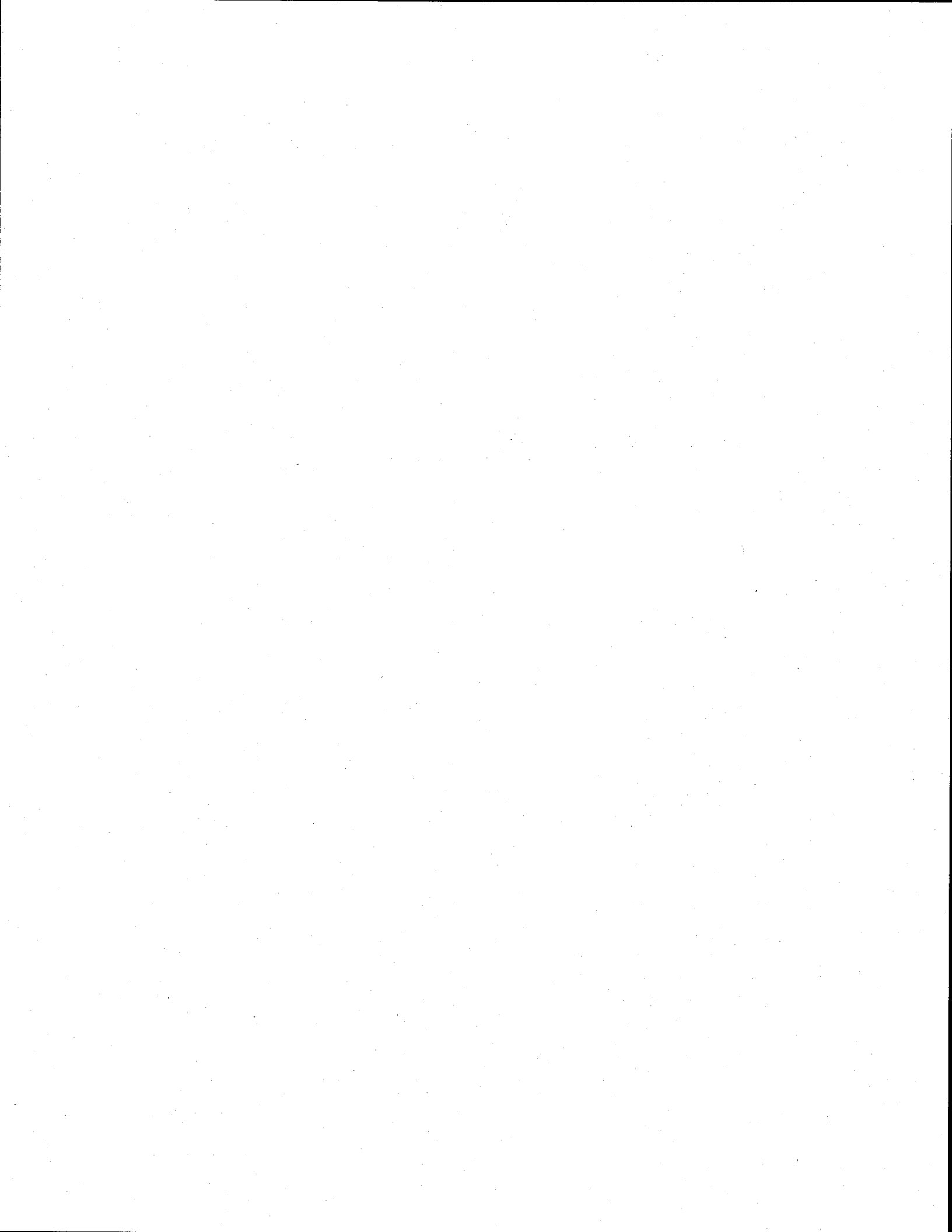
Attachment A contains the MOU which has been mutually agreed upon by the parties. The key points of this agreement are as follows:

- Term: July 1, 2012 – June 30, 2017
- Retirement
 - Tier II for new employees: Miscellaneous 2%@60; Safety 2%@50;
Based on 3 highest consecutive year average salary
 - Employee-Paid Pension Contributions
 - Miscellaneous
 - July 12, 2012 – 3% (total of 3%)
 - July 11, 2013 – 3% (total of 6%)
 - July 10, 2014 – 2% (total of 8%)
 - Safety
 - July 12, 2012 – 3% (total of 3%)
 - July 11, 2013 – 3% (total of 6%)
 - July 10, 2014 – 3% (total of 9%)
- Temporary Salary Freeze & 10% compensation reduction
 - Effective July 12, 2012, ending July 10, 2013, all merit increases will be frozen
 - Effective July 12, 2012, ending July 9, 2014:
 - Reduction in 401(a) contribution by \$25 per pay period
 - Reduction in VEBA contribution by \$100 per pay period
 - Reduction in Flexible Benefit by \$50 per pay period (x 48 pay periods)
 - Wage reduction of 3%
- Added Salary Steps and Cost of Living Increases (COLA)
 - Top Steps
 - Effective July 12, 2012, top step (2.71%) to be added at the top of the range for the job classifications under LEMU (excluded from the frozen merits provision above)
 - Effective July 11, 2013, top step (2.71%) to be added at the top of the range for the job classifications under LEMU
 - COLA's
 - Effective July 11, 2013, 2%
 - Effective July 10, 2014, 2%
 - Effective July 9, 2015, 3%
 - Effective July 7, 2016, 2%
 - Effective January 5, 2017, 2%
- Flexible Benefits
 - Effective November 12, 2015, a \$50 per month increase (\$25 per pay period) increase in Flexible Benefits
 - Effective the first pay period in November (November 10, 2016), a \$50 per month increase (\$25 per pay period) increase in Flexible Benefits
- Annual Leave/Vacation
 - Effective July 12, 2012, LEMU members will receive an additional 4 hours of vacation or annual leave per pay period
 - Effective July 12, 2012, LEMU members' vacation or annual leave banks maximum to be increased as follows:
 - Vacation – max increased to 850 hours
 - Annual Leave – max increased to 1800 hours

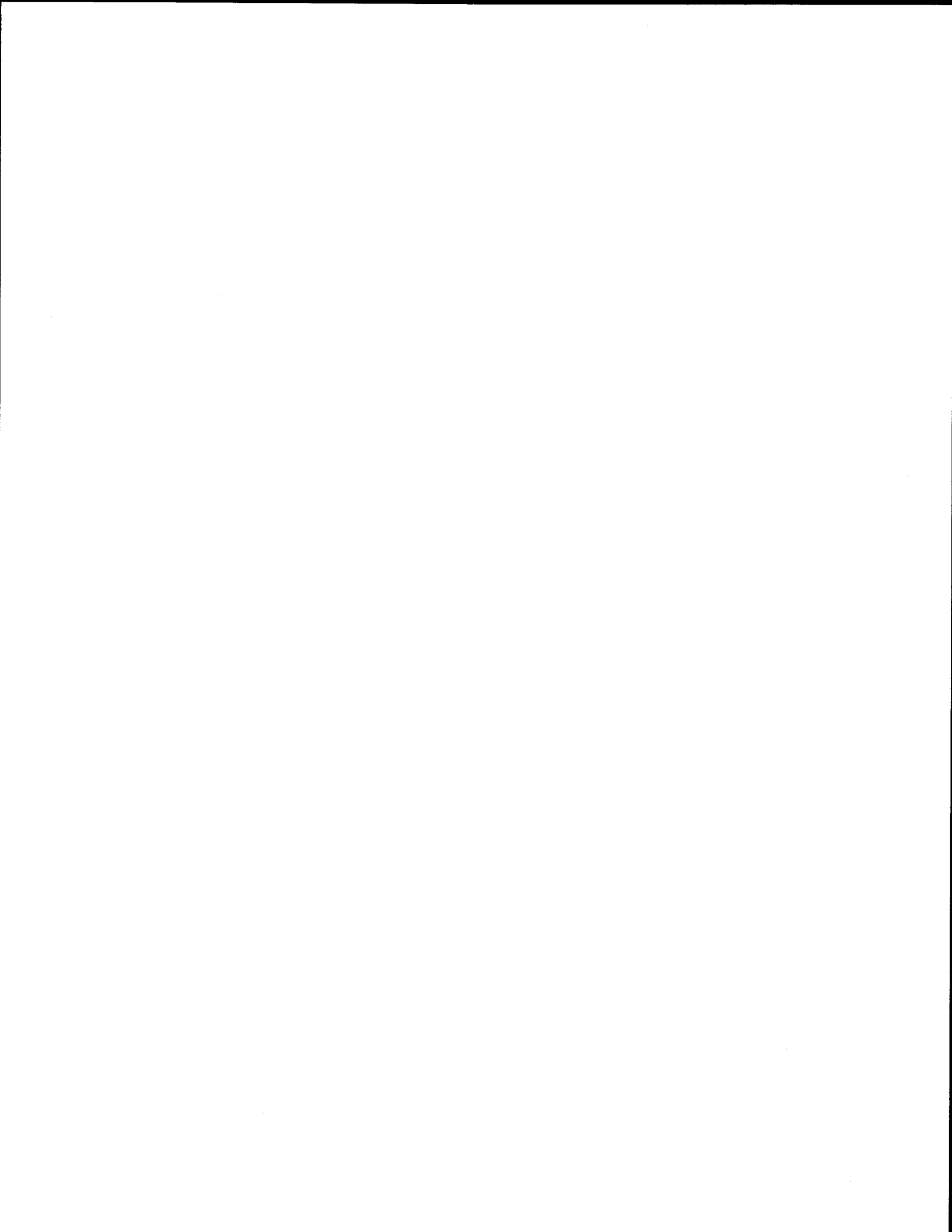


- Other
 - The parties agree that employees transferring, promoting or demoting from other bargaining units wherein the employee has already taken all or a portion of the 10% compensation reduction, shall be exempt from the 401(a), VEBA, flexible benefit and 3% wage temporary reductions.
 - The parties agree that for those members who have been employed for 15 years or more and that have sick leave accruals, that the sick leave accruals will be cashed out upon retirement at 100% up to 960 hours.
 - The parties agree that the Coroner Lieutenant position will remain an active job classification.
 - The parties agree that the Sheriff's Lieutenant assigned to the Special Enforcement Bureau (SEB) will receive SEB special assignment pay
 - The parties agree that LEMU members will no longer receive pay warrants or pay advices via US Mail and that the members will obtain their own pay advices via PeopleSoft's Self-Service function.

We recommend Board approval of the attached MOU.



ATTACHMENT A



2012 – 2017

MEMORANDUM OF UNDERSTANDING

BETWEEN

THE RIVERSIDE COUNTY
LAW ENFORCEMENT MANAGEMENT UNIT

AND

COUNTY OF RIVERSIDE



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DEFINITIONS

Arbitration the step in the Grievance Process heard by an outside neutral third party (Arbitrator).

Anniversary date shall mean the date upon which a step advance in salary becomes effective under the provisions of this Memorandum of Understanding.

Continuous Service, Continuous Employment, and Similar Terms shall mean the continuing service of a permanent or seasonal employee in a continuing payroll status, without interruption except for authorized leave of absence.

Demotion shall mean a change of employment without intervening loss of working days from a position allocated to a given salary range to a position of a different class allocated to a lower range, whether in the same or a different department.

Discrimination Complaint filed by an employee alleging illegal discrimination based on race, color, religion, medical condition, disability, sex, national origin, ancestry, age, physical disability, mental disability, marital status, pregnancy, sexual orientation, transgender, or other protected classes as designated from time to time by appropriate legislative authorities.

Employees the terms "employee" or "employees" as used in this Memorandum of Understanding shall refer only to employees employed by the County in those classifications heretofore or hereafter included in the Law Enforcement Management Unit pursuant to the provisions of the Employee Relations Resolution of the County of Riverside (Res. No. 99-379).

Full-Time Non-Exempt Employee shall mean employees whose positions require the number of hours usual or prescribed for normal permanent County employment. All positions shall be full time unless otherwise designated or unless the compensation is fixed upon the basis of part-time work. Non-exempt employees are hourly employees subject to FLSA regulations regarding compensation and overtime.

Full-Time Exempt Employee shall mean employees who are not governed by the customary eighty (80) hour work period and may be expected to work more than eighty (80) hours in a given work period or allowed to work less than eighty (80) hours pursuant to the specific dictates of the assignment. Such employees are customarily referred to as "salaried" employees. The department head shall regulate said work periods based on the needs of the department with due regard to maintaining reasonable and equitable work periods for all employees.

Part Time Employees shall mean employees in positions which are designated part time or for which compensation is fixed upon a basis of part time work.

Pay Period means 14 calendar days from Thursday (starting at midnight Wednesday) to midnight of the second Wednesday thereafter, and refers to the period for computing compensation due for all normal working shifts ending during that period.

Permanent Employee means a regular or seasonal employee who has completed the initial probationary period in a position, not including any incumbent of an at-will position.

Position shall mean any office or employment to which a group of duties and responsibilities is assigned or delegated by competent authority, the performance of which requires the full time or part time employment of one person.

Post Employment Program shall mean the VEBA and Special Pay plan(s) available to qualifying employees upon leaving County service.

Probationary Employee means a regular or seasonal employee who has not completed the initial probationary period as designated in this Agreement, in a paid status in a position following initial employment. Probationary employee also means a regular or seasonal employee who has not completed the required probationary period as designated in this Agreement, in a paid status in a position to which they have been promoted, transferred or demoted following completion of the initial probationary period.

Promotion shall mean a change of employment without intervening loss of working days from a position allocated to a given salary range to a position of a different class allocated to a higher range whether in the same or different department. The appointment of an employee to a position allocated to a higher salary range because of professional registration achieved by the incumbent shall not be deemed a promotion but a change in salary allocation.

Reclassification shall mean the reallocation of a position to a different class by a change of title and position specification, but does not necessarily involve a change of salary range.

Regular Position means a position established by County Ordinance No. 440 on an ongoing basis, as distinct from a seasonal or temporary position. Regular employee means a holder of a regular position.

Seasonal Employees shall mean employees whose employment is not continuous but is regularly recurrent in the same capacity because of particular functions which occur periodically each year; such employment may be permanent, but of an intermittent nature.

Temporary Employee means an employee who is not a regular or seasonal employee.

Transfer shall mean a change of employment without intervening loss of working days from a position allocated to a given salary range to a position of a different class allocated to the same range in the same department, or to a position of the same class, or a different class allocated to the same range, in a different department.

Working Day means each day on which an employee performs a normal working shift, and including holidays as specified herein which fall on days of a normal working shift.

GENERAL SUMMARY OF BENEFITS
Law Enforcement Management Unit

This is a Summary of the Benefits pertaining to the Law Enforcement Management Unit. Details pertaining to these benefits can be found in the individual Articles of this Memorandum of Understanding between Riverside County and the Riverside County Law Enforcement Management Unit (LEMU). Should any conflict arise between this summary and the Articles, the Articles shall take precedence.

MEDICAL INSURANCE: See Article XIX, Section 6. Must be enrolled in a County Health Insurance to receive flexible contribution. Dental insurance is also available for purchase. Regular part-time employees who work 20-29 hours receive 1/2 flex benefits and 30-39 hours receive 3/4 flex benefits.

OPTICAL INSURANCE: Coverage for employee and dependents paid for by County through Vision Service Plan.

RETIREEES: Receive \$128.00 per month paid by the County.

VACATION ANNUALLY: 0-3 years: 80 hours cumulative to 320 hours; 4-9 years: 120 hours cumulative to 480 hours; over 9 years: 160 hours cumulative to 850 hours.

HOLIDAYS: Normally 12 per year.

HOLIDAYS WORKED: An employee who is regularly scheduled to work on a paid holiday, and who works on that holiday, shall be paid at his/her regular rate for the time actually worked and is entitled to not more than eight hours of compensation at the rate of one and one half (1 ½) times the employee's regular rate of pay.

RETIREMENT: See Article VII General Personnel Provisions, Section 3. Retirement

P.O.S.T. CERTIFICATE: See Article V, Section 3(C)

OVERTIME: Overtime worked is compensated by crediting the employee with compensatory time off (CTO) at the rate of one and one-half times the actual overtime hours worked. The employee may arrange or be scheduled to take time off. At the end of each pay period in which overtime is earned, the employee may elect to be paid for all CTO or may accumulate up to 120 hours. Overtime credit exceeding 120 hours will be paid automatically. This provision applies to FLSA non-exempt employees covered under the provisions of this Memorandum.

CALL BACK PAY: Sheriff's Sergeants, Correctional Sergeants and Coroner

Sergeants who are called back to attend Court in relation to a matter arising from their employment relationship with the County of Riverside at a time when they are otherwise off duty, shall receive a minimum compensation of four (4) hours compensation at the appropriate overtime rate.

**DEFERRED
COMPENSATION**

Sec. 457 and Sec. 401(a) plans available to employees through Nationwide Retirement Solutions and Variable Annuity Life Insurance Company (VALIC). Sec. 457 plan is employee contributions only. Employees may make bi-weekly contributions not to exceed the maximum annual allowable amount by law. The 401(a) plan is employer contributions only.

UNIFORMS:

See Article VII, Section 10

SICK LEAVE ACCRUAL:

Four (4) hours per pay period with unlimited accumulation. This provision applies to Sheriff Sergeants, Correctional Sergeants and Coroner Sergeants.

SICK LEAVE PAYOFF:

Payoff fifty percent (50%) of accumulated balance to maximum of nine hundred and sixty (960) hours of pay upon service retirement, disability retirement, or death after a minimum of five (5) years service up to fifteen (15) years of service. Payoff one hundred percent (100%) of accumulated balance to maximum of nine hundred and sixty (960) hours of pay upon service retirement, disability retirement, or death after fifteen (15) years of service.

WORKERS' COMP.

Workers' Compensation benefits are provided in accordance with the California Labor Code 4850. Safety retirement members receive up to one year of full salary, then use accrued leave time thereafter to make up the difference between temporary disability and full salary.

**LONG-TERM
DISABILITY:**

Covered under the County's Long-Term Disability Plan. The plan may pay 66.67% of earnings to a maximum of \$10,000.00 per month after a 60 day waiting period. Benefits are payable until age 65 or as otherwise stated per the PLAN document.

LIFE INSURANCE:

\$50,000 policy for employees is paid by County. Supplemental coverage available at employee's expense.

ARTICLE I
TERM

Section 1. TERM

This Memorandum of Understanding (MOU) sets forth the terms of agreement reached between the County of Riverside, (hereinafter referred to as County) and the Law Enforcement Management Unit (hereinafter referred to as LEMU) as the Exclusive Employee Organization for employees in the representation unit described under Article 2, Recognition. This MOU is in effect from July 1, 2012, through June 30, 2017.

Section 2. SUCCESSOR AGREEMENT

In the event LEMU desires to negotiate a successor MOU, LEMU shall serve on the County, during the period of 150 days to 120 days prior to the expiration of the current MOU, its full and written request to commence negotiations for such successor MOU.

Upon receipt of such written notice, the County and LEMU shall, within thirty (30) days, present proposals. Negotiations shall begin within thirty (30) days after receipt of LEMU's request unless otherwise agreed to by the parties. Sections of this MOU not addressed by either party in their proposals shall remain in full force and effect when a successor agreement is implemented.

ARTICLE II
RECOGNITION AND WAGES

Section 1. REGONITION

- A. This MOU shall apply only to persons employed as Regular full-time or Regular part-time employees in the following classifications:

| CLASS CODE | CLASS TITLE |
|------------|-------------------------|
| 37611 | Sheriff's Sergeant |
| 37612 | Sheriff's Sergeant A |
| 37613 | Sheriff's Sergeant B |
| 37614 | Sheriff's Lieutenant |
| 37615 | Sheriff's Lieutenant A |
| 37616 | Sheriff's Lieutenant B |
| 37617 | Sheriff's Captain |
| 37618 | Sheriff's Captain A |
| 37619 | Sheriff's Captain B |
| 52213 | Correctional Sergeant |
| 52214 | Correctional Lieutenant |
| 37517 | Coroner's Lieutenant B |
| 37503 | Coroner Sergeant |
| 37514 | Coroner Sergeant A |

37515 Coroner Sergeant B

37667 D.A. Bureau Commander
37668 D.A. Bureau Commander (A)
37669 D.A. Bureau Commander (B)

- B. Any employee who became a member of the Unit of Representation covered by this MOU after having experienced all or a portion of the ten percent (10%) temporary compensation reduction requirement that applied to individuals situated in the employee's previous Unit of Representation, or any employee who subsequently becomes a member of the Unit of Representation covered by this MOU after having experienced all or a portion of that ten percent (10%) temporary compensation reduction shall be exempt from all portions of the temporary, two-year compensation reduction set forth in Section 2A of this Article and Sections 6J, 11 and 12 of Article XIX.
- C. Any employee who is hired on or after July 1, 2012, shall be subject to all of the remaining portions of the temporary, two-year compensation reductions set forth in Section 2A of this Article and Sections 6J, 11 and 12 of Article XIX.

Section 2. WAGES

- A. Except as provided in Section 1B of this Article, effective the pay period beginning July 12, 2012, the classifications covered under this agreement shall receive a three percent (3.0%) wage reduction to their base salaries. This wage reduction shall expire effective July 9, 2014.
- B. Effective July 12, 2012, there shall be one (1) step added to the top of the salary range for all classifications covered by this MOU. Employees who have been at the top of the salary range for one (1) year or more at the time the steps are added shall immediately move to the new top of the range. Employees who are not at the top of the range shall advance to the new top of the range in accordance with Article VI Pay Practices.
- C. Effective the pay period beginning July 11, 2013, the classifications covered under this MOU shall receive a two percent (2.0%) wage increase to their base salaries.
- D. Effective July 11, 2013, there shall be one (1) step added to the top of the salary range for all classifications covered by this MOU. Employees who have been at the top of the salary range for one (1) year or more at the time the steps are added shall immediately move to the new top of the range. Employees who are not at the top of the range shall advance to the new top of the range in accordance with Article VI Pay Practices.
- E. Effective the pay period beginning July 10, 2014, the classifications covered under this MOU shall receive a two percent (2.0%) wage increase to their base salaries.
- F. Effective the pay period beginning July 9, 2015, the classifications covered under this MOU shall receive a three percent (3.0%) wage increase to their base salaries.

- G. Effective the pay period beginning July 7, 2016, the classifications covered under this MOU shall receive a two percent (2.0%) wage increase to their base salaries.
- H. Effective the pay period beginning January 5, 2017, the classifications covered under this MOU shall receive a two percent (2.0%) wage increase to their base salaries.

ARTICLE III
FULL UNDERSTANDING, MODIFICATION AND WAIVER

- A. This MOU sets forth the full and entire understanding of the parties regarding the matters set forth herein and any other prior or existing understandings or agreements by the parties, whether formal or informal, regarding any such matters are hereby superseded or terminated in their entirety.

Except as modified herein or as otherwise required by law, existing wages, hours and other terms and conditions of employment shall continue in effect. The terms used in this MOU shall have the same meaning as like terms used in the County Salary Ordinance and related resolutions and regulations.

- B. It is the intent of the parties that this MOU be administered in its entirety in good faith during the full term. It is recognized that during such term, it may be necessary to make changes in rules or procedures affecting the employees in the Unit. Where Management finds it necessary to make such changes, it shall notify LEMU indicating the proposed change prior to its implementation.

Where such changes would significantly affect the working conditions in the unit, where the subject matter of the change is subject to negotiations pursuant to the Meyers-Milias-Brown Act, and where LEMU requests to negotiate with Management, the parties shall expeditiously undertake negotiations regarding the effect the change would have on the employees in the unit.

Nothing herein shall limit the authority of Management to make necessary changes required during emergencies. However, Management shall notify LEMU of such changes as soon as practicable. Emergency is defined as an unforeseen circumstance affecting life or property requiring immediate implementation of the change.

Where Management makes any changes in working conditions because of the requirements of Federal or State law, the County shall not be required to renegotiate the matter or manner of compliance with such law where the manner of compliance is specified by such law.

- C. Except as specifically provided herein, it is agreed and understood that each party voluntarily and unqualifiedly waives its right, and agrees that the other shall not be required, to negotiate with respect to any subject or matter covered herein or with respect to any other matters within the scope of negotiations during the term of the MOU.

- D. Any agreement, alteration, understanding, variation, waiver or modification of any of the terms or provisions contained herein shall not be binding upon the parties hereto unless made and executed in writing by all parties hereto and, if required, approved and implemented by County's Board of Supervisors.

ARTICLE IV
ERRORS AND OMISSIONS

It is the intention of both the County of Riverside and the Law Enforcement Management Unit (LEMU) that the consolidated MOUs which the parties have initialed, be complete and free from errors. However, if either party discovers errors or omissions that can be substantiated by MOU, Letters of Agreement, Resolution and/or Ordinance language, it is agreed that such inaccuracies will be corrected.

ARTICLE V
WORKWEEK, OVERTIME, AND PREMIUM PAY

Section 1. WORKWEEK

- A. Work-Schedule. The normal work schedule for non-exempt FLSA employees shall be 10 working days of 8 hours each coinciding with the fourteen day FLSA work period and the County's 14 day pay period. Management (exempt) employees are not governed by the customary eighty (80) regular hours per work period and may be expected to work more than eighty (80) hours in a given work period or allowed to work less than eighty (80) hours pursuant to the specific dictates of the assignment. The department head shall regulate said work periods based on the needs of the County with due regard to maintaining reasonable and equitable work periods for all employees. A Department Head, with prior approval of the County Executive Officer and the Human Resources Director, may establish or eliminate a different biweekly work period of 80 hours after giving a one pay period written notice to the representative, if any, of the employees affected.
- B. 12-Hour Alternate Work Schedule - Sheriff's Department.
1. The work schedule for any employee assigned to work a 12 hour shift, including those employees presently assigned to either 24 hour fixed post floor operation positions in the Corrections Division, shall consist of seven (7), twelve (12) hour work shifts during the designated 14 day bi-weekly work period. The Sheriff's Department has transitioned Correction's Division employees assigned to 24 hour "post positions" from the 4-10 schedule to this 7-12 schedule in a manner, and at times and locations, as determined by the Department. Such 12-hour shifts will be scheduled to work as follows: each employee on 12-hour shifts will work 3 days on - 4 days off, 4 days on - 3 days off to accomplish 84 scheduled hours per pay period. (NOTE: Fixed post floor operation positions are those assignments which require staffing 24 hours a day/7days a week).

In addition to the twelve hour shift schedule described above, LEMU agrees

that the Sheriff's Department may implement a work schedule for employees assigned to work 12 hour shifts that consists of six (6), twelve (12) and one (1), eight (8) hour work shifts during the designated 14 day bi-weekly work period when the Department determines such schedule is appropriate.

A FLSA non-exempt employee assigned to a 24 hour fixed post floor operation position in the Corrections Division shall be entitled to a thirty (30) minute lunch period. Such lunch period shall be exclusive of the twelve hours per shift described above and shall be without compensation.

2. Assignments to or from any shift assignment shall not be grievable, except that shift assignments made for disciplinary reasons are subject to review as part of the disciplinary procedure.

Section 2. OVERTIME

- A. Overtime Work Defined. For FLSA non-exempt employees, overtime work is authorized work in excess of 80 hours in a biweekly work period or, for employees assigned to work seven (7) twelve (12) hour shifts in a fourteen (14) day biweekly work period, overtime work is authorized work in excess of 84 hours during that work period. Overtime work is also work performed when the employee is called back to meet an emergency on a holiday or is in a stand-by or professional call duty status. It does not include regularly scheduled work on a paid holiday for which the employee is entitled to equal compensatory time off (Martin Luther King's Birthday).
- B. Authorization for Overtime Work. Performance of overtime work may be authorized by the Department Head or a designated subordinate.
- C. Departmental Records. Each Department Head shall keep complete and detailed records as to the attendance and pay status of each employee. This shall include actual hours of overtime work for each employee in each work week, with justification in each case, and shall also include compensatory time off. The daily record for an employee in a normal paid working status may be kept on a negative basis, that is, with no entry except for overtime, compensatory time off, sick leave, vacation, annual leave, leave of absence and like items.

The initial record, any secondary records, such as a summary of the work week or of the pay period, or other compilation from the initial record, and the departmental copy of the attendance report for each pay period together with any subsequent correcting reports, shall be preserved and retained in a condition to be audited for the three most recent full fiscal years, and thereafter until any official inquiry concerning the same has been finally concluded.

- D. Reporting and Calculation. Actual hours of overtime work shall be reported on each attendance report. The Auditor shall maintain the record of overtime credit at one and one-half times such actual hours. Actual hours of compensatory time off shall be reported on each attendance report. If payment is to be made, the number of hours of overtime credit to be paid for shall be specified.

E. Compensation for Overtime Work. Any FLSA non-exempt member of the "Law Enforcement Management Unit" shall be entitled to overtime compensation in the following manner:

1. Any time worked, or deemed to have been worked because of a paid leave of absence, in excess of 80 hours in a 14 day designated biweekly work period (84 hours in a work period for employees assigned to work seven 12 hour shifts) shall be compensated at the rate of one and one-half times the employee's regular rate of pay, in compensatory time off.
2. At the expiration of each prescribed pay period, any such compensatory time off benefits that have not been utilized shall be paid to the employee by County Warrant or the employee may elect to accumulate compensatory time off benefits up to a maximum 120 hours. The accumulated compensatory time off benefits may only be utilized by mutual agreement of the employee and the Department Head or a designee.
3. Accumulated overtime credit in the "overtime bank" shall be retained until the "overtime bank" has been exhausted.
4. It is the intent of the Sheriff's Department to continue to request overtime for Lieutenants and Captains involved in emergency situations such as riots however the power is vested with the Board of Supervisors to declare a disaster in accordance with subsection H below.

F. Fringe Benefits not Affected by Overtime. Overtime work shall not be a basis for increasing vacation or sick leave benefits, nor shall it be a basis of advancing completion of required period for probation or salary step advance. Where overtime results from necessary irregular work schedules, it may be included in computing the minimum time for salary step advance which would otherwise be delayed beyond the normal period.

G. Overtime Provisions of the Fair Labor Standards Act. Employees in classifications which are not exempt from the Fair Labor Standards Act shall be compensated for overtime consistent with the Act. Such employees shall receive compensation for overtime worked under the foregoing County provisions when the hours worked are not considered overtime under the Act.

The following classes are deemed to be exempt from the Fair Labor Standards Act:

| | |
|-------------------------------|-----------------------------------|
| Correctional Lieutenant | All Sheriff's Lieutenant classes |
| All Sheriff's Captain classes | All Coroner's Lieutenant classes |
| Correctional Captain | All D.A. Bureau Commander classes |

H. Declared Disaster. In the event and during the period of an officially declared disaster affecting any portion of the County of Riverside, and notwithstanding any other provision of this Agreement, the following provisions shall apply:

1. Any Officer, in order to perform the work of their department or a civil defense

function, may employ emergency employees without reference to the salary or classification plans at rates which appear to be prevailing for the type of work to be performed at the time of their employment.

2. For the same purpose, any Officer may employ on a paid overtime basis their current employees at hourly rates equivalent to their current compensation basis.
3. Any employee who reports to their regular or a designated place of employment or to a civil defense assignment shall be deemed to be employed in their usual position in a regular payroll status. Any employee who without adequate reason for absence under the terms of this Agreement who fails to so report shall be deemed absent without authority and shall not be paid during such absence.
4. The Board of Supervisors may authorize payment on paid overtime basis at the rate of one and one-half times the hourly rate equivalent to the employee's then current compensation basis for those employees set forth in Article II, Section 2 who are required to perform emergency services during a County-declared emergency. "Emergency Services" as used in this subsection, shall be such services as the Board of Supervisors finds to institute such, at the time it authorized the payment thereof.

Section 3. PREMIUM PAY

- A. Minimum Overtime on Call-Back. Except as hereinafter otherwise provided, an employee called back to work to meet an emergency on an overtime basis, whether or not they are in a standby duty status, shall receive minimum credit for one hours' work.
 - A.1. Standby Duty. Any Sergeant who supervises subordinate employees who receive standby duty pay and is responsible for calling out said subordinate employees, and when placed by the Department Head or designee specifically on standby duty, shall be paid one (1) hour pay for eight (8) hours of such duty beyond the regular work period. Said compensation shall be in addition to the Sergeant's regular salary entitlement, and said compensation shall cease when the Sergeant reports to work. Employees receiving standby duty do not receive the hourly special assignment pay rate for hours compensated as standby pay.
- B. Bilingual Pay. Scope: This policy covers all full time and part time employees who are assigned work on a regular and continuing basis that requires a second language to effectively meet the service demands of the County's customers.

Eligibility Factors: Eligibility requires use of a second language at least five times per week or once per day.

Skill Levels

Definitions of Skill Levels:

Level 1: Basic Oral Communication - Employees at this level perform bilingual translation

Level 2: Task Completion - Employees at this level perform bilingual translation as well as written translation.

Level 3: Written translation, and medical and legal interpretation - Employees at this level perform complex verbal and written translation.

Compensation: Employees who have qualified for bilingual compensation will receive additional compensation as follows:

Level 1: \$40 per pay period (50¢ per hour)

Level 2: \$60 per pay period (75¢ per hour)

Level 3: \$80 per pay period (\$1.00 per hour)

Testing Administration:

Oral and written examinations will be administered by the Human Resources Testing Center as follows:

Level 1: Basic oral/reading test

Level 2: Written

Level 3: Complex Level Written

Level 1: Administered by Human Resources Testing Center

Level 2: Administered by Human Resources Testing Center

Level 3: Administered by Human Resources Testing Center

Plan Implementation: The Bilingual Pay Program will be administered by Human Resources.

All current employees receiving bilingual pay will continue to receive the rate of pay they are receiving, as long as they continue in their current position. Qualified employees, whose positions are designated by Departmental Management as requiring/desiring bilingual skills, are encouraged to test for higher skill levels if required by the department.

Designation of positions eligible to receive bilingual pay is the responsibility of the supervisor with the approval of Human Resources. All future recruitments for a position designated as such would include the requirement of bilingual skills.

Payments for employees will be pro-rated based on the hours worked. An employee not receiving bilingual compensation shall not be expected to perform bilingual services.

- C. P.O.S.T. Certificate Pay. Sheriff's Sergeants, Coroner Sergeants, Sheriff's Lieutenants, Coroner Lieutenants, or Sheriff's Captains who prove that they possess a valid Intermediate Certificate, but not an Advanced Certificate, issued to them by the Commission on Peace Officer Standards and Training of the State of California, shall be compensated at a rate six percent (6%) higher than that specified for such position. If they prove that they possess a valid Advanced Certificate issued to them by said Commission, whether or not they possess the Intermediate Certificate, they shall be compensated at a rate-which is eleven percent (11%) higher than that specified for such position.

Effective June 3, 2010, Sheriff's Sergeants, Coroner Sergeants, Sheriff's Lieutenants, Coroner Lieutenants, or Sheriff's Captains who prove that they possess a valid Intermediate Certificate, but not an Advanced Certificate, issued to them by the Commission on Peace Officer Standards and Training of the State of California, shall be compensated at a rate seven percent (7%) higher than that specified for such position. If they prove that they possess a valid Advanced Certificate issued to them by said Commission, whether or not they possess the Intermediate Certificate, they shall be compensated at a rate-which is twelve percent (12%) higher than that specified for such position.

The applicable rate for possession of the Intermediate Certificate shall be indicated in the Table and Index by the letter "A" following the class title, and for the Advanced Certificate, by the letter "B", each with an appropriate code number, but in the departmental sections the basic position code number and class title shall be deemed to include positions occupied by incumbents possessing either of said certificates.

- D. Court Call Back Pay Sheriff's Sergeants, Correctional Sergeants or Coroner Sergeants who are called back to attend Court in relation to a matter arising from their employment relationship with the County of Riverside at a time when they are otherwise off duty, shall receive a minimum compensation of four (4) hours compensation at the appropriate overtime rate.
- E. Extra Duty Pay. If the Sheriff deems it necessary to provide supervision of other employees at an extra duty function, Sheriff's Sergeants, when available as extra duty employees, will be employed at one and one-half times their regular hourly rate. Lieutenants working as Sergeants shall be paid one and one-half times the hourly rate of a Sergeant B, step 9.

Sergeants and Lieutenants working as deputies in an extra duty capacity shall be paid at time and one-half the top step Investigator B rate.

- F. Special Assignments in Law Enforcement. A Sergeant who is assigned to one of the following assignments, who not only supervises subordinate sworn officers, but is also authorized and assigned to actively perform (as opposed to manage or supervise) the technical duties associated with the assignment shall receive an additional \$1.85 per hour, for time actually worked in the specialty assignment. This differential does not apply to vacation, sick leave, Workers' Compensation leave,

compensatory time off, court time or holiday pay. Removal from a specialty pay assignment is not a grievable issue under the Grievance Procedure unless it is alleged that the removal was a disciplinary or punitive action in which case the matter may be heard in the Disciplinary procedure. No employee shall be compensated for more than one of the following assignments:

| | |
|------------|----------------------------------|
| Lab. Team | Special Enforcement Bureau (SEB) |
| Motorcycle | Hazardous Device Team (HDT) |
| Aviation | Hostage Negotiation Team (HNT) |
| Dive Team | |

A Sheriff's Lieutenant who is assigned to SEB will receive the SEB special assignment pay as stated as above.

G. EXTRADITION PAY

Extradition Staff assigned to extradite prisoners to or from another jurisdiction shall be paid:

- a. for all hours spent with the prisoner in their custody;
- b. for waiting time, up to their regular daily hours of work, if upon arriving at the other jurisdiction at the assigned time for pick up of the prisoner they are required to wait for the release of the prisoner, provided that they first advise the Department of the delay and are instructed to wait, but in no event shall waiting time exceed their regular daily hours of work;
- c. with respect to travel without the prisoner in their custody to or from the other jurisdiction to either pick up the prisoner or to return to Riverside County after having delivered the prisoner:
 - i. for all travel time spent driving, provided that they are instructed to drive to pick up or deliver the prisoner, less normal commuting time and meal time;
 - ii. for all hours spent traveling if the assignment doesn't involve an overnight stay, less normal commuting time and meal time; or
 - iii. during their regular working hours, even on an a day when the FLSA non-exempt employee is not scheduled to work, if the assignment involves an overnight stay and they travel as a passenger on an airplane, train, boat, bus, or automobile, less normal meal time. The FLSA non-exempt employee shall not perform any productive work for the Department while traveling as a passenger unless expressly authorized to do so by a Department supervisor.
- d. at applicable overtime rates in the event that the extradition assignment

causes them to exceed their maximum number of hours of work on a daily basis or in the two week pay period.

- H. EDUCATION INCENTIVE: Bachelor Degree – Effective July 3, 2008, (to be processed the first pay period following Board of Supervisors approval) any employee who possesses or earns a bachelor's degree from an accredited university or college shall be advanced 2.5% on his/her existing wage scale upon presentation of proof that the employee holds such degree.

Masters Degree – Effective July 3, 2008, any employee who possesses or earns a masters degree from an accredited university or college shall be advanced an additional 2.5% (for a total of 5%) on his/her existing wage scale upon presentation of proof that the employee holds such degree.

- I. EDUCATION REIMBURSEMENT. Effective July 3, 2008, the parties hereby establish an educational reimbursement fund in the amount of \$300,000 for employees in the classifications of Sheriffs Sergeant, Correctional Sergeant, Coroner Sergeant, Lieutenant, and Correctional Lieutenant. An eligible employee with qualifying expenses may submit proof of such expenses for reimbursement to the County. Once the fund is depleted there shall no more reimbursement made for the duration of this MOU.

ARTICLE VI PAY PRACTICES

Special Provision: Except as provided in Article II, Sections 2B and D, for the period between July 12, 2012 and July 10, 2013, the provisions of this section shall be suspended. As a result, during that time period no employee shall receive a step/merit increase to which he or she otherwise would have been entitled. The provisions of this Section shall be restored effective July 11, 2013.

Section 1. STEP ADVANCE

- A. The compensation of every person employed in a regular position on a step basis shall be considered for increase upon their anniversary date, exception as herein otherwise provided.
- B. For all employees in the Law Enforcement Management Unit:

The first anniversary date shall be the first day of the pay period following the completion of 6 months in a paid status in the position not including overtime, as the result an initial appointment, a promotion or reclassification which involved a salary increase. Re-employment at a rate other than that of the first step of a range shall not be considered an original appointment for purpose of fixing the anniversary date.

In such cases the anniversary date shall be the first day of the pay period following one (1) year in a paid status, not including overtime, after such re-employment unless otherwise specified in the resolution of the Board of Supervisors.

The second anniversary date shall be the first day of the pay period following the completion of an additional one (1) year in a paid status, not including overtime, and

subsequent anniversary dates shall occur at like intervals. The provisions of this section shall be subject to other specific provisions of this ordinance concerning change of anniversary dates.

Two pay periods before the anniversary date of each employee holding a regular position on a step basis, except as to an employee compensated at the rate of the highest step, the Human Resources Director shall inform the Department Head in writing on an appropriate form that the employee will be eligible for salary increase.

Prior to the anniversary date the Department Head, after review with the employee involved, shall inform the Human Resources Director in writing on the appropriate form whether or not they allow the increase. If the increase is disallowed, the form shall contain the signature of the employee acknowledging notice of the disallowance and the reasons therefore. The Human Resources Director shall promptly act on each increase allowed and the employee shall be paid at the increased rate from the anniversary date. If, through error, the anniversary date of an employee is overlooked or a notice herein required is delayed or omitted, a resulting failure to increase the compensation may be cured by then taking the action hereinabove required, provided the same is completed within the next two pay periods after said action should have been taken, and the employee shall be paid at the increased rate from the anniversary date. If the Department Head disallows such increase, they shall review the matter at least quarterly, and may allow the increase effective on the first day of any pay period after that in which the increase could have been allowed. The responsibility for submitting a written allowance of increase, after disallowance, shall be with the Department Head. The anniversary date shall be postponed until an increase is allowed. Such salary increases shall be given only on the affirmative decision of the Department Head, which shall be made only on the basis of continued satisfactory performance in the position.

Every anniversary salary increase shall be to the rate of the second next higher step, except from the eighth step and thereafter, it shall be to the next higher step.

Section 2. REEMPLOYMENT

- A. Upon recommendation of the employing Officer and approval of the Human Resources Director a former regular employee may be re-employed in the same class or position which they previously occupied, at the same step of the salary range as the step applicable at the time of termination, provided the individual was terminated in good standing.
- B. Reemployment after military service shall conform to the requirements of the Military and Veterans Code and the Uniformed Services Employment and Reemployment Rights Act (USERRA), but in other respects shall be in accordance with this agreement.
- C. Whenever a former regular employee is or has been re-employed within three months after termination they may, on recommendation of the employing Officer and with the approval of the Human Resources Director and the County Executive

Officer, be allowed accrued sick leave and accrued time toward earned vacation and annual leave not exceeding the amount thereof which was lost at the time of termination, and the anniversary date for step advance may be expressly fixed, subject to other provisions of this agreement relating to delay and disallowance thereof, by allowing credit for all or a portion of the applicable period of service prior to said termination.

- D. Reemployment of Retired Persons. An employee who is retired under the Public Employees Retirement Law and who is receiving retirement benefits shall not be employed or reemployed in any position for compensation without the prior written approval of the Human Resources Director. Consistent with the requirements of the State Employees Retirement Act for discontinuance of retirement benefits, the retiree may be employed or re-employed.

The Human Resources Director may allow the employment or reemployment for up to 120 working days or 960 hours in any calendar year, without loss of benefits, as specified in the Public Employees Retirement Law. That section permits the temporary employment only during an emergency to prevent stoppage of public business, or because the restored employee has skills needed in performing specialized work of limited duration. These appointments shall not exceed a total for all employers of 960 hours in any fiscal year. During the employment or reemployment the retiree is to be paid at a rate not less than the minimum, nor more than that paid other employees performing comparable duties.

When a retiree under the State Employees Retirement Act is employed or re-employed, the retirement status must be specified in the documentation of appointment to a permanent or temporary position.

Section 3. PROMOTION

On promotion, the salary shall be at a rate on the new salary range which is approximately 5.5% higher, or immediately greater than 5.5% higher, than that paid on the grade for the former position where the new grade is able to accommodate the increase. Approximately 5.5% shall mean within 10 cents per hour of 5.5%. The effective date of all promotions shall coincide with the first day of the pay period. The anniversary date shall be determined as if the date of promotion were the date of employment. If an LEMU member, or employee promoted into a class represented by LEMU bypasses one or more ranks as a result of promotion, the Sheriff may request appointment to the new rank at an advanced pay step. The advanced step placement process requires prior approval of the Human Resources Director and the County Executive Officer. The intent of this agreement is to allow the Sheriff to request that the employee be granted a pay step consistent with that which would have been received by a similarly promoted employee who had reached journey level in the next lower rank prior to promotion.

Section 4. TRANSFER

On transfer, the salary shall be the same as that paid previously. The anniversary date shall not change.

Section 5. DEMOTION

- A. On demotion, the salary shall be at the rate of the same step on the new range as was applicable to the previous range. The anniversary date shall not change. The effective date of all demotions shall coincide with the first working day of a pay period.
- B. Permanent employees who, within one year following a promotion, voluntarily demote to their previously held classification may return to the step of the previously held classification from which they promoted. Demotion under this section shall be with the mutual agreement of the employee and involved Department Head(s) and an opening must exist. The anniversary date shall not change.

Section 6. RECLASSIFICATION

- A. The salary of an incumbent of a position reclassified to a class on the same salary range shall not change. The anniversary date shall not change.
- B. The salary of an incumbent of a position reclassified to a class on a higher salary range shall be at a rate on the new salary range which is approximately 5.5% higher, or immediately greater than 5.5% higher, than that paid on the grade for the former position where the new grade is able to accommodate the increase. Approximately 5.5% shall mean within 10 cents per hour of 5.5%.

The anniversary date shall be determined in accordance with section 1B of this Article, except that the first anniversary date shall be the first day of the pay period following the completion of 6 months in a paid status, not including overtime, in the new classification. Thereafter, anniversary dates shall be on the first day of the pay period following each additional 1 year in a paid status.

- C. The salary of an incumbent of a position reclassified to a class on a lower salary range shall not change unless such salary would exceed the maximum of the new range, in which event it shall be reduced to the maximum. The anniversary date shall not change.
- D. The effective date of a reclassification shall coincide with the first working day of a pay period.

Section 7. TEMPORARY PROMOTION

A regular employee may be promoted on a temporary basis to fill a vacant position as a result of a leave of absence of the incumbent of that position, or pending appointment of another person to that position. Such promotion is designated "temporary promotion." The salary of an employee temporarily promoted shall be determined as if the temporary promotion were an original appointment to the position.

When the absence ceases or the vacancy is filled, the employee shall return to their regular position, and their salary and anniversary date shall be re-determined as if the temporary promotion had not occurred. Any step increases which would have been due in his/her

regular position shall be allowed.

Section 8. CLASSIFICATION PROCEDURE

The following shall serve to satisfy the alleged working out of classification questions:

The Human Resources Director has responsibility for initiating classification studies and recommending changes to the Classification Plan.

As part of the responsibility, and within the limits of Human Resources Classification Division staff resources, the following procedure will apply to employees of Law Enforcement Management Unit:

If a Department Head has twice refused to refer to the Human Resources Department an employee's written request for a classification review of their specific position, the employee may prepare a written request for a classification review to LEMU. LEMU may refer such written request to the Human Resources Director.

The Human Resources Director shall take one of the following actions: (1) Refer the request to the Classification Division for study; or (2) Return the request to LEMU with an explanation for non-action.

Note: Requests referred to the Classification Division are subject to the same discretionary judgments regarding priority as other requests.

Section 9. CONFORMANCE TO PLAN

No regular employee shall be assigned to exercise the powers or perform the duties of any classification other than their own classification for an accumulated period of 480 hours or more during any one calendar year. Such accumulated hours of such assignment(s) shall be credited toward qualifying experience for possible promotion only when such assignments have been authorized or verified by the Department Head or designee in writing.

ARTICLE VII
GENERAL PERSONNEL PROVISIONS

Section 1. PROBATION

- A. Initial Probationary Status. Each regular and seasonal employee shall be in an initial probationary status from the effective date of his/her initial employment in a position in a paid status until the required initial probationary period, and any extension, is completed without separation from County employment.

Computation of the initial probationary period in a paid status does not include overtime, standby, on-call or military leave of absence. A regular or seasonal employee who has not completed the initial probationary period, or a temporary employee, serves at the pleasure of the department head and may be released from employment without cause. These employees are not entitled to the review procedure provided for in this MOU.

- B. Length of Initial Probation. The length of the initial probationary period for all classifications within this representation unit is eighteen months (provided the employee has completed an approved academy – for those who have not it shall be one year following successful completion of the Sheriff's academy).
- C. Extension of Initial Probation. The initial probationary period of an employee may be extended by the employing Department Head with the approval of the Human Resources Director. Extensions of an initial probationary period are discouraged and must be approved by the Human Resources Director or a designee in writing at least 80 hours before the end of the existing initial probationary period. Approval is made on a case-by-case basis and only for rare and extenuating circumstances.
- D. Initial Probationary Period Affected by Change in Class. An employee who has not completed the initial probationary period, and who promotes or transfers to another class, will continue to serve initial probation for twelve months following the change.
- E. Probation of Permanent Employees following Change in Class or lateral Transfer. During the first six months of service in a paid status following a promotion, transfer or demotion, a regular employee who held permanent status at the time of the promotion, transfer or demotion shall, upon the Department Head's request, be returned to a position in the previously held classification in the former employing department. If the return involves a change in class, the salary step shall be the same step which the employee held immediately prior to the promotion, transfer or demotion, and the employee's anniversary date will be re-determined based on the number of hours of service the employee had in step at the time of promotion, transfer or demotion. Computation of the probationary period in a paid status does not include overtime, standby, on-call or military leave of absence.
- F. Employment of Relatives. Except as otherwise provided herein, no person shall be denied the opportunity for employment or continued employment because such person is related to any person presently employed by the County of Riverside; provided, however, in no instance, shall a County officer or employee execute direct supervision over or initiate or participate in decisions (including but not limited to initial employment, retention, promotion, or work assignments) specifically pertaining to another County employee who is related within the first degree of consanguinity whether by blood, marriage, or domestic partnership (registered with the Secretary of State and providing a Declaration of Domestic Partnership). Whether by blood, marriage, or domestic partnership shall mean spouse, father, mother, brother, sister, son, daughter, son-in-law, daughter-in-law, father-in-law, mother-in-law, brother-in-law, sister-in-law.

Should such relationship occur, the Department Head or a designee may cause either employee to be transferred, re-assigned, or have their work location or shift assignment changed. Until the Department Head or designee selects one of these alternatives, the employees shall maintain their existing status. The affected employee may elect to demote to a position for which they are eligible and selected in lieu of any of the above alternatives. If the affected employee refuses to accept any of the available options, they shall be subject to termination based upon the continuing relationship.

Section 2. PROMOTIONS

LEMU recognizes that promotions for Lieutenant and Captain are a function of Sheriff's Administration and County Human Resources. As soon as available, Sheriff's Administration will distribute a published list of candidates, in rank order, for the positions of Sheriff's Lieutenant and Correctional Lieutenant.

Selection for Sheriff Lieutenant and Correctional Lieutenant: The first selection for each position to be filled shall be made from either the top ten percent of those candidates available for assignment, or the top six candidates (including all persons tied for the sixth position) of those available for assignment, whichever is greater.

The Sheriff may elect to promote a Sheriff's Lieutenant from anywhere on the list of available candidates for the following department assignments: Administrative Investigations Unit (AIU), Special Enforcement Bureau (SEB), Special Investigations Bureau (SIB- including Intel and Central Homicide Unit), Cal-ID, Technical Services Bureau (TSB), and any contract city assignments where the Sheriff Lieutenant is the commanding officer and/or where the position is a designated contract city position. Sheriff's Administration will seek input from LEMU on issues involved in the promotional process not less than 120 days prior to the onset of testing.

Section 3. RETIREMENT

A. Safety Members. The following provisions are applicable to County safety employees in the Law Enforcement Management Unit whose classifications are so designated by their CalPERS status.

1. County Payment of Member Contributions.

- a. Effective July 12, 2012, the amount of Employer Paid Member Contributions (EPMC) paid by the County shall be six percent (6%) of compensation earnable in accordance with California Government Code Section 20691 (Employer Payment of Member Contributions). Each employee will pay the remaining portion of the required member contribution equal to three percent (3%) of compensation earnable. The value of the EPMC shall be reported to CalPERS as compensation earnable in accordance with California Government Code Section 20636(C)(4).
- b. Effective July 11, 2013, the amount of the EMPC paid by the County shall be three percent (3%) of compensation earnable, which contribution shall be reported to CalPERS as compensation earnable pursuant to California Government Code Section 20636(C)(4). Each employee will pay the remaining portion of the required member contribution equal to six percent (6%) of compensation earnable.
- c. Effective July 10, 2014, the County shall no longer pay any portion of the required member contribution and, as a result, represented

employees shall pay the entire required member contribution equal to nine percent (9%) of compensation earnable.

- d. Any Safety employee that transfers, promotes or demotes from another County bargaining unit already paying all or a portion of the EPMC, will pay the required member contribution percentage based upon the phased in schedule as stated in subsections a. through c. above.
- e. Any Safety employee who is hired on or after July 1, 2012, shall pay the entire member contribution for the duration of employment.

2. Retirement Calculations. The percentage of final compensation to be provided for each year of credited prior and current service for Safety members covered by this MOU shall be determined as follows:

- a. 3% @ 50. The percentage of final compensation to be provided for each year of credited service for Safety members who are hired or have entered Safety membership prior to the implementation of a CalPERS contract amendment which creates a second tier retirement formula, shall be determined in accordance with the 3% at age 50 retirement formula as set forth in Government Code 21362.2 (3% at Age 50 Benefit Formula).
- b. 2% @ 50 Second Tier Retirement. At such time that the County's Board of Supervisors executes a CalPERS permissible contract amendment the percentage of final compensation to be provided for each year of credited service for safety employees hired, or who first become safety members on or after the date of implementation shall be determined in accordance with Section 21362 of the Public Employees Retirement Law (2% at age 50).

3. Pre-Retirement Optional Death Benefits. The provisions the Public Employees Retirement Law (Pre-retirement Optional Death Benefit) shall be applicable to all Safety members of the Law Enforcement Management Unit.

B. Miscellaneous Members. The following provisions are applicable to County miscellaneous employees in the Law Enforcement Management Unit whose classifications are so designated by their CalPERS status.

1. County Payment of Member Contributions

- a. Effective July 12, 2012, the Employer Paid Member Contributions (EPMC) paid by the County shall be five percent (5%) of compensation earnable in accordance with California Government Code Section 20691 (Employer Payment of Member Contributions). Each employee will pay the remaining portion of the required member contribution equal to three percent (3%) of compensation earnable. The value of the EPMC shall be reported to

CalPERS as compensation earnable in accordance with California Government Code Section 20636(C)(4).

- b. Effective July 11, 2013, the amount of the EMPC paid by the County shall be two percent (2%) of compensation earnable, which contribution shall be reported to CalPERS as compensation earnable pursuant to California Government Code Section 20636(C)(4). Each employee will pay the remaining portion of the required member contribution equal to six percent (6%) of compensation earnable.
 - c. Effective July 10, 2014, the County shall no longer pay any portion of the required member contribution and, as a result, represented employees shall pay the entire required member contribution equal to eight percent (8%) of compensation earnable.
 - d. Any Miscellaneous employee that transfers, promotes or demotes from another County bargaining unit already paying all or a portion of the EPMC, will pay the required member contribution percentage based upon the phased in schedule as stated in subsections a. through c. above.
 - e. Any Miscellaneous employee who is hired on or after July 1, 2012, shall pay the entire member contribution for the duration of employment.
2. Retirement Calculations. The percentage of final compensation to be provided for each year of credited service for Miscellaneous members covered by this MOU shall be determined as follows:
- a. 3% @ 60 - The percentage of final compensation to be provided for each year of credited prior and current service for Miscellaneous members LEMU who are hired or have entered Miscellaneous membership prior to the implementation of a CalPERS contract amendment for a second tier retirement formula, shall be determined in accordance with 3% at age 60 retirement formula set forth in Government Code Section 21354.3 (3% at Age 60 Benefit Formula – Local Miscellaneous Member) subject to the reduction provided therein for Federal Social Security (3% at age 60 Modified and Full).
 - b. 2% @ 60 Second Tier Retirement. At such time that the County's Board of Supervisors executes a CalPERS permissible contract amendment the percentage of final compensation to be provided for each year of credited service for miscellaneous employees hired, or who first become miscellaneous members on or after the date of implementation shall be determined in accordance with Section 21353 of the Public Employees Retirement Law (2% at age 60).
- C. All Members. The following provisions are applicable to both Safety and Miscellaneous employees covered under the provisions of this MOU:

1. Single Highest Year. The provision of Section 20042 of the California Government Code (Final Compensation -Single Highest Year) shall only apply to members who are hired or have entered membership prior to the implementation of a CalPERS contract amendment covering future hires which provides a different final compensation period.
2. Three (3) Highest Year Average. At such time that the County Board of Supervisors executes a CalPERS permissible contract amendment, the provisions of Section 20037 of the Public Employees' Retirement Law (three (3) consecutive year period selected by the member) will be implemented for employees who are hired on or after the date of implementation of the CalPERS contract amendment.

Section 4. ELECTRONIC DEPOSIT OF PAYROLL FUNDS

Employees shall be required to receive payroll funds by electronic deposit. Employees shall receive a Statement of Earnings (pay stub) through an electronic pay advice system. The electronic pay advice system will permit employees to view/print current and previous bi-weekly pay advice/stubs.

Section 5. NON-SMOKING POLICY

Pursuant to Board of Supervisors Policy A-23, smoking in County facilities is prohibited except in specifically designated areas. Department Heads or their designee shall identify smoking areas.

In shared buildings or floors, Department Heads or their designees will jointly identify common smoking areas. This policy shall apply to County employees and the general public.

The County may designate up to 100% of its unassigned vehicle fleet as no smoking areas.

In the remainder of the County fleet, if a non-smoker objects to smoking the no smoking rule will apply. Assigned vehicles are smoking or non-smoking at the discretion of assignee.

Each department must have a written smoking policy. If there is no smoking allowed in your department or certain buildings or areas, make that declaration. If there are exceptions, you must identify rooms or areas within each building, whether County owned or leased, where smoking is allowable including shared areas, i.e., stairwells, hallways, rest rooms, etc.

It is the responsibility of the Department Head and departmental supervisors to enforce the non-smoking policy of the County.

In order to assist employees, the County has instituted a Stop Smoking Program for employees. Employees are authorized to attend the program without charge and on County time. Employees who continue to smoke in non-designated areas may be subject to discipline under the County Disciplinary Procedure up to and including discharge.

Section 6. SCHEDULED WORK AND VACATION CHANGE NOTICE

No change shall be made to an employee's scheduled use of any earned vacation benefits unless that employee has received thirty (30) days advance written notice provided that the giving of such notice may be suspended while the following circumstances exist:

- A. Staffing levels are projected to be abnormally low for at least one work period.
- B. The County is operating under an emergency condition. An emergency condition is defined as any specific unusual occurrence, unusual event or situation, such as, but not limited to, localized natural disasters, riots or extended breaches of the peace that require additional staffing of personnel to control the situation.

The requirement of giving advance notice of a work schedule change shall be satisfied by posting the change on the official bureau or station work schedule; provided that, in addition, every effort shall be made to afford the employee with at least five days advance actual notice, either in person or by telephone. The Sheriff's Department shall post an official work schedule at each bureau and station.

Section 7. VETERANS' PREFERENCE

The Human Resources Administration under this MOU is designated a merit system. Appointments, promotions, demotions, transfers and dismissals shall be made on the basis of merit and ability. Each officer shall appoint all necessary employees allowed for their department by this MOU only from among persons certified to them by the Human Resources Director as eligible for the respective positions. The Human Resources Director shall determine the methods of evaluating the qualifications of applicants. The methods shall be practical in nature and may involve any combination of written test, oral test, performance test, rating of education, training and experience and shall take into consideration a system of veterans' preference as may be adopted by the Board of Supervisors, by resolution. The veterans' preference program shall be administered by the Human Resources Director.

Section 8. MILEAGE REIMBURSEMENT

Employees who are required to use their personal vehicles for County business shall be reimbursed at the Internal Revenue Service (IRS) standard mileage rate. Adjustments to the County rate, if any, shall be made pursuant to and concurrent with the IRS rate changes.

If an employee is required to use his/her personal vehicle while in the course and scope of his/her employment, the employee must, prior to using said vehicle, do the following:

- A. Complete County of Riverside "Authorization to Drive Riverside County Vehicle or Private Vehicle for County Business," Form, authorizing the employee to use his/her personal vehicle which must be approved by the Department Head.
- B. Insure the vehicle in minimum limits required by the State of California. In addition, employees must have their policies of insurance endorsed to reflect business use. Such insurance must be maintained at all times while employed in a position where it is required or may be required to use a personal vehicle while in the course and

scope of employment. In the event of an incident or accident, the County does not assume responsibility for any physical damage to an employee's personal vehicle.

- C. Provide a copy of a valid driver license, which is appropriate for the class of vehicle to be operated. If any restrictions apply, the employee must notify his/her supervisor of the restrictions and/or any and all changes in the license (i.e. suspended, etc.).

The use of motorcycles, mopeds, and similar types of vehicles for the conduct of County business is expressly prohibited, with the exception of the Sheriff's Department sworn personnel.

Section 9. PERSONNEL FILES

The Department shall comply with California Labor Code 1198.5 entitled "Employee Inspection of Personnel File" and with the Public Safety Officers' Procedural Bill of Rights Act, California Government Code 3305 and 3306, which govern comments adverse to interest and response to adverse comments entered into personnel file.

The rights provided for in the California Labor Code and the Public Safety Officers' Procedural Bill of Rights Act are not superseded, waived or in any other manner diminished by any term or condition of this MOU.

Section 10. UNIFORMS

On April 1 of each year, Sergeants, Coroner Sergeants, and Correctional Sergeants will be granted a uniform allowance of \$1000 per year, and Sheriff Captains, Sheriff Lieutenants, Correctional Lieutenants and Coroner Lieutenants will be granted a uniform allowance of \$500 per year for the purchase and maintenance of uniforms excluding safety equipment. In addition, any employee covered under the provisions of this MOU shall, upon promotion to the position of Captain, receive a one-time-only issue of an "Ike" jacket. Uniforms purchased will be in compliance with the Department's Uniform Manual.

Section 11. COUNTY PROVIDED LIFE INSURANCE

The County shall provide Basic life insurance of \$50,000, to all employees covered under the provisions of this MOU.

ARTICLE VIII LEAVE PROVISIONS

(Section 1A of this Article is not applicable to employees in the classifications of Captain, Lieutenant, Correctional Lieutenant, or Coroner's Lieutenant.)

Section 1. SICK LEAVE

- A. Every regular employee and officer shall accrue sick leave with pay on a daily basis and computed at the rate of four (4) hours per pay period, allowable upon certificate of a physician or other proof of illness satisfactory to the Department Head. Use of accrued sick leave shall be allowed for the purpose of preventative medical, dental care and care of the family. Family sick leave is defined to mean the employee's spouse, child, parent, brother, or sister (including step-relatives of the same categories), domestic partner (registered with the Secretary of State and providing a Declaration of Domestic Partnership), and child of a domestic partner. Family shall

also include grandparents and/or grandchildren if the employee is the primary care giver for such.

- B. Payout for Sick Leave. Upon service retirement after five (5) years of County service, disability retirement or death of an employee or officer, and subject to the provisions of any applicable agreement between the employing agency and the Public Employee's Retirement System, unused accumulated sick leave shall be paid for at the following rates and subject to the following caps:

| <u>Years</u> | <u>Percent</u> | <u>Cap</u> |
|--------------------------------|----------------|------------|
| 5 years or more up to 15 years | 50% | 960 hours |
| 15 years or more | 100% | 960 hours |

Payment resulting from death shall be made to the persons entitled to otherwise, in accordance with the Probate Code.

- C. Post Employment Accounts: For each regular employee covered under this MOU who is separating from County employment, the County shall provide post employment accounts wherein the payable value of qualifying final accrued leave balances will be deposited, up to the legal limit. Qualifying leave balances include annual leave, vacation, extra vacation, holiday balance, and the payable amount of sick leave. They do not include compensation time for overtime. Special Pay Accounts are tax deferred investment funds. The employee may also elect a Health Savings Account, designed to be free of taxes, and which may be used for future health care costs. A participant fee is charged for health savings accounts. Qualifying leave balances of a separating employee who does not make an election will default to a Special Pay Account.

D. Proof of Illness:

1. When in the judgment of the department head good reason exists for believing an employee may be abusing sick leave or annual leave, the employee shall be placed on notice in writing. The employee shall also be placed on a medical certification program and be allowed paid sick leave or annual leave by producing a certificate of a physician, dentist, or other legally authorized person to provide health care services on the same level as a physician or proof satisfactory to the department head. Such certificate shall include a written statement signed by a physician, dentist, or other legally authorized person to provide health care services on the same level as a physician, stating the day(s) of the illness/injury and that the illness/injury prevents the employee from being able to work.
 - a) Employees on a medical certification program shall have their sick leave or annual leave usage reviewed at least annually. If the review shows substantial improvement they shall be removed from the category of having to provide the certificate for each absence.
2. An employee off work or contemplating to be off work due to illness or injury for an extended period of two (2) weeks or more shall provide a

comprehensive health statement as to length of absence from the employee's health care provider stating any duties an employee cannot perform and any restrictions or light duty requirements.

Section 2. BEREAVEMENT LEAVE

Accrued sick leave, not exceeding five (5) working days may be used by a regular employee or officer, or seasonal employee in an active payroll status, compelled to be absent from duty by reason of the death, or critical illness where death appears imminent, of the employee's father, father-in-law, mother, mother-in-law, brother, sister, spouse, domestic partner (registered with the Secretary of State and providing a Declaration of Domestic Partnership), child, child of a domestic partner, grandparent, grandchild, or step-relationships of the same categories. The County has the right to require proper documentation in support of the requested leave.

Section 3. FITNESS FOR DUTY

When a Department Head believes based on observable behaviors, that an employee is not capable of performing the essential job duties for reasons of physical or mental impairment, the Department Head will consult with the Human Resources Director, or designee, concerning whether the employee should be placed off work pending a fitness for duty examination to determine whether the employee is able to perform the essential duties of the job, with or without reasonable accommodation. The parties agree that the County shall not be required to provide any accommodation which would endanger the health or safety of the employee, co-workers, or the general public; or which the County otherwise considers unreasonable; or which poses an undue hardship to County operations or upon the County budget. In the event the employee is not able to perform the essential functions of the job according to the fitness for duty examination, the employee shall be placed on leave status, if eligible, according to the rules and policies contained herein.

Should the examination reveal that the employee is disabled and can no longer perform the essential functions of the job the County shall file for disability retirement on behalf of the disabled employee. Should the examination reveal that the employee, through some act of his/her own doing, has made himself/herself physically or mentally unfit to perform the essential functions of the job the employee may be disciplined in accordance with Article XIV.

When the Department Head or designee orders an employee off work due to an asserted illness, the employee shall be evaluated by a physician, or other person legally authorized to provide health care services, ("health care provider"), in the specialty designated by the County Employee Health Medical Director, to determine if the employee is able to return to work without impairing the health of the public, the employee's health, or the health of the other employees in the department.

The County Occupational Health Office shall, within five (5) calendar days of the employee being ordered off work, provide to the employee a list of three (3) health care providers from which to choose. Prior to the issuance of the list the employee or his/her representative may make a suggestion to the County Employee Health Medical Director of a health care provider to be included on the list. However, the final decision as to which health care providers will be on the list is made by the County Employee Health Medical Director in the exercise of his/her professional discretion and judgment.

The employee shall have five (5) calendar days from receipt of the list in which to select a health care provider from the list and to advise the County Occupational Health Office of the selected health care provider. If the employee does not make a selection within five (5) calendar days following receipt of the list then the County Employee Health Medical Director will select a health care provider from the list for the employee.

The County Occupational Health Office shall contact the selected health care provider and make the necessary arrangements for the employee to be evaluated. The employee shall be required to attend the evaluation and cooperate with the health care provider and the County Occupational Health Office. The evaluation shall be conducted at County expense. The employee shall be placed on paid Administrative Leave until such time as the fitness for duty report is received and the employee is officially notified of the County's determination of his/her status.

Section 4. LEAVE WITHOUT PAY/OFFICIAL LEAVE OF ABSENCE

An Agency/Department leave without pay or an Official leave of absence without pay may be granted for the following reasons: A) Illness or disability when sick leave has been exhausted; B) Pregnancy; C) To take a course of study which will increase the employee's usefulness on return to the County; D) Personal reasons acceptable to the authority whose approval is required.

- A. Agency/Department Leave. Agency/Department leave of absence up to 480 hours (twelve weeks) in any one calendar year period may be granted to any employee by the Agency/Department Head. Such leave shall be reported as a leave of absence via the Agency/Department's payroll. The Agency/Department Head may require the leave of absence to be for a specified period of time and appropriate conditions may be imposed, such as providing sufficient medical documentation or other evidence substantiating the leave as required by the Agency/Department Head.

An employee on leave without pay for illness or disability reasons will be required to present a return-to-work statement from the attending health care provider releasing the employee to full duty, prior to being allowed to return to work. Any release to less than full duty will be allowed only as accommodation as required under the Americans with Disabilities Act and the Fair Employment and Housing Act, or a County designed temporary modified duty and/or return to work program.

- B. Official leave of absence. A Regular employee may request an Official leave of absence exceeding 480 hours, but not exceeding one year (2,080 hours). Official leave of absence may be granted upon written request by or on behalf of the employee, specifying the period and the reason, upon the written recommendation of the Department Head and with the written approval of the Human Resources Director. Application must be made on a form supplied by the Human Resources Department in advance of the effective date of the leave, unless circumstances make such advance request impossible. If the Human Resources Director disapproves the request, it shall be so endorsed and returned to the Agency/Department, who may present it to the Board of Supervisors. The Board's action shall be final. Any official leave of absence granted shall be for a specified period and appropriate conditions may be imposed such as the employee providing sufficient

medical documentation or other evidence documenting the leave as required by the Human Resources Director or a designee.

Such leave may be extended upon further written request containing justification; therefore, such request for extension is to be processed in the same manner as the original request. In the case of a request for an extension due to illness or disability, updated information of the same kind submitted for the original request will be required.

Nothing herein shall prevent the earlier return to duty by the employee, except the Agency/Department may require two weeks advance notice of the employee's intention to return.

An employee on leave without pay for illness or disability reasons will be required to present a return to work statement from the attending health care provider releasing the employee to full duty, prior to being allowed to return to work. Any release to less than full duty will be allowed only as accommodation as required under the Americans with Disabilities Act and the Fair Employment and Housing Act, or a County designed temporary modified duty and/or return to work program.

The Human Resources Director shall be promptly notified of the return of any employee from an official leave of absence without pay. The Board of Supervisors shall have the right to cancel or revoke a leave of absence previously granted.

Section 5. MILITARY LEAVE

Absences on account of military duty are governed by provisions of the Military and Veterans Code and the Uniformed Services Employment and Reemployment Rights Act (USERRA).

Section 6. JURY DUTY

Any employee who shall be summoned for attendance to any court for jury duty during normal working hours shall be deemed to be on duty and there shall be no loss of salary, but any jury fees received shall be paid into the County Treasury. A temporary employee shall be entitled to retain jury fees, since they may not be paid as an employee for time not actually worked as such employee. Any employee who shall be called as a witness arising out of and in the course of County employment, shall be deemed to be on duty and there shall be no loss of salary, but any witness fees received shall be paid into the County Treasury, together with any mileage allowed if he/she uses County transportation. Any employee designated non-exempt from F.L.S.A. absent as a witness in a private matter shall not be entitled to be paid during such absence.

Section 7. AIR POLLUTION EMERGENCY

An employee unable to work on a regularly scheduled work day due to an air pollution emergency shall be granted a leave of absence without pay for the period of the emergency unless they choose to use accumulated overtime credit, sick leave credit, vacation credit or holiday leave credit for the period of time off work due to the emergency.

Section 8. VOLUNTARY TIME BANK

- A. Definition of eligible employees. Only employees in budgeted ("Regular") positions within the Law Enforcement Management Unit are eligible to participate in the Riverside County Voluntary Time-bank Policy.
- B. Definition of catastrophic illness or injury. Catastrophic illness or injury is a severe illness or injury which is expected to incapacitate the employee for a minimum of 14 or more consecutive days which creates a financial hardship because the employee has exhausted all accumulated leave. Catastrophic illness or injury is further defined as a debilitating illness or injury of an immediate family member (i.e., the spouse, registered domestic partner, son, daughter, step-son, step-daughter, foster-son, foster-daughter, child of a registered domestic partner, parents, grandparents, brother or sister of the employee) that results in the employee being required to take time off from work for an extended period to care for the family member creating a financial hardship because the employee has exhausted all accumulated leave.
- C. Conditions and procedures under which a Time-bank for catastrophic illness/injury may be established.
1. Only the Department Head, upon concurrence from the Human Resources Director, may request establishment of a Time-bank for an employee within the department who is suffering a financial hardship due to a catastrophic illness or injury.
 2. When the Department Head has determined that an employee would benefit from the establishment of a Time-bank, the Department Head will contact the employee to determine if the employee desires to participate in a Time-bank program. If the employee desires to participate in the Time-bank program, the Department Head will contact the Human Resources Department and recommend the establishment of the program.
 3. The Time-bank will be established on behalf of an individual employee, provided the employee's condition qualifies as catastrophic per established Time Bank guidelines. The bank will accept donations of leave from one or more donors.
 4. The Time-bank will be operated by the Department. The Department Head will take actions to help ensure that individual employee decisions to donate or not donate to a Time-bank are kept confidential and that employees are not pressured to participate.
 5. On establishing a Time-bank program, the Human Resources Department should ensure that only credits that are necessary are donated. All donations that have been transferred to the Time Bank recipient are irreversible. Unprocessed donation forms are returned to the donor.
- D. Conditions under which leave credits may be donated to a Time-bank.

1. Any employee may donate annual leave, vacation, or holiday accrual. Sick leave and compensatory time may be not donated.
2. Donations of annual leave, vacation, or holiday accrual must be in increments of 8 hours or more and drawn from one bank only.
3. The donation of leave hours is irreversible. Should the person receiving the donation not use all donated leave for the catastrophic illness/injury, any balance will remain with that person or will be converted to cash upon that person's separation.
4. An employee may not donate leave hours which would reduce their accrued leave balances of vacation, holiday accrual, compensatory time, sick leave, or annual leave to less than 168 hours.
5. Donated leave shall be changed to its cash value and then credited to the recipient in equivalent hours at the recipient's base hourly rate of vacation or annual leave.
6. Employees will use a provided form to submit donations directly to the Human Resources Department. Adjustment to donor and recipient's paid leave balance will be made.

E. Conditions under which leave credits in a Time-bank may be used.

1. Only the employee for which the Time-bank has been established may receive leave credits from the Time-bank. Such leave credits shall be added to the employee's vacation balance.
2. The affected employees will provide verification of the (or immediate family member's) illness or injury on an Attending Physician's Statement to Support Leave.
3. The use of donated credits may be for a maximum of twelve (12) continuous months for any one catastrophic illness.

F. Steps to be taken by the department to establish a Time-bank program. A Department Head who decides that the department will participate in a Time-bank program will arrange with the Human Resources Department for the establishment of the Time-bank for the individual. The procedure to be followed must include:

1. Receipt of written approval from the employee to announce the need for a Time-bank transfer.
2. Notify the Human Resources Department of the need for the program and coordinate the program's establishment.
3. Require that employee donations be made directly to the Human Resources

Department to ensure that employee's decision to donate or not donate is kept confidential.

4. Immediately investigate any allegations of pressure or coercion in the solicitation of donations for the Time-bank and take appropriate action.

G. The Human Resources Department will:

1. Control the Time-bank program.
2. Receive from the employee benefiting from the Time-bank proof of eligibility and a signed agreement allowing publication of the employee's situation.
3. The employee benefiting from the Time-bank and the Human Resources Department will agree on the content of the publicity.
4. Publicize the establishment of the Time-bank program. The notice will inform all employees of:
 - a. The establishment of the voluntary program.
 - b. Their opportunity to donate.
 - c. How donations are submitted.
5. Notify the Department Head immediately if the program cannot be established and the reason(s).
6. Immediately investigate any allegations of pressure or coercion in the solicitation of donations for the Time-bank and take appropriate action.

It is agreed that the use of the holiday bank for donation of time shall be applicable to this agreement subject to reopener should it be determined by the County that such use is abused or it is an administrative problem.

Section 9. PREGNANCY LEAVE

A pregnant employee shall not later than the sixth month of her term of pregnancy furnish her department with a signed physician's certificate specifying the anticipated date of delivery. If the employee wishes to work past the end of her seventh month of pregnancy, she shall furnish her department with a signed physician's certificate stating that she is physically able to continue working through a specified date prior to delivery.

If the employee wishes to return to work sooner than one calendar month after delivery, she shall furnish her department with a signed physician's certificate stating that she is physically able to perform the duties of her position.

Section 10. RELEASE TIME FOR REPRESENTATIVES

Release time for employees to meet and confer with the County shall be in accordance with the Employee Relations Resolution 99-379.

ARTICLE IX
VACATION

(The provisions of this Article are not applicable to employees in all Captain, Lieutenant, Correctional Lieutenant, or Coroner's Lieutenant classifications.)

Section 1. VACATION

- A. Subject to the limitations and exemptions of this section, every regular employee and officer shall be entitled annually to the following number of working hours of vacation with pay in accordance with the record of their completion of continuous years of service:

Zero through 3 years in a payroll status, 80 hours cumulative to 320 hours;

Years 4 through 9 in a payroll status, 120 hours cumulative to 480 hours;

Years 10 or more 160 hours cumulative to 850 hours.

Special Provision of Additional Vacation Leave. Effective July 12, 2012, employees who are subject to Article II Section 2 subsection A and who are entitled to vacation leave under this MOU shall be provided with an additional four (4) hours of vacation leave per bi-weekly pay period over and above those presently credited to the employee's account. This special provision will expire July 9, 2014.

Vacation shall accrue daily at the rate appropriate to the year of service. Accrued vacation may be accumulated to not more than the maximum applicable to the current vacation accrual rate, and may be taken only at a time or times agreeable to the Department Head. Except as hereinafter provided, no earned vacation shall accrue in excess of the maximum accumulation. No vacation shall ever be taken for a period exceeding the maximum accumulated.

- B. Any person whose employment is terminated shall be entitled to pay for all earned vacation as determined under the provisions of this agreement. For the purpose of this paragraph, vacation shall be deemed earned to the date of termination. While such terminal vacation pay shall be chargeable to the salary appropriation of the department, the position shall be deemed vacant and may be filled provided funds are available therefore. If sufficient funds are available, terminal vacation pay may be paid in full in advance at the time of termination; otherwise, all or part thereof may be paid at the same time as if it were regular compensation and the employee had not been terminated.
- C. Seasonal and temporary employees shall not be entitled to paid vacation.
- D. No person shall be permitted to work for compensation for the County during their vacation, except with prior approval of the Board of Supervisors and the Department Head.
- E. A regular part-time employee shall accrue vacation in the same proportion that their

working hours bear to the normal working hours of a full-time position. The same proportion shall apply in determining payment of earned vacation on termination.

- F. A previous period or periods of County employment which are interrupted in such a manner as to disqualify such period or periods from being considered in computing continuous service under the provision of this Agreement, may be included in such computation, in full or in part, upon the request of the head of the department employing the person involved, and approval by the Board of Supervisors.

ARTICLE X
ANNUAL LEAVE

Section 1. Annual Leave

- A. All regular full-time and regular part-time Coroner's Lieutenants, Correctional Lieutenants, Lieutenants, Captains and Correctional Captains shall neither accrue vacation and sick leave. They shall, instead, earn Annual Leave according to each biweekly pay period of service commencing with the employee's initial anniversary date assigned to an employee during his/her latest period of County employment according to the following schedule. Absence or time not worked and part-time employment shall cause said pay period's accrual of Annual Leave credits to be reduced on a pro-rata basis.

- B. Accrual Rates:

| <u>YEARS OF SERVICE</u> | <u>BI-WEEKLY ACCRUAL</u> |
|-------------------------|--------------------------|
| 0 - <3 | 8.92 hours |
| 3 - <10 | 10.46 hours |
| 10 or more | 12.00 hours |

Special Provision of Additional Annual Leave. Effective July 12, 2012, employees who are subject to Article II Section 2 subsection A and who are entitled to annual leave under this MOU shall be provided with an additional four (4) hours of Annual Leave per bi-weekly pay period over and above those presently credited to the employee's account. This special provision will expire on July 9, 2014.

- C. Vacation/Sick Leave Conversion: Also, effective July 1, 2003, accrued vacation banks (including extra vacation) and up to 50% of accrued sick leave banks, not to exceed a maximum of 960 hours, for all current Coroner's Lieutenants, Correctional Lieutenants, Lieutenants or Captains shall be converted to Annual Leave on an hour-for-hour basis provided, however, that the maximum combined total of converted sick leave and vacation hours shall not exceed 1,200. Any Correctional Lieutenant, Lieutenant, or Captain who subsequently transfers or promotes into a classification covered under the provisions of this agreement shall have his/her accrued vacation balance similarly converted to Annual at the time of such transfer/promotion.

- D. Annual Usage: During the first twenty-six (26) pay periods of employment,

employees shall be encouraged to use no less than forty (40) hours of Annual Leave and, thereafter, employees shall be encouraged to use no less than eighty (80) hours of Annual Leave in each succeeding twenty-six (26) pay periods of employment. While on Annual Leave, an employee shall be compensated and receive benefits at the same rate as if he were on the job. Unless prior approval is granted by the Chief Executive Officer, Annual Leave shall not be used for the purpose of extending employment prior to retirement under CALPERS.

- E. Maximum Accrual: Eligible employees shall not accrue more than the total Annual Leave hours described below:

| <u>YEARS OF COMPLETED COUNTY SERVICE</u> | <u>MAXIMUM ACCUMULATION</u> |
|--|---------------------------------|
| Less than 5 years of service | 480 hours maximum |
| 5 to 10 years of service | 960 hours maximum |
| More than 10 years of service | 1800 hours maximum |

It is the mutual responsibility of the employee and the agency/department head to assure that no employee shall exceed said maximum accrual.

- F. Annual Leave In Lieu Pay. A Correctional Lieutenant, Lieutenant or Captain may request to receive pay in lieu of up to eighty (80) hours of Annual Leave per calendar year. Upon approval of his/her agency/department head, such employee may receive pay in lieu of an additional eighty (80) hours of Annual Leave during the same calendar year provided, however, that no employee shall receive pay in lieu of more than 160 hours of Annual Leave in any calendar year. The benefits received pursuant to the provisions of this Section shall not be considered compensation earnable for CALPERS purposes.

- G. Annual Leave Usage: Annual Leave may be used to restore pay otherwise lost due to absence from work for personal reasons or illness.

1. Each agency/department head shall be responsible for scheduling the Annual Leave periods of his/her employees in such a manner as to achieve the most efficient functioning of the agency/department and of the County service. The appointing authority shall determine when Annual Leave will be taken.
2. In addition, when unscheduled usage of Annual Leave occurs, verification of the reason(s) for absence may be required from the employee. Any person absent from work shall notify his/her agency/department head on the first (1st) day of such leave and as often thereafter as directed by his/her agency/department head.
3. Any employee absent for a period of five (5) consecutive workdays due to illness or accident may, at the discretion of his appointing authority or the Human Resources Director, be required to have a physical examination by a County approved physician before returning to active duty. Such physical examination shall be performed by a physician designated by the Human

Resources Director and shall be at County expense.

- H. Sections G2 and G3 shall also apply to the use of existing sick leave accruals.
- I. Annual Leave may be used for absence reasonably required by complications of pregnancy, continuing through delivery and reasonable period of recovery therefrom, to be determined in accordance with a written report or reports of the employee's personal physician, specifying the expected date of delivery and the date that the employee should cease work. In the event the agency/department head believes there are unusual circumstances, or that the full performance of the employee's work without undue hazard is such as to require a longer period of absence, and on the agency/department head's written request to the Human Resources Director, the determination of the period shall be subject to review and change by a physician employed or provided by the County, including a medical examination of the employee if required by such physician. The cost of this examination shall be paid by the County. In no event shall an employee return to work after pregnancy prior to a date to be fixed by her physician in a signed statement that she is physically able to perform the duties of her position.
- J. Payoff Upon Retirement or Termination: Any regular employee who terminates or is terminated shall be paid for all accrued Annual Leave at the same rate as that received on the last day worked or last day of approved leave with pay.
- K. Prior Sick Leave Accruals:
 - 1. Effective July 1, 2003, current sick leave balances shall be frozen provided, however, that up to 50% (1/2) of the sick leave balances for employees covered under the terms and conditions of this Resolution shall be converted to Annual Leave pursuant to the provisions of Section 1(C). The remaining sick leave hours may be used until the sick leave is exhausted or, upon retirement, disability retirement, or death of the employee, it may be paid as provided under the provisions of subsection L below.
- L. Payout for Unused Sick Leave Upon service retirement, disability retirement or death of an employee or officer, and subject to the provisions of any applicable agreement between the employing agency and the Public Employee's Retirement System, unused accumulated sick leave shall be paid for at the rate of fifty percent (50%) of the current salary value thereof for each such person who has had five full years of service in a payroll status provided, however, that the total payment shall not exceed a sum equal to 960 hours of full pay. Payment resulting from death shall be made to the persons entitled to otherwise, in accordance with the Probate Code.
- M. Prohibition Against Employment While on Annual Leave: No person shall be permitted to work for compensation for the County while on Annual Leave without prior approval of the Board of Supervisors and his/her agency/department head.

ARTICLE XI
HOLIDAYS

Section 1. Paid Holidays

A. Only regular and probationary and seasonal employees in a current paid status shall be eligible for paid holidays.

B. County Holidays

January 1, New Year's Day

Third Monday in January, Martin Luther King, Jr.

February 12, Lincoln's Birthday

Third Monday in February, Washington's Birthday

Last Monday in May, Memorial Day

July 4, Independence Day

First Monday in September, Labor Day

Second Monday in October, Columbus Day

November 11, Veterans' Day

Fourth Thursday in November, Thanksgiving Day

(unless otherwise appointed)

Friday following Thanksgiving

December 24 and 31 when they fall on Monday

December 25, Christmas Day

December 26 and January 2, when they fall on a Friday

Friday preceding January 1, February 12, July 4, November 11 or December 25, when such date falls on Saturday; the Monday following when such date falls on a Sunday.

C. A new employee whose first working day is the day after a paid holiday shall not be paid for the holiday.

D. An employee who is terminating employment for reasons other than paid County retirement, and whose last day as a paid employee is the day before a holiday, shall not be paid for that holiday.

E. An employee who is on a leave of absence without pay for either the regularly scheduled working day before the holiday, or the regularly scheduled working day after the holiday shall not be paid for that holiday.

F. A regular part time employee shall only receive holiday pay for the holiday or portion thereof which coincides with their regularly scheduled working hours.

G. The changing of a Sergeant's, Coroner Sergeant's or Correctional Sergeant's regular scheduled day off to a holiday off for the sole purpose of avoiding holiday pay is prohibited.

An employee with accumulated holiday credit may, and if requested by the

Department Head shall, within seven (7) days specify the dates of at least three (3) working days during the next two (2) succeeding pay periods that the employee desires to take as holiday compensatory time off. The Department Head may authorize compensatory holiday time off for all or any portion of the dates specified, but shall authorize at least one of the three (3); provided however, that if in the Department Head's judgment, such day or days will create a demonstrable hardship to the department; in that event, the employee, within seven (7) days after notification by the Department Head, shall specify three (3) other working days at least one (1) of which shall be granted. Unless otherwise agreed to by the employee, the Department Head shall not authorize time off less than eight (8) hours. If an employee, after being requested by the Department Head, refuses or neglects to specify the time they desire to take as compensatory holiday time off, as herein provided, the Department Head may schedule compensatory holiday time off for the employee.

- H. A full-time employee whose regularly scheduled day off falls on a paid holiday shall be entitled to equal compensatory time off for such a holiday; provided that any sworn peace officer in the Sheriff's Department, who is a member of the "Law Enforcement Management Unit" shall be paid for such holiday at their regular rate of pay not to exceed eight (8) hours pay.
- I. Any member of the "Law Enforcement Management Unit" whose regularly scheduled working day falls on a paid holiday, and who works on that holiday, shall be entitled to not more than 8 hours of compensation at the rate of one and one-half (1 ½) times the employee's regular rate of pay in addition to their regular rate of pay for the time actually worked; provided, however, that any affected employee who has any accumulated compensatory time off credit in the "holiday bank", shall retain such benefits until the "holiday bank" has been exhausted in the manner provided for in Section 1 F as it existed prior to this amendment.
- J. A full-time employee who is a member of the Law Enforcement Management Unit of representation shall receive compensation for the Martin Luther King, Jr. holiday as follows:
 - 1. Any such employee whose regularly scheduled day off falls on that holiday shall be entitled to eight (8) hours of compensatory time off.
 - 2. Any such employee whose regularly scheduled work-day falls on that holiday who elects to take off that day as a holiday, with approval of the County, shall receive such time off without any loss of pay.
 - 3. Any such employee whose regularly scheduled work-day falls on the holiday and who works that holiday shall receive compensatory time off at the rate of time and one-half (1 ½) for all time actually worked on that day, which compensatory time off shall be in addition to the employee's regular pay for that work day.

ARTICLE XII
REIMBURSEMENT PROGRAMS

Section 1. LIVING QUARTERS, MEALS OR LAUNDRY SERVICE

Rates for maintenance, including living quarters, meals, or laundry service, furnished by the County to any officer or employee, shall be fixed by a resolution of the Board of Supervisors from time to time. Payment therefore shall be made by a deduction from compensation, or by performance of additional services, as may be determined by the Board of Supervisors.

Section 2. MEALS

No charge for meals shall be made where the same are furnished for the convenience of the County, such as for employees at County institutions who are required by the nature of their duties to take their meals in connection with such employment, and cooks and kitchen helpers when working an 8-hour shift for the convenience of the County shall be furnished one meal without charge in every department or institution of the County where kitchen facilities are maintained and meals regularly prepared. No person shall receive maintenance at any institution unless on duty at such institution.

Section 3. REIMBURSEMENT RATES FOR MEALS

Reimbursement rates for meals will be the following:

| | |
|-----------------|---------|
| Breakfast up to | \$10.00 |
| Lunch up to | \$15.00 |
| Dinner up to | \$25.00 |

If the County, by Ordinance or otherwise, provides for a higher rate, that rate shall apply. The existing criteria for paying for meals shall continue to be used by the County.

Section 4. GENERAL PROVISIONS

Nothing herein shall prohibit the furnishing of meals on a cost basis where necessary or convenient. It shall be the duty of each officer to make certain that the provisions of this section are complied with as to all employees, departments and institutions under their control and to keep the Auditor properly informed as to any payroll deductions required hereunder.

Section 5. MOVING EXPENSES-CURRENT EMPLOYEES

Upon the written request of the employee, the Department Head, with the written approval of the County Executive Officer, may authorize payment of all or part of the actual and necessary expenses incurred for moving the household and immediate family of the employee from one part of the County to another, when the headquarters of the employee is permanently changed for the convenience of the County. Such authority shall be obtained in advance of the move, shall be subject to such reasonable conditions as the County Executive Officer may require, shall specify the maximum amount authorized and shall not be granted more than once in any one year period for any one employee, nor for any employee until he/she has been continuously employed by the County for at least one year preceding the authorization. If the employee voluntarily terminates employment with the County within one year of the payment of the expenses set forth herein, the employee shall, within 30 days of the effective date of the voluntary termination of employment with

the County, reimburse the County the full amount of any payment received by the employee for the expenses set forth herein.

Section 6. REIMBURSEMENT FOR DAMAGED CLOTHING OR PROPERTY
Board of Supervisors' Policy # C-5 is incorporated herein by reference.

ARTICLE XIII GRIEVANCE PROCEDURE

General Provisions.

Section 1. DISCUSSION OF REQUEST OR COMPLAINT

It is the intent of this procedure that grievances be settled at the lowest possible administrative level. Any employee who believes that he has a justifiable request or complaint shall discuss the request or complaint with his immediate Supervisor in an attempt to settle the matter.

Section 2. GRIEVANCE DEFINITION

A "grievance" is the subject of a written request or complaint, which has not been settled as a result of the discussion required by Section 1, initiated by an employee, arising out of a specific fact situation or transaction that results in an alleged inequity or damage to the employee, the solution of which is wholly or partially within the province of the County to rectify and will involve the interpretation or application of existing Ordinances, rules, regulations, or policies concerning wages, hours, and other terms and conditions of employment. Grievances shall be submitted in writing on appropriate forms supplied by the Human Resources Department. A grievance does NOT include:

- A. Matters that have been reviewed under some other County administrative procedure;
- B. Requests or complaints the solutions of which would require the exercise of legislative power, such as the adoption or amendment of an Ordinance, rule, regulation, or policy established by the Board of Supervisors;
- C. Requests or complaints involving the termination of a probationary, seasonal, or temporary employee, or the termination, suspension, or demotion of a regular employee reviewable pursuant to the provisions of this MOU; and,
- D. Requests or complaints initiated by any member of the "Law Enforcement Management Unit" only, involving a departmental performance evaluation if, (a) with respect to permanent employees, including those in a promotional probationary status, the evaluation rating overall is satisfactory (or competent) or better or (b), with respect to entry level probationary employees, the evaluation rating for overall effectiveness is below standards or better.

Section 3. FREEDOM FROM REPRISAL

No employee shall be subject to coercion or disciplinary action for discussing a request or complaint with his immediate Supervisor, or for the good faith filing of a grievance petition.

Section 4. EMPLOYEE REPRESENTATION

An employee is entitled to representation in the preparation and presentation of a grievance at any step in the grievance procedure, provided an employee that is a member of a representation unit wherein an employee organization has been awarded exclusive recognition pursuant to the Employee Relations Resolution, may be represented only by the exclusive employee organization. Reasonable access to work areas by representatives of qualified employee organizations shall be in accordance with Section 19 of the Employee Relations Resolution. The grievant and one representative, are entitled to be released from work for a reasonable period of time in order to present the grievance. No person hearing a grievance petition need recognize more than one representative for grievant unless, in the opinion of the person hearing the petition, the complexity of the grievance requires more than one representative in order to fully and adequately present the matter.

General Rules.

Section 5. CONSOLIDATION

Grievance petitions involving the same or similar issues, filed by employees in the same representation unit, may be consolidated for presentation at the discretion of the person hearing the petitions.

Section 6. RESOLUTION

Any grievance petitions resolved at any step of the grievance procedure shall be final and binding on the County and the grievant.

Section 7. WITHDRAWAL

Any grievance petition may be withdrawn by the grievant at any time, without prejudice.

Section 8. TIME LIMITS

Grievance petitions shall be processed from one step to the next within the time limit prescribed in each of the steps. Any grievance petition for which a disposition is not made at any step within the time limit prescribed, or any extension which may be agreed to, may be referred to the next step in the grievance procedure, with the next time limit to run from the date when time for disposition expired. Any grievance petition not carried to the next step by the grievant within the prescribed time limits, or such extension which may be agreed to, shall be deemed resolved upon the basis of the previous disposition.

Section 9. RESUBMISSION

Upon consent of the person hearing the grievance petition and the grievant, a petition may be resubmitted to a lower step in the grievance procedure for reconsideration.

Section 10. EXTENSION OF TIME

The time limits within which action must be taken or a decision made as specified in this procedure, except for Section 12, may be extended by written consent of the grievant and the person before whom disposition of the petition is pending.

Procedure.

Section 11. STEPS

The following procedure shall be followed by an employee submitting a grievance petition:

- A. Discussion with Supervisor. Prior to filing a written grievance petition the employee shall first take the matter up with the immediate Supervisor. The Supervisor shall give a prompt response where it is possible to do so. The employee and the Supervisor are each entitled to the presence of a silent observer to the employee-Supervisor discussion. An observer that interrupts or participates in the discussion may be excluded from the discussion by either the employee or the Supervisor. Grievances filed by LEMU on its own behalf may be filed in writing without any prior discussion with supervision.
- B. Submission of Written Grievance All grievance petitions shall be filed within fifteen (15) working days after occurrence of the circumstances giving rise to the grievance, otherwise the right to file a grievance petition is waived and no grievance shall be deemed to exist. All grievances shall be submitted to the Human Resources Department on the form prescribed by the Human Resources Director. No grievance petition shall be accepted for processing until the form is complete.
- C. Grievance Meeting Within fifteen (15) working days after submission of the petition, the Department Head, or a designee, and the Employee Relations Division Manager, or a designee, shall meet with the grievant and the employee's representative, if any. No later than fifteen (15) working days thereafter, the Employee Relations Division Manager, or a designee, shall render a written decision.
- D. Demand for Arbitration If a grievance is not resolved through the grievance meeting, a demand for arbitration may be presented to the Employee Relations Division Manager, or designee, within ten (10) working days after receipt of the decision of the Employee Relations Division Manager, or a designee. The grievance shall thereafter be subject to advisory arbitration and decision by the Board of Supervisors in the manner prescribed in Section 12. The Board of Supervisors shall either accept or reject the arbitrator's decision, or accept part of the decision and reject the rest, without further testimony from either party. If the Board rejects all or part of the arbitrator's decision, the Board shall state its reasons for rejection. The decision of the Board of Supervisors shall be final. Unless mutually agreed, proceedings conducted at any step of the grievance procedure shall be private except the proceedings before the Board of Supervisors.

Section 12. ADVISORY ARBITRATION

- A. After submission of a request for review, the grievant and the Human Resources Director or a designee, shall attempt to agree on an arbitrator. The parties shall maintain an "Arbitrator Strike List" of 5 arbitrators from which an arbitrator shall be selected by alternatively striking names from the list until one (1) remains who shall then serve as the arbitrator. Arbitrators may be added or deleted from the "Arbitrator Strike List" only by mutual agreement of the parties.
- B. If either party wishes to have a transcript of the arbitration proceedings, the requesting party will be solely responsible for all costs associated with the transcript. If both parties request a transcript the cost will be shared equally.

- C. The expenses of the arbitrator, if any, shall be shared equally by the parties. Each party shall make arrangements for and pay expenses of witnesses that are called by such party, except that any County employee called as a witness shall be released from work without loss of compensation or other benefits to attend the arbitration hearing. Such arrangements shall be made through the Human Resources Director, or a designee, with the employee's Department Head at least two (2) working days in advance of the hearing date. When the grievant is self-represented or represented by other than the Exclusive Employee Organization, the employee shall deposit one-half (1/2) of the estimated hearing costs (including transcripts in accordance with Section 14 (b)) with the Employee Relations Manager who shall determine the estimate and process grievant's deposit.
- D. Prior to the arbitration hearing, the grievant and the Human Resources Director, or a designee, shall meet and attempt to prepare a joint statement of the issues which describes the existing controversy to be heard by the arbitrator. If the parties are unable to agree on a joint statement, each shall prepare a separate statement of issues.

The arbitrator shall not decide any issue not within the statement of the issue submitted by the parties. This includes issues which have not been raised and considered at an earlier step of the grievance procedure.

- E. If the arbitrator sustains the grievance, a remedy shall be fashioned that does not conflict with the provisions contained in this agreement.
- F. Arbitration proceedings shall be conducted pursuant to the Voluntary Labor Arbitration Rules of the American Arbitration Association, unless the parties agree that the proceedings may be conducted pursuant to the Expedited Labor Arbitration Rules of the American Arbitration Association.
- G. The rules of privilege shall be effective to the same extent that they are now or hereafter may be recognized in civil actions. In addition, communications between management of County departments, and personnel concerning personnel matters and communications between the union representative and the employee who is the subject of a personnel action shall be confidential and not subject to disclosure in a grievance hearing.

Section 13. ARBITRATION STRIKE LIST

Both the Grievance and Disciplinary Procedures, as revised, require that the parties establish and maintain an Arbitrator Strike List from which arbitrators will be selected by alternatively striking names.

The following arbitrators will comprise the list:

R. Steinberg
Dan Saling
M. Burstein

A. "Buddy" Cohn
M. Prihar

This list may be changed only by mutual agreement of the parties.

ARTICLE XIV
DISCIPLINE, DISMISSAL, AND REVIEW

Section 1. PERMANENT STATUS

Each employee who has completed an initial probationary period, and any extension, has permanent status.

Section 2. CAUSE FOR DISCIPLINE

Any of the following acts of an employee who has permanent status shall be good cause for dismissal, demotion, reduction in compensation, suspension, or any other action taken for disciplinary reasons:

- A. Dishonesty;
- B. Incompetence;
- C. Inefficiency or negligence in performance of duties;
- D. Neglect of duty;
- E. Insubordination;
- F. Willful violation of an employee regulation prescribed by the Board of Supervisors or the head of the department in which the employee is employed;
- G. Absence without leave;
- H. Conviction of either a felony, or any offense, misdemeanor or felony, involving moral turpitude, or any offense in connection with or affecting the employee's duties other than minor traffic violations. Conviction means a plea of guilty or nolo contendere or a determination of guilt in a court of competent jurisdiction;
- I. Discourteous treatment of the public or other employees;
- J. Political activity in violation of federal or state law;
- K. Physical or mental unfitness to perform assigned duties (not including a disability as defined in State or Federal Law);
- L. Making a material misrepresentation in connection with obtaining or maintaining employment or position;
- M. Conduct either during or outside of duty hours which adversely affects the employee's job performance or operation of the department in which they are employed.
- N. Failure to maintain the license, registration, certificate, professional qualifications, education, or eligibility required for the employee's classification when the failure of the employee to maintain such requirements adversely affects the employee's ability to perform their job or the performance of the department. The department shall prescribe procedures to insure that employees affected by the requirements are informed of them.
- O. Substance abuse in violation of the County of Riverside Alcohol and Drug Abuse Policy.
- P. Violation of the County's Anti-violence in the Workplace Policy.

Section 3. SUSPENSION

- A. Suspension of an employee shall not be for more than 40 working days.

- B. The suspension of an employee who is exempt from the Fair Labor Standards Act shall not be for less than one work week.

Section 4. REDUCTION IN COMPENSATION

For FLSA non-exempt employees, a reduction in compensation under this section shall consist only of a change within the salary range from the existing step to a lower step for a specified duration of one or more full pay periods.

Section 5. REVIEW BY PROCEDURE

By resolution, the Board of Supervisors shall provide a procedure whereby the involuntary dismissal, demotion, reduction in compensation, or suspension of an employee, shall at the employee's request, be reviewed to determine whether such action was justified and should be upheld. The procedure shall include the right, after notice, to a hearing before a designated body or officer having power to affirm, revoke or modify the action reviewed. Probationary releases shall be without prejudice and shall not be subject to the review procedure.

Section 6. DISCIPLINARY APPEAL PROCEDURE/GENERAL

Any notice required to be given by this Procedure shall be in writing and shall be deemed served when personally delivered to the person to whom it is directed or when deposited in the United States mail, registered or certified postage prepaid, and addressed to the designated recipient at the recipient's last known address.

- A. As used in this Procedure, "disciplinary action" means dismissal, demotion, reduction in compensation, suspension, or any other action taken for disciplinary reasons, that directly affects the wages, hours, or working conditions of a permanent employee.
- B. Unless otherwise specified, as used in this Procedure, "Department Head" includes the Department Head or a designated subordinate.
- C. The Human Resources Director or designee may for good cause extend the time for performance of any act required or permitted by this Procedure, upon written request prior to expiration of the time fixed. Powers of the Human Resources Director may be exercised by a designated subordinate.

Section 7. NOTICE OF DISCIPLINARY ACTION

- A. Intent Letter. For permanent employees written notice of intent to take disciplinary action shall be served on the affected employee, except as herein after provided at least seven (7) working days prior to the effective date of the action and shall include:
1. A description of the action(s) to be taken and the expected effective date(s);
 2. A clear and concise statement of the specific grounds and particular facts upon which the disciplinary action is based;
 3. A statement that a copy of the materials upon which the action is based is

attached or available for inspection upon request; and

4. A statement informing the employee of the right to respond either verbally or in writing, to the Department Head prior to the effective date of the disciplinary action(s).

B. Implementation Letter. After considering the response or if the time to respond has elapsed without the employee responding, written notice that the disciplinary action will be implemented shall be served on the employee on or before the effective date of the action and shall include:

1. A statement informing the employee of the disciplinary action(s) taken, the effective date(s) of the action(s), and that the action is being taken for the acts specified in the letter of intent; and
2. A statement informing the employee of the right to appeal within 10 working days of the date the letter is served on the employee;

Section 8. INVOLUNTARY LEAVE OF ABSENCE

Pending investigations by the agency/department head, or designee, of critical incidents or accusations of misconduct against an employee, the agency/department head, or designee, may place the employee on a leave of absence with pay for a period of time not to exceed fifteen (15) working days.

If the investigation is not completed within the fifteen (15) days referenced above, the leave of absence with pay may be extended to a combined maximum of ninety (90) calendar days in consultation with the Human Resources Director, or designee. In such cases, and except for good cause, the agency/department head will notify the employee in writing as to what specific allegations are being investigated. Following consultation with the Human Resources Director, or designee, the department head, or designee, may grant additional leave with pay exceeding ninety (90) calendar days. If the employee is no longer entitled to a leave of absence with pay, the employee shall be returned to duty pending the completion of the investigation and the imposition of any disciplinary action provided, however, the agency/department head may alter the employee's duties or assignment until the investigation is completed when he/she determines it is in the County's best interest.

Section 9. APPEALS

Any employee may appeal any disciplinary action taken against the employee. The appeal shall be in writing and filed with the Human Resources Director or designee within ten (10) working days after the date of notification of action against which the appeal is made. An appeal shall:

- A. Be accompanied by a copy of any notice of disciplinary action served on the employee;
- B. A brief statement of the facts and reasons for the appeal; and
- C. A brief statement of the relief requested.

Section 10. AMENDED NOTICE OF DISCIPLINARY ACTION

- A. At any time before an employee's appeal is submitted to the Hearing Officer for decision, the Department Head may, with the consent of the Human Resources Director or designee, serve on the employee and file with the Human Resources Director or designee an amended or supplemental notice of disciplinary action.
- B. If the amended or supplemental notice presents new causes or allegations, the department shall process said notice in accordance with Section 7 above. However, the employee shall not be required to file a further appeal. Any objections to the amended or supplemental causes or allegations may be made orally or in writing at the hearing.

Section 11. WAIVER

If an employee fails to appeal the disciplinary action within the time specified, or after appealing, withdraws the appeal, the right to review is waived.

Section 12. HEARING PROCEDURE

- A. The parties shall maintain an arbitrator strike sheet of five arbitrators from which hearing officers shall be selected by alternatively striking names until only one name remains. The inclusion or removal of names from the list shall be by mutual agreement of the parties.
- B. The hearing shall be set by the Human Resources Director or designee at an early date. The employee and the Department Head shall be given not less than (10) working days notice of the hearing by the Human Resources Director or designee. The Human Resources Director or designee may postpone or cancel a hearing on reasonable notice to the employee, the Department Head, and their respective representatives.
- C. The employee and the Department Head may be represented by counsel or other representative, provided, however, if the employee is in a representation unit wherein an Employee Organization has been awarded exclusive recognition pursuant to the Employee Relations Resolution (Resolution No. 99-379), unless represented by counsel, the employee may be represented only by the exclusive employee organization.
- D. It shall be the duty of any County Officer or employee to attend a hearing and testify upon the written request of either the employee, the Department Head, or the Hearing Officer, provided reasonable notice is given the department employing the officer or employee. The Human Resources Director or designee shall arrange for the production of any relevant County record. The Hearing Officer is authorized to issue subpoenas.
- E. All appeal hearings involving a dismissal or demotion of an employee shall be reported by a stenographic reporter. All other appeals need not be reported but either the employee or the Department Head may, at his/her own expense, provide a reporter for the hearing.

- F. The expenses of the Hearing Officer and hearing shall be paid for by the County. Each party shall make arrangements for and pay expenses of witnesses that are called by such party, except that any County employee called as a witness shall be released from work without loss of compensation or other benefits to attend the disciplinary hearing.
- G. Within 21 days following the submission of the appeal, the Hearing Officer shall submit written findings of fact, conclusions of law, and the decision to the parties together with a copy of the appeal and a summary of the evidence taken at the hearing. The decision of the Hearing Officer shall be final subject to the right of either party to seek judicial review under Section 1094.5 of the California Code of Civil Procedure.
1. The Hearing Officer shall confine his/her decision to issues raised by the statement of charges and responses and render a decision based on the written MOU between the parties. The Hearing Officer may sustain, modify, or rescind an appealed disciplinary action imposed by the Department Head.
 2. If the Hearing Officer finds that the disciplinary action was appropriate, the action shall be sustained.
 3. In the case of suspension/reduction in compensation or demotion, if the action is modified or rescinded, the appellant shall be entitled to restoration of pay and/or fringe benefits in a manner consistent with the Hearing Officer's decision.
 4. In the case of discharges, if the Hearing Officer finds the order of discharge should be modified, the appellant shall be reinstated to a position in the classification held immediately prior to discharge subject to forfeiture of pay and fringe benefits for any period of suspension imposed by the Hearing Officer.
 5. If the Hearing Officer finds the order of discharge should be rescinded, the appellant shall be reinstated to a position in the classification held immediately prior to discharge and shall receive pay and fringe benefits for all of the period of time between the discharge and reinstatement.
 6. The County shall not be liable for restoring pay and fringe benefits for any period(s) of time the appellant was reduced or removed from duty which results solely from the appellant's request for written briefs in the arbitration proceedings.

This section will not be applicable where both parties mutually agree to submit briefs.

7. Restoration of pay benefits shall be subject to deduction of all unemployment insurance and outside earnings which the appellant received since the date of discharge which would not have been earned had the appellant not been

disciplined. The appellant shall supply such outside employment earning records during the period of time in question when requested.

8. The employee and the Department Head shall have these rights:
 - a. To call and examine witnesses;
 - b. To introduce exhibits;
 - c. To cross-examine opposing witnesses on any matter relevant to the issue, even though the matter was not covered in the direct examination;
 - d. To impeach any witness regardless of which party first called the witness to testify; and
 - e. To rebut any derogatory evidence.
9. The hearing shall be a private proceeding among the County, the employee and the employee organization. Attendance of others during the proceeding will be at the discretion of the arbitrator.

Section 13. EVIDENCE AND PROCEDURES APPLICABLE TO ALL HEARINGS

- A. Hearings need not be conducted according to technical rules of evidence. Any relevant evidence shall be admitted if it is the sort of evidence on which responsible persons are accustomed to rely in the conduct of serious affairs.
- B. Hearsay evidence shall be admitted and may be used for the purposes of supplementing or explaining any direct evidence, but shall not be sufficient in itself to support disciplinary action as defined in Section 6.a. herein, unless it is the type of hearsay admissible over objection in a civil action. The rules of privilege shall apply to the same extent to which they are recognized in civil actions.
- C. Irrelevant and unduly repetitious evidence shall be excluded.
- D. The rules of privilege shall be effective to the same extent that they are now or hereafter may be recognized in civil actions. In addition, communications between management of County departments and Human Resources concerning personnel matters and communications between the union representative and the employee who is the subject of a personnel action shall be confidential and not subject to disclosure in a personnel hearing.
- E. Oral evidence shall be taken only on oath or affirmation.
- F. Any employee not testifying in his/her behalf may be called and examined as on cross-examination.

ARTICLE XV DISCRIMINATION COMPLAINT PROCEDURE

The County has established a strong commitment to prohibit and to prevent unlawful harassment and/or discrimination in employment, and had set forth a procedure for

investigating and resolving internal complaints in Board of Supervisors Policy C-25, which policy is included in this MOU by reference.

The County's Harassment Policy and Complaint Procedure can be located at the Human Resources website at <http://www.rc-hr.com> and at the County's Workforce Exchange website at <http://workforceexchange.net/>. Employees may also contact the Human Resources Department, Employee Relations Division at 951-955-3510 for a copy of the Harassment Policy and Complaint Procedure.

ARTICLE XVI ANTI-STRIKE CLAUSE

It is hereby agreed that the Riverside County Law Enforcement Management Unit (LEMU) shall not take part in, nor call, sanction, foster, nor support any strike, work stoppage, slow-down, sick-in, nor interference with the County's operation during the term of this MOU.

Should a strike, sick-in, picketing, boycott or any other interruption of work occur, the County shall notify the Riverside County Law Enforcement Management Unit (LEMU) of the existence of such activity and the Association will take all reasonable steps to terminate such activity and induce the employees to return to work.

ARTICLE XVII LAYOFF AND REINSTATEMENT

Section 1. SENIORITY

- A. Definition of Seniority. Seniority shall be defined as the length of an employee's continuous service with the County, in a regular position, and is based on most recent date of hire.
- B. Definition of Department. Department, for the purposes of this Procedure, shall be defined as an agency, department, or district of the County which is set out in County Ordinance No. 440.
- C. Except as otherwise provided in this Procedure, an employee shall lose seniority upon resignation, retirement, termination, or removal from all departmental reinstatement lists. Seniority shall continue to accrue while an employee is on the lay off list.

Section 2. REDUCTION IN FORCE

- A. When it becomes necessary to reduce the work force in a department, the Department Head shall designate the job classification(s) to be affected, and the number of employees to be eliminated within the department or other organizational unit of the department which is identified as a Section or Subsection in this MOU. No regular employee shall be laid off in any job classification if there are temporary employees or seasonal employees in an active status in the same job classification within the department. It is not the intention of the County to use per diem employees for a replacement of regular laid off employees.

- B. Any reduction in the number of regular employees holding a job classification designated by a Department Head for layoff shall be made in the following order of employment status:
1. Temporary promotion employees (return to former class);
 2. Probationary new employees;
 3. Probationary transfer employees, probationary promotional employees, and regular employees.
- C. Layoffs of employees within each classification shall be based primarily on date of hire, with the least senior employees being laid off first. An employee may be laid off out of seniority when a less senior employee possesses essential skills necessary to the operation of the department, subject to the approval of the Human Resources Director. Employees laid off out of seniority shall be given written notice of this action.
- D. After consultation with the Human Resources Director or a designee, the Department Head shall give notice to each regular employee affected by a reduction in force and to the recognized employee organization that represents the affected employee's representation unit, at least 14 days prior to the effective date of the action. The list given to the employee organization shall include a seniority list of the affected classes showing previously held positions. A list containing the names of the employees to be laid off shall at the same time be given to the Human Resources Director. The recognized employee organization shall be in receipt of the layoff notice 24 hours prior to the time affected employees are notified. The official notice of layoff shall be given only by the employing department. The notice shall include:
1. The reason for layoff;
 2. The effective date of the action;
 3. If laid off out of seniority.
- E. If an employee who has received official notice of layoff has previously held regular status in another job classification within the department, and was not removed therefrom for disciplinary reasons, such employee shall, upon request, be given a transfer or demotion within the department to such other classification in lieu of layoff unless such action cannot be accomplished without authorization of another position or displacement of an employee with greater seniority. The affected employee must request such transfer or demotion within seven days of written notification of layoff by personal delivery or mailing of a certified letter.

Regular employees who elect to demote under this provision shall be placed on the step nearest their present salary within the range of the class to which they are demoting provided such step shall not exceed present salary.

- F. The affected employee organization will be provided a copy of the final layoff list.

Section 3. REASSIGNMENT

- A. An employee not expected to be laid off may in lieu of reassignment elect to be laid off and be placed on the Departmental Reinstatement List if both of the following conditions exist:
 - 1. The employee is being reassigned to a position previously occupied by an employee who was laid off within twenty (20) working days of the effective date of the reassignment; and
 - 2. If the new work location is more than 40 miles from the employee's current work location or the employee's home, whichever is closer.
- B. An employee who chooses to be laid off and have their name placed on the Departmental Reinstatement List under this section shall notify the department in writing of the decision at least three (3) working days prior to the effective date of reassignment. Such layoff shall be on the same date as the reassignment would have been effective.

Section 4. EMPLOYMENT COUNSELING AND REFERRAL

Prior to the effective date of layoff, every employee given notice of layoff for a period of time longer than one (1) pay period may schedule an employment counseling session with the Human Resources Department for assistance in determining other employment opportunities within the County for which the employee may qualify.

- A. Only employees who have either been given layoff notices or are currently on a reinstatement list shall be referred first to any department requesting a recruitment for classifications from which the employees were laid off.
- B. Employees who meet the minimum qualifications and have either been laid off or have been given layoff notices shall be referred first to departments requesting recruitments for all other classifications within LEMU bargaining units.
- C. Departments are required to notify Human Resources in writing why these candidates are unacceptable before outside candidates will be referred.

Section 5. DEPARTMENTAL REINSTATEMENT LIST

- A. The name of every regular employee who is laid off for longer than one (1) pay period due to a reduction in force, or who is laid off in lieu of reassignment under subsection (C) above, shall be placed on Departmental Reinstatement Lists for all classifications of a currently equal or lower salary range in which the employee ever held regular status, provided the department is allocated any positions of such classifications.
- B. Any vacancy to be filled within a department shall be offered first, in order of

greatest seniority, to individuals named on the Departmental Reinstatement List for the classification of the position to be filled.

C. An employee's name shall be removed from Departmental Reinstatement Lists, for specific classifications, for any of the following reasons:

1. The expiration of two (2) years from the date of placement on the list.
2. Failure to report to work within seven (7) days of mailing of a certified letter containing a notice of reinstatement to a position which is less than forty (40) miles from the last work location or the employee's home, whichever is closer.
3. Failure to respond within seven (7) days of mailing of a certified letter regarding availability for employment. It shall be the responsibility of the employee to notify their Department Head, in writing, of the employee's current mailing address.
4. Request in writing to be removed from the list.

D. Status on Reinstatement. Reinstatement is defined as recall by the same department, from a departmental reinstatement list, into a regular position. Upon reinstatement, the employee shall be entitled to:

1. Restoration of all sick leave credited to the employee's account on the date of layoff.
2. Continuation of seniority.
3. Credit for all service prior to layoff for the purpose of determining the rate of accrual of vacation leave.
4. Placement on the salary range at a step which is nearest former or current pay rate, whichever is higher, with the employee's hours in a step being the same number of hours which the employee had at the time of layoff.

Section 6. REEMPLOYMENT

Status on Reemployment. Reemployment is defined as being employed by the same or other department into a regular position, only while on the reinstatement list, other than that from which the employee had reinstatement rights to. If reemployed while the employee's name is current on any reinstatement list, the employee shall be entitled to:

- A. Restoration of all sick leave credited to the employee's account on the date of layoff.
- B. Continuation of seniority shall be credited to the employee upon successful completion of the applicable probationary period.
- C. Credit for all service prior to layoff for the purpose of determining the rate of accrual

of vacation leave.

Section 7. TEMPORARY RECALL

Departments may elect to recall laid off employees in order of seniority from the reinstatement list, for a temporary period of not less than 30 days and not to exceed 480 full time hours within a six month period. Acceptance of temporary recall is at the discretion of the employee and will not affect the employee's status on the reinstatement list. Should the temporary recall extend beyond 480 full time hours, a permanent recall shall be effectuated, if sufficient work remains. The recalled employee shall be eligible for benefits under Section 5(D)(4) of this Article.

ARTICLE XVIII
ALCOHOL AND DRUG ABUSE POLICY

The County has established a strong commitment to eliminate substance abuse and its effects in the workplace, and has set forth a policy in Board of Supervisors Policy C-10, which is included in this MOU by reference.

Employees reasonably believed to be under the influence of alcohol or drugs shall be prevented from engaging in further work and may be detained for a reasonable time until they can be safely transported from the work site.

ARTICLE XIX
FLEXIBLE BENEFIT PROGRAM

Section 1. ESTABLISHMENT OF THE PLAN

- A. Purpose. The County of Riverside, a political subdivision of the State of California, hereby establishes a cafeteria plan, to be known as "The County of Riverside Flexible Benefits Program" (the "Plan"). The plan is intended to qualify as a plan described in section 125 of the Internal Revenue Code of 1986. The plan is established effective as of November 20, 1986, in order to provide eligible employees a means of choosing among various benefit programs on a favorable tax basis.
- B. Applicability of Plan. The provisions of this plan are applicable only to the employees of the County in current employment who are members of a participating group of employees, on and after November 20, 1986, who are enrolled in a benefit program offered under the welfare Benefit Plan (excluding dental) offered by the County and who meet the eligibility requirements.
- C. Provision for Payment of Benefits. Payment of the costs of benefits which are provided under this plan comes from: County contributions of cash and to the extent additional funds are needed, with employee contributions of salary.

Section 2. DEFINITIONS

The capitalized words and phrases in this plan shall have the meanings set forth below:

- A. "Administrator" means the Health Benefits Officer of the County or a designee.

- B. "Code" means the Internal Revenue Code of 1986 as from time to time amended, supplemented, or superseded by laws of similar effect.
- C. "County" means the County of Riverside, a political subdivision of the State of California and, where the context requires, the duly authorized representative thereof.
- D. "Contributory Coverage" means that coverage available to employees under a Welfare Benefit Plan and dental coverage for which the County makes contributions of cash on behalf of each employee and requires a salary reduction by an employee if the cost of the coverage exceeds the County's contribution made on behalf of the employee.
- E. "Effective Date" means November 20, 1986.
- F. "Employee" means an individual who is a "regular employee" as referred to in Salary Ordinance No. 440, of the County.
- G. "Plan Year" means the calendar year.
- H. "Welfare Benefit Plan" means any employee benefit program offered pursuant to this plan. Currently, the only such plans are the major medical coverage's offered on either an indemnity or prepaid basis and dental coverage, but not included are any vision, disability or accidental death or dismemberment plans which the County offers. Rights under any Welfare Benefit Plan offered pursuant to this Plan shall be determined only under the documents establishing the Welfare Benefit Plan, as amended from time to time, and which are incorporated herein by this reference.
- I. Gender and Number. Except when other wise indicated by the context, any masculine terminology shall also include the feminine and the definition of any term in the singular shall also include the plural.

Section 3. ELIGIBILITY AND PARTICIPATION

A person who is a member of a group of Employees (1) which is represented for collective bargaining purposed by an association or union which adopts this Plan through a MOU with the County (2) which is a classification of Employees with respect to which the County adopts the Plan shall be eligible to become a member of this Plan commencing with the effective date of such adoption. If a participant transfers to any position which is not covered by the Plan, employee shall cease to be a participant. The individual will again become a participant when they return to a position covered by the Plan.

Section 4. BENEFITS

- A. Electable Benefits. The Compensation and benefits among which an employee may elect under this Plan are:
 - 1. Salary, and;

2. Contributory Coverage's which are available to the Employee in lieu of salary. Included in the Contributory Coverage's are benefits available under the Welfare Benefit Plan and dental coverage as offered by the County.

An employee may elect to receive cash in lieu of County contributions only if the County contribution which would otherwise be made on his behalf exceeds the cost of the least expensive major medical coverage (not including dental) available under a Welfare Benefit Plan. The maximum amount an Employee who elects to receive cash under the preceding sentence may receive shall be the difference between the County contribution on behalf of the Employee and the greater of the cost of the least expensive major medical coverage (not including dental) available under a Welfare Benefit Plan if the Employee selects the least expensive coverage available or the cost of the coverage selected by the Employee under a Welfare Benefit Plan pursuant to this Plan.

- B. Election Under Plan. Elections under Section 4 shall normally be made for one year periods. Once per year at the date it specifies, the County shall permit each eligible Employee to make an election between a Contributory Coverage or cash in lieu thereof, as provided under Section 4. An employee may only revoke their benefit election and make a new election with respect to the remainder of the one year period to the extent permitted by the County, and only if both the revocation and the new election are on account of and are consistent with a change in family status (e.g., marriage, divorce, death of a spouse or child, birth or adoption of a child and deletion of dependents. In addition, elections may also be made not later than sixty days after an Employee first becomes eligible for a Contributory Coverage. Any election made by an Employee will remain in effect until changed by the Employee.
- C. Election Amendments by Administrator. The County may amend Employee elections under this Plan in the event the County determines that amendments are necessary or advisable in order to (1) satisfy the anti-discrimination requirements imposed on this Plan by the Code; (2) prevent any Employee from having to recognize more income for Federal income tax purposes from the receipt of fringe benefits hereunder than would otherwise be recognized, due to the application of any anti-discrimination provision of the Code; or (3) maintain the non-taxable status of benefits received under this plan or any benefit plan pursuant to the requirements of the Code.
- D. Funding. This Plan shall be funded by County contribution of cash, and salary reduction contributions to the extent additional funds are needed by Employees in order to receive Contributory Coverage. County contributions shall be applied by the County to purchase Contributory Coverage's for electing Employees or to pay then cash as provided under Section 4. The maximum amount of salary that could be waived by Employees shall be the difference between the cost of the most expensive coverage available under a Welfare Benefit Plan that the Employee could select for the period in question and the nonelective County contribution made on the Employee's behalf. Each participant shall determine the amount of reduction in their salary to be used to purchase Contributory Coverage's for the Plan Year, for each biweekly pay period, prior to the beginning of such Plan Year, or:

For the participant subject to a change in the family status referred to in Section 4(B), prior to the Effective Date specified by the participant in a written notification to the designated office of the County on such forms as the County may prescribe.

Section 5. RECEIPT OF BENEFITS

- A. Controlling Effect of Benefit Plans and Programs. All claims for benefits shall be subject to and governed by the terms and conditions of the particular benefit plan or program adopted by the County with respect thereto and the rules, regulations, policies, and procedures from time to time adopted in accordance therewith.
- B. Insurance. To the extent that insurance or prepaid benefit coverage is procured to provide any of the benefits elected by Employees pursuant to this plan, an Employee's right to such benefits shall be limited to the amounts payable by such insurance, or available under the prepaid program, and the receipt thereof shall be subject to satisfaction of all of the terms, covenants, conditions, rules and regulations of the insurer or prepaid program. The County shall not have any independent obligation or duty to provide benefits to participants to the extent that such benefits are to be provided by the insurance or prepaid program. The County shall have the right from time to time to change the coverage's or carriers of any one or more insurance policies without written notice to employees.

Section 6. ADMINISTRATIVE PROVISIONS

The Administrator shall administer the Plan and shall have such duties and powers as may be necessary to discharge its duties hereunder, including, but not limited to, the following:

- A. To construe and interpret this Plan, to decide all questions of eligibility and participation and to determine the benefit plans and programs to be covered by this Plan;
- B. To prescribe procedures to be followed by Employees to make benefit elections pursuant to this Plan;
- C. To prepare and distribute information explaining this Plan and the benefit plans and programs covered hereby in such manner as the Administrator determines to be appropriate;
- D. To request and receive from all Employees such information as the Administrator shall from time to time determine to be necessary for the proper administration of this Plan;
- E. To furnish each Employee with such reports with respect to the administration of this Plan as the Administrator determines to be reasonable and appropriate;
- F. To receive, review and keep on file such reports and information concerning the benefit plans and programs covered by this Plan as the Administrator determines from time to time to be necessary and proper; and
- G. To appoint or employ such individuals or entities to assist in administration of this

Plan as it determines to be necessary or advisable, including legal counsel and benefit consultants.

- H. The County may amend, alter, or change the benefit plans and programs covered by this Plan and may amend or terminate the Plan itself.
- I. County offered health insurance coverage is mandatory in order to receive cash back. If monies remain after health and dental insurance premium deductions, said monies may be taken in cash. This amount will not exceed the monthly contribution amount minus total premiums. Dental insurance is optional but does not qualify for the cash back option without a health plan election.

For example:

| | |
|---|-----------------|
| Health Insurance Premium, single coverage | \$400.00 |
| Dental Insurance Premium, single coverage | \$ 20.00 |
| Flexible Benefit Credits | <u>\$859.28</u> |
| Cash back to employee | \$439.28 |

- J. County Contributions. Except as provided in Section 1B of Article II, for all employees covered under the provision of this MOU, the County's monthly contribution on behalf of each active employee is \$859.28.

The County's monthly flex benefit contribution will be reduced by one hundred dollars (\$100.00) to seven hundred and fifty nine dollars and twenty eight cents (\$759.28) per month effective July 12, 2012 through July 9, 2014.

Effective July 10, 2014, the monthly contribution amount shall be reinstated to the eight hundred fifty nine dollars and twenty eight cents (\$859.28) amount.

Effective November 12, 2015, the monthly contribution shall be increased by fifty dollars (\$50.00) to nine hundred nine dollars and twenty eight cents (\$909.28) per month.

Effective November 10, 2016, the monthly contribution shall be increased by fifty dollars (\$50.00) to nine hundred fifty nine dollars and twenty eight cents (\$959.28) per month.

Regular part-time employees who work 20-29 hours receive 2/3 benefits and 30-39 hours receive 3/4 benefits. The parties agree that any mid-year adjustments to flexible benefit contribution will not require a new open enrollment process.

Section 7. PUBLIC EMPLOYEES MEDICAL AND HOSPITAL CARE ACT (PEMHCA)

The County shall contribute \$128.00, or the minimum PEMHCA amount required by CalPERS, whichever is greater, per month on behalf of each eligible retiree and such retiree's dependents enrolled in one of Riverside County employee medical and hospital plans, toward the payment of premiums for health insurance.

Section 8. DENTAL INSURANCE

Dental insurance is also available at an additional cost.

Section 9. OPTICAL INSURANCE

The County shall provide an optical plan. The premium cost for optical insurance shall be made in addition to the County contribution to the Flexible Benefit Plan.

Section 10. LONG -TERM DISABILITY INSURANCE

Employees covered under the provisions of this Agreement shall be enrolled in the County' Long Term Disability Plan at no cost to the employee. The County's Plan pays 66.67% of earnings, to a maximum of \$10,000.00 per month, after a 60-day waiting period. Benefits are payable until a maximum age of 65.

- A. The definition of disability shall be as follows: An employee is disabled from all occupations if, as a result of sickness, accidental bodily injury or pregnancy, an employee is unable to perform with reasonable continuity the material duties of any gainful occupation for which he/she is reasonable fitted by education, training and experience. Gainful is interpreted to mean the same station in life.
- B. Reciprocity: An employee who is absent from work due to an industrial disability shall not be entitled to receive both (a) full salary in lieu of temporary disability benefits pursuant to this Agreement or Section 4850 of the Labor Code and (b) benefits available under the County's Long-Term Disability Insurance Plan.
- C. Correctional Sergeants and Correctional Lieutenants: Employees in these classifications covered by this Agreement shall be included in the County's Long-Term Disability Insurance Plan effective June 1, 1991 and shall no longer be included with the County's Short Term Disability Insurance Plan.

Section 11. DEFERRED COMPENSATION

Regular employees covered under the provisions of this Agreement are eligible to participate in County sponsored Sec.457 and Sec. 401(a) plans subject to the provision of the plan documents and applicable state and federal law. These plans are available to employees through Nationwide Retirement Solutions, or the Variable Annuity Life Insurance Company (AIG Retirement).

- A. The Sec. 457 plan is employee contributions only. Employees may make biweekly contributions not to exceed the maximum allowable IRS limit.

The County shall allow each employee, upon retirement, to convert accumulated annual leave, vacation, sick leave, holiday and compensation time to the County's approved deferred compensation plan, subject to the maximum allowable IRS limit.

- B. Contributions to the Section 401(a) can be made only by the employer. Except as provided by Section 1B of Article II, the County will reduce the fifty eight dollars and fifty cents (\$58.50) per biweekly pay period contribution to the 401(a) money purchase plan by twenty five dollars (\$25.00) to thirty three dollars and fifty cents (\$ 33.50) per biweekly pay period. The reduction will be effective from July 12, 2012 through July 9, 2014 only for each enrolled Sergeant, Coroner Sergeant, or

Correctional Sergeant who is a regular employee. Effective July 10, 2014, the County's contribution shall be restored to fifty eight dollars and fifty cents (\$58.50) per biweekly pay period.

- C. Except as provided in Section 1B of Article II, the County will reduce the fifty dollars (\$50.00) per biweekly pay period contribution to the 401(a) money purchase plan by twenty five dollars (\$25.00) to twenty five dollars (\$ 25.00) per biweekly pay period effective from July 12, 2012 through July 9, 2014 only for each enrolled regular Sheriff Captain, Sheriff Lieutenant, Coroner Lieutenant, Correctional Captain, and Correctional Lieutenant covered under this MOU. Effective July 10, 2014, the County's contribution shall be restored to fifty dollars (\$50.00) per biweekly pay period.

Section 12. VEBA CONTRIBUTIONS

A VEBA is a Voluntary Employees' Beneficiary Association authorized by Internal Revenue Code Section 501(c)(9) for the benefit of employees who are eligible to participate in the Post Employment Health Savings plan.

Except as provided in Section 1B of Article II, the County will reduce the biweekly pay period contribution of one hundred twenty dollars (\$120.00) by one hundred dollars (\$100.00) to twenty dollars (\$20.00) per biweekly pay period per employee into the VEBA plan effective July 12, 2012 through July 9, 2014 only. Effective July 10, 2014, the biweekly pay period contribution into the VEBA plan shall be restored to one hundred twenty dollars (\$120.00) per pay period.

ARTICLE XX
SHERIFF DEPARTMENT WELLNESS & FITNESS PROGRAM

Section 1. PROGRAM SUMMARY

The parties are committed to a program that encourages employees to maintain healthy lifestyles and good levels of fitness. The program will be phased in over the term of the MOU.

- A. During the first year of the program, and as required thereafter, employees may participate in an assessment of their health and well-being and receive a Personal Wellness Profile. Following completion of the Wellness Profile, employees will receive a report outlining their individual results, personalized recommendations, and wellness guidelines. Education, activities, and/or classes may be scheduled, and follow-up reviews may be arranged with employees to ensure success in achieving identified wellness objectives.
- B. Starting in the second year of the program LEMU personnel, except those specifically excluded by the Department, may participate in semiannual physical fitness testing consistent with the Cooper Institute's Fitness Training Program. Employees whose Wellness Profile reveals coronary risk factors, cardiovascular or heart disease, use of medications that may prevent them from performing the fitness test, or other limiting health/injury factors, will not be allowed to participate in the fitness testing until the Program Administrator is satisfied they are able to participate without placing the employee in jeopardy. These employees will be provided the

opportunity to work with trained advisors and develop a personal wellness/fitness program to address these concerns.

Test: The test shall consist of the following three (3) elements:

1. Push-Up Test Employee has one (1) minute to complete as many push-ups as possible.
2. Sit-Up Test Employee has one (1) minute to complete as many sit-ups as possible.

In each of these three tests a “meets” standard will be given to employees who attain the 50th percentile, or above, of the Cooper Institute’s physical fitness Dynamic Strength Norms.

3. 1½ Mile Run Employee will run 1½ miles. A “meets” standard will be given to employees who attain the 50th percentile, or above, of the Cooper Institute’s Cardio-Respiratory Fitness Norms.

Department members will be allowed one attempt during each semiannual testing cycle to “meet” the fitness standards. Each member will be allowed two (2) attempts to attain the 50th percentile. Members reaching the 50th percentile on the first attempt of an individual element will not have to repeat that element.

The parties recognize that some employees may initially fail to meet the fitness standards. Employees failing to meet standards may be scheduled for remedial fitness training under the direction of the Medical Director of Occupational Health (see Attachment A).

Incentive:

- Each employee who elects to participate in all components of the above fitness assessment, regardless of score or outcome, shall receive a bonus of \$300. Each employee deemed as “meets” standard in all three fitness elements above will receive an additional bonus of \$300 (for a maximum bonus amount of \$600 per year).
- An employee who does not receive a “meets” standard in the fitness assessment, who elects to participate in the remedial fitness training activities, will be compensated upon the completion of the remedial fitness training, based on the number of activities completed. (for a maximum remedial bonus amount of \$300 per year).

Section 2. PROGRAM SCOPE

The Sheriff Department Wellness & Fitness Program rewards regular exercise, good nutrition and other healthy lifestyle choices. These Activities are available, as an additional bonus, to all LEMU Members who have received a ‘meets’ on the Cooper Institute’s Fitness Training Program. For those LEMU Members who did not receive a ‘meets’ on the Cooper Institute’s Fitness Training Program, these Activities comprise the ‘Remedial Fitness Training’.

Explanation of Activities:

- **Health Risk Assessment (HRA):** A tool, available to LEMU Members and their spouses or Registered Domestic Partners, consisting of valid and reliable questions related to your individual lifestyle practices and health history factors that have the highest impact on individual health, and biometric measures to determine health status. Lifestyle questions focus on exercise, nutrition, diabetes risk, smoking, alcohol, stress, and well-being and personal/family medical history. Additionally, the HRA addresses a person's "readiness to change" that allows for development of tailored interventions to meet specific needs. Some questions relate to how improved health status can lead to increased work performance.
- **One-on-One Consultation:** A comprehensive physician counseling, available to LEMU members and their spouse or Registered Domestic Partners, including care, disease and case management and one-on-one lifestyle consultation.
- **Biometric Screening:** Biometric screenings offer valuable insight into a LEMU member's health risks by providing a number of biometric measures, such as weight, height, blood cholesterol levels including HDL, LDL, triglycerides and blood glucose.
- **Nutritional Counseling:** A comprehensive one-on-one session, available to LEMU Members and their spouses or Registered Domestic Partners, with a registered dietician to create a customized and personal nutrition assessment to assist the LEMU member and/or their spouse or Registered Domestic Partner with nutritional requirements regarding Cardiac Disease, Diabetes, Obesity, Cholesterol, Hypertension and Weight-loss.

Section 3. HIPAA REQUIREMENTS AND LIMITATIONS

HIPAA Wellness Program Rules permit Wellness programs to discriminate based on health status-related factors as long as certain requirements are met.

The five requirements are:

1. The total reward must not exceed 20% of the cost of employee-only coverage (or 20% of the total cost of coverage if dependents can participate in the program).
2. The program must be reasonably designed to promote health and prevent disease.
3. Individuals eligible for the program must be given the opportunity to qualify for the reward at least once per year.
4. The reward must be available to all similarly situated individuals. The program must allow a reasonable alternative standard (or waiver of initial standard) for obtaining the reward to any individual for whom it is unreasonably difficult due to a medical condition, or medically inadvisable, to satisfy the initial standard.

5. The plan must disclose in all materials describing the terms of the program the availability of a reasonable alternative standard (or the possibility of a waiver of the initial standard).

ARTICLE XXI
MAINTENANCE OF MEMBERSHIP

Employees in the Law Enforcement Management Unit who are members of LEMU on February 4, 1999, shall remain members during the period covered by this MOU. Such employees may withdraw during the month of January of any year as described below.

Any employee desiring to revoke their authorization for dues shall forward a letter by United States Mail or in person to LEMU, setting forth his/her desire to remove said authorization and may include reasons thereof. To be considered, a letter shall be received by LEMU on or after January 1st, but no later than the last working day of January. LEMU shall promptly forward a "stop deduction" to District payroll in the manner provided by the District.

Failure to timely notify LEMU as described above shall be deemed abandonment of the right to revocation until the next appropriate time period.

Hold Harmless. LEMU shall indemnify and hold the County harmless from any and all claims, demands, suits or any other action arising from these maintenance of membership provisions.

ARTICLE XXII
LABOR/MANAGEMENT COMMITTEE

Such committee shall initially meet no later than 30 days after the implementation date of this MOU and shall continue to meet thereafter at times and locations agreed-upon by the committee members. The committee's initial agenda shall include the development of a physical fitness program which could include both incentives and disincentives; the examination of ways to reduce the use of both work related and non-work related paid time off, and any other mutually agreed-upon related issues.

ARTICLE XXIII
PROVISIONS OF LAW

It is understood and agreed that this MOU is subject to all applicable Federal, State, and County laws and regulations. If any part or provision of this MOU is in conflict or inconsistent with such applicable provisions of federal, State, or County laws, rules or regulations or is otherwise held to be invalid or unenforceable by any tribunal of competent jurisdiction, such part or provision shall be suspended by such applicable law or regulations, and the remainder of this MOU shall not be affected thereby.

Reference:

Minute Order 3.24, dated 05/08/2001
Minute Order 3.53, dated 08/23/2005
Minute Order 3.87, dated 07/29/2009

