

MINUTES OF THE BOARD OF SUPERVISORS
COUNTY OF RIVERSIDE, STATE OF CALIFORNIA



3-40

On motion of Supervisor Stone, seconded by Supervisor Ashley and duly carried by unanimous vote, IT WAS ORDERED that the recommendation from Human Resources regarding the Approval of the final 2012 – 2016 Memorandum of Understanding with Riverside Sheriff's Association Law Enforcement Unit, is deleted from the agenda for Tuesday, June 18, 2013.

I hereby certify that the foregoing is a full true, and correct copy of an order made and entered on June 18, 2013 of Supervisors Minutes.

WITNESS my hand and the seal of the Board of Supervisors
Dated: June 18, 2013
Kecia Harper-Ihem, Clerk of the Board of Supervisors, in
and for the County of Riverside, State of California.

(seal)

By:  Deputy

AGENDA NO.
3-40

xc: H.R.

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

879



FROM: Human Resources Department

SUBMITTAL DATE:
June 5, 2013

SUBJECT: Approval of the final 2012 – 2016 Memorandum of Understanding with Riverside Sheriffs' Association Law Enforcement Unit

RECOMMENDED MOTION: That the Board of Supervisors approve the non-substantive cleanup to the 2012 – 2016 Memorandum of Understanding (MOU) between the Riverside Sheriffs' Association Law Enforcement Unit (RSA LEU) and the County of Riverside (Attachment "A").

BACKGROUND: On June 5, 2012, 3.72, the Board approved the Tentative Agreement for a forty nine (49) month MOU. As part of the agreement the parties agreed to setup a subcommittee to cooperate in non-substantive cleanup of the MOU pertaining to language, spelling, grammar, and formatting following the approval/ratification of the successor MOU. The attached document incorporates the Tentative Agreement, previously approved, as well as cleanup of the overall MOU to which both parties agreed.

Departmental Concurrence

Barbara A. Olivier

Barbara A. Olivier
Asst. County Executive Officer/Human Resources Dir.

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:	\$ 0	For Fiscal Year:	2012/13

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

C.E.O. RECOMMENDATION:

APPROVE

BY: *Ivan M. Chand*

Ivan M. Chand 6/6/2013

County Executive Office Signature

- Dept' Recomm.: Consent Policy
- Per Exec. Ofc.: Consent Policy

JUN 11 6 43:00

Prev. Agn. Ref.: 06/05/2012, 3.72 | **District:** ALL | **Agenda Number:**

3-40

MEMORANDUM OF UNDERSTANDING

2012 – 2016

COUNTY OF RIVERSIDE

AND

RIVERSIDE SHERIFFS' ASSOCIATION LAW ENFORCEMENT UNIT

TABLE OF CONTENTS

DEFINITIONS	4
ARTICLE I TERM	6
Section 1. TERM	6
Section 2. SUCCESSOR AGREEMENT	6
Section 3. SIDE LETTER/MEET AND CONFER AGREEMENTS	6
ARTICLE II WAGES & WAGE INCREASES	6
Section 1. COST OF LIVING ADJUSTMENT(S) (COLA)	6
Section 2. SALARY STEPS	7
Section 3. CalPERS CONTRIBUTION OFFSET	7
Section 4. DEPUTY CORONER PARITY STUDY	7
ARTICLE III WAIVER OF BARGAINING	9
ARTICLE IV WORKWEEK, OVERTIME AND PREMIUM PAY	9
Section 1. WORKWEEK	9
Section 2. OVERTIME	10
Section 3. PREMIUM PAY	13
ARTICLE V PAY PRACTICES	19
SPECIAL PROVISIONS OF THIS ARTICLE	19
Section 1. STEP ADVANCE	19
Section 2. NEW EMPLOYEES	20
Section 3. REEMPLOYMENT	20
Section 4. PROMOTION	21
Section 5. TRANSFER	21
Section 6. DEMOTION	21
Section 7. RECLASSIFICATION	22
Section 8. SPECIAL PROVISION FOR DEPUTY SHERIFF CHANGE IN CLASSIFICATION	22
Section 9. TEMPORARY PROMOTION	23
Section 10. CLASSIFICATION PROCEDURE	23
Section 11. CONFORMANCE TO PLAN	23
ARTICLE VI GENERAL PERSONNEL PROVISIONS	24
Section 1. PROBATION	24
Section 2. RETIREMENT	26
Section 3. ELECTRONIC FUND DEPOSIT OF PAYROLL	29
Section 4. SCHEDULED WORK AND VACATION CHANGE NOTICE	29
Section 5. VETERANS PREFERENCE	29
Section 6. PERSONNEL FILES	30
Section 7. SAFETY COMMITTEE	30
Section 8. PERSONAL SECURITY	30
Section 9. RETIREMENT IDENTIFICATION CARD	30
Section 10. SERVICE POINT CREDITS (EXCLUSIONS) REINSTATEMENT/ CONTINUOUS SERVICE	30
ARTICLE VII LEAVE PROVISIONS	31
Section 1. SICK LEAVE	31
Section 2. BEREAVEMENT LEAVE	32
Section 3. FITNESS FOR DUTY	33
Section 4. LEAVE WITHOUT PAY/OFFICIAL LEAVE OF ABSENCE	33
Section 5. MILITARY LEAVE	34
Section 6. JURY DUTY	34
Section 7. AIR POLLUTION EMERGENCY	34
Section 8. VOLUNTARY TIME BANK	35
Section 9. PREGNANCY LEAVE	37
Section 10. RELEASE TIME FOR THE PRESIDENT OF ASSOCIATION	37
Section 11. RELEASE TIME FOR REPRESENTATIVES	38

ARTICLE VIII VACATION	38
ARTICLE IX HOLIDAYS	40
ARTICLE X REIMBURSEMENT PROGRAMS.....	41
Section 1. LIVING QUARTERS, MEALS, OR LAUNDRY SERVICE.....	41
Section 2. MEALS	41
Section 3. REIMBURSEMENT RATES FOR MEALS	41
Section 4. GENERAL PROVISIONS	42
Section 5. MOVING EXPENSES-CURRENT EMPLOYEES	42
Section 6. REIMBURSEMENT FOR DAMAGED CLOTHING OR PROPERTY	42
Section 7. EXTRADITION PAY	42
Section 8. MILEAGE REIMBURSEMENT	43
ARTICLE XI GRIEVANCE PROCEDURE	43
Section 1. INTENTION	43
Section 2. GRIEVANCE DEFINITION	43
Section 3. FREEDOM FROM REPRISAL	44
Section 4. EMPLOYEE REPRESENTATION	44
Section 5. CONSOLIDATION.....	44
Section 6. RESOLUTION	44
Section 7. WITHDRAWAL	44
Section 8. TIME LIMITS	44
Section 9. RESUBMISSION	45
Section 10. EXTENSION OF TIME	45
Section 11. STEPS IN THE GRIEVANCE PROCESS	45
Section 12. ARBITRATION	45
ARTICLE XII DISCIPLINE, DISMISSAL, AND REVIEW.....	47
ARTICLE XIII ANTI-STRIKE CLAUSE	54
ARTICLE XIV LAYOFF AND REINSTATEMENT	54
Section 1. DEFINITION OF SENIORITY	54
Section 2. REDUCTION IN FORCE	55
Section 3. REASSIGNMENT	56
Section 4. DEPARTMENTAL REINSTATEMENT LIST.....	56
Section 5. STATUS ON REEMPLOYMENT.....	57
ARTICLE XV HEALTH INSURANCE AND OTHER BENEFITS	57
Section 1. RSA BENEFIT TRUST (HEALTH INSURANCE).....	57
Section 2. CONTRIBUTIONS.....	59
ARTICLE XVI SENIOR PROGRAMS/PROMOTIONAL PROCEDURES.....	61
Section 1. SHERIFF'S DEPARTMENT CORRECTIONAL SENIOR PROGRAM.....	61
Section 2. SHERIFF'S CORPORAL, INVESTIGATOR I, SERGEANT AND CORRECTIONAL CORPORAL, CORRECTIONAL SERGEANT PROMOTIONAL PROCEDURES EXAMINATION PROCESS	63
Section 3. SHERIFF'S CAREER INVESTIGATOR PROGRAM (CIP).....	64
Section 4. DISTRICT ATTORNEY INVESTIGATOR CAREER PLAN.....	68
ARTICLE XVII MODIFIED AGENCY SHOP.....	75
ARTICLE XVIII LABOR/MANAGEMENT COMMITTEE.....	76
ARTICLE XIX EQUIPMENT	76
Section 1. RAIN GEAR.....	76
Section 2. SAFETY VESTS.....	76
Section 3. BATONS.....	77
Section 4. PERSONAL WEAPONS.....	77
SIGNATURE PAGE	78

DEFINITIONS

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

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 plan/grade to a position of a different class allocated to a lower salary plan/grade, 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 handicap, marital status, pregnancy, or other protected classification.

Employees shall mean all persons employed by the County of Riverside.

Full Time 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.

Grievance Arbitration shall mean a grievance heard by an outside neutral third party (Arbitrator).

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 fourteen (14) calendar days from Thursday (starting at midnight Wednesday) to midnight of the second (2nd) 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 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.

Probationary Employee means a regular 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 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 plan/grade to a position of a different class allocated to a higher salary plan/grade whether in the same or different department. The appointment of an employee to a position allocated to a higher salary plan/grade 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 plan/grade.

Regular employee means a holder of a regular position.

Regular Position means a position established by this ordinance on an ongoing basis, as distinct from a seasonal or temporary position.

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

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

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 Riverside Sheriffs' Association, Inc. (herein referred to as RSA) as the Exclusive Employee Organization for employees in the representation unit described under Article II. This Memorandum of Understanding is in effect June 5, 2012 through June 30, 2016.

Section 2. SUCCESSOR AGREEMENT

In the event either party desires to negotiate a successor MOU, such party shall, no more than six (6) months prior to the expiration of the current MOU, request to commence negotiations.

A subcommittee comprised of the County and RSA appointees will cooperate in the non-substantive clean up pertaining to language, spelling, grammar and formatting, following the approval/ratification of the successor MOU.

Section 3. SIDE LETTER/MEET AND CONFER AGREEMENTS

- A. Transitioning Correctional Deputies to PC 830.1(c) Limited Duty Peace Officers – On or about September 1, 2008, the parties shall reopen the MOU to meet and confer about transitioning Correctional Deputies to PC 830.1(c) Limited Duty Peace Officers. The meet and confer process shall be completed by no later than October 31, 2008, unless mutually extended by the parties. The County shall not unilaterally impose a transition program for Correctional Deputies. Side Letter Agreement entered into on January 22, 2008, shall be renewed for the term of this MOU.
- B. Sheriff Pilot Pay Meet and Confer – County and RSA agree to meet and confer no later than January 1, 2013, over hourly rate of pay and/or the premium for Sheriff's deputies assigned as Sheriff Pilot/Chief Pilot/Tactical Flight Officer. In the event of an impasse, AB 646 shall not apply.
- C. Fitness for Duty Meet and Confer - RSA and the County agree to meet and confer improvements to the current fitness for duty provisions. This meet and confer shall commence no later than one (1) year from June 5, 2012. If the meet and confer process does not result in an agreement, the existing MOU language shall remain in full force and effect.

ARTICLE II
WAGES & WAGE INCREASES

Section 1. COST OF LIVING ADJUSTMENT(S) (COLA)

- A. All bargaining unit employees will receive across the board wage increases as follows:
 - 1. Three percent (3%) effective July 11, 2013 (16/2013)
 - 2. Three percent (3%) effective July 10, 2014 (16/2014)
 - 3. Three percent (3%) effective July 9, 2015 (16/2015)

Section 2. SALARY STEPS

- A. Effective May 29, 2014, one (1) salary step (2.71%) shall be added to the top of all salary ranges. The new salary step shall be immediately available for eligible bargaining unit employees who have been at the top step for one (1) year or more at the time the step is added. Those employees shall immediately be advanced to the new top salary step. All other employees shall be eligible to advance upon reaching their anniversary date in accordance with the step advance provisions in Article 5 Section 1.
- B. Effective May 28, 2015, one (1) additional salary step (2.71%) shall be added to the top of all salary ranges. The new salary step shall be immediately available for those eligible bargaining unit members who have been at the top step for one (1) year or more at the time the step is added. Those employees as well as the employees who received the salary step increase in May, 2014 (13/2014), shall immediately be advanced to the new top salary step. All other employees shall be eligible to advance upon reaching their anniversary date in accordance with the step advance provisions in Article 5, Section 1.

Section 3. CalPERS CONTRIBUTION OFFSET

- A. CalPERS Contribution Offset – Effective July 11, 2013 (PP 16/2013), employees covered under the provisions of this MOU shall receive a salary increase in their base hourly rate of pay to offset the increased CalPERS member contributions as follows:
 - 1. Those employees in job classifications designated as Safety by CalPERS shall receive four percent (4%).
 - 2. Those employees in job classifications designated as Miscellaneous by CalPERS shall receive three percent (3%).

Section 4. DEPUTY CORONER PARITY STUDY

- A. Subject to the results of a parity study and to the consideration of recruitment and retention concerns, the County agrees to increase the minimum base rate for the classification(s) of "Deputy Coroner" as follows:
 - 1. Effective July 12, 2012 up to a five percent (5%) increase in base salary
 - 2. Effective July 11, 2013 up to a five percent (5%) increase in base salary
 - 3. Effective July 10, 2014 up to a five percent (5%) increase in base salary
- B. Further, the parties shall promptly convene (within seven (7) – fourteen (14) days) consultation regarding the parameters of the parity study. If utilization of the parity study results in a delay beyond July 2012 in implementing the base salary increase made pursuant to this section the salary increase shall be retroactive to the July 2012 date described herein which was not timely adhered to.

LAW ENFORCEMENT UNIT

<u>JOB CODE</u>	<u>CLASS TITLE</u>	<u>SALARY GRADE</u>
52210	Correctional Deputy I	100
52211	Correctional Deputy II	127
52216	Correctional Deputy II-S	133
52212	Correctional Corporal	163
52217	Correctional Corporal-S	164
79731	Correctional Counselor	147
79730	Supervising Correctional Counselor	177
37500	Deputy Coroner I	115
37501	Deputy Coroner II	139
37510	Deputy Coroner IIA	136
37511	Deputy Coroner IIB	145
37509	Deputy Sheriff Trainee	148
37602	Deputy Sheriff	163
37603	Deputy Sheriff A	172
37604	Deputy Sheriff B	178
37660	District Attorney Investigator	181
37661	District Attorney Investigator A	193
37662	District Attorney Investigator B	199
37502	Coroner Corporal	157
37512	Coroner Corporal A	154
37513	Coroner Corporal B	160
37664	Senior District Attorney Investigator	208
37665	Senior District Attorney Investigator A	211
37687	Senior District Attorney Investigator A-II	220
37666	Senior District Attorney Investigator B	217
37688	Senior District Attorney Investigator B-II	223
37690	Senior District Attorney Investigator B-III	226
37686	Senior District Attorney Investigator II	214
37576	Sheriff Corporal	176
37577	Sheriff Corporal A	188
37578	Sheriff Corporal B	191
37691	Sheriff's Investigator I	181
37692	Sheriff's Investigator I A	193
37693	Sheriff's Investigator I B	199
37694	Sheriff's Investigator II	181
37695	Sheriff's Investigator II A	193
37696	Sheriff's Investigator II B	199
37697	Sheriff's Lead Investigator III A	203
37698	Sheriff's Lead Investigator III B	206
37699	Sheriff's Master Investigator IV B	221
37601	Bailiff	124

ARTICLE III
WAIVER OF BARGAINING

The parties acknowledge that during the negotiations which preceded this Memorandum, each had the unlimited right and opportunity to make demands and proposals with respect to any subject or matter not removed by law as a subject open to the meet and confer process and that the full and complete agreement and understanding arrived at by the parties after the exercise of that right and opportunity, is set forth in this Memorandum. Except as modified herein, or as otherwise required, by law, existing wages, hours and other terms and conditions of employment set forth in the County Salary Ordinance and related resolutions and regulations shall continue in effect. Terms used in this Memorandum shall have the same meaning as like terms used in the County Salary Ordinance and related resolutions and regulations. Both parties, for the life of this Memorandum, each voluntarily and unqualifiedly waive the right and each agree the other shall not be obligated to meet and confer with respect to any subject or matter not specifically referred to or covered in this Memorandum, even though such subjects or matter may not have been within the knowledge or contemplation of either or both of the parties at the time they negotiated and signed this Memorandum.

CONSOLIDATED MOU

The parties shall jointly pay for the printing of the consolidated MOU with each party paying for the number of copies required for their use.

ARTICLE IV
WORKWEEK, OVERTIME AND PREMIUM PAY

Section 1. WORKWEEK

- A. Work-Period. The normal work period shall be ten (10) working days of eight (8) hours each. The Department Head, with prior approval of the County Executive Officer and the Human Resources Director, may establish or eliminate a different bi-weekly work period of eighty (80) hours after giving one (1) pay period written notice to the representative, if any, of the employees affected.
- B. Work Schedules

SHERIFF'S DEPARTMENT

CORRECTIONS DIVISION: The work schedule for employees assigned to twenty four (24) hour fixed post floor operation positions in the Corrections Division shall consist of seven (7), twelve (12) hour work shifts during the designated fourteen (14) day bi-weekly work period. (NOTE: Fixed post floor operation positions are those assignments which require staffing twenty four (24) hours a day/seven (7) days a week).

In addition to the twelve (12) hour shifts described above, RSA agrees that the Sheriff's Department may implement a work schedule for employees assigned to twenty four (24) hour fixed post floor operation positions in the Corrections Division consisting of six (6), twelve (12) and one (1), eight (8) hour work shifts during the designated fourteen (14) day bi-weekly work period when the Department determines that sufficient funding exists to staff a facility(ies) in that manner. Until such time, the work period will be eighty four (84) hours.

All other Corrections assignments shall continue on nine-eighty (9/80) or on a five-eight (5-8) schedule. It is not the intent of this agreement to arbitrarily change existing Corrections Division shifts that are not specifically mentioned.

An employee assigned to a twenty four (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 (12) hours per shift described above and shall be without compensation provided the following conditions apply:

1. The employee is completely relieved of all duties; and,
2. The employee is free to leave his/her work place.

In the event the employee is not completely relieved of all duties and free to leave his/her work place during his/her thirty (30) minute lunch period, such time shall be considered as time worked and subject to the provisions of Section 2 (A) below.

CORONER DIVISION: The employees shall continue to work a nine-eighty (9/80) schedule or change to a seven-twelve (7-12) or six-twelve (6-12), consistent with the Corrections Division schedule described above, as determined by the Sheriff-Coroner.

COURT SERVICES DIVISION: Court Services employees shall continue on a five-eight (5-8) schedule until such time as the court system allows for alternative shifts in which case they shall work an alternative shift compatible with court operations.

FIELD OPERATIONS DIVISIONS: All twenty four (24) hour operations shall continue to work on a four-ten (4-10) schedule except DARE and School Resource Officers who shall continue on a five-eight (5-8) schedule. Employees deployed to task forces shall, at the discretion of the Department, work the established shift schedule of the task force to which they are assigned. Investigators will continue on a nine-eighty (9/80) schedule and be allowed to take a half-hour lunch break, during which time they will be subject to call. This lunch period will be considered duty time.

ADMINISTRATIVE and SUPPORT DIVISIONS/OPERATIONS: Employees shall continue to work a nine-eighty (9/80) schedule.

DISTRICT ATTORNEY'S OFFICE: District Attorney Investigators shall continue to work a nine-eighty (9/80) schedule. Employees deployed to task forces shall, at the discretion of the Department, work the established shift schedule of the task force to which they are assigned.

Extra duty assignments will not be affected by this agreement.

Section 2. OVERTIME

- A. Overtime Work Defined. Overtime work is authorized work in excess of eight (8) hours in one (1) day, or in excess of the maximum hours of the established work day in other than a normal work period, or in excess of eighty (80) hours in a work period (eighty four (84) hours for employees on twelve (12) hour shifts) or 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.

Except in emergency situations and court appearances, employees who have been pre-scheduled for vacation or compensatory time off shall not be ordered to work overtime if said overtime interferes with scheduled vacation or compensatory time off.

B. Authorization for Overtime Work. Performance of overtime work may be authorized by the Board of Supervisors or by the Department head or a designated subordinate. It shall not exceed sixteen (16) hours in any work day for any employee without prior approval of the County Executive Officer, except in case of public emergency or calamity or immediate hazard to life or property.

C. Department Record. 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, 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 (1 ½) 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 member of the "Law Enforcement Unit" as defined in the Employee Relations Resolution of the County (Resolution 99-379) shall be entitled to overtime compensation in the following manner:

1. Any time worked, or deemed to have been worked, in excess of an employee's regularly scheduled work shift shall be compensated at the rate of one and one-half (1 ½) times the employee's regular rate of pay, in overtime credit. Overtime credit is defined as overtime earned in a pay period that has yet to be paid or banked.

2. At the expiration of each prescribed pay period, any such overtime credit shall be paid to the employee or the employee may elect to accumulate compensatory time off benefits up to a maximum one hundred and twenty (120) hours. Any accumulated compensatory time off benefits in excess of one hundred and twenty (120) hours at the end of any pay period shall automatically be paid for.

3. Accumulated compensatory time of one hundred and twenty (120) hours or less may be taken in compensatory time off, and this method of reducing

accumulated compensatory time is encouraged. The accumulated compensatory time off benefits may only be utilized by mutual agreement of the employee and the Department Head or a designee.

4. Accumulated compensatory time in the "compensatory time bank" shall be retained until the "compensatory time bank" has been exhausted or paid. With approval of the County Executive Officer, accumulated compensatory time of one hundred and twenty (120) hours or less may be paid for. Paid compensatory time shall be at the hourly rate currently applicable to the employee. Upon termination, accumulated compensatory time shall be paid for.
 5. An employee with accumulated compensatory time of one hundred and twenty (120) hours or less may, and if requested by the Department Head, shall, no later than the next working day, specify the dates of at least two (2) working days during the next succeeding pay period that the employee desires to take as compensatory time off. The Department Head may authorize compensatory time off for all or any portion of the dates specified. Unless otherwise agreed to by the employee, the Department Head shall not authorize compensatory time off of less than one (1) hour during any working day. If an employee, after being requested by the Department Head, refuses or neglects to specify the time desired to be taken as compensatory time off as herein provided, the Department Head may schedule compensatory time off for the employee.
- 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.
- 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 Human Resources Director and County Counsel shall determine which classes of positions are exempt from the Fair Labor Standards Act.
- 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 (1 ½) times the hourly rate equivalent to the employee's then current compensation basis for those employees set forth in Section 3C(13) and listed in Appendix I of the Ordinance #440, and 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. Standby Duty. Whenever placed by the Department Head specifically on standby duty, an employee otherwise off duty shall be compensated for such duty by an additional payment equal to one (1) hour straight time pay for each eight (8) hours of standby duty. Said compensation shall be in addition to the employee's regular salary entitlement. Standby duty compensation shall cease when the employee reports to work.
- B. 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 or professional call duty status, shall receive minimum credit for one (1) hours' work.
- C. After Hours Call-Outs. Any employee, who is called in for duty outside of their normal duty hours, whether or not they are on-call, shall receive compensation beginning at the time they receive the phone call, regardless of whether they must don uniform or personal safety equipment at their home. At the completion of their call-out assignment, employees will continue to be compensated until they return to their duty station to unload their vehicles, and doff their uniforms and personal safety equipment. Employees will not be compensated for time spent commuting from their duty station to their residence. If permitted by their supervisor, employees may return directly home from the call-out location, instead of returning to their duty station. Those choosing this option will be compensated for the lesser travel time between their home or back to their duty station.

An exception to the above is in situations where employees have been called out for an assignment greater than fifty (50) miles from their official duty station and must travel a substantial distance to return home. In such instances, employees will be compensated for the amount of time actually required to return directly home once released from the scene.

- D. Court Callback. Notwithstanding any other provisions of this Memorandum, any current employee who is a member of the "Law Enforcement Unit" who is 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 otherwise are off duty, shall receive a minimum of four (4) hours compensation at the appropriate overtime rate. A shift shall not be extended for the purpose of avoiding the payment of the four (4) hours of compensation provided herein.

Employees attending Court on a single day that are concurrently subject to more than one (1) subpoena (to include different courtrooms or locations) shall only be entitled to

Court Callback compensation of four (4) hours per day plus any additional time spent in Court on the same day compensated at the appropriate regular duty or overtime rate.

Should an employee start a regular or overtime shift prior to the completion of Court Callback compensated time they are no longer considered "off-duty" and shall only receive Callback overtime compensation from the start of Court through the start time of the shift.

Off-duty employees required to testify via telephone for DMV and other similar hearings shall only be paid for the actual time spent on the phone or thirty (30) minutes; whichever is greater.

E. Night Differential.

1. Only those employees listed below are eligible for shift differential in the manner described.
2. Professional call or standby duty shall not be a basis for payment of night differential.
3. Deputy Coroner and Correctional Counselor Provision: Evening Shift (swing). Notwithstanding other provisions of this Agreement, Deputy Coroners and Correctional Counselors who commence work between the hours of 1:00 p.m. and 11:00 p.m. shall be paid a night differential at a rate of sixty cents (0.60¢) per hour for the time actually worked between 3:00 p.m. and 11:00 p.m. This differential does not apply to vacation, sick leave, or holiday pay, or overtime resulting from the continuation of a shift that commenced prior to 1:00 p.m.
4. Deputy Coroner and Correctional Counselor Provision: Night Shift (grave). Notwithstanding other provisions of this Agreement, Deputy Coroners and Correctional Counselors who commence work between the hours of 11:00 p.m. and 7:00 a.m. shall be paid a night differential at a rate of one dollar and twenty cents (\$1.20) per hour for the time actually worked after 11:00 p.m. This differential does not apply to vacation, sick leave, or holiday pay, or overtime resulting from the continuation of a shift that commenced prior to 11:00 p.m.

F. Bilingual Pay. This program covers all full time and part time employees who are assigned work on a regular and continuing basis in a position that requires a second language to effectively meet the service demands of the County's customers.

Eligibility Factors: Eligibility Factors require use of a second language at least five (5) times per week or once per day for eligibility.

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: Fifty cents (0.50¢) per actual hours worked

Level 2: Seventy five cents (0.75¢) per actual hours worked

Level 3: One dollar (\$1.00) per actual hours worked

Testing Administration

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

Level 1: Basic oral/reading test

Level 2: Written

Level 3: Complex Level Written

Plan Implementation

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.

All qualified employees, whose positions are designated by Departmental Supervisors 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 Department, with the approval of Human Resources. All future recruitments for a position designated as such would include the requirement of bilingual skills.

Payments for part-time employees will be pro-rated based on the hours worked.

- G. Corrections Transportation Premium. Effective May 31, 2012, eligible employees shall be entitled to a premium of one dollar and twenty five cents (\$1.25) per hour for hours worked transporting inmates in an authorized County bus or other vehicle requiring a valid Class "B" license as described below:

This premium shall apply to an entire shift when an employee is scheduled to perform duties in a County bus or other vehicle requiring their possession of a Class "B" license or learner's permit and the employee is not subsequently reassigned to duties that do not require a Class "B" license or learner's permit. Employees reassigned during a shift shall receive the premium for only those hours actually worked in Transportation.

Employees not scheduled to perform duties in a County bus or other vehicle requiring their possession of a Class "B" license or learner's permit and who subsequently are reassigned to perform such duties shall receive the premium for only those hours actually worked performing duties that require a Class "B" license or learner's permit.

This differential does not apply to vacation, sick leave, Workers' Compensation leave, holiday pay, or any other non-working status.

H. P.O.S.T. Certificate Pay. The incumbent of any position in a Deputy Sheriff, Corporal, Sheriff's Investigator, Deputy Coroner, or D.A. Investigator classification series who proves that they possess a valid Intermediate or Advanced Certificate issued to them by the Commission on Peace Officer Standards and Training of the State of California, shall be compensated as follows:

1. Intermediate – seven percent (7%) higher than that specified for such position, or
2. Advanced – 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.

I. Education Incentive.

1. Bachelor Degree – Any employee who possesses or earns a bachelor's degree from an accredited university or college shall be paid a premium equivalent to two and a half percent (2.5%) of the employee's base hourly wage rate for all hours actually worked, not exceeding eighty (80) hours per pay period, upon presentation of proof that the employee holds such degree.
2. Masters Degree – Any employee who possesses or earns a masters degree from an accredited university or college shall be paid a premium equivalent to five percent (5.0%) of the employee's base hourly wage rate for all hours actually worked, not exceeding eighty (80) hours per pay period, upon presentation of proof that the employee holds such degree.

J. Special Assignments in Law Enforcement. Any sworn peace officer who is a member of the "Law Enforcement Unit" as defined in the Employee Relations Resolution of the County shall be entitled to specialty pay, where applicable, in addition to their regular hourly rate as follows:

It is expressly understood that Law Enforcement members in specialty assignments are subject to rotation and removal from such duties at the discretion of the Department.

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.

With the exception of K-9 and HNT special assignments, the following specialty pay does not apply to vacation, sick leave, Workers' Compensation leave or holiday pay.

Specialty & Skill pay will be credited towards retirement in accordance with PERS regulations.

The provisions for Field Training Officer, Hazardous Device Team and K-9 below apply when such assignments have been authorized or verified by the Department Head or designee in writing.

1. Field Training Officer. Any employee shall be compensated at the rate of one dollar and twenty five cents (\$1.25) per hour, plus overtime rates where applicable, for all time actually worked as a Field Training Officer; i.e., when a trainee is actually assigned.
2. Special Enforcement Bureau (SEB) – Hazardous Device Team (HDT) – Special Weapons and Tactics Team (SWAT). Any employees assigned to SEB, excluding Aviation, shall be compensated at the rate of one dollar and eighty-five cents (\$1.85) per hour, plus overtime rates where applicable, for the time actually assigned to the SEB.

Effective March 2012, as a condition of the HDT voluntary assignment, candidates were required to successfully complete the SEB – HDT physical fitness qualifications as established by the Department to be considered for assignment. All team members shall also successfully pass the FBI/Haz-Mat physical on a yearly basis.

Effective January 2014, all members of the HDT shall successfully meet the SEB – HDT physical fitness qualification standard on a quarterly basis. The SEB – HDT qualification standards do not apply to a member of the HDT who at any time held a position on the HDT prior to March 2012.

3. K-9. Any employee assigned to K-9 duty shall be compensated at the rate of one dollar and twenty five cents (\$1.25) per hour, plus overtime rates where applicable, for all time assigned to K-9 duty, including vacation, sick leave, holiday pay and Workers' Compensation leave, provided, however, that this differential shall not be paid during Workers' Compensation leave where the individual is no longer responsible for caring for the dog.

Any employee assigned to K-9 duty shall receive additional compensation, of approximately one hundred and twenty five dollars (\$125.00) per pay period for time directly spent in the care and feeding of the dog assigned to him or her. Such compensation shall not be paid for any day(s) on which the dog is not under the direct care of the assigned individual.

4. Motorcycle Officer. Any employee assigned to work as a motorcycle officer shall be compensated at the rate of one dollar and twenty five cents (\$1.25) per hour, plus overtime rates where applicable, for all time actually worked as a motorcycle officer.
5. Special Enforcement Bureau (SEB) – Aviation. Any employees assigned to SEB – Aviation shall be compensated as stated below, plus overtime rates where applicable, for the time actually worked in the specialty assignment:
 - a. Chief Pilot: three dollars and seventy five cents (\$3.75) per hour;
 - b. Pilot: three dollars and ten cents (\$3.10) per hour;

- c. Tactical Flight Officers: one dollar and fifty-five cents (\$1.55) per hour.
- 6. Hostage Negotiators. Any employee assigned to work as a Hostage Negotiator ("HNT") shall be compensated an additional fifty dollars (\$50) a pay period for all pay periods assigned as an HNT, irrespective of hours actually worked as an HNT.

It is expressly understood that HNT's are subject to rotation and removal from such duties at the discretion of the Department. The Department can require employees assigned these duties to sign waivers of their right to remain in this assignment as a condition of the HNT assignment.

- K. Extra Duty Pay. The Sheriff is authorized to use the services of as many regular employees of the department as may be necessary for law enforcement purposes, by way of additional employment, during hours in which they would otherwise be off duty whether in either an unpaid or preapproved paid status (for the purposes of this provision preapproved paid status shall mean use of vacation, compensatory, or holiday time banks), at one and one-half (1 ½) times the actual rate or rates of pay for a Deputy Sheriff or Sheriff's Investigator so employed. When Investigators are performing duties of a Deputy Sheriff they shall be compensated as a Deputy Sheriff B at top step. At the Sheriff's sole discretion, a Sheriff's Investigator who is assigned by the Sheriff, or a designee, to perform supervisory functions over other Deputies shall be paid at one and one-half (1 ½) times their actual rate of pay.

The Sheriff is authorized to employ as many temporary employees as may be necessary for the purposes herein-above specified and under the same conditions, except that the rate of compensation shall be the hourly rate applicable to the fifth (5th) step of the salary plan/grade for a Deputy Sheriff or other equivalent salary plan/grade for services other than those of a Peace Officer. Extra Duty will be offered first to Deputy and Investigator ranks. Any unfilled positions will be available to supervisors.

- L. Payroll System. The payroll system is date based, as opposed to hour based.
 - 1. Dates for increases in leave accruals, probationary periods, anniversary dates, merit increases, step advances, and similar events shall be based upon service rather than hours, i.e. 1040 hours shall become six (6) months and 2080 hours shall become one (1) year.
 - 2. Leave accruals, i.e. sick leave, vacation pay, will continue to accrue on a daily basis and require that the employee in a paid status for each day during the pay period to receive the full accrual for that pay period.
 - 3. Some other benefits will be granted even though the employee is in a paid status for only one day during the pay period, i.e., flexible credit allowance.
 - 4. The pay date is the "second Wednesday following the end of the pay period".

ARTICLE V
PAY PRACTICES

SPECIAL PROVISIONS OF THIS ARTICLE

- A. Effective May 31, 2012 (PP 13/2012) merit/step (2.71%) increases shall occur in (1) step increments each year of this agreement until May 28, 2014 (PP 12/2014) at which point the merit/steps shall be restored as stated below in Section 1.C. of this Article.
- B. Effective June 14, 2012, the wage rates shall be restored to the pre-imposition (RSA LEU MOU 2008 – 2011) levels. It is understood and agreed that there shall be no retroactivity.

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.
 - 1. Employees appointed on or after June 25, 1992, and for Deputy Coroners appointed prior to January 9, 1992, to classifications in the Law Enforcement Unit:

The first anniversary date as a result of an original appointment shall be the first day of the pay period following the completion of one (1) year (approximately two thousand eighty (2080) hours) in a paid status in the position not including overtime.

The first anniversary date as a result of promotion or reclassification which involved a salary increase shall be the first day of the pay period following the completion of six (6) months (approximately one thousand forty (1040) hours) in a paid status in the position not including overtime.

Re-employment at a rate other than that of the first step of a salary plan/grade shall be considered an original appointment for purpose of fixing the anniversary date.

The second anniversary date shall be the first day of the pay period following the completion of an additional one (1) year (approximately two thousand eighty (2080) hours) 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 MOU concerning change of anniversary dates.

- B. Two (2) 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 (2) 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.

- C. Every anniversary salary increase shall be to the rate of the second next higher step, except from the eighth (8th) step and thereafter, it shall be to the next higher step.

Section 2. NEW EMPLOYEES

Except as otherwise provided by this Agreement, a new employee shall be appointed at the first (1st) step of the salary plan/grade. A Department Head may specify a higher step of the salary plan/grade for an employee who is newly hired, reemployed, rehired, or promoted, than the step which would be called for under this MOU. This discretion applies to regular and temporary promotions, but does not apply to transfers, demotions, or promotions through reclassification.

In addition, the County Executive Officer, on recommendation of the Human Resources Director, may specify that the incumbent of any position shall occupy a different step on the salary plan/grade for the class. Such action shall automatically fix a new anniversary date on the first day of the pay period which is one (1) year (approximately two thousand eighty (2080) hours) in a paid status after the resulting change of salary.

Section 3. 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 plan/grade 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, but in other respects shall be in accordance with this Memorandum of Understanding.
- C. Whenever a former regular employee is or has been re-employed within three (3) 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, 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 ordinance

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 California Public Employees' Retirement System 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 California Public Employees' Retirement System 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 one hundred and twenty (120) working days or nine hundred and sixty (960) hours in any fiscal year, without loss of benefits, as specified in Section 21153 of the Government Code. 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. 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 California Public Employees' Retirement System is employed or re-employed, the retirement status must be specified in the documentation of appointment to a permanent or temporary position.

Section 4. PROMOTION

On promotion, the new salary shall be at the rate equal to approximately two (2) steps higher than that paid on the salary plan/grade for the former position, unless the new salary plan/grade will not support such a rate increase, in which event the new rate shall be at the top step of the new salary plan/grade. 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.

Section 5. TRANSFER

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

Section 6. DEMOTION

- A. On demotion, the salary shall be at the rate of the same step on the new salary plan/grade as was applicable to the previous salary plan/grade. 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 (1) year (approximately two thousand eighty (2080) hours) in a paid status 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 7. RECLASSIFICATION

- A. The salary of an incumbent of a position reclassified to a class on the same salary plan/grade 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 plan/grade shall be at the rate which is two (2) steps higher, or immediately greater than two (2) steps higher, than that paid on the salary plan/grade of the former position, where the new salary plan/grade is able to accommodate the increase.
- C. The anniversary date shall be determined in accordance with subdivision (2) of subsection B of this section, except that the first anniversary date shall be the first day of the pay period following the completion of six (6) months (approximately one thousand forty (1040) hours) 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 one (1) year (approximately two thousand eighty (2080) hours) in a paid status.
- D. The salary of an incumbent of a position reclassified to a class on a lower salary plan/grade shall not change unless such salary would exceed the maximum of the new salary plan/grade, in which event it shall be reduced to the maximum. The anniversary date shall not change.
- E. The effective date of a reclassification shall coincide with the first working day of a pay period.

Section 8. SPECIAL PROVISION FOR DEPUTY SHERIFF CHANGE IN CLASSIFICATION

Deputy Sheriff Change in Classification. Notwithstanding Article 6 Section 1.D, employees in a Deputy Sheriff or Deputy Sheriff Trainee classification, who have never held a position as a Correctional Deputy or Deputy Coroner, and wish to change classification to Correctional Deputy or Deputy Coroner, may do so under the following conditions:

- 1. The employee must request and receive approval for the change in classification through their chain-of-command.
- 2. The Sheriff's Department will administer the required entry level assessment(s) to the employee as necessary.
- 3. If the employee passes the assessment(s), their classification shall be changed as requested.

All permanent employees of the County who change classification from Deputy Sheriff to Correctional Deputy or Deputy Coroner must serve a new probationary period of eighteen (18) months or approximately three thousand one hundred twenty (3120) hours or twelve (12) months or approximately two thousand eighty hours (2080), respectively.

All employees on an initial probation will serve a new initial probationary period in accordance with the "Length of Initial Probation Period" in Article 6, except as provided below.

Any employee who changes classification from Deputy Sheriff to Correctional Deputy, who has successfully completed a probationary period as a Deputy Sheriff in Corrections, does not have

to serve another period of eighteen (18) months, but rather will serve a probationary period of 6 months (approximately 1040 hours).

Section 9. 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 redetermined 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 10. CLASSIFICATION PROCEDURE

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

County Salary Ordinance provides that 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 the Law Enforcement 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 the specific position, the employee may prepare a written request for a classification review to RSA. RSA 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 RSA 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 11. 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 four hundred and eighty (480) hours or more during any one (1) 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. It is understood and agreed that employees may be worked out of class in either higher or lower classifications provided however that employees may not be worked out of class, (up or down), for more than four hundred and eighty (480) hours per calendar year.

ARTICLE VI
GENERAL PERSONNEL PROVISIONS

NOTE: The hours described in this Article shall be converted to daily, weekly, monthly, or annual equivalents.

Section 1. PROBATION

- A. Initial Probationary Status. Each regular and seasonal employee shall be in an initial probationary status from the effective date of their 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 Agreement.

- B. Length of Initial Probation. The length of the initial probationary period for persons in the following classifications is:

Deputy Sheriff	18 months (approx. 3120 hours)
Correctional Deputy I/II	18 months (approx. 3120 hours)
Deputy Sheriff Trainee	6 months (approx. 1040 hours)
All other classes in the Law Enforcement Unit	12 months (approx. 2080 hours)

- C. Extension of Initial Probation – Deputy Coroner. Extensions of an initial probationary period are discouraged and must be approved by the Human Resources Director or a designee in writing at least eighty (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.

A twelve (12) month (approximately two thousand eighty (2080) hours) initial probationary period may be extended once to a total of 2600 hours or twice to a total of 3120 hours. If an employee changes classification by promotion, transfer or demotion during initial probation, extensions may also be made in the class to which promoted, transferred or demoted.

- D. Initial Probationary Period Affected by Change in Class. Except as provided in Article 5 Section 8, 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 six (6) months (approximately one thousand forty (1040) hours) following the change. If the class to which the employee promotes or transfers requires one (1) year (approximately two thousand eighty (2080) hours) initial probation, the employee will serve six (6) months (approximately one thousand forty (1040) hours) or the difference between one (1) year (approximately two thousand eighty (2080) hours) and the number of actual hours in a paid status, whichever is greater, following the change.

An employee who has not completed the initial probationary period, and who demotes to another class, will continue to serve initial probation to include the required length of initial probation for the class from the date of the demotion. The employee will be

credited for any previous initial probationary hours served in the same class and same department during the current period of continuous service.

E. Probation of Permanent Employees following Change in Class or lateral Transfer.

All regular employees of the County who promote, demote, or transfer to Correctional Deputy or Deputy Sheriff must serve the entire initial probationary period for the classification (eighteen (18) months or approximately three thousand one hundred twenty (3120) hours).

During the first six (6) months (approximately one thousand forty (1040) hours) 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.

During the first six (6) months (approximately one thousand forty (1040)) working hours of service in a paid status following a promotion, a regular employee who has been promoted from another department or within the same department and who held permanent status at the time of promotion shall, upon being rejected as a probationary promotee, be returned by the department head to a position in the previously held classification in the former employing department without loss of seniority at the same step which the employee held immediately prior to the effective date of the promotion, and the employee's anniversary date shall be re-determined based upon the number of hours of service the employee had at the time of promotion.

During the first six (6) months (approximately one thousand forty (1040)) working hours of service in a paid status following a transfer, a regular employee who has been transferred from another department or within the same department and who held permanent status at the time of transfer shall, upon being rejected as a probationary transferee, be returned by the department head to a position in the previously held classification in the former employing department without loss of seniority and with no change in step placement or anniversary date; provided, however, when the transfer is made to a different classification, the employee's anniversary date shall be determined based upon the number of hours of service the employee had in step at the time of transfer.

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 or marriage. Whether by blood or marriage shall mean husband, wife, father, mother, brother, sister, son, daughter, son-in-law, daughter-in-law, father-in-law, mother-in-law, brother-in-law, sister-in-law.

Section 2. RETIREMENT

Payment of Employee Retirement Contributions.

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

1. Retirement Formulas.

- a. Tier I – 3% @ 50. Employees in job classifications designated as Safety by CalPERS hired prior to August 23, 2012 shall have their percentage of final compensation to be provided for each year of credited prior and current service determined in accordance with Section 21362.2 of the Public Employees Retirement Law (3% at age 50) and shall not exceed ninety percent (90%) of final compensation.
- b. Tier II – 2% @ 50. Employees in job classifications designated as Safety by CalPERS hired on or after August 23, 2012 shall have their percentage of final compensation to be provided for each year of credited prior and current service determined in accordance with Section 21362 of the Public Employees Retirement Law (2% at age 50) and shall not exceed ninety percent (90%) of final compensation.

2. Retirement Calculations.

- a. Tier I – Single Highest Year. Employees in job classifications designated as Safety by CalPERS hired prior to August 23, 2012 the provision of Section 20042 of the Public Employees' Retirement Law (twelve (12) consecutive months of employment) shall apply to safety employee members and a ninety percent (90%) cap.
- b. Tier II – Three (3) Highest Year Average. Employees in job classifications designated as Safety by CalPERS hired on or after August 23, 2012 the provision of Section 20037 of the Public Employees' Retirement Law (three (3) consecutive years of employment) shall apply to safety employee members.

3. Employee Contributions.

- a. Effective June 14, 2012 any employee currently paying their own member contributions shall continue to pay the full nine percent (9%) member contributions for the duration of their employment.
- b. Employees in the Law Enforcement Unit hired on or after August 23, 2012 shall pay the full nine percent (9%) member contributions to PERS for the duration of his or her employment.
- c. Employees currently paying five percent (5%) of their earnings towards CalPERS member contributions shall continue to pay the five percent

(5%) until July 10, 2013. Effective July 11, 2013 (PP 16/2013) employees will pay the full nine percent (9%) member contribution.

4. 1959 Survivor Allowance – Indexed Level. The provisions of Section 21574.5 of the California Public Employees' Retirement Law shall apply to safety employee members.
 5. Pre-Retirement Optional Settlement 2 Death Benefit. The provisions of Section 21548 of the California Public Employees Retirement Law (Pre-Retirement Optional Death Benefit) shall be applicable to safety employee members of the Law Enforcement Unit.
- B. Miscellaneous Members. The following provisions are applicable to County miscellaneous employees in the Law Enforcement Unit whose classifications are so designated by their CalPERS member category.
1. Retirement Formulas.
 - A. Tier I – 3% @ 60. Employees in job classifications designated as Miscellaneous by CalPERS hired prior to August 23, 2012 shall have their percentage of final compensation to be provided for each year of credited prior and current service determined in accordance with Section 21354.3 of the Public Employees Retirement Law (3% at age 60).
 - B. Tier II – 2% @ 60. Employees in job classifications designated as Miscellaneous by CalPERS hired on or after August 23, 2012 shall have their percentage of final compensation to be provided for each year of credited prior and current service determined in accordance with Section 21353 of the Public Employees Retirement Law (2% at age 60).
 2. Retirement Calculations.
 - A. Tier I – Single Highest Year. Employees in job classifications designated as Miscellaneous by CalPERS hired prior to August 23, 2012 the provision of Section 20042 of the Public Employees' Retirement Law (twelve (12) consecutive months of employment) shall apply to miscellaneous employee members.
 - B. Tier II – Three (3) Highest Year Average. Employees in job classifications designated as Miscellaneous by CalPERS hired on or after August 23, 2012 the provision of Section 20037 of the Public Employees' Retirement Law (three (3) consecutive years of employment) shall apply to miscellaneous employee members and a ninety percent (90%) cap (if permissible by CalPERS).

3. Employee Contributions.

- A. Effective June 14, 2012 any employee currently paying their own member contributions shall continue to pay the full eight percent (8%) member contributions for the duration of their employment.
- B. Employees in the Law Enforcement Unit hired on or after August 23, 2012 shall pay the entire required employee's contribution to PERS for the duration of his or her employment.
- C. Employees currently paying five percent (5%) of their earnings towards CalPERS member contributions shall continue to pay the five percent (5%) until July 10, 2013. Effective July 11, 2013 (PP 16/2013) employees will pay employee contribution, not to exceed eight percent (8%).

C. All Members. The following provisions are applicable to both safety and miscellaneous employees covered under the provisions of this MOU.

- 1. Post-Retirement Survivor Allowance. Pursuant to the provisions of Sections 21624 and 21626 of the Public Employees' Retirement Law, an allowance may be continued to a surviving spouse upon the death of a member after retirement.
- 2. Purchase of Military Service Credit as Public Service. Pursuant to Section 21024 of the Public Employees' Retirement Law, an employee may elect to purchase up to four (4) years of service credit for any continuous active military or merchant marine service prior to employment provided, however, that the employee must contribute an amount equal to the contribution for current and prior service that the employee and the County would have made with respect to that period of service.
- 3. Public Employees Retirement System Safety Employees Optional Pick-up. Effective July 1, 1993, the current practices and previous MOU agreements on this subject shall be changed to conform with PERS Circular Letter No. 310-171, dated December 22, 1992.

Should legislation be passed resulting in changes to PERS policy and/or regulations on "final year conversion" and such changes are announced in a PERS Circular Letter, the parties shall meet and confer upon written request of either party within 30 days of such request.

Deputy Coroner and General Employee Related Retirement Agreements.

- 1. Automatic Implementation of PERS retirement enhancements for Deputy Coroners. RSA agrees that any PERS retirement enhancement that is negotiated on behalf of, or granted to, other Riverside County PERS Miscellaneous members which, under PERS regulations, must be made applicable to all Riverside County PERS Miscellaneous members, shall automatically be granted and made applicable to all RSA represented PERS Miscellaneous members.

2. Safety Retirement – RSA efforts on behalf of Deputy Coroners. During the term of this MOU, the County understands that RSA may seek legislation, declaratory relief, other court action, or action through CalPERS that would make all employees in Coroner classifications eligible for PERS Safety retirement. The County hereby agrees to not oppose such legislation, court or other action. However, the County retains the right to take the position that it requires PERS to approve of any amendment to its contract with PERS and that the County cannot unilaterally alter its contract but requires PERS approval for any amendments. In the event of a favorable ruling by the court, passage of legislation, and/or favorable action through CalPERS, the County shall forthwith provide Safety retirement to all employees in Coroner classifications. Upon implementation of said Safety retirement Deputy Coroners and Coroner Corporals will waive all remaining wage increases for the duration of the MOU.

Section 3. ELECTRONIC FUND DEPOSIT OF PAYROLL

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. If an employee is unable to view or print their pay stub their department payroll representative will print one (1) for the employee.

The County shall make every reasonable effort to resolve payroll errors within one (1) pay period.

Section 4. SCHEDULED WORK AND VACATION CHANGE NOTICE

No change shall be made to an employee's work schedule unless that employee has received five (5) days advance notice and 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 (1) 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 (5) 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.

The Sheriff is authorized to place on stand-by duty such personnel as may be required.

Section 5. VETERANS PREFERENCE

The Human Resources Administration under Section 3.B. of Ordinance #440 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 ordinance 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 6. 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 Memorandum of Understanding.

Section 7. SAFETY COMMITTEE

In accordance with County Resolutions regarding the Safety Committee, effective July 1, 1993, such committee shall include the President of the Association or a designee. The RSA representative shall be a voting member at the regularly scheduled monthly meeting.

Section 8. PERSONAL SECURITY

An officer who is wounded or seriously injured as the result of a criminal act by another during an incident arising from or directly related to the performance of his/her law enforcement duties, shall, upon the determination of the ranking officer in charge at the crime scene, or upon reasonable request and approval by his/her unit commander, be provided with a sworn guard during his/her period of hospitalization until such time as it is determined that a threat to the officer no longer exists.

Section 9. RETIREMENT IDENTIFICATION CARD

A sworn peace officer employee who retires honorably from the Sheriff's Department or District Attorney's office, shall be entitled to receive a "retired" identification card at the time of his/her retirement as follows:

- A. Identification cards shall bear the identification number assigned to an employee during his/her active duty service.
- B. As a tribute to a retired employee, his/her identification number shall also be "retired" and thereafter shall not be reused or reassigned to any other employee.

Section 10. SERVICE POINT CREDITS (EXCLUSIONS) REINSTATEMENT/ CONTINUOUS SERVICE

Following reinstatement from dismissal and/or the setting aside/modification of a suspension, no employee shall be awarded service points for the time period of dismissal or suspension for use

in subsequent promotional testing processes only. Similarly, no such break in service shall be used to determine successful completion of a probationary period or eligibility for any other status contingent upon continuous service with the County.

ARTICLE VII
LEAVE PROVISIONS

Section 1. SICK LEAVE

- A. Sick leave shall accrue at all times when the employee is in a paid status.
- B. Every regular employee 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, dentist or legally authorized person to provide health care services on the same level as a physician or other proof of illness satisfactory to the Department Head. Such certificate shall include the following: a written statement signed on a form used by a physician, dentist, or other legally authorized person to provide health care services on the same level as a physician, or their authorized representative, stating the day(s) of the illness, and a statement that the employee's illness prevents their being able to come to work; and may be required by the Department Head, County Executive Officer, or their designees, when in their judgment good cause exists for believing the employee may be abusing their sick leave privilege.

Quantity of sick leave usage alone is not necessarily the sole cause for concern regarding sick leave abuse. Therefore, a letter of counseling will not automatically be issued based solely upon the quantity of sick leave used.

- C. Use of accrued sick leave shall be allowed for the purpose of preventative medical, dental care and care of the family.
 - 1. Family sick leave is defined to mean a spouse, child, domestic partner, or child of a domestic partner, parent, brother or sister (including step-relatives and in-laws of the same categories) of the employee. A "domestic partner" for the purpose of this section must meet the requirements of Section 297 of the California Family Code and must have filed a "Declaration of Domestic Partnership" with the California Secretary of State. Family shall also include grandparents and/or grandchildren if the employee is the primary caregiver for such.
- D. An employee off work or contemplating to be off work due to illness or accident for an extended period of two (2) weeks or more shall provide a comprehensive health statement as to length of illness from the employee's health care provider stating any duties an employee cannot perform, any restrictions or light duty requirements.
- E. In the absence of a more stringent departmental policy, an employee reporting off work for such leave usage shall call their department within one (1) hour before or after the scheduled shift start.
- F. Every regular employee and officer shall be able to use accrued vacation, compensatory time or holiday time when sick leave has been exhausted due to extended illness verified by a doctor's statement.

- G. Accrued sick leave of any person whose employment is permanently terminated shall automatically be canceled. However, any employee whose employment is terminated while they are on sick leave shall continue to be compensated for the duration of the illness to the extent of the accrued sick leave, but after such termination shall derive no other benefits under this Agreement which result from being in a paid status. Unless the employee shall have retired, payment for sick leave continuing after termination shall be conditioned upon prior receipt of a physician's certificate or other adequate written proof of illness, and in the event of any doubt as to future duration of the illness may be paid on biweekly increments as used.
- H. If an employee receives a layoff notice, payment for sick leave shall continue conditioned upon receipt of a physician's certificate or other adequate written proof of illness given to the County prior to payment, and payment shall not continue beyond the exhaustion of accrued sick leave.
1. Sick 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 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 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. 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.
- I. Payout for Sick Leave. Upon 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 at the following rates up to the amounts set forth in the cap:

<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.

Section 2. BEREAVEMENT LEAVE

Accrued sick leave, not exceeding five (5) working days may be used by a regular 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, child, domestic partner, or child of a domestic partner, grandparent, grandchild and step-relationships to above.

Note: For purposes of this section a "domestic partner" shall be as that defined in Section 297 of the California Family Code.

Section 3. FITNESS FOR DUTY

When the Department Head or designee orders an employee off work due to an asserted illness, the employee may either:

- A. Elect to be absent from work because of the illness:
- B. Request at County expense, to be referred to a County designated health care provider or, to obtain a certificate stating 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.
- C. Be examined by a physician or other person legally authorized to provide health care services of the employee's choosing, in the specialty designated by the County Employee Health Medical Director, to obtain a certificate stating 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.

If the employee is ordered off work due to an asserted illness there shall be an entitlement to utilize sick leave benefits and to receive full pay. In the event an employee has no accrued sick leave balance, the employee may utilize vacation, compensatory time, or holiday benefits with full pay or receive a leave of absence without pay, in accordance with the provisions of this Agreement and Department policy.

Should the health care provider determine that the employee was able to work during the shift from which they were ordered off work, the employee shall not be charged with such absence and shall receive full pay for that shift.

Section 4. LEAVE WITHOUT PAY/OFFICIAL LEAVE OF ABSENCE

A 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. Department Leave. Department leave without pay from one up to four hundred and eighty (480) hours once in any one (1) calendar year period may be granted to any employee by the Department head. Such leave shall be reported as Leave Without Pay via the Department's payroll. The Department head may require the leave without pay 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 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 physician releasing the employee to duty, prior to being allowed to return to work.

- B. Official leave of absence. A Regular employee may request an Official leave of absence exceeding four hundred and eighty (480) hours, but not exceeding one (1) year, (two thousand eighty (2080) 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 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 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 physician releasing the employee to duty, prior to being allowed to return to work.

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.

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 they shall use County transportation. Any employee designated non-exempt from FLSA 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 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 an extended period of time and 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, son, daughter, step-son, step-daughter, foster-son, foster-daughter, parents, grandparents, brother or sister of the employee or any other person living in the immediate household 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. The bank will accept donations of leave from one or more donors.
 4. The Time-bank will be operated by the Human Resources 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 are not retrievable.
- D. Conditions under which leave credits may be donated to a Time-bank.
1. Any employee may donate vacation or holiday accrual. Sick leave and compensatory time may be not donated.
 2. Donations of vacation or holiday accrual must be in increments of eight (8) hours or more and drawn from one (1) 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, or sick leave to less than one hundred sixty eight (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 administrative 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 or Return from Leave while using time donated under this program.
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 (6th) 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 (7th) 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 (1) 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 THE PRESIDENT OF ASSOCIATION

- A. The Association shall have the option to cause the County to release the Association president for full time work with the Association, while remaining on the County payroll. The Association shall be obligated to reimburse the County. The reimbursement amount for presidential leave shall be based on actual costs for salary and benefits, including overtime worked on behalf of the Association in excess of eight (8) hours per day or forty (40) hours per week, with a detailed breakdown of these costs provided to the Association at least on a quarterly basis. Said funds shall be paid by the Association upon receipt of bill.

The Association shall afford to the County sixty (60) days advance notice whenever (1) there is a change in the identity of the president who is to be released; (2) it desires to

suspend its option to secure release time for its president; and (3) it desires to reinstate the option.

- B. Nothing in this section shall prohibit the president of the Association from electing to work for the County during the period covered by the exercise of the option subject to and with the approval and consent of the County. The president shall receive from the County appropriate compensation for any such work. During the period covered by the exercise of the option, the County may not require the president to perform any such duties.
- C. Association agrees to indemnify, defend, save and hold harmless, County, its officers, agencies, servants and employees of and from any and all liability, claims, demands, debts, suits, actions and cause of action, including wrongful death arising out of or any manner connected with the performance of services by the President of Association, and/or the President's agents, servants or employer, for Association.
- D. Where the president of the Association is a sworn peace officer, that individual shall be prohibited from taking official action in that capacity during the time while they are released to work for the Association, except under the following circumstances:
 - 1. Where there is an on-site criminal offense.
 - 2. Where summoned for assistance by a fellow officer in an emergency occurrence.
 - 3. Where the president is working for the County in an authorized capacity as a sworn peace officer, in accordance with paragraph B above.

Section 11. RELEASE TIME FOR REPRESENTATIVES

Authorized representatives of the Association shall be entitled to release time for the purpose of traveling to and from and appearing at RSA Board meetings.

During each fiscal year such authorized representatives' cumulative release time with pay shall not annually exceed eighty (80) hours and any excess hours shall be either without pay or charged against the authorized representative's appropriate paid leave banks.

ARTICLE VIII VACATION

Section 1. VACATION

- A. Subject to the limitations and exemptions of this section, every regular employee 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 (0) through three (3) years (0 through 6,240 hours) in a payroll status, eighty (80) hours each year:

Years four (4) through nine (9) (6,248 through 18,720 hours) in a payroll status, one hundred and twenty (120) hours each year;

Years ten (10) or more (18,728 hours or more) one hundred and sixty (160) hours each year;

Vacation shall accrue daily at the rate appropriate to the year of service. Effective June 14, 2012, all bargaining members' accrued vacation time may be accumulated to not more than a maximum of seven hundred (700) hours, 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.

Upon the written request of a Department Head showing reasonable necessity and good cause, submitted prior to the accumulation of the maximum vacation entitlement, the Board of Supervisors may by order temporarily enlarge for a specific employee or officer the maximum accumulation, by extending the period of additional vacation accrual for not more than three months, unless a different period shall be specified in the order.

- B. Temporary Vacation Bank Increase – Effective July 11, 2013, the County shall add, in addition to the accruals set forth in Section 1A of this article, an additional four (4) hours per pay period (based on standard accrual rules) to the vacation banks of all bargaining unit employees, up to a maximum of two hundred and eight (208) hours. This clause shall expire on July 8, 2015, at which time the future vacation time accruals shall revert to Section 1A of this article.
- C. 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.
- D. Temporary employees shall not be entitled to paid vacation.
- E. 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.
- F. 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.
- G. 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 IX
HOLIDAYS

Section 1. PAID HOLIDAYS

- A. Only regular permanent or 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 in an unpaid status 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. A full time employee who requests or is given the County designated holiday off shall receive holiday pay in the amount of eight (8) hours. Employees will be required to use benefit hours for any difference between holiday hours and regular shift hours.
- H. A full time employee whose regularly scheduled day off falls on a County designated holiday shall be paid for such holiday at their regular rate of pay not to exceed eight (8) hours. Overtime worked on a scheduled day off will be paid in accordance to the overtime provisions of this MOU, in addition to the holiday pay.

- I. A member of the "Law Enforcement Unit" whose regularly scheduled working day falls on a County designated holiday, and who works on that holiday shall be paid for their regular shift hours, half (1/2) time the hours actually worked, plus eight (8) hours of holiday pay. The pay for these eight (8) hours may be prorated if employee only works a partial day thereby using a portion of their holiday time. Overtime worked on a regularly scheduled work day will be paid in accordance to the overtime provisions of this MOU, in addition to the holiday pay.

- J. Martin Luther King Jr. Holiday: All holiday hours earned for this holiday shall be banked and regular/overtime hours worked will be paid as follows:
 - 1. Employees whose regularly scheduled day off falls on that holiday shall be entitled to eight (8) hours compensatory time off.
 - 2. Employees 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. Employees whose regularly scheduled work-day falls on the holiday and who works that holiday shall receive holiday time at the rate of time and one-half (1-1/2) for all time actually worked on that day, which holiday time shall be in addition to the employee's regular pay for that work day.

ARTICLE X
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 eight (8) hour shift for the convenience of the County shall be furnished one (1) 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 an employee, the Department Head, and 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 (1) year period for any one (1) employee, nor for any employee until he/she has been continuously employed by the County for at least one (1) year preceding the authorization. If the employee voluntarily terminates employment with the County within one (1) year of the payment of the expenses set forth herein, the employee shall, within thirty (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

Reimbursement for damaged clothing or property shall be made in accordance with Board of Supervisors' policy #C-5.

Section 7. 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, 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:
 - 1. 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;
 - 2. for all hours spent traveling if the assignment doesn't involve an overnight stay, less normal commuting time and meal time; or

3. during their regular working hours, even on an a day when the Deputy 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 Deputy Sheriff 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 (2) week pay period.
- E. The above extradition pay must be paid in a manner and time period consistent with regular County pay practices.

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 rate, if any, shall be made pursuant to the IRS rate effective January 1 of each year and mileage claimed on or after that date shall be reimbursed at that new rate.

ARTICLE XI GRIEVANCE PROCEDURE

Section 1. INTENTION

It is the intent of this procedure that grievances be settled at the lowest possible administrative level.

Section 2. GRIEVANCE DEFINITION

Except as outlined below, a "grievance" is a dispute - the solution of which is wholly or partially within the province of the County to rectify - that involves the interpretation or application of the MOU; or existing (a) Ordinances, (b) rules, (c) regulations, or (d) policies concerning wages, hours, and other terms and conditions of employment. Where a grievance affects more than one (1) employee, RSA may file a grievance by identifying the affected employees, either by name or some other method that makes their identity clear. A grievance does NOT include:

1. Matters reviewable under some other County administrative procedure;
2. Matters for which 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;
3. Matters involving the termination of a probationary, seasonal, or temporary employee;
4. Matters involving the appeal of a dismissal, demotion, reduction in compensation, suspension, or any other action taken for disciplinary reasons against a permanent employee, pursuant to the provisions of Article XII; and,

5. Matters involving a departmental performance evaluation (1) with respect to permanent employees, including those in a promotional probationary status, if the evaluation rating overall is satisfactory (or competent) or better or (2), with respect to employees in their initial probationary period.

Section 3. FREEDOM FROM REPRISAL

No employee shall be subject to coercion or disciplinary action for discussing a request or complaint with his/her 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. An employee who is a member of RSA may only be represented by RSA.

Reasonable access to work areas by representatives of RSA shall be in accordance with Section 20 of the Employee Relations Resolution. The grievant(s) 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(s) 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.

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 petition settled at any point during the grievance-arbitration procedure shall be final and binding on the parties to the settlement.

Section 7. WITHDRAWAL

Any grievance petition may be withdrawn by filing party 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 RSA 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 RSA, 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 may be extended by written consent of the parties.

Section 11. STEPS IN THE GRIEVANCE PROCESS

The following procedure shall be followed:

- A. Discussion with Supervisor. Prior to filing a written grievance petition, the employee(s), or the employee's representative, shall first take the matter up with the immediate Supervisor or the appropriate person in management if the immediate Supervisor is not in a position to remedy the concern. 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. If a group of employees is involved then the group is entitled to a silent observer. An observer who interrupts or participates in the discussion may be excluded from the discussion by either the employee(s) or the Supervisor. Grievances filed by RSA 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 the occurrence of the circumstances giving rise to the grievance, or within fifteen (15) days of the discovery of the circumstances giving rise to the grievance, or when those circumstances reasonably should have been discovered, otherwise the right to file a grievance petition is waived and no grievance shall be deemed to exist. RSA shall submit the grievance petition to the Human Resources Department on the form prescribed by the Human Resources Director. No grievance petition shall be accepted for processing until the grievance petition is complete. The Human Resources Department shall forward a copy of the grievance petition to the appropriate Department Head(s).
- C. Grievance Meeting. Within fifteen (15) working days after submission of the grievance petition, the Department Head, or a designee, and the Employee Relations Division Manager, or a designee, shall meet with RSA to discuss the grievance. 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 in writing to the Employee Relations Division Manager or a designee within ten (10) working days after receipt of the decision of the Employee Relations Division Manager, or a designee.

Section 12. ARBITRATION

- A. After submission of a demand for arbitration, the parties shall attempt to agree on an arbitrator. The parties shall maintain an "Arbitrator Strike List." Arbitrators may be added or deleted from the "Arbitrator Strike List" only by mutual agreement of the parties. If the

parties are unable to agree, then an arbitrator will be selected by the parties alternately striking names from the "Arbitrator Strike List" until one (1) name remains who shall serve as the arbitrator.

- 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 who 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 Employee Relations Division Manager, or a designee, with the employee's Department Head at least two (2) working days in advance of the hearing date.
- D. Prior to the arbitration hearing, the parties 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 substantive issue(s) not within the statement of the issues submitted by the parties. This includes issues which have not been raised and considered at an earlier step of the grievance procedure. The location of the hearing will be determined by mutual agreement of the parties; or in the absence of such an agreement, at a neutral location set by the Hearing Officer.
- E. All grievances filed by RSA shall be heard and discussed in the grievance procedure up to and including the grievance meeting; no grievance shall be rejected from the grievance procedure. In the event that the County maintains that the issue is not subject to arbitration the issue of arbitrability shall be resolved by an Arbitrator on the Arbitrator Strike List who shall be selected by mutual agreement of the parties but who will not hear the underlying dispute. In the event that the arbitrator finds that the grievance is arbitrable, the parties shall select a different arbitrator to hear the underlying dispute.
- F. If the arbitrator sustains the grievance, a remedy shall be fashioned that does not conflict with the provisions contained in this MOU. No arbitrator shall have any power to alter, amend, modify, or change any of the terms of this agreement or shall exceed the authority provided to him by this agreement.
- G. Arbitration proceedings shall be conducted pursuant to the 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.
- H. 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 Human Resources Department employees, non-attorney advocates, Management or employees of County departments involved in an arbitration 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 hearing.

- I. Any arbitration expense incurred as the result of a postponement or cancellation of a hearing shall be borne by the postponing or canceling party.
- J. Either the Human Resources Department or RSA may appeal the decision of the arbitrator to the Board of Supervisors within fifteen (15) calendar days of the date of the arbitrator's award. All appeals must include a copy of the award. A copy of the appeal, and all documents submitted to the Board of Supervisors in support thereof, shall be served on the respondent by the appellant at the time the appeal is filed. The respondent shall have ten (10) calendar days from date of the receipt of the appeal in which to file and serve its written opposition, if any. The Board of Supervisors shall hear and decide the appeal within forty-five (45) calendar days of the date of the appeal. The Clerk of the Board of Supervisors shall give reasonable notice to both parties of the date the matter will be heard by the Board. Both parties shall be given a minimum of fifteen minutes to present oral argument in favor of their respective positions; however, no additional testimony will be taken.

The Board of Supervisors may either accept or reject the arbitrator's decision, or accept part of the decision and reject the rest. If the Board of Supervisors rejects all or part of the arbitrator's decision, the Board shall state its reasons for rejection in a written decision. The decision of the Board of Supervisors shall be the final step in these administrative procedures. If RSA is dissatisfied with the Board's decision it may bring an action in Superior Court to enforce the MOU.

In the event that neither party appeals within fifteen (15) calendar days of the date of the arbitrator's award, the Arbitrator's Award shall be final and binding on the parties. In the event that Human Resources appeals but the Board of Supervisors does not rule on the appeal within forty-five (45) calendar days of the appeal, the arbitrator's ruling shall be final and binding. In the event that RSA appeals but the Board of Supervisors does not rule on the appeal within forty-five (45) calendar days, RSA will have exhausted its administrative remedies and may bring an action in Superior Court to enforce the MOU.

Unless mutually agreed, proceedings conducted at any step of the grievance-arbitration procedure shall be private except the proceedings before the Board of Supervisors.

ARTICLE XII DISCIPLINE, DISMISSAL, AND REVIEW

Section 1. Each employee who has completed an initial probationary period, and any extension, has permanent status. No employee with permanent status shall be disciplined or discharged without good cause.

Section 2. 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;
- 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 Anti-Violence in the Workplace Policy.

Section 3. An employee may be terminated as a result of a reduction in force or abolition of a function.

Section 4. Suspension of an employee shall not be for more than forty (40) working days.

Section 5. Reduction in compensation under this section shall consist only of a change within the salary plan/grade from the existing step to a lower step for a specified duration of one (1) or more full pay periods, but not to exceed thirteen (13) pay periods.

Section 6. CORRECTIONAL DEPUTIES PROCEDURAL BILL OF RIGHTS
Correctional Deputies will be afforded the protection of Government Code 3300, and subsequent sections, commonly referred to as the Peace Officer's Procedural Bill of Rights.

Section 7. Performance of Essential Functions

A. Firearms

Sworn employees who temporarily lose the legal entitlement to possess and carry a firearm are unable to perform an essential function of their position. Notwithstanding other factors that may involve criminal or disciplinary sanctions, the Department does not generally consider a temporary (30 days or less) inability to possess and carry a firearm a disciplinary matter. As such, and at the department's discretion, an employee may be placed on modified duty. If an employee is not initially placed on modified duty, he/she will be afforded the option to choose whether to be absent without pay or utilize benefit time (vacation/holiday/compensatory leave) and may request modified duty subject to the provisions below.

- B. Driver License
Sworn employees who temporarily lose the legal privilege to operate a motor vehicle are unable to perform an essential function of their position. Notwithstanding other factors that may involve criminal or disciplinary sanctions, the Department does not consider a temporary (thirty (30) days or less) inability to operate a motor vehicle a disciplinary matter. As such, and at the department's discretion, an employee may be placed on modified duty. If an employee is not initially placed on modified duty, he/she will be afforded the option to choose whether to be absent without pay, utilize benefit time (vacation/holiday/compensatory leave), or sick leave (pursuant to the sick leave provisions contained in this MOU) and may request modified duty subject to the provisions below.
- C. Request for Modified Duty
For either the temporary loss of the ability to possess and carry a firearm or the privilege to operate a motor vehicle, an employee may request to be placed on modified duty (thirty (30) days or less). The request must be immediately submitted to their division chief (via chain of command) subsequent to the employee becoming aware of the loss of firearm or driving privilege and/or upon notification they were not placed on modified duty by the department as a result of the department becoming aware of a loss of firearm or driving privilege. The determination of the Division Chief shall be final.

Section 8. 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 Employee Relations Division Manager 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 Employee Relations Division Manager may be exercised by a designated subordinate.

Section 9. 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

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 ten (10) working days of the date the letter is served on the employee;

Section 10. INVOLUNTARY LEAVE OF ABSENCE

Pending investigation by the department of an accusation against an employee involving misappropriation of public funds or property, drug addiction, mistreatment of a patient or inmate at a County facility, or an act which would constitute a felony or a misdemeanor involving moral turpitude, the department head may place the employee on an involuntary leave of absence not to exceed thirty (30) calendar days prior to providing notice of intent to discipline the employee.

- A. If the notice of intent of disciplinary action is not served on or before the date such a leave is terminated, the employee shall be deemed to have been on paid administrative leave.

Section 11. APPEALS

Any employee may appeal any disciplinary action taken against the employee. The appeal shall be in writing and filed with the Employee Relations Division Manager 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 12. 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 Employee Relations Division Manager, serve on the employee and file with the Employee Relations Division Manager 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 8 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 13. 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 14. DISCIPLINARY APPEAL PROCESS - MEDIATION ARBITRATION

It is hereby agreed, that in all disciplinary matters, the parties, at any stage of the appeal process may mutually agree to the process of mediation-arbitration. It is specifically intended that said process of mediation-arbitration shall act as a settlement vehicle and shall not be a replacement or substitute for final and binding arbitration.

Once the parties have mutually elected to proceed to mediation-arbitration they shall select a mediator-arbitrator from the mediation-arbitration panel which consists of the following individuals: David Hart, Curtis Lyons, Tom McCarthy, and Draza Mrvichin.

The mediation process shall be informal and no testimony shall be taken by the mediator-arbitrator. The representative for each party shall make an opening statement and summarize their case to the mediator-arbitrator without the use of testimonial evidence. It is preferred that the grievant as well as a supervisor with the Sheriff's Department who is conversant with the facts of the case be present during the mediation-arbitration process.

The parties specifically agree that there shall be no court reporters, live testimony, written briefs, or written decisions rendered by the mediator-arbitrator.

If through the mediation-arbitration process the case is resolved, the results of the mediation-arbitration process shall be reduced to writing in the form of a settlement agreement between the parties.

To promote free discussion of settlement options, the parties agree that statements made or documents prepared for use in the course of the mediation-arbitration are confidential pursuant to California Evidence Code 1152.5 and are not admissible in evidence or subject to discovery in any proceeding unless all parties to the mediation-arbitration consent.

In the event that the matter is not resolved through the mediation-arbitration process, the parties shall select an arbitrator from the arbitration panel agreed upon for disciplinary cases.

In cases involving minor discipline (suspension of forty (40) hours or less) the parties shall utilize the same arbitration panel agreed upon for disciplinary cases pursuant to the MOU.

Section 15. HEARING PROCEDURE

- A. The parties shall maintain an Arbitrator Strike List from which hearing officers shall be selected. The inclusion or removal of names from the list shall be by mutual agreement of the parties. The parties shall attempt to mutually agree on an arbitrator. Should the parties be unable to mutually agree upon an arbitrator, then they shall alternately strike names from the Arbitrator Strike List until one (1) name remains.
- B. The hearing shall be set by the Employee Relations Division Manager at an early date, taking into consideration the availability of the parties. The employee and the Department Head shall be given not less than ten (10) working days notice of the hearing by the Employee Relations Division Manager. The Employee Relations Division

Manager may postpone or cancel a hearing on reasonable notice to the employee, the Department Head, and their respective representatives.

- C. Unless represented by counsel, the appellant may be represented only by an attorney retained by RSA, RSA Legal Defense Trust or an RSA staff representative.
- D. It shall be the duty of any County Officer or employee to attend a hearing and testify upon the written request of either party, or the Hearing Officer, provided reasonable notice is given the department employing the officer or employee. The Employee Relations Division Manager, 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 own expense, provide a reporter for the hearing.
- F. The expenses of the Hearing Officer and hearing 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 disciplinary hearing.
- G. Any employee not represented by RSA shall be required to pay a fee equivalent to the filing fee for a Limited Civil Case in the Riverside County Superior Court (currently \$325.00) before the hearing will be scheduled. The County will pay the remaining costs of the Hearing Officer and any fees for attendance of a court reporter if one is required by the MOU. The employee shall pay for all other costs associated with the hearing, including, but not limited to, his/her legal fees, costs of discovery, costs of any transcripts ordered by the employee or his/her representative, and expenses of witnesses who are called by the employee or his/her representative. The location of the hearing will be determined by mutual agreement of the parties; or in the absence of such an agreement, at a neutral location set by the Hearing Officer.
- H. Within thirty (30) 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. Either party may request that the Hearing Officer to issue a decision in less than thirty (30) days. 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. Where unemployment insurance is deducted from the restoration amount, the employee shall not be required to make further restitution. 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 16. 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 1.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 Human Resources Department employees, non-attorney advocates, Management or employees of County departments involved in an arbitration 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.
- 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.
- G. The intention of the parties is that appeals and arbitrations be adjudicated as efficiently and economically as possible. In cases involving hearings in excess of three (3) days the parties may engage in a case management process with the Hearing Officer. The case management meeting, if agreed upon, must be held at least thirty (30) days prior to the first scheduled date for the hearing and may be held telephonically.

ARTICLE XIII
ANTI-STRIKE CLAUSE

It is hereby agreed that the Riverside Sheriff's Association (RSA) 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 Sheriff's Association (RSA) 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 XIV
LAYOFF AND REINSTATEMENT

Section 1. DEFINITION OF SENIORITY

Seniority shall be defined as the length of an employee's continuous service with a County department in a regular position, and shall be determined within each department from the day each employee was officially appointed to the department, provided, however, that any regular employee who, as a result of promotion, transfer, or voluntary demotion is appointed to a regular position in another department, shall for purposes of layoff, carry seniority previously acquired over to the new department.

Whenever more than one (1) employee in a department has the same number of days seniority, the seniority of each employee as it relates to the others shall be determined by the Department Head.

Seniority shall continue to accrue during vacation, sick leave, layoff not exceeding two (2) years, any authorized leave of absence of less than three (3) months, or any call to military service for the duration of the call to duty. Seniority shall not accrue during any other break in continuous service, but seniority earned prior to the break in continuous service will not be lost.

Except as otherwise herein provided in Section 3 of this Article, an employee shall lose seniority upon resignation, retirement, termination, or failure to return to work from layoff within seven (7) days after being notified to return by certified or registered mail addressed to the employee at their last address filed with the Human Resources Department.

Section 2. REDUCTION IN FORCE

When it becomes necessary to reduce the work force in a department, the Department Head shall designate the job classification and number of employees to be eliminated within their department or division, institution or other organizational unit of their department identified in the department sections of this ordinance, in making a reduction in the work force. 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.

Any reduction in the number of regular employees holding a job classification designated by a Department Head shall be made by layoff of employees in the following order of employment status:

- Temporary promotion employees;
- Probationary new employees;
- Probationary transfer employees, probationary promotional employees and permanent employees.

Layoffs of employees within each category of employment status shall be based primarily on length of continuous service within the department with the employee with the shortest seniority 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. Written notice shall be given employees laid off out of seniority of such fact.

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 fourteen (14) days prior to the effective date of the action. 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 notice shall include:

- The reason for layoff;
- The effective date of the action;
- The rules governing retention on the Departmental Reinstatement List; and
- If laid off out of seniority.

If an employee has previously held permanent or probationary 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 (7) days of written notification of layoff by personal delivery or mailing of a certified letter.

Section 3. REASSIGNMENT

An employee who would otherwise be terminated for failure to accept reassignment may terminate and be placed on the Departmental Reinstatement List if both of the following conditions exist:

- 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
- If the new work location is more than forty (40) miles from the employee's current work location or the employee's home, whichever is closer.

An employee who chooses to terminate 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 working days prior to the effective date of reassignment. Such termination shall be on the same date as the reassignment would have been effective.

Section 4. DEPARTMENTAL REINSTATEMENT LIST

A. The name of every regular employee who is laid off, or transfers or demotes to a formerly held classification in the same department for longer than one (1) pay period due to a reduction in force shall be placed on a Departmental Reinstatement List. Vacancies to be filled within a department shall be offered, first in order of seniority, to individuals named on the Departmental Reinstatement List who at the time of the reduction in force, held a position in the same job classification within the department as the vacancy to be filled.

The department, for reasonable cause, may require a reinstated employee to serve a probationary period of six (6) months (approximately one thousand forty (1040) hours).

B. 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 in order to determine those job classifications and locations within the County of Riverside for which the employee meets employment eligibility requirements and desires to be considered for employment.

C. Individual names may be removed from the Department Reinstatement List for any of the following reasons:

1. The expiration of two years from the date of placement on the list.
2. Reemployment with the County in a regular full-time position in a department other than that from which the employee was laid off.

- D. Failure to report to work within seven days of mailing of a certified letter containing a notice of reinstatement to a position which is less than forty miles from the last work location or the employee's home, whichever is closer.
- E. Failure to respond within seven days of mailing of a certified letter regarding availability for employment.
- F. Request in writing to be removed from the list.

Section 5. STATUS ON REEMPLOYMENT.

A regular employee who has been laid off or terminates in lieu of reassignment and is reemployed in a regular position within two (2) years from the date of layoff or termination shall be entitled to:

- A. Restoration of all sick leave credited to the employees' account on the date of layoff or termination.
- B. Continuation of seniority if reemployed by the same department from which the employee was laid off or terminated.
- C. Restoration of seniority accrued prior to layoff shall be credited to the employee upon successful completion of the applicable probationary period when the employee is reemployed in another department.
- D. Credit for all service prior to layoff for the purpose of determining the rate of accrual of vacation leave.
- E. Placement in the salary plan/grade as if the employee had been on a leave of absence without pay if they are reinstated to the same job classification in the same department from which they were laid off or terminated.

For future step increases, the employees hours in a step within a salary plan/grade shall be the higher of:

- 1. The current hours in the step within the salary plan/grade of the current position held or;
- 2. The same number of hours in the step within the salary plan/grade of the position which he/she left.

ARTICLE XV
HEALTH INSURANCE AND OTHER BENEFITS

Section 1. RSA BENEFIT TRUST (HEALTH INSURANCE)

- A. Purpose. The County of Riverside, a political subdivision of the State of California, hereby established a cafeteria plan, to be known as "The County of Riverside Flexible Benefits Program" (the "Plan"). The Plan was intended to qualify as a plan described in section 125 of the Internal Revenue Code of 1986. The Plan was 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 the County of Riverside Flexible Benefit Plan are applicable to the employees of the County in current employment who are subject to this MOU, who are enrolled in a benefit program offered under the welfare Benefit Plan offered through the RSA Benefit Trust.
- C. Provision for Payment of Benefits. Payment of the costs of benefits which are provided under this Plan and MOU for participating employees comes from: County contributions of cash to the RSA Trust and to the extent additional funds are needed, with employee contributions of salary.
- D. It is the intent of the parties that the trust will be responsible for selecting and administering the medical, dental and vision benefits to be provided to bargaining unit members (hereinafter "employees") and the present and future bargaining unit retirees (hereinafter "retirees"). The parties acknowledge that the trust has negotiated with health care service plans or health insurers to provide health coverage for employees and retirees. The trust may from time to time review the health plan options it offers employees and retirees and consider instituting new options which shall include but not be limited to self-insurance. The County shall bear no responsibility for the health benefit plan options selected by the trust.
- E. The trust will administer the health benefit plans it selects, with trust administrative duties including, but not limited to conducting open enrollment periods, maintaining eligibility, responding to questions from participants, adding and dropping participants and dependents, and coordinating with the County concerning these issues.
- F. The parties agree that the health benefit plans selected and administered by the trust will be components of the County's section 125 plan.
- G. The County agrees to maintain its administrative responsibilities with respect to issues of withholding, issuance of W-2s, and payroll deduction with respect to the section 125 plan and the health benefit plans offered by the trust.

RSA will bear full responsibility for transmitting the appropriate premium deduction and health related premium adjustments on a bi-weekly basis through an agreed upon electronic format. The County shall bear no responsibility or be required to reconcile or remedy any health premium shortages or overpayments with regards to RSA's collection of premiums, if the appropriate premiums or deductions are not properly transmitted to the County in an agreed format.

- H. The County agrees to make an aggregate payment each month to the trust. The County's employer contribution toward the aggregate payment is set forth in section [contribution section TBD]. The County shall include in that aggregate payment those amounts deducted from employee salaries which represent the balance between the premiums of the plans selected by employees and the County's employer contribution per employee. The County shall also include in that aggregate payment the County's contribution of twenty five dollars (\$25.00) on behalf of each retiree enrolled in a major medical plan administered by the trust. The trust will be responsible for collecting from retirees the balance of the premiums due for the trust medical benefit plans in which the retirees are enrolled.

- I. The County shall make bi-weekly aggregate payments to the trust, in which the payment dates shall correspond with the County's standard bi-weekly payroll schedule.
- J. The parties agree that the premium for each health benefit plan administered by the trust shall include an amount for the reasonable costs of trust administration in an amount not to exceed five percent (5%) of the actual cost of single coverage under the lowest cost HMO plan.
- K. The trust bears full responsibility for transmitting the appropriate premium payment to the relevant medical benefit plan provider or health insurer by the appropriate payment date. The trust will submit to the County on a timely basis evidence of payment by the trust of premiums to the outside medical benefit plan provider or health insurer upon request.
- L. The RSA and the County agree to cooperate fully to resolve any administrative issues which may arise in the implementation and continuation of these MOU provisions.
- M. The parties agree that the County's sole financial obligation with respect to the trust and the health benefit plans administered by the trust is to make the monthly aggregate payment set forth in paragraphs H, and P of this section. In the event the outside medical benefit plan provider or health insurer increases the premium for a health benefit plan administered by the trust, the County shall bear no responsibility for payment of any part of the increase.
- N. If for any reason the trust becomes insolvent or is otherwise unable to satisfy its obligations, the County shall bear no responsibility to remedy that situation other than to make the County payments set forth in this agreement.
- O. The parties agree to discuss the provisions of health benefits to employees and retirees in the event of the passage of federal legislation which prohibits the delivery of health benefits to employees and retirees through the trust.
- P. In addition to the above, effective December 27, 2001, the County shall contribute twenty five dollars (\$25.00) per bi-weekly pay period, times the number of employees represented in the Law Enforcement Unit, to the RSA Benefit Trust.
- Q. Along with the Riverside County Auditor-Controller's Office, the parties have entered into a Financial Operations Agreement that further defines duties, responsibilities, and obligations in addition to and as outlined above, including but not limited to reporting and audit requirements. This Financial Operations Agreement (FOA) is hereby incorporated in its entirety as of the date this Memorandum of Understanding is approved by the Board of Supervisors and as may be amended from time to time.

Section 2. CONTRIBUTIONS

Effective June 14, 2012 (pay date July 11, 2012), the monthly contribution shall be restored to the previous (RSA LEU MOU 2008 – 2011) medical contribution amount of seven hundred and twelve dollars (\$712.00) per month.

Effective November 15, 2012 (pay date December 12, 2012), the monthly contribution shall be increased by one hundred and eleven dollars (\$111.00) to eight hundred and twenty three dollars (\$823.00).

Effective November 14, 2013 (pay date December 11, 2013), the monthly contribution shall be increased by one hundred and seventeen dollars (\$117.00) to nine hundred and forty dollars (\$940.00).

Section 3. OTHER BENEFITS

A. PROVISIONS FOR ALL CLASSES EXCEPT DEPUTY CORONERS

1. Long-Term Disability Insurance

For employees in the Law Enforcement Unit, the County will pay directly to RSA on or before the first date of each month an amount equal to fourteen dollars (\$14.00) times the number of eligible employees in the Unit per pay period excluding free pay periods. Those monies shall be applied by RSA toward the payment of premiums for long-term disability and other health and welfare benefits for those employees under a plan or plans selected by RSA.

B. Deputy Coroner Provisions

1. Long Term Disability Insurance In lieu of providing short-term disability insurance benefits, Deputy Coroners will be enrolled in the County's long-term disability insurance program at a rate not to exceed four hundred and twelve dollars and ninety seven cents (\$412.97) per year.

2. Deferred Compensation. The County shall accept lump sum payments of accumulated vacation, sick leave, holiday and compensation time upon retirement up to the maximum contribution total in any one (1) (calendar year) in accordance with the Internal Revenue Service (IRS) guidelines.

Section 4. Reporting and Audit

Additional Reporting Requested:

The RSA Trust shall require and maintain appropriate documentation to substantiate the appropriate Status Event and application of the consistency rule for each election made outside of new hire/eligibility status or annual enrollment. The RSA Trust shall make such documentation available when requested by the County.

ARTICLE XVI
SENIOR PROGRAMS/PROMOTIONAL PROCEDURES

Section 1. SHERIFF'S DEPARTMENT CORRECTIONAL SENIOR PROGRAM

Senior Position Allocation. Ten percent (10%) of the authorized positions for Correctional Deputy and Correctional Corporal for each facility will be appointed to Senior classifications.

Employees Affected. Sheriff's Department employees classified as Correctional Deputy II/Corporal.

Senior Classifications. Employees appointed to Senior positions shall be classified as Senior Correctional Deputy/Corporal as applicable.

Eligibility.

Employees who:

- have completed twelve (12) months of continuous service in their classification.
- are performing at a competent level in their present assignment.
- have a competent E.R.

Basic Provisions

- A. The Senior classification consist of those employees recognized as exemplary performers. The Sheriff shall designate employees to the Senior classification only from a list of eligible candidates which has been developed by an assessment board. Designation to the Senior classification will not be based solely upon a candidate's current assignment, but upon the candidate's proven ability to perform at an exemplary level.
- B. Employees designated to the Senior classification will retain their primary job functions except as department procedures allow for re-assignment and movement of personnel.
- C. Senior employees can expect added responsibilities as might be required by the Sheriff, which may include functional supervision, as designated, of other employees.
- D. Employees designated to the Senior classification shall retain their Senior status through any re-assignment within the same corrections facility unless returned to their prior classification or if transferred to a different corrections facility.
- E. A Senior employee who "voluntarily" transfers to a different correctional facility, will lose their Senior classification and shall be placed on the existing eligibility list of the new correctional facility in the current position number six (6), or if there are fewer than six (6) persons on the list, in the last position.
- F. A Senior employee who is "involuntarily" transferred to a different correctional facility, will lose their Senior classification and shall be placed on the existing eligibility list of the new correctional facility in tie with position number one (1). The tie shall cease to exist when one (1) of the candidates in position number one (1) is designated as Senior.

- G. An employee "eligible" for a Senior position who is voluntarily transferred to a different correctional facility, shall be placed on the existing eligibility list of the new correctional facility in the current position number six (6), or if there are fewer than six (6) persons on the list, in the last position.
- H. An employee "eligible" for a Senior position who is "involuntarily" transferred to a different correctional facility, shall be placed on the existing eligibility list of the new correctional facility in tie with the same position currently held at the previous correctional facility. The tie shall cease to exist when one (1) of the candidates in the tied position is designated as Senior.
- I. Corrections Seniors transferred internally between R.P.D.C. and RCRM, will not lose their Senior status. In addition, any Corrections Senior transferred from any correctional facility to a specialty unit (i.e. Planning, Headcount Management Unit (HMU), Personnel, Ben Clark Training Center (BCTC) or Court Services) will not lose their Senior status.
- J. The President of the Association, if a Senior employee at the time of election, shall retain their Senior classification while serving as Association President. The President may also be appointed to a Senior classification under the correctional facility assigned before serving as President, if eligible.

Salary. The employee shall be placed on the same step of the new salary grade as they previously held on their former salary grade (approximately five percent (5%)).

Insignia. Senior employees shall wear upon the service uniform an identifying insignia as established by the Sheriff.

Procedure for Senior Designation When directed by Departmental Memorandum, employees meeting the eligibility requirements may apply for placement on the Candidates' Eligibility List by completing an application on a standardized form and submitting the application to Sheriff's Administration. The employee shall attach to the application their most recent employee performance evaluation (E.R.) and optionally, a resume. The applications and attachments shall be reviewed and used by the assessment board in compiling an eligibility list for successful candidates. The Sheriff shall select employees from the eligibility list for designation to the senior classifications.

Assessment Board The assessment board shall evaluate each applicant for Senior classification based upon the written application, most recent performance evaluation (E.R.) submitted, work history, past and present experience, past and present performance, judgment and reasoning ability, leadership ability, education and performance during the assessment board interview. The interview may include scenarios intended to elicit responses illustrating the applicant's judgment and knowledge.

A standardized rating form with instructions, developed jointly by the Sheriff and the RSA President, or their designees, shall be used by each assessment board member in evaluating each applicant. The rating form shall be averaged to obtain the applicant's final score. Applicants with a final score of seventy percent (70%) or greater shall be placed on the Candidates Eligibility List in descending order of scores. Notification and posting of the eligibility list shall follow the promotional procedure. There shall be eligibility lists for Correctional Deputies/Corporals. The Sheriff shall promote to the Senior classifications from the top six (6) candidates on the eligibility list appropriate for the vacant position.

An assessment board shall convene and develop an eligibility list once every two (2) years. If an eligibility list has six (6) or fewer names, the Sheriff may convene an assessment board to develop a new Candidates' Eligibility List, which will expire at the end of the original two (2) year testing. No candidate shall remain on a list for a period longer than twenty four (24) months without retesting.

The assessment board shall consist of five (5) members. Each member of the board is to be a Department member with relevant knowledge and experience to those job classifications to be evaluated. The chairperson will be a lieutenant or above, chosen by the Sheriff. The remaining board members shall be chosen, two (2) by the Department and two (2) by RSA.

Demotions Any employee designated to a Senior classification may be demoted at the discretion of the Sheriff for failure to maintain a level of exemplary performance. A demotion caused by job performance is grievable through the grievance procedures as set forth in this MOU. The burden of proof will rest with the employee to prove that there was an abuse of discretion on the part of the Department. The Association agrees that demotions caused by transfer are not a grievable matter.

Other Provisions

1. The Sheriff's Department's Senior Program is intended to be a permanent program to reward employees for exemplary performance. However, it may be changed in whole or part through the negotiation process during regular contract negotiations. By mutual agreement, a re-opener can take place during the term of an MOU to resolve specific problems with the program.
2. The Sheriff shall not leave any Senior classification position vacant, except for a reasonable period, following 1) promotion or demotion from the position, 2) abandonment of the position, 3) termination of the employee holding the position, 4) exhaustion of the list (no remaining candidates), 5) the Sheriff's declaration that the list is exhausted (six (6) or fewer candidates at the option of the sheriff), or 6) the transfer of an employee with a Senior classification to another correctional facility.
3. There is no limit as to the period of time that an employee appointed to the Senior classification can remain in that classification, unless transferred, promoted or demoted. The intent of the program is not to rotate the available Senior classification positions from employee to employee, but instead to reward individuals on a continuing basis for providing service in an exemplary manner.

Section 2. SHERIFF'S CORPORAL, INVESTIGATOR I, SERGEANT AND CORRECTIONAL CORPORAL, CORRECTIONAL SERGEANT PROMOTIONAL PROCEDURES EXAMINATION PROCESS

- A. The examination process for each of these classifications shall include a written examination administered by the Human Resources Department with a weight of fifty percent (50%), an oral examination conducted by the Sheriff's Department with a weight of twenty percent (20%), and an evaluation of promotability conducted by the Sheriff's Department with a weight of thirty percent (30%). Candidates must attain a passing score on the written examination in order to compete in the oral examination and promotability evaluation portions of the examination process.

- B. The Human Resources Department will compute the final combined, weighted score for the examination process for each candidate, based upon the three (3) elements of the process described above.
- C. The County shall make every effort with respect to the written promotional examination to provide specific source or reference material from which questions and answers have been derived and shall communicate it to the candidates at the time of the examination announcement.

Examination Process Results

- A. The Human Resources Department will notify all candidates by department email of their individual examination results including the score received on each examination and the final combined, weighted score.
- B. The Human Resources Department shall provide the Sheriff's department with a list of eligible candidates in descending order, based upon the combined, weighted scores. The list shall not contain actual scores, but will indicate those candidates having received tied scores who therefore occupy the same position on the list. The Sheriff's department shall post copies of the above list on each bureau and station bulletin board.

Selection

The first selection for each position to be filled shall be made from either the top ten percent (10%) of those candidates available for the assignment, or the top six (6) candidates (including all persons tied for the sixth (6th) position) of those available for the assignment, whichever is greater.

Availability

- A. Candidates shall state their availability for promotional positions at particular station locations at the time of the oral examination.
- B. Amendments to a candidate's statement of availability must be made in writing on forms provided by the Sheriff's department. Not more than three (3) amendments will be allowed during the period for which the eligible list has been established.

Candidate's Right to Waive. Candidates may waive no more than two (2) offers of promotion. Waiver of a third (3rd) offer of promotion shall result in the candidate's name being removed from the eligible list for the duration of the list.

Section 3. SHERIFF'S CAREER INVESTIGATOR PROGRAM (CIP)

A. PROGRAM OBJECTIVES

- 1. To offer career growth to Sheriff's Investigators.
- 2. To provide skilled peace officer an alternative to management roles that they may not choose to pursue.
- 3. To provide skilled peace officers an incentive to become an investigator prior to competing for a supervisory position.

4. To obtain fair and equitable compensation and advancement for demonstrated career oriented criminal investigation expertise.
5. To provide retention incentive that will assist the Sheriff in maintaining a skilled and experienced investigative staff.

B. POSITIONS

1. Sheriff's Investigator I is the entry-level class of criminal investigator in the Sheriff's Department.
2. Sheriff's Investigator II is the journey level class of criminal investigator in the Sheriff's Department.
3. Sheriff's Lead Investigator III is the specialist and mentor level class of criminal investigator in the Sheriff's Department.
4. Sheriff's Master Investigator IV is the lead class of criminal investigator in the Sheriff's Department.

C. CAREER GROWTH

1. Sheriff's Investigator I is the entry-level class of criminal investigator in the Sheriff's Department.
 - a. PROBATIONARY PERIOD - The probationary period for all positions contained in this program is six (6) months for internal candidates and eighteen (18) months for external candidates. An internal candidate who fails to successfully complete the probationary period will be returned to the classification he/she promoted from in accordance with the terms of this MOU. An external candidate who fails to successfully complete the probationary period will be released from employment with the department.
 - b. On promotion, the new salary shall be at the rate equal to approximately two (2) steps higher than that paid on the salary plan/grade for the former position, unless the new salary plan/grade will not support such a rate increase, in which event the new rate shall be at the top step of the new salary plan/grade. 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.
2. Sheriff's Investigator II - All employees in the classification of Sheriff's Investigator I who:
 - a. have successfully completed the designated probationary period as a Sheriff's Investigator I; and
 - b. have received at least a "meets standard" evaluation while in the rank of Sheriff's Investigator I;

shall automatically be advanced to the rank of Sheriff's Investigator II effective the first pay period following departmental verification that the employee has completed these requirements.

As the employee remains on the same pay scale there shall be no promotional pay increase. The employee will receive his/her usual step increase in accordance with the step advancement provisions of the MOU.

3. Sheriff's Lead Investigator III - All employees in the classification of Sheriff's Investigator II who:

- a. have completed three (3) years in the rank of Sheriff's Investigator II;
- b. possess an Intermediate P.O.S.T. certificate;
- c. have completed fifteen (15) semester or twenty two (22) quarter units at an accredited college or university;
- d. have completed the CORE investigative training courses designated by the department (one hundred and twenty (120) hours of training);
- e. have completed the number of post-CORE training hours required by the department from the department approved training matrix (one hundred and twenty (120) hours of additional training);
- f. have received at least a "meets standard" evaluation in their last two (2) most recent annual performance evaluations while holding the rank of Sheriff's Investigator II;
- g. have completed the two (2) required departmental benchmarks and two (2) of the six (6) elective benchmarks; and
- h. have successfully completed the automated career investigator test proctored by the Human Resources Department;
 - (1) Unsuccessful candidates shall be permitted to retake the automated career investigator test proctored by the Human Resources Department six (6) months after their most recent test.

shall be advanced to the rank of Sheriff's Lead Investigator III effective the first pay period following departmental verification that the employee has completed these requirements.

Upon advancement from the II to III, the new salary shall be at the rate equal to approximately two (2) steps higher than that paid on the salary plan/grade for the former position, unless the new salary plan/grade will not support such a rate increase, in which event the new rate shall be at the top step of the new salary plan/grade. The effective date of advancements shall coincide with the first day of the pay period

Placement on the new wage scale will not alter the employee's anniversary date. The intent of this Article is for career advancement and as such the incumbent(s)

placement on a new wage scale will not alter the employee's anniversary date.

The County shall make every effort with respect to the automated career investigator test to provide specific source or reference material from which questions and answers have been derived and shall make this information available to the candidates.

4. Sheriff's Master Investigator IV - All employees in the classification of Sheriff's Lead Investigator III who:

- a. have completed two (2) years as a Sheriff's Lead Investigator III;
- b. possess an Advanced P.O.S.T certificate;
- c. have completed twenty (20) semester or thirty (30) quarter units at an accredited college or university;
- d. have completed the number of additional post-CORE training hours required by the Department from the Department approved training matrix (one hundred and twenty (120) hours of training beyond the one hundred and twenty (120) hours required for the Sheriff's Lead Investigator III position);
- e. have received at least a "meets standard" evaluation in their last two (2) most recent annual performance evaluations while holding the rank of Sheriff's Lead Investigator III;
- f. have completed all eight (8) of the departmental benchmarks; and
- g. have successfully completed an oral examination conducted by the Department, which consists of the presentation to a panel selected by the Department of a major investigation they conducted that demonstrates master level skills;
 - (1) Unsuccessful candidates shall be permitted to retake the oral examination six (6) months after their most recent attempt.

shall be advanced to the rank of Sheriff's Master Investigator IV effective the first pay period following departmental verification that the employee has completed these requirements.

Upon advancement from the III to IV, the new salary shall be at the rate equal to two (2) steps higher than that paid on the salary plan/grade for the former position, unless the new salary plan/grade will not support such a rate increase, in which event the new rate shall be at the top step of the new salary plan/grade. The effective date of advancements shall coincide with the first day of the pay period.

Placement on the new wage scale will not alter the employee's anniversary date. The intent of this Article is for career advancement and as such the incumbent(s) placement on a new wage scale will not alter the employee's anniversary date.

- D. PANELS. The panel shall consist of a Captain, Lieutenant, Sergeant and two (2) Sheriff's Master Investigators IV, all of whom shall have substantial experience in major investigations.
- E. TRAINING. The Department will ensure that the above referenced required core training classes are taught at the Ben Clark Training Center or other suitable training facilities. Sheriff's Investigators will be assigned to required core-training courses. The Department will make every effort to make such required courses available to employees in a timely manner.
- F. QUALIFICATIONS. Applicants must meet the minimum qualifications for the classifications as outlined on the official job description for each position. Applicants must also meet all training requirements and P.O.S.T. certification requirements for each position.
- G. PATH TO SERGEANT
1. Sheriff's Investigator I – No credit – employee only in this classification for six (6) months.
 2. Sheriff's Investigator II – When competing for Sergeant, candidate shall receive additional points equal to four percent (4%) of the total weighted promotional score.
 3. Sheriff's Lead Investigator III – When competing for Sergeant, candidate shall receive additional points equal to eight percent (8%) of the total weighted promotional score.
 4. Sheriff's Master Investigator IV – When competing for Sergeant, candidate shall receive additional points equal to twelve percent (12%) of the total weighted promotional score.
- H. LEGACY DOCUMENTS:

The language in this section was written to be in accordance with the side letter agreement dated September 15, 2009 and the subsequent tentative agreement dated May 10, 2012.

Section 4. DISTRICT ATTORNEY INVESTIGATOR CAREER PLAN

INTRODUCTION:

District Attorney Investigators are veterans of years of prior law enforcement service. The average experience level of the current investigative staff of the District Attorney's Office is at approximately 18 years. District Attorney Investigators have chosen to forego the pursuit of traditional promotional opportunities normally found within law enforcement agencies (i.e. Sergeant, Lieutenant, Captain, etc.) in favor of a career in the investigative field of the District Attorney's Office.

District Attorney Investigators, as a group, are senior peace officers possessing extensive education, training, and experience. While their role is somewhat different than their

counterparts in other law enforcement agencies, they are equally devoted and dedicated peace officers.

District Attorney Investigators are expected to have a thorough working knowledge of law enforcement procedures, policies, and tactics. They are required to be experienced criminal investigators with a sound knowledge of the Criminal Justice System. District Attorney Investigators are required to work closely with Deputy District Attorneys in the preparation of cases and the development of prosecution strategies, including countering defense theories. District Attorney Investigators must also be skilled in the preparation of evidence for court presentation.

The tasks performed by District Attorney Investigators include constant interaction with prosecuting attorneys, private attorneys, the Public Defender staff, and members of the Judiciary. District Attorney Investigators are expected to perform with a minimum of supervision and interact with the public, law enforcement agencies of all types, and to professionally represent the District Attorney.

Assignments for District Attorney Investigators include both initial criminal and civil investigations, follow-up investigations of criminal and civil violations, and specialized investigations, when directed to do so by the District Attorney. These specialized investigations may be extremely sensitive and may have a wide public interest.

INTENT OF PROPOSAL:

The District Attorney has stated that his intent is not only to develop a professional career prosecutorial staff, but a career investigative staff as well. As a result, the Career Program has been developed to provide continuing career incentives to DA Investigators, who, because of the organizational structure of the District Attorney Bureau of Investigations, have very limited promotional opportunities.

This program creates a special designation incentive based on exemplary performance, special skills, education, and training. This program will assist the District Attorney in continuing to develop a competent, professional, and career minded investigative staff by offering continuing career incentives to promote the retention of experienced, well trained, and highly skilled investigators.

PROGRAM OBJECTIVES:

1. To offer career growth to Senior District Attorney Investigators that does not force skilled peace officers into management roles that they have chosen not to pursue because there are limited promotional opportunities.
2. To obtain fair and equitable compensation and advancement for demonstrated and career oriented criminal investigation expertise.
3. To define and distinguish between those Senior District Attorney Investigators performing additional functions and possessing specialized skills necessary to successfully investigate and prosecute civil and criminal offenders before the Judiciary and those District Attorney Investigators who are charged with professionally managing and commanding the various operations of the District Attorney's Bureau of Investigation.

4. To provide retention incentive that will assist the District Attorney in maintaining a skilled and experienced investigative staff.

EMPLOYEES AFFECTED:

District Attorney Bureau of Investigation Peace Officers holding the rank of Senior District Attorney Investigator.

POSITIONS:

- A. DISTRICT ATTORNEY INVESTIGATOR A & B. District Attorney Investigator is the first working level of criminal and civil investigation in the District Attorney Investigator series. Individuals in this class are sworn peace officers who perform routine and less complex investigative work. They may possess less investigative experience than a Senior District Attorney Investigator, however, they possess expertise in a highly specialized field of investigation.
- B. SENIOR DISTRICT ATTORNEY INVESTIGATOR. Senior District Attorney Investigator is the advanced level position for sworn peace officers within the District Attorney's office. This level of peace officer performs the full range of investigative work and differs from that of the lower level District Attorney Investigator class in that the Senior District Attorney Investigator has had a greater amount of investigative experience and will be involved in more complex investigative work.
- C. SENIOR DISTRICT ATTORNEY INVESTIGATOR A. Senior District Attorney Investigator A's are peace officers who possess the same level of experience as the Senior District Attorney Investigator and perform similar duties, however, they possess an Intermediate P.O.S.T. certificate.
- D. SENIOR DISTRICT ATTORNEY INVESTIGATOR B. Senior District Attorney Investigator B's are peace officers who possess the same level of experience as the Senior District Attorney Investigator and perform similar duties, however, they possess an Advanced P.O.S.T. certificate.
- E. SENIOR DISTRICT ATTORNEY INVESTIGATOR IIB. Senior District Attorney Investigator IIB is a highly skilled specialist in law enforcement investigations and operations, who may also be charged with some limited supervisory related tasks or who possesses advanced forensic skill in such areas as handwriting, fingerprinting, and forged document examinations or other specialized skills applicable to investigative responsibilities for the District Attorney's office. Subject to annual recommendation of the Executive Office and approval by the Board of Supervisors, the number of positions may equal up to 35% of the total Sr. District Attorney Investigator class, but shall initially consist of 16 positions.

The initial salary for Senior District Attorney Investigator IIB shall be established at a rate that is ten (10) salary ranges above that for the Senior District Attorney Investigator B classification.
- F. SENIOR DISTRICT ATTORNEY INVESTIGATOR IIIB. Senior District Attorney Investigator IIIB is a special designation in the investigative career ladder. This is a highly skilled individual in law enforcement investigations and operations who also assumes functional supervisory responsibilities over subordinate investigators when so

designated by the Chief Investigator or his designee. Subject to annual recommendation of the Executive Office and approval by the Board of Supervisors, the number of positions may equal up to 37% of the total Sr. District Attorney Investigator IIB class.

The initial salary for Senior District Attorney Investigator IIIB shall be established at a rate that is ten (10) salary ranges above that for the Senior District Attorney Investigator IIB classification.

ELIGIBILITY:

The eligibility requirements for District Attorney Investigator and Senior District Attorney Investigators A, B, IIB, AND IIIB are outlined in Attachment I, Qualifications.

PROBATIONARY PERIOD:

Probationary periods for all positions contained in this program, with the exception of the special designation of Senior District Attorney Investigator IIIB, shall be consistent with previously established policy as outlined in Article VI, §1 of this MOU between the County of Riverside and the Riverside Sheriff's Association.

After appointment, continuing service in the special designation of Senior District Attorney Investigator IIIB shall be at the sole discretion of the District Attorney or his designee. Removal of the Senior District Attorney Investigator IIIB designation is neither a grievable issue under the Grievance Procedure nor subject to appeal under the Disciplinary Procedure of this Memorandum of Understanding.

BASIC PROVISIONS:

Those employees recognized as exemplary performers may be appointed to the Senior District Attorney Investigator IIB classification or IIIB special designation. The District Attorney and/or Chief Investigator shall award the Senior District Attorney Investigator IIB classification and may award the Senior District Attorney Investigator IIIB special designation from established candidate eligibility lists, which shall be developed as a result of an "Assessment Panel". Appointment to the Senior District Attorney Investigator IIB classification or IIIB special designation will not be based solely upon a candidate's current assignment, but upon the candidate's consistent proven ability to perform at an exemplary level.

Senior District Attorney Investigators IIB and IIIB can expect added responsibilities as may be required by the Chief Investigator. Added responsibilities may include functional supervision, training of other employees, oversight and coordination of special projects, completed staff work, and other work as assigned by the District Attorney and/or Chief Investigator.

Employees appointed to the Senior District Attorney Investigator IIB classification shall retain their status through any reassignment within the Bureau of Investigations, unless returned to their prior classification either voluntarily or as a result of disciplinary action, in accordance with Article XII of this between the County of Riverside and the Riverside Sheriff's Association.

Employees assigned to the Senior District Attorney Investigator IIIB special designation may return to their prior classification as a Senior District Attorney Investigator IIB either voluntarily or at the discretion of the District Attorney or his designee.

An assessment panel shall convene when a vacancy exists. Eligibility lists will be valid for one year after the date they are verified by the District Attorney Department Personnel Coordinator. Vacancies that exist in the Senior District Attorney Investigator IIB classification shall be filled within thirty (30) days from the date the vacancy arises unless an eligibility list has been declared exhausted. In such an instance, a new assessment panel shall convene within ninety (90) days of the date an eligibility list has been declared exhausted and a new list developed and posted within sixty (60) days of the date the assessment panel first convened.

Vacancies that exist in the Senior District Attorney Investigator IIIB special designation may be filled from a valid eligibility list at the discretion of the District Attorney or his designee.

An employee holding the classification of Senior District Attorney Investigator IIB or the special designation of Senior District Attorney Investigator IIIB and who is elected to the position of president of the Riverside Sheriff's Association shall retain his/her classification/special designation while serving as the association president, in accordance with Article VII, §10 of this MOU between the County of Riverside and the Riverside Sheriff's Association.

INSIGNIA:

An employee holding the position of Senior District Attorney Investigator IIB or IIIB shall have a "Badge" and an "I.D. card" issued to him/her, identifying the employee as a Senior District Attorney Investigator IIB or IIIB.

APPOINTMENT PROCESS:

When notification of the testing process is made via the Bureau of Investigation, employees meeting the eligibility requirements may apply for placement on the candidates eligibility list by completing a standardized county application form and submitting the application to the District Attorney Department Personnel Coordinator. Employees shall attach one copy each of his/her resume (not to exceed five pages) and last two performance appraisal records to the application.

Separate assessment panels shall evaluate applicants for the guidelines that will be developed by the Chief Investigator or designee(s). The interviews will be Senior District Attorney Investigator IIB classification and IIIB special designation. Assessment panel evaluations shall be based upon the applicant's application, resume, education, law enforcement experience, exemplary performance, and performance appraisal records.

Candidates will be given oral interviews by the assessment panel. Each member of the assessment panel shall utilize a standardized rating form with designed to elicit responses demonstrating the applicant's knowledge, skills, and abilities. In addition, Senior District Attorney Investigators IIB and IIIB will be required to submit a completed staff work project, designed by the Chief Investigator and management staff, to be evaluated by the assessment panel. All applicants shall be given the same project to be evaluated.

The District Attorney and/or Chief Investigator shall select candidates from the appropriate eligibility list for appointment to the Senior District Attorney Investigator IIB and IIIB positions. Applicants must meet position requirements by the cut-off date for submission of applications to be eligible for participation in the testing process.

The District Attorney Department Personnel Coordinator shall be responsible for computing each applicant's final score. All rating forms for an applicant shall be averaged to obtain the

applicant's final score. Applicants with a final score of eighty percent (80%) or greater shall be placed on the appropriate eligibility list in descending order of scores. A separate eligibility list shall be developed for both the Senior District Attorney Investigator IIB classification and the Senior District Attorney Investigator IIIB special designation. The Chief Investigator shall issue a formal memorandum to each applicant, identifying the names of those applicants who have been placed on the appointment eligibility list. Applicants may contact the District Attorney Department Personnel Coordinator for their individual examination results.

The District Attorney and/or Chief Investigator shall appoint employees to the Senior District Attorney Investigator IIB classification and the Senior District Attorney Investigator IIIB special designation from the top six (6) candidates on the respective eligibility lists.

ASSESSMENT PANEL:

An assessment panel under this program shall be comprised of five (5) members. The assessment panels shall be comprised of members as designated by the District Attorney and/or the Chief Investigator provided, however, the first panel shall not consist of anyone below the level of Supervising Investigator or Supervising Deputy District Attorney. An initial testing process will be required to fill all Senior District Attorney Investigator IIB positions.

QUALIFICATIONS

SENIOR DISTRICT ATTORNEY INVESTIGATOR A

1. Possession of a valid California driver's license.
2. High School graduate (or GED equivalent).
3. Completion of thirty (30) semester or forty five (45) quarter units at a state recognized college or university is desirable.
4. Two (2) years of criminal or civil investigative experience in a sworn status for a civilian governmental law enforcement agency that included, as a primary responsibility, the performance of field investigations.
5. Possession of an Intermediate P.O.S.T. certificate.

SENIOR DISTRICT ATTORNEY INVESTIGATOR B

1. Meet all qualifications of a Senior District Attorney Investigator A.
2. Possession of an Advanced P.O.S.T. certificate

SENIOR DISTRICT ATTORNEY INVESTIGATOR IIB

Option 1:

1. One year experience as a Senior District Attorney Investigator B with the County of Riverside.
2. Completion of ninety (90) semester or one hundred thirty five (135) quarter units from a state approved or accredited college or university, or a combination of equivalent P.O.S.T. training points and college units (a maximum of twenty (20) semester or thirty (30) quarter units may be substituted with equivalent P.O.S.T. training points).

Option 2:

1. Two (2) years experience as a Senior District Attorney B with the County of Riverside.

SENIOR DISTRICT ATTORNEY INVESTIGATOR IIIB

1. One (1) year experience as a Senior District Attorney Investigator IIB with the County of Riverside.

NOTE:

The training hours conversion formula will conform to college and P.O.S.T. standards as follows:

24 Hour P.O.S.T. course	equals ½ college semester unit
40 Hour P.O.S.T. course	equals 1 college semester unit
80 Hour P.O.S.T. course	equals 2 college semester units
3 Semester units	equals 4.5 quarter units

TESTING

1. Senior District Attorney Investigator IIB scoring guidelines for Assessment Panel Evaluators:

All scores are based on a one hundred (100) point evaluation process. Seventy (70) points or higher are required for placement on the eligibility list.

- a. Evaluation of experience and positional performance – eighty (80) points
- b. Evaluation of education – Two (2) to five (5) points as follows:
 1. Thirty five (35) college units – two (2) points
 2. AA/AS or equivalent units – three (3) points
 3. BA/BS degree – four (4) points
 4. MA/MS degree – five (5) points
- c. Written Exam – five (5) points
- d. Oral Interview – ten (10) points

2. Senior District Attorney Investigator IIIB scoring guidelines for Assessment Panel Evaluators:

All scores are based on a one hundred (100) point evaluation process. Seventy (70) points or higher are required for placement on the eligibility list.

- a. Evaluation of experience and positional performance – eighty (80) points
- b. Evaluation of education – Two (2) to five (5) points as follows:
 1. Thirty five (35) college units – two (2) points
 2. AA/AS or equivalent units – three (3) points
 3. BA/BS degree – four (4) points
 4. MA/MS degree – five (5) points

- c. Written Exam – five (5) points
- d. Oral Interview – ten (10) points

ARTICLE XVII
MODIFIED AGENCY SHOP

During the entire term of this agreement, the following provisions shall continue to apply:

Subject to Section 17, Dues Deduction of Employee Groups, Employee Relations Resolution of the County, upon the voluntary written authorization of representation unit employees, the County shall deduct and remit to RSA dues for members of RSA.

Current employees in the unit who are now RSA members shall remain RSA members. Employees who are hired after the effective date of this Memorandum of Understanding, and who are in a job classification within the representative unit of RSA covered by this Memorandum of Understanding, shall within thirty (30) days from the date of commencement of duties, become a member of RSA or pay to RSA a fee in an amount equal to RSAs bi-weekly dues; provided, however, that the unit member may authorize payroll deduction for such fee in the same manner as provided in paragraph 1, above.

Dues withheld by the County shall be transmitted to the RSA Officer designated in writing by RSA as the person authorized to receive such funds, at the address specified.

The parties agree that the obligations herein are a condition of continued employment for unit members. The parties further agree that the failure of any unit member to remain a member in good standing of RSA or to pay the equivalent of RSA dues during the term of this agreement shall constitute, generally, just and reasonable cause for termination.

The County shall not be obligated to put into effect any new, changed or discontinued deduction until the pay period commencing fifteen (15) working days or more after such submission.

No unit member shall be required to join RSA or to make an agency fee payment if the unit member is an actual verified member of a bona fide religion, body, or sect which has historically held conscientious objections to joining or financially supporting employee organizations; this exemption shall not be granted unless and until such unit member has verified the specific circumstances. Such employee must, instead, arrange with RSA to satisfy the obligation by donating the equivalent amount to a non-labor, non-religion charitable fund, tax exempt under Section 501(C)(3) of the Internal Revenue Code (IRC), chosen by the employee.

Whenever a unit member shall be delinquent in the payment of dues or fees, RSA shall give the unit member written notice thereof and fifteen (15) days to cure the delinquency; a copy of said notice shall be forwarded to the Employee Relations Division Manager. In the event the unit member fails to cure said delinquency, RSA shall request, in writing, that the County initiate termination proceedings. The termination proceedings shall be governed by applicable State laws and are specifically excluded from the Grievance Procedure Agreement or termination.

The County shall not deduct monies specifically earmarked for a Political Action Committee or other political activities unless such deduction is affirmatively, separately and specifically authorized in writing by the unit member.

RSA shall keep an adequate itemized record of its financial transactions and shall make available annually to the County and, upon request to the employees who are members of RSA

within sixty (60) days after the end of its fiscal year, a detailed written financial report thereof in the form of a balance sheet and an operating statement, certified as to accuracy by its President and Treasurer or corresponding principle officer, or by a Certified Public Accountant. A copy of financial reports required under the Labor Management Disclosure Act of 1959 or Government Code Section 3546.5 shall satisfy this requirement.

RSA will defend, indemnify and hold harmless the County of Riverside from any loss, liability or cause of action arising out of the operation of this article.

RSAs indemnity obligation is more fully set forth as follows: RSA will defend, indemnify and hold harmless the County of Riverside from any loss, liability or cause of action arising out of the operation of this article. Upon commencement of any such legal action, RSA shall have the right to decide and determine whether any claim, liability, suit or judgment made or brought against the County because of such action shall or shall not be compromised, resisted, defended, tried or appealed. Any such decision on the part of RSA shall not diminish RSAs indemnification obligations under this Agreement.

The County, immediately upon receipt of notice of such legal action, shall inform RSA of such action, provide RSA with all information, documents, and assistance necessary for RSAs defense or settlement of such action and fully cooperate with RSA in providing all necessary witnesses, experts and assistance necessary for said defense.

RSA, upon its compromise or settlement of such action, shall immediately pay the parties for such action, all sums due under such settlement or compromise. RSA upon final order and judgment of a Court of competent jurisdiction awarding damages to any employee of the County, shall immediately pay to such employee all sums owing under such order and judgment.

ARTICLE XVIII LABOR/MANAGEMENT COMMITTEE

The County and RSA agree to a Labor-Management Committee, that may meet County-wide and/or bargaining-unit specific, and will meet as mutually agreed to discuss issues of mutual interest. The Association shall be allowed no more than three (3) employees per bargaining unit to attend such meetings with release time.

ARTICLE XIX EQUIPMENT

Section 1. RAIN GEAR

The Department shall provide sufficient rain gear in each station to adequately cover each shift.

Section 2. SAFETY VESTS

The Department will develop a policy for replacement of safety vests. Eligible employees may utilize a voucher system for vest replacement at the Department's vendor(s). Vests will have a minimum threat level IIIA to be issued to all field operations Deputies and Deputy Coroners. The employees will be responsible for any cost exceeding the current cost of the department's standard issue safety vest at the time of replacement.

The RSA and the County of Riverside agree to reopen this agreement for the limited purpose of meeting and conferring on the minimum threat level standard for those vests that are issued to Correctional Deputies assigned to transportation duties.

Section 3. BATONS

The Sheriff and the District Attorney may, at their discretion, change the type of batons issued to RSA members, so long as all meet and confer obligations are fulfilled prior to such change taking place.

Section 4. PERSONAL WEAPONS

Sworn personnel assigned to patrol and other related field operations are provided weapons by the Sheriff's Department in the course of their duties. Such sworn personnel shall also be permitted to use department approved personal weapons, with the understanding that the Sheriff's Department accepts no responsibility for the cost, care, replacement, or repair of any personal weapons used in the course of a sworn employee's duties.

SIGNATURE PAGE

2012 - 2016

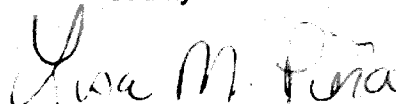
RIVERSIDE SHERIFFS' ASSOCIATION
LAW ENFORCEMENT UNIT
MEMORANDUM OF UNDERSTANDING

for the
Riverside Sheriffs' Association



Robert Masson
President

for the
County of Riverside



Lisa M. Piña
Employee Relations

Signed this 2nd day of May, 2013, at Riverside, California
Day Month