

MEMORANDUM OF UNDERSTANDING

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PARA-PROFESSIONAL AND TECHNICAL
BARGAINING UNIT

PREAMBLE:

This Memorandum of Understanding, hereinafter referred to as "Memorandum", is made by and between the County of San Joaquin and the Service Employees International Union Local 1021, hereinafter referred to as "SEIU" or "Union", representing employees who are members of the Para-professional and Technical bargaining unit. This Memorandum of Understanding constitutes the result of meeting and conferring in good faith pursuant to the California Government Code and the San Joaquin County Employer-Employee Relations Policy.

DURATION:

This Memorandum shall be in effect from October 20, 2020 through October 20, 2022.

1. MANAGEMENT RIGHTS

1.1 Management Rights

SEIU and the County of San Joaquin recognize that it is the exclusive right of the County except as may be provided otherwise by Civil Service Rules, this Memorandum of Understanding, or the Employer-Employee Relations Policy to make all decisions of a managerial or administrative character, including but not limited to:

- (a) Hire, promote, transfer, assign, classify positions, retain employees, and to suspend, demote, discharge or take disciplinary action against employees.
- (b) Lay off or demote employees from duties because of lack of funds, in the interest of economy, or other legitimate reasons.
- (c) Determine the policies, standards, procedures, methods, means and personnel by which County operations are to be conducted.
- (d) Take whatever actions may be necessary to carry out the mission of the County in situations of emergency, subject to meeting and conferring after the emergency to the extent required by section 1.5(b).
- (e) Nothing in this Memorandum shall be construed to interfere with the County's right to manage its operations in the most economical and efficient manner consistent with the best interests of all the citizens of San Joaquin County.

1.2 Labor - Management Committees

The County and SEIU shall establish committees comprised of labor and management representatives to deal with specific areas of concern as specified by separate letter.

1.3 Employees' Rights - Employer-Employee Relations

SEIU and the County of San Joaquin recognize that each employee shall have the following rights which he/she may exercise in accordance with this Memorandum, Employer-Employee Relations Policy, applicable law, ordinances and rules and regulations:

- (a) The right to form, join, and participate in the activities of any labor organization of his/her own choosing for the purpose of representation on all matters within the scope of representation.
- (b) The right to be free from interference, intimidation, restraint, coercion, discrimination, or reprisal on the part of the County, other employees or employee organizations, with respect to his/her membership or non-membership in any employee organization or with respect to any lawful activity.
- (c) The right to refuse to join or participate in the activities of any employee organization.
- (d) The right to represent himself/herself individually in his/her employee relations with the County.

The Union or any employee or group of employees who has a complaint regarding the exercise of rights under this provision may file charges in writing with the Board of Supervisors and serve the charged party in accordance with Section 13 of the Employer-Employee Relations Policy.

1.4 Discrimination in Employment Prohibited

No employee, or applicant for employment, shall be discriminated against in any aspect of employment because of age, ancestry, color, creed, gender expression, gender identity, genetic information, marital status, medical condition, national origin, physical or mental disability, political affiliation or belief, pregnancy, race, religion, sex or sexual orientation as outlined in Civil Service Rule 20.

Any employee who believes he or she has been harassed or discriminated against because of any of the above reasons, may bring the matter to the attention of the supervisor or may consult with his or her Department Equal Employment Opportunity Coordinator. The initial contact should be made as soon as possible, but no later than 60 days after the alleged act of discrimination or harassment occurred.

The Department Equal Employment Opportunity Coordinator shall process the complaint in accordance with Civil Service Rule 20, Section 3. Informal Complaint Process.

San Joaquin County shall comply with the provisions of the Americans with Disabilities Act (ADA). Individuals requesting reasonable accommodation under the ADA shall make a request in writing to their supervisor or manager, supported by medical documentation provided by an approved medical physician. The request shall identify the specific accommodation required and the anticipated duration needed for the accommodation. The manager or supervisor shall meet with the employee to confirm any documentation or verification received, in compliance with the ADA. The manager or supervisor shall respond to the written request in writing within 10 days of receipt of supplemental materials. Any such documentation, which discloses employee medical information, shall be provided to the Human Resources' Disability Management Unit. Human Resources shall be consulted if any dispute arises in regard to an ADA accommodation.

1.5 SEIU Rights to Meet and Confer

SEIU shall have the following rights:

- (a) **REPRESENTATION:** Upon request, to meet and confer in good faith with appropriate levels of County management regarding matters within the scope of representation.
- (b) **ADVANCE NOTICE:** Except in cases of emergency, SEIU shall be given reasonable advance written notice of any ordinance, resolution, rule or regulation, proposal or other action directly relating to matters within the scope of representation proposed to be adopted by the County and shall be given the opportunity to meet and confer in good faith with management prior to its adoption. Written notice will customarily be provided by furnishing SEIU with advance copies of the agenda of the Board of Supervisors and Civil Service Commission meetings.

In cases of emergency when County management determines that an ordinance, resolution, rule or regulation must be adopted immediately without prior notice or negotiations with the Union, County management shall provide such notice and opportunity to negotiate at the earliest practicable time following the adoption of such ordinance, resolution, rule or regulation, proposal, or other action.

- (c) **REPRESENTATIVES - MEETING ATTENDANCE:** SEIU may have a reasonable number of employees who serve as official representatives released from work without loss of compensation when meeting and conferring with management representatives where matters within the scope of representation are being considered. SEIU shall submit a request for such release and shall include therewith a listing of such employees including their titles and departments to the management representative and departments concerned in advance of the meeting. The use of County time for this purpose shall not be excessive, nor shall it unreasonably

interfere with the performance of County services as determined by the County. The reasonableness of the number of such employees shall be the subject of negotiation.

1.6 SEIU Access

Authorized representatives of SEIU shall be allowed reasonable access to employees of the unit at their work locations during the working hours of the employees concerned for the purpose of discussing matters within the scope of representation, including but not limited to the processing of grievances and complaints and distributing materials and information provided that the work of the employee and the service to the public are not unduly impaired. The authorized representative shall give advance notice to the department head when contacting departmental employees during their duty period.

Reasonable solicitation for membership or other internal Union business or campaigning shall be conducted only during the non-duty hours of all employees concerned, so long as normal work functions of County are not interfered with.

1.7 New Employee Orientation

A SEIU Field Representative or designee will be allowed thirty minutes at the end of each scheduled orientation to present information about the Union to employees who are in bargaining units represented by SEIU, including the following conditions:

1. The County will provide at least 30 days advance notice to SEIU regarding the orientation schedule by providing SEIU with a calendar of orientation dates.
2. The County will provide a roster of the individuals scheduled to attend an orientation session at least 48 hours prior to the session.
3. In the event that audio visual equipment is available and being utilized by the County for the presentation of orientation information, SEIU shall be provided reasonable access to such equipment.

The AB119 side letter the parties entered on February 2, 2018, is terminated.

1.8 Union Representatives

Shop Stewards employed and recognized by San Joaquin County may assist employees in resolving complaints and grievances at the lowest possible administrative level of review. Shop Stewards will be authorized up to three hours release time per case at the 1st and 2nd levels of the grievance and complaint process. Stewards may also be present during meetings in which employees have a “right to representation” under Weingarten based on the manager or supervisor’s statement of the purposes of the meeting. The County will provide release time for such representation.

A request for release time for the purposes outlined above shall be made prior to taking the

release time. Such a request shall not be unreasonably denied.

The County authorizes up to 150 shop stewards for all SEIU represented units. The Union shall provide a current list of all designated Stewards to the Human Resources Division at the beginning of each calendar year and whenever there is a change in the list of Stewards. The list shall show the employee name, classification, department and work location and normal area to be covered. No steward shall be recognized as such by the County without written authorization from SEIU.

1.9 Use of County Facilities

County facilities shall be available to SEIU as follows:

- (1) County Buildings: SEIU may be granted the use of County facilities for meetings composed of County employees within the bargaining unit provided space can be made available without interfering with County needs. SEIU shall obtain the permission of the designated County official for the use of such facilities.
- (2) Bulletin Boards: SEIU has the right to the reasonable use of existing bulletin board space in each building or department at a location agreed upon by the Union and the department, under the following conditions:
 - (a) Material shall be posted on space as designated.
 - (b) Posted material shall bear the name of the Union.
 - (c) Posted material shall not be misleading, contain any deliberate misstatements or violate any Federal, State or County laws.
 - (d) Material shall be neatly displayed and shall be removed when no longer timely.

1.10 Payroll Deduction

SEIU shall have the regular dues and/or voluntary COPE deductions of its bargaining unit members, who have authorized such a deduction in writing, deducted from their paychecks under the procedures as follows:

SEIU is solely responsible for distributing to, and collecting from, employees the dues and voluntary deduction authorization forms. It is the employees' responsibility to submit requests to start or stop deductions directly to SEIU and not to the County. SEIU is responsible for maintaining the deduction forms from individual employees. Copies of an individual employee's deduction authorization need not be provided to the County unless a dispute arises about the existence or terms of the authorization. Questions regarding SEIU membership, dues amounts, and payroll deductions must be directed to SEIU and not the County.

SEIU will give the County timely notice of any change to an employee's deductions, including starting and stopping deductions, or validly cancelling or revoking a deduction authorization.

SEIU shall indemnify, defend, and hold the County, its officers, agents, and employees harmless from and against any and all claims, demands, losses, defense costs, suits, or other action or liability of any kind or nature arising from this section, including, claims for or related to employee authorizations, revocations, deductions made, cancelled, or changed in reliance on SEIU's representations and certifications regarding employee dues and COPE deduction authorizations.

This section is not subject to the complaint process, sections 17 to 17.4.

1.11 Bargaining Unit Reports

At least every 30 days, the County will furnish SEIU with the information specified below, on file with the County, for all employees employed in bargaining units represented by SEIU. The information provided will include:

- Name
- Job title
- Department
- Work location
- Work phone number
- Work email address (subject to existing use restrictions)
- Home phone number
- Personal cellular phone number
- Personal email address
- Home address

Notwithstanding the foregoing, limited to the express purpose of the requirements of Government Code 3558 only, an employee may opt out via written request to the County (copy to SEIU) to direct the County to withhold disclosure of the employee's:

- Home telephone number
- Personal cellular telephone number
- Personal email address(es)

1.12 Reimbursable Short Term Paid Release Time

SEIU representatives shall be allocated a total of twenty (20) hours of reimbursable short term paid release time for Union business for this bargaining unit for each 365-day period or part thereof under this Memorandum. The Union shall pay to the County the cost of such representatives' County salary for this period in cash or method to be agreed upon by the Human Resources Division and SEIU.

1.13 Reimbursable Long Term Paid Release Time

Pursuant to the provisions of SB 1085/Government Code section 3558.8, the County shall grant an employee, with prior department approval and upon written request of SEIU, a reasonable leave of absence without loss of compensation or other benefits for the purpose of enabling employees to serve as stewards or officers of SEIU. Leave may be granted on a full-time, part-time, periodic, or intermittent basis under the following procedures:

1. The Union officer or steward shall submit a written request to Human Resources at least 15 business days in advance of the requested leave. The request shall include dates/duration, classification, and bargaining unit.
2. No more than three (3) unit members shall be on leave at the same time; and employees must have a minimum overall satisfactory evaluation rating for the most recent evaluation period, and employees cannot be in any probationary status and/or on administrative leave. For any employee going on leave, who is on a medical leave, SEIU will ensure compliance with all medical restrictions.
3. SEIU shall reimburse the County for all benefits and compensation paid to and earned/realized by the employee on leave, including but not limited to all wages and benefits, and including reasonable County administrative fees of \$2.50 per employee on leave, per pay period. Upon written notice from the County, SEIU agrees to reopen and meet within 30 days of notice regarding administrative fees.
4. Reimbursement by SEIU shall occur within 30 days of County billing to SEIU.
5. The leave of absence will be approved only if it does not interfere with the performance of County services and department operations, as determined by the County.

At the conclusion or termination of the leave granted under this section, the officer or steward shall have a right to reinstatement to the same position and location they held prior to such leave, or if not feasible, a substantially similar position without loss of seniority, rank, or classification. If an employee was due a merit increase during this leave, the merit increase will be delayed one full pay period for each full pay period the employee was on leave.

The County shall not be liable for any act, omission, or injury suffered by any employee of the County if that act, omission or injury occurs during the course and scope of the employee's leave under this section to work for SEIU. To the extent that the County is held liable for any such act, omission or injury, SEIU shall indemnify and hold harmless the County.

1.14 SEIU Executive Board Member Release Time

Specified bargaining unit employees elected or appointed to the SEIU 1021 Executive Board may be afforded reasonable release time to travel to and attend meetings which are

required due to the duties of their union-wide office. Reasonable release time will be dependent upon the operational needs of the individual department to which the employee is assigned and shall not exceed a total of 36 days per calendar year across all SEIU Bargaining units regardless of the number of Executive Board Members employed by the County.

Upon the signing of this agreement the Union agrees to provide the Director of Human Resources with a copy of the SEIU constitution and by-laws which shall include the duties of each SEIU 1021 Executive Board Position.

The Union shall reimburse the County for all costs, as defined by the Auditor Controller's Office, associated with the release time of the specified SEIU 1021 Executive Board Position. Reimbursement for all costs associated with the release time of the specified SEIU 1021 Executive Board Position shall be made to the County Auditor Controller within thirty (30) calendar days of such release time absence.

Either party upon thirty (30) calendar days written notice may terminate this agreement. The employee's department may on an individual basis, terminate the agreement for the employee due to the operational needs of that department with a forty-five (45) calendar day notice to the Director of Human Resources.

The specified SEIU 1021 Executive Board Position titles covered by this agreement are listed in the SEIU Constitution and Bylaws which will be provided to the Director of Human Resources. In order for changes to the SEIU 1021 Executive Board Position titles to be considered they must be provided in writing to the Director of Human Resources thirty (30) calendar days prior to implementation of such change. Acceptance of the change referenced above would be contingent upon the operational needs of the department to which the employee is assigned. If a transfer of an employee who holds an SEIU 1021 Executive Board Position occurs, the department to which the employee transfers will have the opportunity to assess the impact to their operation and determine if they will participate in this agreement.

2. INSURANCE

2.1 Compliance with the Affordable Care Act (ACA)

During the life of this agreement, the County will maintain its health plans in compliance with provisions of the Affordable Care Act (ACA).

Eligibility for health benefits for full-time employees will be determined based on the measurement and stability period provisions of the ACA. Coverage in the full-time health plans will be extended to employees who work on average 30 or more hours per week during each measurement period. This provision will be implemented at the start of the 2014-15 plan year. Eligible employees who do not receive a paycheck with sufficient funds to pay their share of health plan premiums during the stability period will have their coverage terminated. Benefits for those employees will be reinstated during any stability period in which they qualify for benefits if the employee receives a paycheck with sufficient funds for their payroll deductions for health benefits.

2.2 Effective Date of Coverage

The effective date of coverage for new employee members in the health, dental, and vision insurance plans provided employees shall be the first day of the first bi-weekly pay period next following the date of appointment to employment as a regular employee or as a contract or part-time employee, who, by such contract or part-time provisions, is eligible for the stated insurance coverage.

Effective January 1, 2017, or at such later date as determined feasible and following the conclusion of a meet and confer process with SEIU, the preceding paragraph becomes inoperative and the following will apply:

The effective date of coverage for new employee members in the health, dental, vision and life insurance plans shall be the first day of the first month next following the date of appointment as a regular employee or as a contract employee who by such contract is eligible for the stated insurance coverage, and the employee's completion and submission of any required enrollment forms and supporting documentation, if required.

2.3 Health Insurance Options

The County shall continue to provide an option for health insurance coverage for eligible employees and dependents in one of several plans. The plans shall, at minimum, include a PPO and an HMO plan. The County may modify the number and type of plans available, subject to prior notice. Health plans offered to employees may be either self-funded by the County or fully insured. If any plan is self-funded, a plan document shall be adopted by the Board of Supervisors. Employees may opt-out of health insurance coverage during each open enrollment period or stability period by completing an Opt Out Form.

Effective with the next applicable open enrollment period after October 20, 2020, the County will add the Sutter Health Plus HMO medical plan to the existing plan offerings. A list of the current County plan offerings is available on the County's website (www.sjgov.org) under the Human Resources Benefits section.

2.3.1 Health Insurance Premiums

The County will pay 80% of the employee-only premium and the employee shall pay 20% of the premium for employees electing the restricted PPO or the HMO plans (currently Select and Kaiser). For the employees electing dependent coverage the County shall contribute 80% of the premium and the employee shall pay 20% of the premium.

Should the County find an alternative HMO or PPO plan that has the same or substantially the same level of benefits available under the Kaiser Plan or Select Plan, the County will provide the Union a copy of the Summary Plan Description for such alternate HMO and/or PPO plan and request that the Union agree to reopen the MOU for the purpose of bargaining about whether such alternate HMO and PPO plan should be offered to bargaining unit members

during the next open enrollment period. The Union shall respond to the County's request to reopen the MOU for this limited purpose within 30 calendar days from its receipt of the request. If the parties mutually agree to reopen the MOU, the Union may propose its own alternate HMO or PPO plan options during such bargaining. An alternate HMO or PPO plan shall not be offered to employees unless it is mutually agreed to by the Union and County.

Full-time employees hired on or before July 1, 2012, whose base salary is \$40,000 per year or less and have employee-only coverage shall receive a ten dollar (\$10.00) per month stipend for health insurance premiums provided the employee's share of the health insurance premium increases by ten dollars (\$10.00) or more per month as a result of the implementation of the health insurance premium cost share provided in the above paragraph or any other subsequent increase in the employee's share of the health insurance premium.

For employees electing an expanded PPO Plan, the County shall contribute at the same coverage level as the PPO Plan County contribution for employee-only coverage and dependent coverage. Employees will pay the difference between the County contribution and the full rate of the expanded PPO Plan at each coverage level.

If on Leave of Absence Without Pay – Refer to section 2.9 – Continuation of Insurance Benefits While On Leave.

2.3.2 Coverage for Part-Time Employees

Part-time employees eligible for benefits (as defined in Section 7) shall receive the full portion of the County's contribution to health insurance as though they were regular employees.

2.3.2.2 Coverage for Part-Time Employees (Non-Healthcare Professionals)

Eligible part-time employees who have worked an average of 50 hours/bi-weekly in the previous year (assessed on a semi-annual basis) and have a minimum of 3120 total hours of unbroken service shall receive healthcare benefits (for employee only) in a County specified plan with Health Care Services as the sole provider except as designated in the plan. The County will pay 80% of the premium and the employee pays the remaining 20%. Participation is mandatory for all eligible employees.

2.3.3 Coverage for Surviving Dependents

Consistent with the Federal Consolidated Omnibus Budget Reconciliation Act of 1986 (COBRA), any County employee who is covered by County-offered health insurance and who dies while employed, whether in paid or unpaid status, their surviving dependents shall be allowed to retain their dependents' coverage, provided that the dependents elect COBRA coverage and pay their applicable premiums by the due date.

2.3.4 Health Plan Information

SEIU shall have input in the selection of the provider and the insurance broker for the County health, dental, and life insurance programs.

2.4 Dental Insurance

The County shall provide an option for dental insurance coverage for eligible employees and dependents one or more dental insurance plans. There shall be a primary dental plan and a lower cost dental health maintenance organization (DHMO) plan may also be offered (currently Delta Dental and United Healthcare Dental). Such plans may be fully insured or self-insured by the County. The County may also offer buy-up plan options. The County shall pay the employee-only premium and any increases thereof for the term of this memorandum in the standard Delta Dental or United Healthcare Dental plans. Any premium cost over the standard plan will be paid by the employee. Dependent dental coverage is available in any offered plans at the employee's expense.

Orthodontic coverage will be available. The plan will pay 50% of actual costs. The maximum amount of orthodontia coverage is \$1200, lifetime, per person.

The maximum annual benefit per person in the primary dental plan shall be \$3,000. The DHMO has no annual maximum.

Should the County find an alternative dental plan that has the same or substantially the same level of benefits available under the Delta Dental and/or United Healthcare Dental plans, the County will provide the Union a copy of the Summary Plan Description for such alternate dental plan(s) and request that the Union agree to reopen the MOU for the purpose of bargaining about whether such alternate dental plan(s) should be offered to bargaining unit members during the next open enrollment period. The Union shall respond to the County's request to reopen the MOU for this limited purpose within 30 calendar days from its receipt of the request. If the parties mutually agree to reopen the MOU, the Union may propose its own alternate dental plan options during such bargaining. An alternate dental plan(s) shall not be offered to employees unless it is mutually agreed to by the Union and County.

Effective with the next applicable open enrollment period after October 20, 2020, the County will add the Delta Dental Core and Delta Dental Buy-Up plans to the existing plan offerings. A list of the current County plan offerings is available on the County's website (www.sjgov.org) under the Human Resources Benefits section.

2.4.1 Coverage for Part-Time Employees

The County shall pay the employee-only dental premium in either the Delta Dental or United Healthcare Dental Plan for part-time employees eligible for benefits (as defined in section 7). A list of the current County plan offerings is available on the County's website (www.sjgov.org) under the Human Resources Benefits section.

2.5 Vision Insurance

The County shall provide one or more options for vision insurance coverage for eligible

employees and dependents (currently Vision Service Plan). The County may also offer buy-up plan options. The County shall pay an amount equal to the employee-only premium for the least expensive vision insurance plan, and any increases thereto, for the term of this memorandum. Any premium cost over the standard plan shall be paid by the employee. Dependent vision coverage is available at the employee's expense, to regular employees and part-time employees (as defined in Section 7).

Should the County find an alternative vision plan that has the same or substantially the same level of benefits available under the Vision Service Plan (VSP), the County will provide the Union a copy of the Summary Plan Description for such alternate vision plan and request that the Union agree to reopen the MOU for the purpose of bargaining about whether such alternate vision plan should be offered to bargaining unit members during the next open enrollment period. The Union shall respond to the County's request to reopen the MOU for this limited purpose within 30 calendar days from its receipt of the request. If the parties mutually agree to reopen the MOU, the Union may propose its own alternate vision plan options during such bargaining. An alternate vision plan shall not be offered to employees unless it is mutually agreed to by the Union and County.

Effective with the next applicable open enrollment period after October 20, 2020, the County will add the VSP Buy-Up plan to the existing plan offerings. A list of the current County plan offerings is available on the County's website (www.sjgov.org) under the Human Resources Benefits section.

2.6 Life Insurance

The County shall provide each eligible employee, including part-time employees eligible for benefits as defined in Section 7, with life insurance coverage as follows:

- (a) At least one but less than three continuous years of service -- \$1,000.
- (b) Three but less than five continuous years of service -- \$3,000.
- (c) Five but less than ten continuous years of service -- \$5,000.
- (d) Ten continuous years of service or more -- \$10,000.

For the purposes of this subsection only, a year is defined as twelve (12) consecutive calendar months of employment.

2.6.1 Additional Life Insurance

Eligible employees in this unit shall have the option to purchase additional term life insurance in increments of \$25,000 to a maximum of \$200,000 at the County's rate.

2.7 State Disability Insurance

Employees in this bargaining unit shall purchase at the employee's expense State Disability Insurance. State Disability Insurance provides weekly benefits in the event an employee is unable to work due to an illness or injury that is not job-related. Employees receiving benefits from State Disability Insurance and supplementing those benefits with accrued leave time to receive a full paycheck shall receive the County's contribution to their health, dental, vision, life insurance and retirement, if applicable.

2.8 Flexible Benefits

Eligible employees in this bargaining unit shall have the option to participate in a flexible benefit program (as allowed and prescribed by Section 125 of the Internal Revenue Code (IRC) and applicable IRC sections and regulations) which permits the pre-taxing of insurance premiums, reimbursement of eligible dependent care costs, and un-reimbursed healthcare expenses with pre-tax dollars. The maximum amount an employee can elect is determined each year by the Internal Revenue Service.

All employees signing up for medical, dental or vision coverage will have the premiums deducted on a pre-tax basis unless otherwise requested. All employees will have the option of requesting that their premiums be deducted on an after-tax basis but must specify such in their open enrollment paperwork.

Employees who are enrolled in a high-deductible health plan with an accompanying health savings account are not eligible to enroll in the flexible benefit program under this section. See Section 2.8.1.

2.8.1 Health Savings Account

For employees who are enrolled in a Health Savings Account (HSA)-Qualified High-Deductible Health Plan (HDHP), the County will contribute \$700 per year for Employee Only and \$1,400 per year for Employee plus dependent(s) to an HSA. Funds will be deposited through the County's payroll process and sent directly to the County's approved third party administrator (TPA), prorated over 26 pay periods. Employees can elect to make additional HSA contributions up to the IRS total combined (employer and employee contributions) HSA maximum contributions for single or family coverage. It is recommended that individuals limit the combined HSA contribution to stay within IRS requirements for prorating based on a partial calendar year HDHP enrollment in order to avoid tax penalties.

Employees who are not enrolled in an HSA-Qualified HDHP or who participate in a flexible spending account as provided in Section 2.8 are not eligible for participation in an HSA under this section.

2.9 Continuation of Insurance Benefits While on Leave of Absence

When an employee is on an authorized leave of absence without pay, the employee shall be allowed at the employee's own expense to remain under the health, dental, vision, and life insurance

coverage for up to twenty-six (26) bi-weekly pay periods provided that such employee shall pay the applicable premiums at least two (2) weeks prior to the premium due date. Specific arrangements for such coverage shall be made with the Human Resources Division.

Regular employees and eligible part-time employees (defined in Section 7) on payroll for less than forty-one (41) hours in any given pay period will be responsible for paying the premiums necessary to continue their health, dental, vision and life insurance coverage. Beginning with the health plan year 2014-15, MOU Section 2.9 will no longer be applicable to continuation of insurance benefits while on a leave of absence and Section 2.9.1 will apply.

2.9.1 Continuation of Insurance Benefits While On Leave of Absence

Effective with the 2014-15 plan year, during a stability period in which an employee qualifies for benefits, if the employee is on an authorized leave of absence without pay or receives insufficient pay to cover their share of premium cost, the employee may continue health benefits during the stability period by paying their share of premium cost at least two (2) weeks prior to the premium due date. Specific arrangements for such coverage shall be made with the Human Resources Division. Section 2.9 will no longer be applicable.

3. LEAVES FROM EMPLOYMENT

3.1 Vacation

Except as specified below, regular employees in this unit shall accrue and accumulate vacation according to the following schedule:

(a) hours on payroll equal to # of full continuous bi-weekly payroll periods	(b) hourly accrual rate	(c) maximum bi-weekly accrual hours	(d) approx. hours annual accrual	(e) maximum accumul. hours
less than 78	.0385	3.080	80	160
78, but less than 260	.0577	4.616	120	240
260, but less than 520	.0770	6.160	160	320
520 or more	.0885	7.080	184	320

Whenever an employee's accumulation of vacation reaches its maximum as provided above, any further vacation accrual shall be credited to such employee's sick leave accumulation until such time as the employee's vacation accumulation falls below the maximum allowed.

Leave without pay or disciplinary suspension shall delay the advancement to the next higher accrual rate until the employee has been on payroll the number of pay periods specified above.

Each department head shall make every possible effort to ensure that vacation time off requested by an employee is utilized at times which are mutually agreeable to the employee and the department; however, the department head has final authority to grant or deny such request.

3.1.1 Vacation for Part-Time Employees

Part-time employees who are eligible for benefits (as defined in Section 7) shall accrue and accumulate vacation for each straight-time hour on payroll in accordance with the above chart.

3.2 Vacation Time for Illness

An employee may choose to use accrued vacation or compensatory time, if any, if the employee is absent beyond the limits of accumulated sick leave for reasons of illness, injury or quarantine, or death in the immediate family as described in Section 3.3.2.

3.3.1 Accrual

The granting of sick leave with pay is a privilege and not a right. Regular employees and part-time employees who are eligible for benefits (as defined in Section 7) shall accrue .0462 hours of sick leave for each straight-time hour on payroll not to exceed eighty (80) straight-time hours per pay period (annual accrual rate, approximately 96 hours).

3.3.2 Sick Leave Usage

Subject to the conditions specified in this memorandum sick leave may be authorized for any of the following reasons:

- (a) Illness, injury or quarantine of the employee;
- (b) Medical, dental or optical care of the employee;
- (c) Illness, injury or quarantine of a member of the employee's immediate family which requires the employee to tend, care for, or otherwise provide for the care of such person, up to a maximum of eighty (80) hours in a fiscal year.

For the purpose of this Section, "immediate family" means the spouse, registered domestic partner, child, parent, sibling, grandparent or grandchild of the employee; or the child, parent, sibling, grandparent or grandchild of the employee's spouse or registered domestic partner.

- (d) Illness, injury or quarantine during an authorized vacation or on a floating holiday as evidenced by satisfactory proof attesting to the nature and length of disability. Sick leave for non-emergency medical, dental, or optical care during an authorized vacation or on a floating holiday period is not permitted.
- (e) An amount sufficient which, when added to an employee's disability indemnity under Workers' Compensation, will result in a payment to the employee not more than the employee's regular salary.
- (f) An amount sufficient which, when added to an employee's disability indemnity under State Disability Insurance (if applicable), will result in a payment to the employee not more than the employee's regular salary.
- (g) Regular employees and part-time employees who are eligible for benefits (as defined in Section 7), and who have sick leave accruals can use up to forty (40) hours of such sick leave time to care for a new or adopted child.
- (h) Part-time and temporary employees who are not eligible for benefits (as defined in Section 7), and who accrue sick leave pursuant to the Healthy Workplaces, Health Families Act of 2014, may use up to six (6) days, or forty-eight (48) hours, of accrued sick leave, per fiscal year.

Sick leave may also be authorized for reasons covered by Labor Code section 246.5.

3.3.3 Sick Leave Exclusion

No employee shall be entitled to sick leave because of any of the following:

- (a) Disability arising from any illness or injury purposely self-inflicted or caused by the employee's misconduct;
- (b) Illness, injury, quarantine or disability while on leave without pay;
- (c) An employee who is scheduled to work on a regular holiday who is absent on that holiday due to illness, injury, or quarantine shall not be permitted to use sick leave but shall be deemed to have used the regular holiday.

3.3.4 Sick Leave Verification

Employees absent from work because of illness, injury, or quarantine, or for non-emergency medical, dental or optical care shall be paid only upon furnishing the appointing authority or designee with satisfactory proof as may be required by the appointing authority or designee that the absence was due to such cause. The requirement, need and form for such verification shall be made known to the employee in advance of any absence, but no later than the time the employee calls in

sick, provided that the employee has complied with departmental call-in procedures. An appointing authority shall not require "after the fact" verification.

If verification is requested, the requirement and the need for medical verification shall be confirmed to the employee in writing within two weeks after the employee's return, explaining the justification for the request.

3.3.5 Sick Leave Abuse

Upon information and after investigation and the determination of the Director of Human Resources that an employee has abused the privilege of sick leave benefits, the Director may suspend the employee's privilege of sick leave accrual and/or usage with pay for such period as the Director determines necessary to deter the employee from again abusing the privilege.

3.3.6 Sick Leave Conversion

Upon separation from employment and concurrent assumption of a retired status in the San Joaquin County Employees Retirement Association, each employee on payroll prior to August 27, 2001, shall use his/her sick leave balance to implement Section 8.4 of this Memorandum provided that the employee has more than one hundred sixty (160) hours of sick leave accumulated as of the date of separation.

Each such employee on payroll prior to August 27, 2001, shall choose to use his/her remaining sick leave balance to implement Section 8.4 of this Memorandum provided that the employee has more than one hundred sixty (160) hours of sick leave accumulated as of the date of separation.

Any amount received from conversion of sick leave under this Section shall not be considered compensation for purposes of contributions to, or benefits from, the San Joaquin County Employees Retirement Association.

3.3.7 Sick Leave Incentive Program

In an effort to reduce the level of sick leave usage, the County agrees to the following sick leave incentive plan.

- (1) **CONDITIONS OF PARTICIPATION:** An employee must be on payroll with the County during the entire calendar year to be eligible for incentive rewards.
- (2) **QUALIFICATIONS AND REWARDS:** Eight (8) hours of incentive leave will be granted to an employee who, at the end of each calendar year, has a sick leave balance of at least 160 hours and has used less than half of the accrued sick leave for that given year of service.
- (3) **DEFINITIONS:** Incentive Leave - For the purposes of this program, incentive leave will be granted at the beginning of the calendar year which follows the year in which

it was earned. Furthermore, this leave will have no cash conversion value and can only be taken during the year in which it was granted. Should the leave not be used during that calendar year, it will be lost. Scheduling of this time off shall be consistent with the procedures for scheduling compensatory or vacation time. In all instances, it shall require mutual agreement of the employee and the department head or designee.

3.4 Holidays

3.4.1 Regular Holidays

The following days are established as regular holidays for regular employees and eligible part-time employees (as defined in Section 7 or Section 7.1):

- (a) January 1 - New Year's Day
- (b) The third Monday in January - Martin Luther King, Jr.'s Birthday.
- (c) The third Monday in February - Washington's Birthday.
- (d) The last Monday in May - Memorial Day.
- (e) July 4 - Independence Day.
- (f) The first Monday in September - Labor Day.
- (g) November 11 - Veteran's Day.
- (h) Any November day designated as Thanksgiving Day.
- (i) The Friday following the day designated as Thanksgiving Day.
- (j) December 25 - Christmas Day.
- (k) All other holidays as may be proclaimed by the Governor of the State of California or the President of the United States and adopted by the Board of Supervisors.

3.4.1.1 Regular Holiday - Weekend Observance

When a regular holiday falls on a Saturday, the preceding Friday shall be observed as a floating holiday.

With the exception of employees who work in a seven (7) day per week work site, when a regular holiday falls on a Sunday, the following Monday shall be observed as the holiday. For employees who work in a seven (7) day per week work site, when a regular holiday falls on a Sunday, the regular holiday shall be observed on Sunday.

Notwithstanding provisions of the County ordinance relating to regular holidays that fall on a Saturday, employees who are scheduled to work and who work on a regular holiday that falls on a Saturday shall be compensated in accordance with Section 3.4.2.1 of this Memorandum of Understanding. When an employee is scheduled to work and works on a regular holiday that falls on a Saturday, the preceding Friday is not observed as a floating holiday.

3.4.2.1 Regular Holiday Compensation - Regular Employees

Any regular employee whose regularly scheduled day off falls on a regular holiday shall be entitled to accrue eight (8) hours of regular holiday time. The appointing officer or designee has the discretion to approve an employee's request to be paid cash for eight hours at straight time in lieu of accrual, provided that if the employee's regular holiday accrual is at the 60-hour limit, the employee shall be paid in cash or, at the department's option, the employee shall be allowed to roll the time into another leave balance of the employee's choice.

In addition to regular salary, any regular employee who is required to work on a regular holiday shall have the option of being compensated for the hours worked on such holiday by: (1) cash payment at the rate of one and one-half (1-1/2) times such employee's hourly base salary, or (2) the accumulation of regular holiday time at the rate of one and one-half (1-1/2) hours for each hour worked.

3.4.2.2 Regular Holiday Compensation - 24 Hour Work Sites

Employees who work in a seven (7) day per week work site and work only on the Monday following the actual holiday shall receive eight (8) hours of straight time pay plus eight (8) hours accrual of floating holiday time. Employees who work both days shall receive premium compensation for Sunday only.

3.4.2.3 Regular Holiday Compensation - Part-Time Employees

Part-time employees who are eligible for benefits (as defined in Section 7) and receive any holiday off with pay shall receive compensation for only the number of hours they would have been regularly scheduled to work on such holiday.

Part-time employees eligible for benefits shall receive a prorated amount of cash or regular holiday time under the same circumstances as regular employees.

3.4.2.4 Maximum Regular Holiday Accumulation

The maximum regular holiday time accrual shall be sixty (60) hours. Such regular holiday time off shall be scheduled at a time mutually agreeable to the employee and the department head.

Employees in this unit who have reached a maximum accrual of holiday time, and are denied requested time off due to staffing and operational constraints, may exceed maximum accrual balances for one pay period or roll additional accrued time off into other leave balances.

3.4.2.5 Holiday Pay–Part-Time Employees (Non-Healthcare Professionals)

Eligible part-time employees with 1300 hours of service in the prior calendar year and 2080 hours of unbroken service (not taken off payroll) who are scheduled to work and work on a regular holiday will receive holiday premium pay.

3.4.3 Floating Holidays

The following days are established as floating holidays for regular employees and part-time employees (as defined in Section 7):

- (a) Each regular employee's birthday.
- (b) February 12 - Lincoln's Birthday.
- (c) September 9 - Admission Day.
- (d) The second Monday in October - Columbus Day.
- (e) The Friday preceding any regular holiday which falls on a Saturday.

Employees hired after December 6, 2011, shall not be eligible for floating holidays as described above except (e).

3.4.3.1 Floating Holiday Observance

Regular employees and those part-time employees scheduled to work on the floating holiday and eligible to receive benefits (as defined in Section 7) may individually, with the approval of the department head, take such holiday on the date of the holiday, on the day preceding the holiday in the case of holidays which fall on a Saturday, or the day following the holiday in the case of holidays which fall on a Sunday, or may accumulate up to forty eight (48) hours of floating holiday time to be used at a deferred date. Such floating holiday time off shall be scheduled at a time mutually agreeable to the employee and the department head. County offices and departments shall remain open for business on any day deemed to be a floating holiday and employees who elect to accumulate floating holiday time shall receive their regular compensation for working on the holiday.

Any regular employee whose regularly scheduled day off falls on a floating holiday shall accrue floating holiday time as provided in this Section. Part-time employees who are eligible for benefits (as defined in Section 7) and whose regularly scheduled day off falls on a floating holiday shall accrue floating holiday time on a prorated basis.

3.4.3.2 Cesar Chavez's Birthday

Any employee who has at least eight hours of holiday or other vested banked time and requests Cesar Chavez's birthday off shall be granted such time off provided the employee's department or work unit meets its minimum staffing requirements.

3.4.3.3 Flexible Holidays

The following days are established as flexible holidays for regular full-time employees hired on or after December 7, 2011.

- (a) Each regular employee's birthday
- (b) September 9 – Admission Day
- (c) The second Monday in October – Columbus Day
- (d) February 12 – Lincoln's Birthday

3.4.3.4 Flexible Holiday Observance

Regular full-time employees may individually, with the approval of the department head, take such flexible holiday on the date of the holiday, on the day preceding the holiday in the case of holidays which fall on a Saturday, or the day following the holiday in the case of holidays which fall on Sunday, or may accumulate up to thirty-two (32) hours of flexible holiday time to be used at a deferred date, within the fiscal year. Hours accrued shall not be carried over beyond the end of the fiscal year and have no cash value. Such flexible holiday time off shall be scheduled at a time mutually agreeable to the employee and the department head. County offices and departments shall remain open for business on any day deemed to be a flexible holiday and employees who elect to accumulate flexible holiday time shall receive their regular compensation for working on the holiday.

Any regular full-time employee whose regularly scheduled day off falls on a flexible holiday shall accrue flexible holiday time as provided in this Section.

3.4.4 Shift Designation

For the purposes of this Section, the night shift of the calendar day preceding the actual date of the regular holiday shall be considered Shift #1, the day shift of the regular holiday shall be Shift #2 and the p.m. shift of the regular holiday shall be Shift #3.

3.5 Bereavement Leave

Regular employees, applicable health care professionals (as defined in Section 7), and job-share employees, who suffer a death in their "immediate family" may be allowed to be absent with pay for three (3) scheduled County work days for each family member who dies. Employees must take this leave within a seven consecutive day period and will be paid only for days and hours they were scheduled to work. Immediate family includes the spouse, registered domestic partner, child,

parent, step-child, step-parent, sibling, grandparent, great grandparent, grandchild or great-grandchild of the employee; or child, parent, step-child, step-parent, sibling, grandparent, great grandparent, grandchild or great-grandchild of the employee's spouse or registered domestic partner.

In addition, employees may use an additional two (2) days of accrued leave for the death of the employee's spouse, registered domestic partner, parent or child. Bereavement leave must be used within 30 days of the death of the eligible family member. Proof of death of the eligible family member is required. Acceptable documents include, but are not limited to, death certificates, obituaries or signed verifications from funeral homes/mortuaries, or other documents deemed acceptable by management. Documents may be source verified.

3.6 Educational Leave

3.6.1 Educational Leave

Regular employees in the classifications of Licensed Vocational Nurse, Sr. Licensed Vocational Nurse, Pharmacy Technician III, Psychiatric Technician, Sr. Psychiatric Technician, Physical Therapist Assistant, Occupational Therapist Assistant, and Operating Room Technician shall be credited with eight (8) hours of educational leave with pay per fiscal year as of July 1 of each fiscal year.

If the leave is not used before July 1 of the succeeding fiscal year, the leave is forfeited. This leave has no dollar value at any time.

Educational leave is paid time off for the purpose of obtaining training and/or education that will qualify towards the employee's continuing education requirements necessary to maintain licensure for their position, or for professional development and growth in their career field. Use of educational leave is subject to verification of the training taken.

The above-listed educational leave shall be scheduled at times mutually agreed to by the department head and the employee.

3.6.2 Educational Leave -SJGH

Employees in the following classification series who have the education or training as determined by San Joaquin General Hospital to meet the requirements of a critical care and a trauma receiving center shall be allowed twenty-four (24) hours of paid time off to attend course of instruction designed to meet any further prescribed educational requirements: Radiologic Technologist series, Respiratory Care Practitioner series, and Pulmonary Function Technician series.

July 1 is the effective date for educational leave accruals and such leave must be used by the end of the fiscal year or it is forfeited. In addition, educational leave has no monetary value.

The above-listed educational leave shall be scheduled at times mutually agreed to by the department head and the employee.

3.7 Military Leave

The following procedures and restrictions shall apply to military leave:

- (a) To be eligible for paid military leave, an employee must have at least twelve (12) months of qualifying service immediately prior to the leave. Qualifying service is continuous and consecutive County service or recognized military service. Recognized military service is defined as full-time service in the armed forces during a national or state emergency. Generally, recognized military service would be that during World War II, the Korean War, the Vietnam Conflict, or any conflict for which an expeditionary medal was awarded. This time requirement does not apply to declared emergency situations. Under such emergencies, any employee ordered to active duty is eligible for paid temporary military leave.
- (b) Temporary military leave with pay can be authorized for eligible employees only when they are ordered to active duty.
- (c) Weekend drills are not active duty. Departments will make reasonable attempts to change an employee's schedule to allow for off-duty attendance at monthly drills. If such accommodation is not possible, the employee may use leave as specified in (k).
- (d) A copy of the employee's order to active duty must accompany any military leave with pay.
- (e) Paid temporary military leave can be authorized for a maximum of thirty (30) calendar days in each fiscal year pursuant to Military & Veterans Code §395.01, et seq.
- (f) Upon expiration of the thirty (30) calendar days of paid military leave as set forth in subsection (e), the County shall pay the difference between the eligible employee's regular County salary, if the employee's military pay is less than the employee's regular salary.
- (g) The County shall continue to provide employee and dependent medical, dental and vision benefits, if applicable consistent with regular employment and subject to payment of employee premiums, if any, of such coverage.
- (h) The eligible employee's military service shall be considered as paid employment for purposes of benefits under the County's retirement system subject to the payment of the employee contribution for periods of continuous military leave.
- (i) In calculating leave, holidays (floating or regular) which occur during an employee's military leave will be charged as holidays used rather than military leave.
- (j) All other calendar days encompassed by the order will be counted as military leave

whether normally scheduled days or days off.

- (k) Employees will not be denied the right to use leave to attend active or inactive military duty. If the employee is not eligible for temporary military leave with pay, the employee may request a leave of absence without pay or use accrued vacation, holiday, or compensatory time off.

3.8 Leave of Absence Without Pay

In accordance with Civil Service Rule 12, leaves of absence may be granted to regular employees for any of the following reasons:

- 1) Medical illness or disability not covered by accrued leave.
- 2) Maternity/Pregnancy.
- 3) Personal reasons.
- 4) Education or training.

3.8.1 Medical Leave Without Pay

Medical Leave Without Pay may be granted to probationary or permanent employees by the department head. Requests must be submitted with a statement from a California licensed physician stating the nature of the disability and the estimated duration of the disability. A medical leave may be granted for a maximum of one year; (extensions may be possible, usually pending disability retirement). A leave of over 30 days must be approved by the Director of Human Resources.

3.8.2 Pregnancy Disability Leave

Pregnancy disability leave without pay shall be granted to temporary, contract, and regular employees in accordance with state and federal laws. Leave for medical reasons shall be granted with a physician's statement, and employees may use sick leave or other accrued leave in accordance with Section 3 of this Memorandum.

Current law provides up to four months of leave for pregnancy disability. Employees may also be eligible for an additional 12 weeks of leave under CFRA Section 3.9.1. of this Memorandum. The County will comply with any state or federal law and reserves any rights of restrictions.

3.8.3 Educational Leave of Absence

Educational Leave of Absence without pay may be granted to permanent employees by the department if the leave furthers the department's goals and the employee's last performance evaluation was at least satisfactory. Initially, leave of up to one (1) year may be granted and may be extended up to an additional year.

3.8.4 Personal Leave of Absence

Personal Leave of Absence may be granted to a permanent employee by the department head for reasons acceptable to the department head. The employee's last performance evaluation must be at least satisfactory. Leave may initially be granted for up to one (1) year and may be extended up to an additional year.

Forms for request of leave of absence are maintained in each department. Requests for leave of absence shall be submitted sufficiently in advance of the proposed effective date to permit the department head and the Director of Human Resources to take action prior to that date.

3.8.5 Effect of Unpaid Leave of Absence on Other Leaves

No employee who has been granted a leave of absence without pay shall accrue any vacation, sick leave or holiday during the time of such leave nor shall such time count toward gaining permanent status.

3.9 Family Leave

3.9.1 State Family Leave

In accordance with State law, any employee with more than 12 months of service with the County and who has worked a minimum of 1250 hours in the 12 months prior to the start date of the leave, may take a family care leave of up to twelve (12) weeks or 480 hours in a 12-month period. An employee who takes such family care leave shall be returned to employment in the same or comparable position upon return from said leave.

Family care leave may be utilized in conjunction with the birth of a child of the employee, the placement of a child with an employee in connection with the adoption or foster care placement of the child, for the serious medical condition or illness of the employee, or to allow the employee to care for a parent, spouse, registered domestic partner, or child who has a serious health condition.

For the purposes of this Section, the terms "employment in the same or a comparable position", "child", "parent", and "serious health condition" are as defined in Section 12945.2 of the Government Code.

The reasonable advanced notice, scheduling and certification requirements of 12945.2 (h), (i), (j) and (k) shall also apply.

An employee who takes family care leave shall be required to use accrued vacation, compensatory time, floating holiday and regular holiday time during such leave. In accordance with County regulations governing the use of sick leave, the employee may also use accrued sick leave time. An employee on State Disability Insurance shall not be required to use more leave than is necessary, in conjunction with SDI, to receive a full paycheck.

An employee who takes family care leave in an unpaid status shall be eligible for fringe benefit on the same terms as an employee on any other unpaid leave of absence.

For issues related to illness, this section applies to medical leaves of absence that meet the definition of a “serious health condition” as defined in Section 12945.2 of the Government Code or Section 29 CFR 825.113 of the Family and Medical Leave Act.

3.9.2 Federal Family and Medical Leave Act

San Joaquin County will comply with the federal Family and Medical Leave Act.

3.9.3 School Activities

The County of San Joaquin shall comply with any federal or state law requiring an employer to grant time off to participate in a child's school activities. Current state law provides that parents may take up to 40 hours per year, but not more than eight (8) hours per month, to participate in their children's school activities. Current state law provides that at the request of the employer the employee shall provide documentation as proof of the employees’ participation in their children’s school activities on a specific date and at a particular time. For purposes of this section “documentation” means whatever written verification of parental participation the school or licensed child day care facility deems appropriate and reasonable. Employees working a shift greater than eight (8) hours per day may take one full shift per month, subject to the 40 hour maximum. An employee may take unpaid leave or may use accrued vacation, compensatory or floating holiday.

3.10 Catastrophic Leave Program

3.10.1 Conditions of Participation

Applications for receipt of catastrophic leave donations will be processed by SEIU.

- (a) A County employee becomes eligible to receive catastrophic leave donations when the following two (2) conditions both occur:
 - (1) The employee has exhausted, or will soon exhaust all his/her accrued leave, as a result of a verifiable long-term illness or injury suffered by either the employee or an immediate family member, as defined in San Joaquin County Ordinance Code Section 2-5230.
 - (2) The employee has received approval for an unpaid leave of absence from his/her Department Head.
- (b) Employees may donate accrued vacation, compensatory time or holiday time; sick leave may not be donated.
- (c) Donations may be made in whole hour increments from a minimum of four (4) to a maximum of sixteen (16) hours per donor in each donation period.

- (d) Donors must have an overall leave balance of 80 hours remaining after donated time has been deducted.
- (e) Once donated to an individual, donated leave cannot be reclaimed by the donor.

3.10.2 Processing of Donations

Upon receipt of donation authorizations, the Auditor-Controller shall take the following actions:

- (a) Verify that donating employee has minimum required leave balance required for the donation and convert donated time to dollars at the hourly rate of the donor and subtract from the designated leave category. Pay supplements which are a percentage of base salary (except above class pay and special assignment pay) shall be added to the base salary prior to converting the value of the donated time to the recipient.
- (b) Convert donated dollars as computed above to hours at the hourly rate of the recipient, and add to recipient's sick leave balance.
- (c) Notify departments of changes in leave balances by noting Auditor adjustments on the payroll certs for the next payday.
- (d) Retain a confidential file of donation authorizations.

3.10.3 Treatment of Donated Time

Donated time is treated as sick leave accrued by the recipient of the donation.

Donated time does not alter the employment rights of the County or the recipient, nor extend or alter limitations otherwise applicable to Leaves of Absence or Sick Leave, except as noted in this agreement.

Employees who are utilizing donated sick leave hours will continue to accrue vacation and sick leave in accordance with the provisions of this Memorandum of Understanding.

If catastrophic leave donations are made due to the medical condition of an employee's immediate family member, the 80 hour limitation on the use of family sick leave is waived for absences resulting from that condition only.

3.11 Leave for Promotional Examinations

Employees shall be allowed the necessary time off with pay to participate in promotional examinations for the County, which are held during their regular work hours.

3.12 Effect of Re-employment or Reinstatement on Leave Accrual Rates and Pay

A former employee who returns to County service shall not be entitled to accumulated sick leave benefits unless the return to County service is the result of reinstatement within one year of termination of employment OR is a result of re-employment after a layoff due to lack of work, lack of funds, or in the interest of economy.

Employees who are reinstated to County service within one year of termination of employment will be returned to the same vacation accrual rate and salary grade step that was held at the time of separation.

4. COMPENSATION

4.1. Salaries

Unless expressly provided to the contrary by this Memorandum or Board Order, Resolution, or Ordinance, salaries and hourly rates of pay for all earned leave time, including but not limited to sick leave, vacation, compensatory time off, holiday, and bereavement leave, and salaries and hourly rates of pay for all additional compensation, including but not limited to overtime, supplemental pay, standby pay, call-back pay, holiday premium pay and pay for work above class, shall be computed solely by reference to an employee's base salary or base hourly rate. All negotiated salaries shall remain as adopted for the life of this Memorandum unless mutually agreed otherwise in writing.

Each job classification will be assigned an individual salary grade. Each salary grade will identify the bi-weekly five-step salary range as the established compensation for that class. The current Step 1 salary established for each class will remain the Step 1 salary of the new salary range. Each subsequent step in the salary range will be 5% more than the preceding step, through Step 5. Any negotiated salary adjustments will be made to the first step in the salary range. Once adjusted, each subsequent step will be 5% more than the preceding step, through Step 5.

- a) Effective October 26, 2020, all employees shall receive a Cost of Living Adjustment of 2% of base salary.
- b) Effective October 26, 2020, the classes listed below will receive the following equity increase:

Accountant I	0.75%
Accountant II	0.75%
Business Analyst I	2.0%
Business Analyst II	2.0%
Mental Health Specialist II	1.0%
Nursing Assistant	1.5%
Operating Room Technician I	3.0%
Operating Room Technician II	3.0%
Psychiatric Technician	1.0%
Sr. Operating Room Technician	3.0%

Sr. Psychiatric Technician	1.0%
Substance Abuse Counselor I	2.0%
Substance Abuse Counselor II	2.0%

- c) On December 11, 2020, all full-time employees shall receive a one-time lump sum payment of \$1,000.00.
- d) On December 11, 2020, all part-time employees who have worked at least 1,040 hours between October 14, 2019 and October 11, 2020, shall receive a one-time lump sum payment of \$500.00.
- e) Effective October 25, 2021, all employees shall receive a Cost of Living Adjustment of 1% of base salary.
- f) Effective October 25, 2021, the classes listed below will receive the following equity increase:

Accountant I	0.75%
Accountant II	0.75%
Business Analyst I	2.0%
Business Analyst II	2.0%
Mental Health Specialist II	1.0%
Nursing Assistant	1.5%
Operating Room Technician I	3.0%
Operating Room Technician II	3.0%
Psychiatric Technician	1.0%
Sr. Operating Room Technician	3.0%
Sr. Psychiatric Technician	1.0%
Substance Abuse Counselor I	2.0%
Substance Abuse Counselor II	2.0%

Employees designated eligible to participate in the part-time program, defined in Section 7, may receive a 15% pay supplement in lieu of benefits.

The County and SEIU agree that the parties will negotiate, upon request, the salaries of new classes established as a result of a reclassification of positions.

The County will comply with federal and state minimum wage laws. If any step in any classification become below minimum wage due to legal requirements, the County will move the employees to minimum wage.

4.1.1 Equity Share

The County will complete a benchmark total compensation survey one hundred twenty (120) days prior to the expiration of this agreement, pursuant to Appendix A.

4.2 Supplemental Pay

4.2.1 General

No employee shall receive supplemental pay when on vacation, sick leave, sick leave in conjunction with the receipt of State Disability Insurance or Workers' Compensation temporary disability payments, compensatory time off, holiday, or paid military leave unless such employee shall have been performing duties for a period of not less than four (4) full bi-weekly pay periods or such supplemental duties are scheduled, upon assignment, to last not less than four (4) full bi-weekly pay periods. Unless otherwise specified by the appointing authority or the appointing authority's designee, such shift assignment shall be presumed to be scheduled upon assignment for at least four (4) full bi-weekly pay periods.

4.2.2 Special Assignment Supplement

The Director of Human Resources may authorize a 5% salary increase to any employee designated by the County Administrator to be on special assignment.

4.2.3 Shift Differential

The Shift Differential will be \$1.15 per hour for p.m. and split shifts and \$1.45 per hour for night shifts.

For purposes of payment of shift differential the following times shall apply:

DAY: Any work shift which begins on or after 4:00 a.m. and before 12:00 noon.
P.M.: Any work shift which begins on or after 12:00 noon and before 8:00 p.m.
NIGHT: Any work shift which begins on or after 8:00 p.m. and before 4:00 a.m.

4.2.4 Standby Pay

A department head, with the approval of the County Administrator, may designate employees in certain classes to be in a standby status. An employee who is on standby status must be at a location where the employee can be reached at all times and upon being called shall return to work immediately. An employee who is recalled to work shall be deemed to be off standby status and the employee shall not receive standby pay for the hours the employee is paid to work, whether on a straight time or overtime basis.

Employees who perform standby duty shall be compensated at 20% of their regular hourly rate.

4.2.5 Work Above Class

A department head may temporarily assign any employee to perform duties normally assigned to a classification with a higher salary without changing the salary of such employee provided the temporary assignment does not exceed five (5) work days in a thirty (30) calendar day

period or twenty (20) work days in a one hundred and eighty (180) calendar period. If an employee is assigned to a classification with a higher salary range for more than five (5) work days in a thirty (30) calendar day period or twenty (20) work days in a one hundred and eighty (180) calendar period, the employee shall be compensated, beginning with the sixth day of such above-class assignment, at an amount equal to what the employee would receive if promoted to the higher class, or 5% if no class exists. Such assignment must receive approval of the Director of Human Resources. Assignments to cover routine vacation or sick leave absences will not be approved. Vacation or sick leave absences in excess of two weeks shall not be considered routine.

Employees who are being paid for working in a higher classification are not eligible for merit increases in the higher classification. Whenever an employee working in a higher classification receives a merit increase in the employee's regular classification or the employee's regular salary is otherwise increased or decreased, the employee's pay for working above class shall be adjusted so that the employee continues to be compensated at the rate specified above.

4.2.6.1 Behavioral Health Supplemental Pay

All employees of Behavioral Health Services (BHS), in the classifications listed below, assigned to direct patient care in the Crisis Stabilization Unit (CSU), Crisis or the Psychiatric Health Facility (PHF) shall receive a supplement of 5%.

Psychiatric Technician
Psychiatric Technician Senior
Mental Health Specialist I, II
Psychiatric Rehabilitation Therapy Assistant
Mental Health Court Liaison
Mental Health Outreach Worker
Mental Health Outreach Worker Trainee
Rehabilitation Therapist I
Occupational Therapist Assistant
Licensed Vocational Nurse
Substance Abuse Counselor I, II

The section 4.2.6.1 side letter the parties entered in February 2017 is terminated.

4.2.6.2 Correctional Health Assignment Supplement

Employees in the classification of Psychiatric Technician, Licensed Vocational Nurse, Senior Psychiatric Technician and Outpatient Clinic Assistant assigned to Correctional Health shall receive a supplement of 5%.

4.2.6.3 Intake and Assessment Supplement

- a) Employees in the classifications of Social Worker I, II, III, and IV who are assigned to Intake and Assessment (I & A) shall receive a supplement of 7.5% for all hours worked in the assignment.

- b) Employees described in paragraph a) above shall only be considered eligible for the I & A supplement after a memorandum authored by Human Services Agency (HSA) management at the level of Deputy Director or higher is submitted to and approved by the Human Resources Director, or his/her designee.
- c) HSA management, at the level of Deputy Director or higher, shall author a memorandum terminating the I & A supplement when and if a Social Worker I, II, III, or IV ~~or V~~ is no longer assigned to I & A.

4.2.6.4 Medical Guarded Unit and Special Care Clinic (San Joaquin General Hospital)

Employees who are assigned exclusively to the Medical Guarded Unit (MGU) or the Special Care Clinic (SCC) at San Joaquin General Hospital shall receive a supplement of 3%.

4.2.12 Bilingual Pay

- a) Class I Bilingual pay

Employees shall receive bilingual pay at 41 cents per hour only if they meet all of the following criteria:

1. have passed a bilingual proficiency examination administered by the Human Resources Division
2. have been approved by the County Administrator or designee
3. have been designated by the appointing authority in a position designated as requiring bilingual skills at least 20% of the time, such as an assigned bilingual caseload.

- b) Class II Bilingual pay

Employees shall receive bilingual pay at 82 cents per hour if they meet all the requirements set forth for Class I bilingual pay and either:

1. Perform bilingual interpretation at least 20% of the time,
 - a) Before an officially convened court, appeals board, commission or hearing body
 - b) In the interpretation for law enforcement investigations or the translation of documents relating to those investigations, or
 - c) In the interpretation of medical information including the use of medical terminology; or

2. Are assigned to a position designated as requiring bilingual skills at least 40% of the time, such as an assigned caseload.
- c) Although effort will be made to use as interpreters employees receiving bilingual pay, no employee shall refuse to assist in interpretation for clients or patients on an occasional basis. When the bilingual skill is no longer required, the department head shall terminate the bilingual compensation by written notice to the Human Resources Director and shall notify the employee.

4.2.15 Additional Compensation

Employees in the classifications of Accountant II/III and Auditor – Appraiser III who possess a Certified Public Accountant (CPA) certificate issued by the national American Institute of Certified Public Accountants and the license issued by the State Department of Consumer Affairs - Board of Accountancy shall receive a pay supplement of two percent (2%) of their base salary.

Employees in the classifications of Appraiser III or Auditor – Appraiser III who possess a Certified General License from the State Business, Transportation and Housing Agency - Office of Real Estate Appraisers, shall receive a pay supplement of two percent (2%) of their base salary.

4.2.16 License/Certificate Fees

The County agrees to reimburse the following classifications for fees required to renew State required license certification:

- Licensed Vocational Nurse
- Respiratory Care Practitioner
- Pharmacy Technician I, II, III
- Dialysis Patient Care Technician
- Nuclear Medicine Specialist
- Pulmonary Function Technologist
- Orthopedic Technician
- Radiologic Technologist I, II, III
- Ultrasound Specialist I, II, III, IV
- Psychiatric Technician/Senior Psychiatric Technician
- Substance Abuse Counselor I,II
- Medical Coder – Certified
- Occupational Therapist Assistant
- Physical Therapist Assistant
- Laboratory Assistant I, II

Fees associated with initial certification will not be covered.

4.3 Paycheck Exceptions

A paycheck exception is defined as the incorrect reporting of payroll or failure to process the following payroll actions, causing an employee to receive less than the pay to which he/she is entitled for that pay period: step increases, supplemental pays, overtime. Paycheck exceptions (except overtime exceptions) in excess of \$100 in terms of gross pay, if presented by noon on the Friday following payday, shall be paid within two (2) working days of presentation of the claim to the Auditor-Controller. Overtime exceptions shall be paid no later than the following paycheck.

All payroll errors resulting in gross pay overpayment, net pay overpayment or granting of other compensation or benefits in error must be repaid to the County. Employees shall be allowed, at employee's option, to use accrued annual and holiday leave and compensatory time to repay the County in cases of payroll errors resulting in gross salary overpayment. Such errors may result from use of an incorrect salary rate, reporting the wrong number of hours worked, or misclassification of hours worked.

Accrued annual and holiday leave and compensatory time may not be used to repay the County for net salary overpayments that do not result from gross salary errors. Such errors include, but are not limited to, underwithholding of deductions for employee-paid benefits and taxes. Employees may repay a net salary overpayment, due to an underwithholding, over the same amount of pay periods that the underwithholding occurred.

4.4 Mileage and Travel Expenses

If it is legally possible to do so, the County shall grant advance travel pay when requested by the employee at such times as the employee is traveling outside the County on County business.

The mileage allowance for use of personal vehicles on County business shall be paid according to the rates allowed by the Internal Revenue Service and shall be adjusted to reflect changes in this rate the beginning of the first full bi-weekly pay period following announcement of the changed rate by the Internal Revenue Service.

Meal and lodging reimbursement shall be authorized and paid in accordance with procedures and requirements listed in Section 3500 of the Administrative Manual of San Joaquin County. Those reimbursement limits shall not be changed without meeting and conferring with SEIU.

Travel time for County-authorized training shall be computed in accordance with FLSA procedures.

4.4.2 Parking Supplement Downtown

The County agrees to contribute the actual cost up to \$17.00 per biweekly pay period, directly to the Central Parking District, for eligible employees who work in the Downtown Core Area, as defined in the report on Employee Parking in Downtown Stockton as adopted by the Board of Supervisors February 13, 2001. Eligible employees utilizing parking lots that are not part of the Central Parking District will be reimbursed the actual amount of their monthly

parking receipt up to \$36.83 per month as submitted with a County Expense Reimbursement Claim form through their departments normal reimbursement process.

During the term of the agreement the County may provide alternative downtown parking options which will be in lieu of the parking supplement as described above.

The County will subsidize parking costs to ensure employees assigned to the HSA call center who park in the call center garage, 400 E. Main Street, pay the same for parking as employees who park in the Stockton city lots under the Lofthus Crosstown Freeway.

The Parking Supplement side letter the parties entered on September 5, 2013, is terminated.

4.5 Deferred Compensation Contribution

The County of San Joaquin may maintain a Section 457 Deferred Compensation Plan. The allowable contribution shall be the maximum allowed by the Internal Revenue Service Code.

The County, at its sole discretion will have the right at any time during the period covered by this agreement to develop charges necessary for the administration of the plan or plans, and implement said charges for active and inactive participants, to be paid by active and inactive participants. In any case, the charge will not exceed the actual cost to the County for administration of the plan or plans as computed by the Auditor-Controller under standard accounting practices for cost allocation purposes.

Before implementing a payroll deduction charge, the County will make every effort to negotiate with the plan vendors and/or third party administrator(s) to recoup the County cost from their management fees.

4.6 Severance Pay

Any member of this bargaining unit employed by the County in an allocated position on or before the date of adoption of this agreement by the Board of Supervisors, who is laid off from regular County employment or voluntarily accepts a lay off in lieu of another employee shall receive \$2,500 in severance pay. The employee may elect to receive the money in lump-sum payment or defer receipt for purchase of eligible insurance benefits through an Internal Revenue Code, Section 125 Plan. To qualify for severance pay, employees are required to sign a waiver and release affirming that, in exchange for their receipt of severance pay, they waive any right to initiate claims against the County pertaining to their employment and the severance thereof.

4.8 Longevity Pay

Employees in this unit who have completed 41,600 hours of regular paid, full-time continuous San Joaquin County service, will receive a pay supplement of 2% of base salary.

5. DAYS AND HOURS OF WORK- OVERTIME

5.1 Work Week

Unless otherwise provided for in this Memorandum or in any Resolution or Board Order, the base compensation for employees shall be deemed to be compensation per bi-weekly pay period and is predicated upon a forty (40) hour work week. A bi-weekly pay period shall consist of eighty (80) working hours and the base compensation provided shall be payment in full for all services rendered to the county except as otherwise provided.

5.1.1 Work Site Closure

If the County Administrator or designee closes a work site because it is unsafe or because work operations cannot be carried out, regular employees who are scheduled to work and who are not reassigned to alternate work sites and are subsequently sent home shall receive administrative pay for the remainder of the scheduled work day. Other regularly scheduled employees who are sent home may be paid, at the discretion of the department head, for the balance of their scheduled work day. Such employees sent home shall remain available to return to the work site for the duration of the time on which they are on administrative leave.

The County will make all reasonable efforts to relocate or reassign employees affected by such situations and may continue affected employees on paid leave for the duration of the closure. Employees will not be assigned to work in job functions for which they are not qualified.

All attempts shall be made by the County Administrator or designee to locate another work site/facility as quickly as possible.

5.2 Working Hours

In accordance with the Board of Supervisors' policy, a department head may change the working hours of individual employees to accommodate functional needs of the department so long as no change is made in the regular hours of the department.

5.3 Overtime

For the purposes of determining an employee's eligibility for overtime compensation, all straight time hours on payroll except sick leave shall be considered "hours worked".

If, in the judgment of a department head or duly-authorized designee, work beyond an employee's normal work day or work week is required, the department head or designee may order such overtime work. The department head or designee will give reasonable advance notice of such schedule changes, except in unusual or unforeseen circumstances. Except as provided in this Section, employees shall be eligible for overtime compensation when:

- (a) an employee works in excess of the number of hours in his/her normal work day except that any part-time employee shall not be eligible for overtime until such employee works at least 12 hours in a day.
- (b) an employee works in excess of eighty (80) hours in a bi-weekly pay period;
- (c) an employee whose normal work week is five (5) scheduled eight (8) hour days in a calendar week of seven (7) days works more than forty (40) hours and five (5) days in a calendar week;
- (d) an employee who, because of shift changes, works two (2) or more shifts in any twenty-four (24) hour period and is off duty less than eight (8) hours between shifts. In such case, the employee shall be compensated for any additional shift(s) in the same manner as for other overtime notwithstanding (b) and (c) above;
- (e) an employee is required to work during a lunch period for which the employee does not ordinarily receive compensation.

5.4 Overtime Exception

Employees whose normal work week varies from the normal five (5) days in a calendar week of seven (7) days shall not be eligible for overtime compensation except as described in (a), (b), and (d) of section 5.3 above or as described in the applicable alternate work week agreement.

5.5 Call-Back Overtime

5.5.1 Definition

Call-back overtime is defined as overtime required of an employee who, following completion of the employee's assigned work day, is notified to report back to duty. Contiguous overtime, or overtime assigned to be worked within one (1) hour after completion of the regular work shift, or overtime assigned by the department head or designee which is performed at a time convenient to the employee shall be excluded from the three (3) hour minimum unless such overtime is performed on a regular day off.

5.5.2 Compensation

An employee who performs call-back overtime shall receive credit for the actual time worked, but not less than three (3) hours credit each time the employee is called back. An employee who performs call-back overtime shall be compensated according to the provisions of Section 5.6.

5.6 Overtime or Exempt Compensatory Time

Employees shall be compensated for overtime or additional hours worked in accordance with their Group designation:

- (a) Group 1 employees are those employed in classifications eligible for exemption from the overtime provisions of the Fair Labor Standards Act (FLSA) and designated by the Board of Supervisors to be salaried and, therefore, exempt from the overtime provisions of the FLSA. These employees may be required to periodically or routinely work long or irregular hours to fulfill the responsibilities of their positions. Group 1 employees shall be compensated for hours worked in excess of forty (40) hours in a work week, by the accrual of exempt compensatory time at the rate of one times the hours worked in excess of forty (40) hours in a given workweek. The maximum exempt compensatory time accumulation shall be eighty (80) hours. Exempt compensatory time shall have no cash value, except that any balance remaining at the time of separation may be converted to cash, without associated benefits or service credit.
- (b) Group 2 employees shall be compensated for overtime by either cash payment at the rate of one and one-half (1-1/2) times the employee's hourly salary (including applicable supplements) or by the accrual of compensatory time at the rate of one and one-half (1-1/2) times the overtime hours worked. The decision to compensate in cash or compensatory time off shall be made at the discretion of the Department Head or appropriate designee for all county departments. The maximum compensatory time accumulation shall be eighty (80) hours and any additional overtime worked shall be compensated by cash payment at the rate of one and one-half (1-1/2) times the employee's hourly salary (including applicable supplements).
- (c) Group 3 employees are those employed in grant positions and shall be compensated for overtime as provided in their contracts.
- (d) Group 4 employees are those working in positions which have been found to be non-exempt from the overtime provisions of the Fair Labor Standards Act (FLSA). Group 4 employees shall be compensated for overtime worked in the same manner as Group 2 employees.

For employees in Group 2 and Group 4, if the department head concludes that the department's budgetary situation allows latitude to confer either compensatory time off or overtime, the department will give good faith consideration to employee preference. Departmental conditions can change within fiscal years and determinations under this section are not grievable.

5.7 Meals and Rest Periods

5.7.1 Rest Periods

To promote maximum productivity and morale, it is the policy of San Joaquin County that, when County operations permit, each employee shall be entitled to two (2) rest periods not exceeding fifteen (15) minutes each, during a regular eight (8) hour shift. When County operations permit, such rest periods are to be taken as nearly as possible in the middle of each four (4) hour segment of each employee's work day. Time allowed for rest periods may not be accumulated from

one half of the workday to another, nor may rest periods be used to alter an employee's normal work hours and meal periods.

5.7.2 Meals During Overtime

Meals which must be consumed on the job after the normal workday and while working in an overtime situation are not to be considered as an interruption of overtime work performed. The County shall neither pay for nor provide meals, nor is an employee who takes a break for a meal to be considered as being in a paid status. An employee, upon request, shall be allowed to take a thirty (30) minute meal break after two (2) hours overtime and every four (4) hours thereafter. The County retains the right to refuse requests for meal breaks in the event of emergency.

5.8 Alternative Schedule

5.8.1 Flex Hours

The County and SEIU shall negotiate, on request, flex time schedules on a department by department basis. Such negotiations shall be conducted between SEIU and the County's designated negotiator.

The County and SEIU agree that when a written request for flexible work schedules is denied, the Appointing Authority or designee shall respond to the request in writing (within 14 days) stating the reasons for the denial.

Flex time schedules are those alternate work schedules, including but not limited to a "4-10" plan or a "9-80" plan, which do not violate the Fair Labor Standards Act or Section 5.3. of this memorandum, unless otherwise agreed by the parties. No flex schedule arrangement shall be implemented until the County and SEIU adopt a memorandum of understanding specifically setting forth provisions of the schedule with respect to overtime, holiday, sick leave and other affected benefits.

5.8.2 Job Sharing

Any regular, permanent full-time employee may agree to job-share a position, subject to approval by a Department Head and the Director of Human Resources. Part-time employees eligible for benefits are not eligible for job-sharing.

5.8.2.1 Conditions of Job Share Participation:

- a. Employees must have permanent Civil Service status.
- b. Bi-weekly salary for job-sharing employees will be pro-rated. Pro-rated compensation will be based on each individual's step on the salary range.
- c. Vacation, sick leave, floating and regular holiday will be earned on a pro-rated basis.

- d. The dollar value of the County's contribution to health, dental and vision insurance, for one full-time allocated position will be pro-rated.
- e. Employees participating in a job-share agreement will be treated as temporary employees for retirement purposes only.
- f. If a vacancy does not exist when an employee who is participating in a job-share arrangement wishes to resume full-time employment, the employee will be required to maintain job-share status until a vacancy in the appropriated classification occurs. Job-share participants will be entitled to the first vacancy that occurs in the appropriate classification in their department or may consider the transfer option to another County department. Participants will be notified prior to the implementation of a position freeze or if the position is to be filled.
- g. Workers' Compensation will be administered in accordance with the Labor Code of the State of California.
- h. Employees are eligible for overtime compensation only after 40 hours in a work week.
- i. Limits to trading time, coverage during illness or vacation, the work schedule and total hours each employee will work during a pay period, will be set by the Department Head.
- j. If one participant in the job-share agreement terminates employment during the agreement and a replacement cannot be found within a reasonable time period, the remaining employee will be required to return to full-time status.
- k. For the purpose of interpreting minimum qualifications for open or promotional exams, work experience during the period the employee is participating in the job-share agreement will be calculated on a pro-rated basis.

5.8.3 Processing Time

The County and SEIU agree that "processing time" for workers dealing with the public can be a useful time-management tool for workers, which ultimately can save the County money. After receiving a written proposal from an employee on how to revise their access to the public to obtain this "processing time", management will agree to meet and discuss the proposals with the employees and SEIU. The appointing authority or designee will respond to the proposals in writing within 14 days of the meeting.

5.9.2 Operating Room, Radiology, and Respiratory Care

Employees assigned to these units who, because of schedule changes do not work eighty (80) regular hours during the pay period shall accrue eighty (80) hours of benefits.

5.10 Jury and Witness Duty

5.10.1 Jury Duty

Any regular employee who is summoned for attendance to any court for jury duty shall be deemed to be on duty and there shall be no loss of pay, however any jury fees (excluding payment for mileage) received by the employee shall be paid to the County.

5.10.2 Witness Duty

Any employee who shall be called as a witness in a case arising out of and in the course of the employee's County employment shall be deemed to be on duty and there shall be no loss of pay. Any witness fees received by the employee shall be paid to the County together with any mileage allowed if the employee uses County-provided transportation. If such witness duty is performed on a day on which the employee would normally not be working, the employee shall be deemed to be on duty and shall be compensated for overtime as provided in Section 5.3. An employee called as a witness in any other matter shall be deemed off duty.

5.11.1 Reassignment

The County and SEIU agree that one of the factors to be assessed when involuntarily reassigning an employee shall be the seniority of the qualified employees.

Any employee who is involuntarily transferred may request a written statement from the appointing authority as to the reasons for the reassignment. This written response shall be issued within fourteen calendar days from the date of the request.

5.12 Social Worker After Hours Call Out

Social Worker I, Social Worker II, Social Worker III, and Social Worker IV's who are called out whose regularly scheduled work shift begins less than six (6) hours from the time the call-out duty ends, shall be allowed up to a full six (6) hours of rest before returning to work, at the employee's request. Employees may request to flex their work schedule with supervisor approval or if the period of rest extends into the next regularly scheduled work shift, the employee will be able to be absent from work to ensure six (6) hours of rest with the time absent charged to applicable leave accruals other than sick leave and for any period of rest beyond the six (6) hours the employee may request additional time off to be charges to the employee's applicable leave accruals. Requests for an additional period of rest will not be unreasonable denied.

6. SALARY ADMINISTRATION

6.1 Salary Upon Appointment

New employees shall be appointed at the first step of the salary range adopted for the particular class of position to which the appointment is made. The Board of Supervisors or such individual as the Board may designate, upon certification of the Director of Human Resources that

recruiting difficulties exist, may provide that a particular allocated position be filled at a step above the minimum of the range commensurate with the qualifications of the prospective appointee which are above the minimum requirements set forth in the class specifications.

Whenever such allocated position is filled in this manner, all incumbents of allocated positions who have qualifications above the minimum set forth in the class specification in the same class earning less than the step in the particular salary range at which the new employee enters may be raised to that step or to a lower step in the range upon the request of an appointing authority and the recommendation of the Director of Human Resources and subject to approval of the County Administrator.

Notwithstanding other provisions of this memorandum regarding merit advancement days, the merit advancement of all employees in that class of position may be changed in order to retain equitable relationships as recommended by the Director of Human Resources and approved by the County Administrator.

6.2 Step Increases

6.2.1 Regular Employees

A regular employee shall be required to serve a merit advancement period of twenty-six (26) bi-weekly pay periods on each step of the salary range assigned to the classification of which the employee is an incumbent before becoming eligible for advancement to the next higher step. An employee shall not advance to the next higher step until the employee receives the affirmative recommendation from his/her department head and the employee's eligibility for advancement has been verified by the Director of Human Resources. An employee shall not advance to the next higher step if his/her overall performance is evaluated as less than satisfactory. Nothing in this Memorandum shall be construed to provide that step increases are automatic.

Advancement within a salary range shall not be made more frequently than once in any period of twenty-six (26) consecutive pay periods nor shall any employee advance more than one step within a salary range at one time except as provided in Section 6.1. above.

6.2.2 Part-Time Employees

Part-time employees as defined in Section 7 shall be eligible for step increases to a maximum of E step after serving a merit advancement period of 1,840 hours at each step.

6.2.3 Eligibility for Step Increases for Part-time Employees (Non-Healthcare Professionals)

Employees designated as Part-time with 1300 hours of service in the prior calendar year and 2080 hours of unbroken service (not taken off payroll) shall be eligible for an increase to Step B. Thereafter, eligible Part-time employees shall receive a further step increase for each additional 2080 hours of service.

6.3 Step Increases Withheld

Any step increase withheld because of administrative oversight or inadvertence shall be made retroactive to the normal effective date of the step increase.

Any step increase withheld for cause but, upon appeal, adjudicated in favor of the employee, shall be made retroactive to the normal effective date of the step increase or some intervening date determined by the adjudicating party. If the step increase is made retroactive to the normal effective date of the step increase, the employee shall retain the employee's current anniversary date. If some intervening date is determined by the adjudicating party, the employee shall not be eligible for the employee's next merit advancement for twenty-six (26) bi-weekly pay periods from the intervening date.

6.4 Salary Step on Promotion

An employee appointed to a position with a higher salary range shall have his/her salary adjusted to the first step of the new range or to the step in the new range which is at least 5% higher than the salary the employee was receiving prior to the promotion, whichever is greater, provided that the new salary is within the new range. For the purposes of this Section, pay supplements which are a percentage of base salary (except above class pay, special assignment pay, or supplemental pay that carry over to the promotion class) shall be added to the pre-promotion base salary prior to determining the appropriate step in the new range. The effective date of the promotion shall become the new merit advancement date for the employee and he/she shall not be eligible to receive a merit step increase until fifty-two (52) weeks after such date.

6.5 Order of Adjustments

Whenever an employee is promoted and receives a range change or the employee's position is reclassified to a class having a higher salary range, on the employee's merit anniversary day the employee shall first receive the merit advancement increase to which he/she may be entitled and then receive such increases to which he/she may be entitled in the following order: salary adjustment, reclassification, promotion.

6.6 Salary Step on Demotion

If an employee is demoted to a position having a lower salary range because of lack of work or funds, or in the interests of economy, or for any reason other than discipline, the employee so demoted shall receive the next lower salary in the range assigned to the new position. The employee's merit anniversary date shall remain the same.

If an employee voluntarily demotes to a position having a lower salary range, the employee shall receive the salary in the new range which is equal to the salary in the prior position or, if none, the next lower salary in the range assigned to the new position.

6.7 "Y"-Rates

Whenever an incumbent of a Civil Service exempt position accepts a demotion for reasons other than a disciplinary action to a class of position having a lower salary range, the Board of Supervisors may direct that the capital letter "Y" be set opposite the position to which the incumbent was demoted in the department budget and all payroll and other personnel records.

Whenever the effect of a reclassification is to place the incumbent in a Civil Service classified position having a lower salary range, the Board of Supervisors, upon the recommendation of the Civil Service Commission, may direct that the capital letter "Y" be set opposite the reclassified position in the department budget and all payroll and other personnel records.

Whenever the "Y" is set opposite a position, the incumbent shall continue to receive his/her previously authorized salary until termination of employment in the position, or until a higher rate of pay may be authorized, whichever comes first.

6.8 Underfilling

Office Assistant III's and Office Assistant Supervisor's who have been certified from an eligible list for Eligibility Worker I may underfill any block-budgeted Eligibility Worker position. One year of underfilling time shall meet the one year experience requirement for the Eligibility Worker II.

Office Assistant III's in the Office of Revenue and Recovery and the Human Services Agency may underfill a position in the Collections Clerk series in that department. Time spent underfilling shall qualify to meet the experience requirement for Collections Clerk I or II.

7. PART-TIME EMPLOYMENT

The following provisions shall only apply to the following part-time or Per Diem Health Care Professional (HCP) employees: Licensed Vocational Nurse series, Psychiatric Technician series, Respiratory Therapist series, Respiratory Therapy Technician series, Radiologic Technologist series, Ultrasound Specialist series, Occupational Therapist Assistant and Physical Therapist Assistant.

- a. At the time of hire, part-time employees in the above designated classes shall either be offered part-time employment with fringe benefits or be designated as Per Diem.
- b. Fringe benefits shall include health, dental, vision, and life insurance; vacation, sick leave, holidays; and other benefits as described in Sections 2 and 3 of this Memorandum.
- c. A part-time with benefits employee who is scheduled to work 41 hours in any given pay period will receive pro-rated leave based on the hours scheduled and will receive the County's contribution for health benefits for that pay period. A part-time with benefits employee will not lose health, dental, vision or life insurance benefits or vacation, holiday, or sick leave accrual if the employee is

scheduled to work 41 hours in a pay period and is told not to come to work or is sent home prior to completing the whole scheduled shift. An employee is considered to be scheduled to work 41 hours in a pay period if the schedule posted by the Department indicates that the employee is scheduled to work 41 hours in that pay period.

- d. A part-time with benefits employee on an authorized leave of absence may maintain benefits coverage in accordance with the County provisions noted in Section 2.9 of this Memorandum.
- e. Part-time with benefits employees may not be required to change to Per Diem Status. Part-time with benefits employees who elect to change to Per Diem Status, may do so at a time mutually agreeable to the County and may not reenroll in benefits without being hired into a part-time with benefits position.
- f. Per Diem employees in the above classifications may apply for part-time with benefits employment opportunities to receive fringe benefits.
- g. Employees listed above who are designated as Per Diem will not receive pro-rated benefits but shall receive pay in lieu of benefits as described in Section 4.1 of this Memorandum regardless of the number of hours worked in any pay period.

Per Diem employees who meet the Affordable Care Act (ACA) stability period requirements may opt to receive medical plan coverage only and will no longer be eligible to receive the pay in lieu of benefits supplement as described in Section 4.1 while receiving medical plan coverage. Per Diem employees who choose to waive the medical plan coverage option will continue to be eligible to receive pay in lieu of benefits.

7.1 Definitions of Temporary and Part-Time

Definitions for part-time and temporary employment shall be as follows:

Part-time: The status of an employee who is appointed to a position which is less than three quarters time (defined as not more than 1560 hours in a fiscal year). A part-time position is ongoing in nature and anticipated to exceed six months' duration.

Temporary: The status of an employee who is appointed to a position which is either seasonal in nature (not to exceed seven months in a fiscal year) and recurs year to year, or who covers peak workloads or regular employee absences (not to exceed nine months in a fiscal year) in a position which is not ongoing in nature.

Part-time employees who meet the appropriate eligibility criteria may receive health insurance benefits (see Section 2.3.2.2), Step increases (see Section 6.2.3) and/or holiday pay (see Section 3.4.2.5).

7.2 Compliance with Part-time/Temporary Definitions

The County will begin counting the hours of “Part-time” employees for the purpose of ensuring compliance with the definition “Part-time” on January 1, 2001. The County will provide the Union with payroll data showing the number of hours worked by Part-time employees in the prior six months on the pay period closest to June 1 and December 1 of each year. The County will provide the Union with payroll data showing the number of hours worked by Temporary employees in the prior year on the pay period closest to January 1 of each year.

Disputes regarding violations of the Part-time and Temporary Employee definitions shall be submitted directly to Human Resources pursuant to the Complaint procedure set forth in Section 17.

7.3 Combination of Part-Time Hours

An employee designated as Part-time may combine the hours worked in two different positions in the same department for the purpose of establishing Part-time status and eligibility for benefits.

8. RETIREMENT

Unless otherwise stated, all statutory references in this section “8. Retirement” of this Memorandum of Understanding are to the California Government Code.

8.0 Retirement Tier and Eligibility

SJCERA Tier 1 - Employees who established and maintain membership in the San Joaquin County Employees’ Retirement Association (SJCERA) prior to January 1, 2013, and other eligible employees as defined by law, participate in the defined benefit formula that was in place on December 31, 2012, hereinafter “SJCERA Tier I.”

SJCERA Tier II - Employees who establish membership in SJCERA on or after January 1, 2013, who are subject to the provisions of the Public Employees’ Pension Reform Act of 2013 (Article 4 (commencing with Section 7522) of Chapter 21 of Division 7 of Title 1 of the Government Code), hereinafter “PEPRA”, participate in the defined benefit formula prescribed by PEPRA, hereinafter “SJCERA Tier II.”

8.1 Retirement Formula

The County shall maintain the defined benefit retirement formula specified in Section 31676.14 (2% at age 55 ½) for General Members of SJCERA Tier I and in Section 31664.1 (3% at age 50) for Safety Members of SJCERA Tier I.

General Members of SJCERA Tier II participate in the defined benefit formula prescribed by Section 7522.20 of PEPRA (2.0% at age 62). Safety Members of SJCERA Tier II participate in the defined benefit formula prescribed by Section 7522.25(d) of PEPRA (2.7% at age 57).

An annual cost of living adjustment of up to three percent (3%) shall be maintained in accordance with Section 31870.1 for monthly benefits payable by SJCERA to retired members of SJCERA (Tiers I and II) or their beneficiaries.

8.2 Retirement Age and Service

The provisions of Section 31672 permitting service retirement for General Members of SJCERA Tier I at age seventy (70) years, or at age fifty (50) years with the completion of ten (10) years of service as adopted by County Resolution R-72-1245, or with 30 or more years of service regardless of age shall be maintained for employees who are General Members of SJCERA Tier I. The provisions of Section 31663.25 permitting service retirement for Safety Members of SJCERA Tier I at age seventy (70) years, or at age fifty (50) years with the completion of ten (10) years of service, or with 20 or more years of service regardless of age shall be maintained for employees who are Safety Members of SJCERA Tier 1.

Section 7522.20 permits service retirement for General Members of SJCERA Tier II after five (5) years of service and upon reaching fifty-two (52) years of age. Section 7522.25 permits service retirement for Safety Members of SJCERA Tier II after five (5) years of service and upon reaching fifty (50) years of age.

8.2. Retirement Benefits – Final Compensation Period

For employees who are members of SJCERA Tier I, final compensation shall, as authorized by County Resolution R-71-2161 pursuant to Section 31462.1, be the average annual compensation earnable by the member in the twelve consecutive months elected by the member at or before the time he or she files an application for retirement or, if no election is made, the twelve consecutive months immediately preceding the member's retirement.

As provided by Section 7522.32 for employees who are members of SJCERA Tier II, final compensation shall mean the highest average annual pensionable compensation earned by the member during a period of at least 36 consecutive months immediately preceding his or her retirement or last separation from service if earlier, or during any other period of at least 36 consecutive months, as designated by the member on the application for retirement.

8.3 Retirement Contributions

Employees' retirement contributions to SJCERA shall be made on a pre-tax basis.

Tier I members contributions as determined annually by the plan actuary pursuant to Section 31621.3 for General Members of SJCERA Tier I, and pursuant to Section 31639.5 for Safety Members of SJCERA Tier I and expressed as a percentage of payroll shall be known as the "Basic Member Contribution Rate." Employees who are members of SJCERA Tier I shall pay the Basic Member Contribution Rate applicable to their member category plus the increase in that rate as specified in Government Code Section 31631.5(a)(1), not to exceed 50% of the normal cost of benefits. The increase in the rate specified in Section 31631.5(a)(1) that is applicable to county peace officers shall be the increase in the rate applicable to all Safety Members of SJCERA Tier I.

Tier II members shall pay member contributions pursuant to Government Code Section 7522.30, which shall be at least 50% of normal cost as determined annually by the plan actuary and expressed as a percentage of payroll. The County shall not pay any of the required member contribution.

Employees who are Safety Members of SJCERA Tier I and employees who were General Members of SJCERA Tier I on March 7, 1973, and remained continuously in membership until having credit for, thirty (30) or more years of service who, for that reason, are not making contributions to SJCERA, shall receive, in addition to their regular rate of pay, an amount equal to what their retirement contributions would be if they were still making such contributions (Government Code Sections 31625.2 and 31664.1).

8.3.1 Retirement COLA Cost Share

The County agrees to pay the costs of the contributions which would otherwise be assessed to individual members of SJCERA for their cost of living contributions, and replace it with a cost-sharing ratio in which the employees in these units will pay fifty percent (50%) of the retirement COLA contribution and the County will pay fifty percent (50%) of the retirement COLA contribution.

8.4 Retirement - Sick Leave Conversion

A sick leave credit account shall be established for each employee who: (1) separates from employment and concurrently assumes a retired status, either deferred, service, or disability, in the San Joaquin County Retirement Association; (2) continues such employee's coverage under a County health insurance plan; and (3) has at least one hundred and sixty (160) hours of accumulated sick leave as of the date of separation.

The account shall be credited upon separation with the eligible employee's total number of sick leave days for the purpose of paying the monthly health insurance premiums as well as the dental insurance premium for any dental plan offered by SEIU. For the purposes of this section, each eight (8) hours of sick leave is equal to one (1) day.

The amount of credit allowed for each day of accumulated sick leave shall be calculated as follows:

For any eligible member as this unit employed by the County prior to the date of this Memorandum, the dollar value of the conversion shall be capped at \$221.24 for each eight (8) hours of sick leave.

Any employee hired after August 27, 2001 shall not be eligible for this benefit.

The account shall be eligible for use by the employee and the employee's dependents eligible under the plan, as of the effective date the retired employee is first paid a monetary retirement allowance by the Retirement Association and shall continue until such account is fully

depleted, the employee ceases to be a member of the Retirement Association, or the employee and all the employee's dependents cease to be covered by the health insurance plan, whichever first occurs. Retirees who are on deferred status shall be eligible for health insurance coverage but may not utilize such account mentioned above until otherwise eligible.

8.5 Retirement Death Benefits

The death benefits provisions of Section 31789.3 of the Government Code shall be maintained for County Retirement System Members.

8.6 Retirement Information

Employees nearing retirement age who desire to discuss their retirement with SJCERA shall be allowed to do so on County time.

8.7 Retirement Buy Back

For employees who wish to purchase previous temporary San Joaquin County service under the provisions of Government Code Section 31641.5, the County shall assume responsibility for 50% of the amount of the contribution the employee is required to pay in order to be credited with such service. The amount assumed by the County shall not become part of the employee's accumulated contributions and shall not be considered compensation for purposes of contributions to, or benefits from the San Joaquin County Retirement Association.

9. TRAINING AND EDUCATION

9.1 In-service and Job Related Training

Employees who participate in County-mandated supplemental education programs shall either be assigned to such programs during their regular working hours or be compensated for each hour spent participating in such programs at the applicable overtime rate in accordance with this memorandum. Travel time for County-authorized training shall be computed in accordance with FLSA procedures.

Upon the request of an employee, at the time the employee is originally appointed or promoted, the County shall make every effort to provide intensified orientation on specific job functions.

9.2 Driver Training

When requested, all County employees will participate in the County Driver's Training Program as a mandatory requirement of being an employee of the County.

9.3 Educational Reimbursement Program

In accordance with the County's Educational Reimbursement Program, eligible employees, including part-time employees with benefits (as defined in Section 7), may be reimbursed for career-related course work taken on the employee's own time. The minimum amount of reimbursement is \$10.00 and the maximum is \$850 per fiscal year; however, an employee enrolled in an approved degree program may be reimbursed up to \$800 per semester for a maximum of \$1600 per fiscal year and may include reimbursement for educational materials.

The Educational Reimbursement Fund is \$125,000 per fiscal year.

Specific details and conditions of participation are included in Section 1700 of the County's Administrative Manual.

10. WORKERS' COMPENSATION AND EMPLOYEE SAFETY

10.1 Workers' Compensation

In accordance with California Labor Code 4652, the waiting period for employees disabled in the course of employment is three days. After completion of the three (3) day waiting period, the employee may begin collecting temporary disability (TD) payments. Such days shall be charged against sick leave or other applicable accrued leave time unless the employee is hospitalized as a result of the disability or the disability lasts for seven (7) or more days.

Employees who have an approved claim, and are receiving temporary disability (TD) indemnity payments under Division 4 or Division 4.5 of the Labor Code, shall accumulate vacation (including seniority credit for the purposes of vacation accrual under Section 3.1), holidays and sick leave during such period of time that they are drawing such temporary disability indemnity. The County shall continue to provide the employer contribution towards health, dental, vision, and life insurance plan coverage for such employees.

10.2 Workers' Compensation Leave

Notwithstanding other provisions of this Section, an employee who is disabled as a result of an injury or illness arising in the course of employment and has been approved to receive Temporary Disability (TD) benefits, shall be eligible for an approved leave of absence until the employee is deemed medically able to return to work. In such case, a leave of absence shall be considered canceled when permanent disability is established. The employee shall be considered on leave and not considered to be scheduled to work.

10.3 Safety Equipment

The County shall provide employees with safety prescription glasses (glasses only, not prescription examination) whenever safety glasses are required by the CAL/OSHA or other State or Federal regulation. The County will not provide replacements for broken lenses or frames unless such breakage is the result of an on-the-job accident.

10.3.1 Boot Reimbursement – Weights and Measures

The County will provide annual reimbursement of up to \$125.00 for certain designated classifications of employees in Weights and Measures who are required to purchase boots meeting the Suitable Footwear Standard set by the Department of Weights and Measures.

The Union acknowledges it is the employee's responsibility to purchase and maintain proper fitting boots with appropriate soles for the type of work he/she is performing.

10.4 Physical Examinations

Employees required to take physical examinations to maintain licenses or employment with San Joaquin County shall be given physical examinations at no cost to the employee. The County will pay for the physical examination.

10.5 Disputes Involving Safety Issues

The County shall comply with all applicable laws and regulations pertaining to workplace health and safety.

The following constitutes the sole health and safety appeal procedure between the parties and the issues brought to this Committee are not subject to appeal under Complaint Procedure.

The Safety Committee will be comprised of one member from each SEIU represented bargaining unit, and an equal number of members designated by the County and will meet for organizational purposes within one month of ratification of this agreement by the Board of Supervisors. Either side may designate alternates. The committee will meet monthly and the committee may change the frequency of the meetings by majority vote.

Members shall be advised of Safety Committee meetings and their agendas in advance.

By majority vote of the Committee, as assigned and scheduled, the Safety Committee members, in Labor Management pairs, will be responsible for conducting workplace safety and health surveys and inspections to identify safety and health hazards at worksites and address worker concerns. County safety personnel will be kept fully apprised of all committee activity, and will assist the committee as requested.

Employees shall report any health and safety concerns first to their immediate supervisor. The supervisor shall have up to five business days, depending on the immediacy of the issue, to respond in writing to the employee. If the employee is not satisfied with the supervisor's response, they may appeal the matter in writing to the Department Head or his or her designee, within five business days. Unless there is a hazard or a danger, which would require an immediate response, the department head or his or her designee shall respond to these reports in writing within ten business days.

If not satisfied with the response from the department head or his or her designee, the employee or his or her designated representative may appeal, in writing, the issue to the Safety

Committee. By majority vote, at its regular meeting, the Safety committee may agree to address the issue and make a recommendation to the County Administrator for resolution.

No employee shall be subject to discrimination or retaliation as prohibited by applicable law for reporting any health and safety concerns pursuant to this agreement.

11. EVALUATIONS AND PERSONNEL FILES

11.1 Employee Performance Evaluations

Any employee performance evaluation shall be prepared by the employee's supervisor who has the responsibility and authority to prepare such reports.

Employee performance evaluation reports shall be discussed with the employee prior to finalization of each category of the report.

An employee will receive an appointment with his/her department's reviewing officer to discuss the evaluation by signing the evaluation form in the space provided. Each department shall make a reasonable effort to ensure that the reviewing officer for this purpose has not been a party to the preparation of the evaluation. In no case shall the reviewing officer sign the evaluation form until a review has occurred.

Any regular or special evaluation with a rating of "unsatisfactory" shall include plans for employee development. Except in cases of termination, release from probation, or leave of absence, employees who receive an unsatisfactory performance evaluation must receive a follow-up evaluation. The follow-up evaluation shall cover a period of time no greater than ninety (90) calendar days from the date of the final review of the initial unsatisfactory evaluation.

An employee shall have the right to submit written comments regarding any evaluation and to have such comments included in his/her personnel file along with the evaluation.

11.1.1 Performance Evaluations and Workload

The County and SEIU agree that one of the factors to be considered when completing Employee Performance Evaluations will be any increased workload given to the employee since the last evaluation.

11.2 Probationary Evaluations - Notice

For the purposes of the initial probationary period only, an employee who fails to complete probation and is released from probationary status within two weeks of the end of the probationary period shall be paid regular salary for the hours the employee would have been scheduled between the release date and the end of the probationary period.

11.3 Employee Personnel Files

Employees shall have the right to review and at their own expenses obtain copies of their County, department and division personnel files. An employee's representative may inspect the contents of an employee's personnel files upon signed, dated authorization by the employee. Authorization shall be valid for sixty (60) calendar days from the date of signature.

The County reserves the right to withhold from employee review reports of an employee's pre-employment physical examination, records of an employee relating to investigation of possible criminal offense or other legally privileged records.

Employees shall be given an opportunity to read and initial any report to be added to their personnel files, but an employee shall not be required to sign any such report. An employee's signature on a report shall be understood to be acknowledgment of receipt and shall not be construed as agreement or disagreement with its content. If the employee refuses to sign any report, a notation to that effect may be entered on the document. A copy will be provided to the employee upon request.

An employee shall have the right to submit written comments regarding any document in his/her personnel file and to have such comments included in his/her personnel file along with the document.

11.4 Letters of Reprimand

An employee has the right to request in writing that a letter of reprimand be removed from the employee's personnel file if two years have elapsed from the date of reprimand and there has been no recurrence of the issue contained in the reprimand.

If the reprimand is in the department or division personnel file, the request must be directed to the department head or designee. If the reprimand is in the central Human Resources Division files, the request must be directed to the Director of Human Resources. The department head or designee, or the Director of Human Resources, whichever is appropriate, shall review the request and, within fourteen (14) calendar days render a decision on the request. The decision of any of the above individuals shall be final.

12. EMPLOYEE LIABILITY

A County employee's liability for acts or omissions within the scope of employment is established by Article 3, Division 3, of Title 1 of the Government Code of the State of California. Indemnification and defense of County employees, for claims against them arising out of acts or omissions within the scope of their employment, are set out in Article 4, Division 3.6 of Title 1 of the Government Code of the State of California.

The County and County employees recognize their respective rights and obligations under these provisions of these laws as they exist at this time and as they may be amended or given final, binding judicial interpretation.

13. EMPLOYEE PROPERTY AND EQUIPMENT

13.1 Replacement of Damaged Property

Except for loss or destruction to currency, the county may provide for the payment of the cost of replacing or repairing property or prostheses of an employee, such as eyeglasses, hearing aids, dentures, watches, or articles of clothing necessarily worn or carried by the employee when any such items are lost or damaged in the line of duty without fault of the employee. If the items are damaged beyond repair, the actual value of such items may be paid. The value of such items shall be determined as of the time of the loss or damage. The Board of Supervisors delegates to the County Administrator the authority to grant or deny claims which do not exceed \$500.

13.2 Uniform Allowances

Employees in the classifications of Revitalization and Abatement Coordinator (RP0745) and Civilian Crime Prevention Program Coordinator (RP4002) shall receive a uniform allowance of \$26.92 biweekly.

14. LAYOFFS

14.1 Notice

Any permanent County employee who is a member of the County's Merit System and who is to be laid off or dismissed for other than disciplinary reasons shall be given fifteen (15) calendar days notice. This provision does not apply to probationary, provisional, or temporary employees. Nothing contained herein shall be deemed to require the County to pay an employee except for services rendered.

14.1.1 Meet and Confer

Fifteen calendar days prior to issuing any layoff notices, the County shall notify the union in writing of the proposed layoffs. Such notice will identify the proposed layoffs by department and by classification. Upon the request of the union in writing, the County will meet and confer with the union regarding the effects of the proposed layoffs and will consider any proposals advanced by the union regarding the effects of the proposed layoffs.

14.1.2 Mitigation

In order to mitigate the effect of lay-offs the County will provide employees identified for layoff with the opportunity to participate in an orientation program. The County will make all reasonable efforts to place employees who have been placed on any resulting layoff list. The County shall also provide a monthly mailing of the County Employment Bulletin and any other information deemed relevant by the Human Resources Division to all employees who remain on the layoff list.

14.1.3 Benefits

Employees who are provided a notice of layoff pursuant to section 14.1 of this agreement shall have their eligibility for employee benefits extended for one pay period beyond the date coverage would have terminated due to the notice of layoff. In such situation the County will make payment for benefits as provided in section 2.3.1 of this Agreement.

14.1.4 Contracting Out Bargaining Unit Work

The County agrees to Provide SEIU with 30 calendar days written notice whenever the County proposes to take formal action to contract out SEIU bargaining unit work and/or such proposed contracting out results in the direct layoff of an SEIU bargaining unit employee pursuant to Civil Service Rule 17. The County further agrees to meet and confer with SEIU regarding the affects of the proposed contracting out if SEIU submits a written request to the County to meet and confer. This agreement shall not apply to existing contracts, renewals, extensions or amendments for services already contracted out.

14.2 Short-Term Staff Reduction (SJGH):

The need for short-term reductions in temporary or regular staff within San Joaquin General Hospital will be determined by the Director of Health Care Services and/or the Associate Director and will be based on patient census/staffing considerations within each division. Within the Nursing Division, such determination will be made in conjunction with discussions with Nursing Administration, including, as appropriate, the Director of Nursing, Associate Director of Nursing, Assistant Directors of Nursing, and Nursing Department Managers responsible for shift management (e.g., p.m. and night shift Nursing Department Managers).

For those Nursing Division units listed below, unit staff reductions will not reduce staffing levels below the minimums indicated unless such unit is closed. For all other Nursing Division units, staff reductions will occur as dictated by patient census/staffing needs.

Unit	Minimum Staffing Levels Per Scheduled Shift
ICU/CCU	2 (1 RN, 1 LVN)
OR/Recovery	2 (1 RN, 1 OR Tech.)
Anesthesiology	1 (Nurse Anesthetist)
Emergency Room	2 (1 RN, 1 LVN)
Intensive Care Nursery	2 (2 RN)
Nursery/Post Partum Nursery (1 RN, 1 LVN) Post Partum (1 RN, 1 LVN)	4 (2 RN, 2 LVN)

Labor and Delivery	2 (1 RN, 1 LVN)
Dialysis Med/Surg	2 (1 RN, 1 Dialysis Tech) 10 (5 RN, 5 LVN or Nursing Assistants)
All others	10

As necessary, consolidation of Nursing Division units may occur.

For the purposes of short-term staff reductions, individual seniority will be determined on the basis of continuous County service in accordance with Civil Service Rule 17. However, short-term staff reductions shall be determined on a division by division basis except that in the Nursing Service Division, they will be determined on a work-unit by work-unit basis. Reduction in staff in one division or unit shall not affect employees working in another division or unit. If consolidation of units has occurred, seniority lists for those units shall also be consolidated. Any reductions in staff will occur by class and will affect part-time employees first, then regular employees in accordance with seniority criteria spelled out in Civil Service Rule 17, except that employees in a higher class may not displace employees in a lower class. Minimum staff maintained in any one Nursing Division unit (or consolidated unit) will retain their seniority within that unit (even if floated out) and will not cause or be affected by short-term reductions in any other unit.

When the need for a reduction in staff is determined in advance of a shift, affected employees will be so notified as early as possible, but at least within one and one-half (1-1/2) hours prior to their shift start time.

When the need for a reduction in staff occurs between one and one-half 1-1/2 hours prior to an employee's shift or after the employee has started work, the affected employee(s) will be so notified within three (3) hours after starting the shift and will be allowed to work one-half of the shift.

Any employee affected by a short-term layoff may request additional time off in conjunction with the layoff. Such requests will be considered and may be granted subject to staffing considerations.

Employees affected by short-term reductions in staff will be charged with administrative leave (if applicable) and then, at the employee's option, with accrued compensatory time, holiday time, or vacation time except that any employee affected by short-term reduction in staff may retain up to eighty (80) hours of accrued leave time or enough time to cover a previously approved vacation, whichever is greater.

Employees affected by short-term reductions in staff will be considered laid off until patient census/staffing needs warrant their return to duty. Such employees will be responsible for calling the department on each day they are scheduled to work subsequent to layoff to find out if they are to come back to work. Such call-ins must be made no later than 1-1/2 hours before the scheduled start

time for day and p.m. shift employees and no later than 6 hours before the scheduled start time for night shift employees. Night shift employees who call in on any given date and are advised not to return to work may call again, within 1-1/2 hours of their shift start time to determine if staffing needs have been changed and if they may return to work. In the absence of such requests, the hospital will call people back in reverse order of the reduction to assure appropriate staffing.

14.2.1 Furlough Program

- (a) Fluctuations in patient census and/or financial constraints may lead to an occasional need to reduce staffing in the Department of Health Care Services (DHCS) or San Joaquin General Hospital (SJGH).
- (b) When the County determines the need for furloughs due to fiscal concerns in the DHCS or SJGH, it will inform the Union in writing of how many furlough days are necessary. The County will develop a plan to maximize the number of furlough hours taken on a voluntary basis, both within SJGH and in the Mental Health, Public Health, Substance Abuse and Correctional Health divisions of the DHCS. Such plan shall include the following provisions, to the extent allowed by patient care needs and skill levels of personnel, as determined by the Director of Health Care Services or the CEO of SJGH (department heads) or their designee.
 - 1. Voluntary furlough hours may be utilized to offset the number of mandatory furlough hours required under provisions of (c) below.
 - 2. Regular employees who are subject to mandatory furloughs under the provisions of (c) below may volunteer to accept additional mandatory furlough hours on behalf of a designated fellow employee in the same job classification and work unit (unless otherwise determined by the department heads or designee). Those additional mandatory furlough hours will be credited to the designated employee, and the volunteer will be treated under the provisions of (c) below.
 - 3. Employees who volunteer for furloughs shall be treated for payroll purposes in accordance with section (c) below, subsections (8), (9) and (10).
 - 4. By means and manner approved by the department heads or designee, volunteers for furlough will be solicited by County and Union representatives.
- (c) Mandatory Furloughs

Should financial needs so dictate, or should changes in patient census occur, or if in the discretion of the CEO of SJGH volunteer efforts within SJGH have proven insufficient to address the financial needs, the County may impose mandatory furloughs at San Joaquin General Hospital only. The following conditions will

govern the furlough program applicable to regular staff at San Joaquin General Hospital:

- (1) Furloughs will depend on patient care needs, skill levels of personnel, and kinds of staffing levels required for safe patient care as determined by the CEO of SJGH or designee.
- (2) Furloughs may be determined on a shift-by-shift, hourly, and/or unit basis and may result in the temporary reassignment of remaining staff for the remainder of that shift.
- (3) Seniority and employment status will not be factors in the scheduling of furloughs.
- (4) Advance notice, to the extent allowed by patient care needs, will be provided to employees being furloughed. Reasonable effort will be made to notify employees at least two hours prior to the start of each shift. However, employees may be furloughed after appearing for work. Employees who are at work and are furloughed during the shift will, upon request, be allowed to work a minimum of one half of their scheduled shift.
- (5) If an employee is notified that he or she is being furloughed and is then asked to report to work for the same shift, the employee will be guaranteed a full shift whether or not the employee works a full shift. Such an employee may not be ordered to return to work.
- (6) Individual employees will not be furloughed more than once in any given pay period unless the employee so requests.
- (7) Every attempt will be made to assure that furloughed employees receive their regularly scheduled days off. If conditions change during the pay period in which the furlough occurred, the employee may volunteer to make up the furloughed day on a scheduled day off at straight time. If, however, an employee is required to work on a regular day off in that pay period, the employee will be guaranteed overtime pay.
- (8) Regular employees affected by furloughs will maintain full seniority for retirement and lay-off purposes.
- (9) Employees affected by furloughs will accrue sick leave and vacation benefits as though the furlough had not occurred.
- (10) No furloughed employee, regardless of the number of hours furloughed, will lose medical, dental, or vision benefits as a result of being voluntarily or involuntarily furloughed.

- (11) Employees who are at work and are sent home on furlough will get paid a minimum of half of their scheduled work shift.
- (12) Employees will not be subject to mandatory furloughs more than sixteen (16) hours during the first half of the fiscal year. An additional eight (8) hours of involuntary furlough will be implemented during the second half of the fiscal year only if, as determined by the CEO of SJGH, (a) the department has continuing patient census/financial constraints, and (b) volunteer efforts were insufficient.

14.2.2 Floating – Licensed Vocational Nurses

It is the intent of the parties to minimize the incidence of floating staff from their regularly assigned unit except when it is necessary from the standpoint of patient care. Consistent with this intent, all reasonable efforts will be made to limit the floating of staff to like units (e.g., critical care to critical care, acute care to acute care, etc.)

Licensed Vocational Nurses who float from their normal area of work to another area will not be expected to perform duties exceeding the basic Licensed Vocational Nurse scope of practice.

Every reasonable effort will be made not to float staff to more than one area during any one shift; however, adjustments may be necessary based on the patient care needs of the hospital.

All efforts shall be made to return the floated Licensed Vocational Nurse to his/her home unit in the event the home unit's patient care need increases to the point where additional staff is required.

The Charge Nurse of the receiving unit will review the assignment with the Licensed Vocational Nurse to assure that the assignment is consistent with the Licensed Vocational Nurse's abilities.

A Licensed Vocational Nurse who is temporarily reassigned (floated) to another nursing unit for a period of one to five days will be under the direct supervision of a competent Registered Nurse and will be assigned to a resource person or preceptor.

A copy of the unit orientation and expectations will be provided to the floated Licensed Vocational Nurse upon arrival to the unit.

A Licensed Vocational Nurse who is reassigned to another nursing unit for a period in excess of five days will receive orientation and/or cross training prior to the reassignment. The orientation and/or cross training plan will be developed based on the experience and skill level of the Licensed Vocational Nurse, the unit needs, and will be mutually agreed upon by the reassigned Licensed Vocational Nurse and the receiving Department Manager. The reassigned Licensed Vocational Nurse will be assigned to a preceptor.

Any Licensed Vocational Nurse who is floated to another area is expected to immediately share any concerns about his/her assignment or about quality of the care being provided with the appropriate person (Charge Nurse, Nursing Department Manager, Shift Supervisor, etc.).

15. SUBSTANCE ABUSE REFERRALS

Service Employees International Union acknowledges the right of Department Managers (at the Middle Management level and above) to refer employees suspected of being under the influence of alcohol or drugs while on duty to be evaluated as to their ability to perform their job. In acknowledging this right, the Union does not relinquish its right of individual employee representation or to challenge managers who use this provision without direct observable behaviors to support the referral.

The County shall offer training to Department Managers to aid in their detection and evaluation of behaviors which may lead to a referral. The County shall report to SEIU, on a statistical basis, the results of referrals of employees so long as employee and patient confidentiality are not violated.

The County and SEIU jointly recognize the value of the County's Employee Assistance Program in the evaluation and resolution of employee problems associated with substance abuse.

16. GRIEVANCE PROCEDURE

16.1 Definitions

Grievance: An alleged violation of a specific rule or regulation contained in the Civil Service Rules of San Joaquin County or in department rules.

Day: Calendar day(s)

Complaint: A dispute concerning the interpretation or application of ordinances, resolutions, policies, procedures or agreements, including memoranda of understanding. See Section 17 of this Memorandum.

Safety Issues: Disputes involving safety violations. See Section 10.5. of this Memorandum.

Disciplinary Actions: See Section 19 of this Memorandum.

16.2 Purpose/Rights

It is the intention of this procedure to resolve all issues at the lowest supervisory level possible. The employee has the right to representation at any and/or all steps of the procedure.

SEIU may file and process grievances on behalf of employees, but the grievants must be identified by name if necessary to the processing of the grievance.

16.3 Filing Deadline

Grievances filed under this Section should be initiated within thirty (30) days from the time the employee knew or had reason to know of the facts giving rise to the grievance.

16.4 Grievance Processing

STEP 1: Any grievance shall be discussed with the employee's immediate supervisor. If the issue is not resolved at the supervisor's level within fifteen (15) working days from the day of presentation, the issue may be processed to the second step. If the department head is the immediate supervisor, the grievance shall be in writing and contain the information specified in Step 2 below.

STEP 2: If the grievance is not resolved at Step 1 of this procedure, then the grievance may be filed with the appointing authority or designee. The grievance must be in writing and must be filed within twelve (12) days of the response from Step 1 or from the date when such response was due. The grievance must state: (1) the specific rule or regulation which is alleged to have been violated; (2) the statement of facts comprising the violation; (3) the requested remedy. The appointing authority, or designee shall have fifteen (15) working days in which to investigate the issues and respond in writing to the grievance. NOTE: If the immediate supervisor, in Step 1 of this process, is the appointing authority or designee, Step 2 may be bypassed; however, the grievance must be in writing as specified above.

STEP 3: Within twelve (12) days of the receipt of the written response or date when the written response was due from the appointing authority or designee, the employee or representative may file the grievance with the County Administrator or designee. The grievance must be in writing and contain the information specified in Step 2 above. The County Administrator or designee shall have twenty-five (25) days from receipt of the grievance in which to investigate the grievance and issue a written response.

STEP 4: Within twelve (12) days of receipt of the Step 3 response, or from the date when written response was due, the grievant or representative may appeal in writing, to the Civil Service Commission. The Commission, at its next regular meeting, shall take the request under advisement and may schedule a hearing if requested as soon as practicable. Following any hearing, the Commission shall issue written findings and decisions which shall be final and binding.

All grievances shall be presented and acted upon in a timely manner. However, with the mutual consent of the parties, the time limitation for any step may be extended.

17. COMPLAINT PROCEDURE

17.1 Definitions

Complaint: A dispute concerning the interpretation or application of ordinances, resolutions, policies, procedures or agreements, including memoranda of understanding.

Day: Calendar day(s)

Grievance: An alleged violation of a specific rule or regulation contained in the Civil Service Rules of San Joaquin County or in department rules. See Section 16 of this Memorandum.

Safety Issues: Disputes involving safety violations. See Section 10.5. of this Memorandum.

Disciplinary Actions: See Section 19 of this Memorandum.

17.2 Purpose/Rights

It is the intention of this procedure to resolve all issues at the lowest supervisory level possible. The employee has the right to representation at any and/or all steps of the procedure.

SEIU may file and process complaints on behalf of employees, but the complainants must be identified by name if necessary to the processing of the complaint.

17.3 Filing Deadline

Complaints filed under this Section should be initiated within thirty (30) days from the time the employee knew or had reason to know of the facts giving rise to the complaint.

17.4 Complaint Processing

STEP 1: Any complaint shall be discussed with the employee's immediate supervisor. If the issue is not resolved at the supervisor's level within fifteen (15) working days from the day of presentation, the issue may be processed to the second step. If the department head is the immediate supervisor, the complaint shall be in writing and contain the information specified in Step 2 below.

STEP 2: If the complaint is not resolved at Step 1 of this procedure, then the complaint may be filed with the appointing authority or designee. The complaint must be in writing and must be filed within twelve (12) days of the response from Step 1 or from the date when such response was due. The complaint must state: (1) the specific policy, ordinance, resolution, procedure, or agreement which is alleged to have been violated; (2) the statement of facts comprising the violation; (3) the requested remedy. The appointing authority, or designee shall have fifteen (15) working days in which to investigate the issues and respond in writing to the complaint. NOTE: If the immediate supervisor, in Step 1 of this process, is the appointing authority or designee, Step 2 may be bypassed; however, the complaint must be in writing as specified above.

STEP 3: Within twelve (12) days of the receipt of the written response or date when the written response was due from the appointing authority or designee, the employee or representative may file the complaint with the County Administrator or designee. The complaint must be in writing and contain the information specified in Step 2 above. The County Administrator or designee shall have twenty-five (25) days from receipt of the complaint in which to investigate the complaint and issue a written response.

STEP 4: Within twelve (12) days of receipt of the Step 3 response, or from the date when written response was due, the complaint may be filed, in writing and containing the information specified in Step 2 above, with the San Joaquin County Board of Supervisors for resolution by means of a hearing, the time and date of which shall be set by mutual agreement of the parties involved.

- a) **MEDIATION:** Prior to submission of the complaint to the Board of Supervisors, the parties may mutually agree to submit the complaint to mediation in accordance with section 12 B of the Employer-Employee Relations Policy.
- b) **THIRD PARTY INTERVENER:** Prior to submission to the Board either party may submit the complaint to a third party intervener for review and recommendation on the resolution of the complaint, in accordance with Section 6 of the San Joaquin County Employer-Employee Relations Policy.
 - 1. If the recommendation of the third party intervener is to uphold the complaint, the County will pay the cost of the intervener.
 - 2. If the recommendation of the third party intervener is to deny the complaint, the complainant will pay the cost of the intervener.

The decision of the Board, whether after a hearing or after review of the recommendation of the third party intervener, is final and binding.

All complaints shall be presented and acted upon in a timely manner. However, with the mutual consent of the parties, the time limitation for any step may be extended.

18. ADVISORY ARBITRATION

As an alternative procedure for the resolution of impasses, the County and SEIU may, upon mutual agreement, including agreement as to procedure, submit matters in dispute in the course of the meet and confer process to advisory arbitration. Further, disputes arising in a context other than the meet and confer process, e.g. disputes relating to administration of this Memorandum, to formal complaints, to interpretations of codes, resolutions, Board Orders, and ordinances dealing with employee rights and benefits shall, upon mutual agreement, be processed through an impasse procedure. Neither this Section nor the exercise of the option to utilize an impasse procedure shall be deemed as making any matter which is reserved to the County as a right of management in the Employer-Employee Relations Policy a matter subject to the meet and confer process.

19. DISCIPLINARY ACTIONS

19.1 Applicability

These procedures are not applicable to temporary, part-time, contract or probationary employees except as specified in Section 19.8.

To initiate disciplinary action against a permanent, Civil Service employee, the appointing authority must follow the provisions of Civil Service Rule 18. The appointing authority must submit to the employee a written notice of intent to take disciplinary action and file a copy with the Human Resources Division. The notice must state specifically the reason(s) for the action and explain the employee's "Skelly" rights of appeal.

19.2 Request for Hearing

The employee may appeal the proposed action and request a hearing by responding in writing to the appointing authority within seven (7) calendar days of receipt of the notice. Upon receipt of a timely response, the appointing authority shall schedule and conduct a "Skelly" hearing as soon as possible.

19.3 Rights of Access

The employee shall be given access to copies of all materials supporting the proposed action and shall be provided with copies upon request.

19.4 Representation

The employee may be represented at the hearing by a representative of the employee's choice.

19.5 Conduct of Skelly Hearing

The appointing authority or designee shall be the hearing officer at the informal "Skelly" hearing. Upon consideration of all materials and discussions presented at the hearing, the appointing authority may determine to uphold, modify, or revoke the proposed disciplinary action.

19.6 Order of Disciplinary Action

If the employee does not respond to the notice of intent within the prescribed time limits, or if, after hearing, the appointing authority determines that disciplinary action is appropriate, the appointing authority shall submit to the employee a written order of disciplinary action. The order shall state the proposed action, the reasons for the action, and the employee's rights of appeal.

19.7 Appeal of Order of Disciplinary Action

The employee, within seven (7) calendar days after the order is furnished to the employee, may appeal the order in writing to the Director of Human Resources. The employee, in making the appeal, shall designate in writing whether the matter will be heard by the Civil Service Commission or whether the matter will be submitted to binding arbitration. In accordance with the provisions of Civil Service Rule 18, selection of one appeal method shall exclude the possibility of appeal through the alternate procedure on the same issue.

Appeal and arbitration hearings shall be conducted in accordance with Civil Service Rule

18.

19.8 Part-Time Employee Serious Discipline Appeal Procedure

The procedures described herein shall be the sole procedure to appeal the serious discipline (as defined in the Civil Service Rules, Rule 18, Section 1) of Part-time employees. This appeal procedure shall not be available for any type of employment action that does not constitute Serious Discipline as defined in this Agreement.

Eligibility

Employees designated as "Part-time" who have worked a minimum of 1300 hours in the prior calendar year and have a total of 2080 hours of unbroken service (not taken off payroll).

Review Process

Part-time employees who have been subjected to Serious Discipline may request a review meeting by submitting a written request to the appointing authority of the employee's department within seven (7) calendar days of being notified of the Serious Discipline. The Serious Discipline of the Part-time employee shall not be stayed or delayed pending completion of the review meeting.

Upon receipt of the request for a review meeting, the County shall provide a statement setting forth the reasons for the Serious Discipline and the materials supporting the decision. The Part-time employee may be represented at the review meeting by a representative of his or her choice.


After completion of the review meeting, the reviewing manager shall determine whether there was a sufficient basis for the Serious Discipline. The reviewing manager shall then affirm, modify, or revoke the Serious Discipline in a written decision setting forth the basis for the decision. This decision shall be final, binding and non-appealable.

20. ENTIRE AGREEMENT

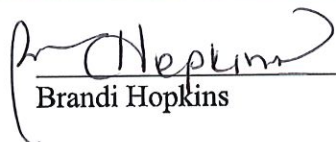
The parties, for the term of this Agreement, do not waive the obligation to negotiate with respect to any practice, subject, or matter within the scope of bargaining not specifically referred to or covered in this Agreement. In the event the County proposes a change in any practice, subject, or matter which is within the scope of bargaining and is not covered by this Agreement, the County will give the Union advance written notice of the proposal and will, upon request of the Union, meet and confer with the Union concerning the proposal.

For SEIU:

For San Joaquin County:



Bill Petrone
10/27/2020
Date



Brandi Hopkins
10.27.2020
Date