

**Memorandum of Understanding
Attorney Bargaining Unit**

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MEMORANDUM OF UNDERSTANDING ATTORNEY BARGAINING UNIT

PREAMBLE:

This Memorandum of Understanding, hereinafter referred to as "Memorandum", is made by and between the County of San Joaquin and the San Joaquin County Attorneys Association, hereinafter referred to as "SJCAA" or "Association", representing employees who are members of the Attorney 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 is effective from November 3, 2022, through November 3, 2025.

1 MANAGEMENT RIGHTS

1.1 Management Rights

SJCAA 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 SJCAA 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

SJCAA 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 Association 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 shall be discriminated against in any aspect of employment because of, age, ancestry, color, creed, gender, gender expression, gender identity, genetic information, marital status, medical condition, (cancer or genetic characteristics), military or veteran status, national origin, physical or mental disability, political affiliation or belief, pregnancy, race, religion, sex, sexual orientation, or on any other basis prohibited by applicable federal and State law.

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 Departmental Equal Employment Opportunity Coordinator. The initial contact should be made as soon as possible.

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

1.4.1 Americans with Disabilities Act (ADA) and Fair Employment and Housing Act (FEHA)

San Joaquin County shall comply with the provisions of the ADA and FEHA. Individuals requesting reasonable accommodation(s) shall make a request to their supervisor or manager,

supported by medical certification from a medical provider. The request shall identify the specific work restrictions along with any recommended reasonable accommodation(s) needed in the workplace. The medical certification shall also specify the anticipated duration needed for the work restrictions. The manager and/ or supervisor shall engage in a good faith, timely, interactive process with the employee in compliance with the ADA and FEHA. The manager or supervisor shall respond to the written request in writing within 10 days of receipt of supplemental materials. Documentation, and/or information received through this process is subject to confidentiality laws, Human Resources' Disability Management Unit may be contacted for assistance and facilitation of the interactive process. Reasonable accommodation determinations are made at the department level.

1.5 SJCAA Rights

SJCAA 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, SJCAA 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 SJCAA 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 Association, 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: SJCAA 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. SJCAA 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 SJCAA Access

Authorized representatives of SJCAA 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 Association 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

An SJCAA Field Representative or designee will be allowed thirty (30) minutes at the end of each scheduled orientation to present information about the Association to employees who are represented by SJCAA, including the following conditions:

- (1) The County will provide at least thirty (30) days advance notice to SJCAA regarding the orientation schedule by providing SJCAA 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, SJCAA shall be provided reasonable access to such equipment.

1.8 Association Representatives

SHOP STEWARDS: 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 “right to representation” discussions. The right to representation is established by individual managers or supervisors. Once it is determined by the manager or supervisor that a right to representation exists, shop stewards may then represent employees using no more than three hours per case.

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.

NUMBER OF STEWARDS: The County authorizes a reasonable number of shop stewards for all SJCAA represented units. The Association shall provide a current list of all designated Stewards to the Labor Relations 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 SJCAA

1.9 Use of County Facilities

SJCAA - COUNTY FACILITIES USE: County facilities shall be available to SJCAA as follows:

- (1) County Buildings: SJCAA 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. SJCAA shall obtain the permission of the designated County official for the use of such facilities.
- (2) Bulletin Boards: SJCAA has the right to the reasonable use of existing bulletin board space in each building or department at a location agreed upon by the Association 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 Association.
 - (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

SJCAA shall have the regular dues of its bargaining unit members deducted from their paychecks under procedures as follows:

SJCAA 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 SJCAA and not to the County. SJCAA 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 SJCAA membership, dues amounts, and payroll deductions must be directed to SJCAA and not the County.

SJCAA 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. Deductions will begin the next applicable pay period following receipt of notice.

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

SJCAA shall defend, indemnify and save the County harmless against any and all claims, demands, suits, orders, judgments or other forms of liability that shall arise out of or by reason of, action taken or not taken by the County under this Agreement. This includes not only the County's reasonable attorney fees and costs but the reasonable cost of management preparation time as well. The County shall notify SJCAA of such costs on a case-by-case basis.

1.11 Association Reports

At least every 30 days, the County will furnish SJCAA with the following information, on file within the County's Human Resources database system (currently PeopleSoft), for all employees represented by SJCAA:

Name
Job title
Department
Work location
Work phone number
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 to direct the County to withhold disclosure of the employee's:

Home phone number
Personal cellular phone number
Personal email address(es)

1.12 Reimbursable Short Term Paid Release Time

SJCAA representatives shall be allocated a total of twenty (20) hours of reimbursable short term paid release time for Association business for this bargaining unit for each 365-day period or part thereof under this Memorandum. The Association 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 Labor Relations Division and SJCAA.

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 SJCAA, 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 SJCAA. Leave may be granted on a full-time, part-time, periodic, or intermittent basis under the following procedures:

- (1) The Association 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, and classification.
- (2) No more than three 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, SJCAA will ensure compliance with all medical restrictions.
- (3) SJCAA 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, SJCAA agrees to reopen and meet within 30 calendar days of notice regarding administrative fees.
- (4) Reimbursement by SJCAA shall occur within thirty (30) days of the County billing SJCAA.
- (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 by 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 SJCAA. To the extent that the County is held liable for any such act, omission, or injury, SJCAA shall indemnify and hold harmless the County.

1.14 Work Stoppage

It is mutually agreed and understood that during the period this Memorandum is in force and effect the Association will not authorize or engage in any strike, slowdown, or work stoppage. Represented employees are also bound by the above.

2 INSURANCE

2.1 Applicable Benefits Laws and Eligibility

The County will maintain its health plans in compliance with provisions of the Affordable Care Act (ACA) and all other applicable state and federal laws governing public sector employee benefits plans.

2.2 Effective Date of Coverage

The effective date of coverage for newly eligible employees in the health, dental, and vision insurance plans shall be the first day of the first bi-weekly pay period 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, and the employee's completion and submission of any required enrollment forms and supporting documentation.

Upon first becoming eligible for health insurance coverage, all eligible employees have 60 calendar days to enroll in such insurance coverage. Employees failing to enroll within the specified time frame shall be deemed to have waived coverage under the plans. Eligible employees who are not covered under the plan may elect to participate at the next Open Enrollment period by signing the required enrollment forms, or upon the occurrence of a Qualifying Life Event, as permitted under IRS regulations or other applicable law.

2.3 Medical Insurance: Full-time Employees

The County shall provide medical 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, and plan design, subject to prior notice and will be available for discussion with Association representatives. 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 medical insurance coverage at the time of their initial opportunity to enroll, at a life event, or during each open enrollment period for which they are eligible for benefits, by completing an Enrollment form and selecting the Opt Out option.

A list of current County plan offerings is available on the County's website (www.sjgov.org) under the Human Resources-Benefits section.

2.3.1 Medical Insurance Premiums: Full-time Employees

The County will pay 80% of the premium and the employee will pay 20% of the premium for employees electing the standard PPO or the standard HMO plans at all tier levels (employee only, employee plus one, employee plus family). Standard plans are noted on the County's website.

For employees electing the buy-up PPO Plan, the County shall contribute at the same coverage level as the standard PPO Plan County contribution at all tier levels. Employees will pay the difference between the County contribution and the full rate of the buy-up PPO Plan at each coverage level.

2.3.2 Dental Insurance: Full-time Employees

The County shall provide dental insurance coverage for eligible employees and dependents in 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. Such plans may be fully insured or self-insured by the County. The County may also offer buy-up plan options. Employees will receive the employee-only tier coverage at 100% for all dental plans, excluding the buy-up options. Employees will be responsible for the difference between the standard/core option of any plan, and the buy-up option. The County shall pay the employee-only premium and any increases thereof for the term of this memorandum. Dependent dental coverage is available in any offered plans at the employee's expense. A list of current County plan offerings is available on the County's website (www.sjgov.org) under the Human Resources Benefits section

For plans with orthodontia coverage, the plan will pay 50% of actual cost. The maximum amount of orthodontia coverage is \$1200, lifetime, per enrollee.

The maximum annual dental benefit per person in the self-funded dental plans shall be \$3,000. The DHMO has no annual maximum.

2.3.3 Vision Insurance: Full-time Employees

The County shall provide one or more options for vision insurance coverage for eligible employees. Employees will receive the employee-only tier coverage at 100% for all vision plans, excluding the buy-up option. Employees will be responsible for the difference between the standard plan and buy-up option. The County shall pay the employee-only premium and any increases thereof for the term of this memorandum. Dependent vision coverage is available at the employee's expense. A list of current County plan offerings is available on the County's website (www.sjgov.org) under the Human Resources Benefits section.

2.4 Medical Insurance: Part-Time Employees

Eligibility for medical benefits for part-time employees will be determined based on a measurement and stability period as follows:

a) County-Sponsored

Eligible part-time employees who have worked on average of 25-29.9 hours/weekly in the previous year (assessed on an annual basis) shall receive medical benefits in a County-specified plan for the employee only. Coverage for eligible dependents is available at the employee's expense. Participation is optional for all eligible employees.

b) Affordable Care Act (ACA)

Coverage in the full-time medical plans will be extended to eligible part-time employees who have worked an average of 30 or more hours/weekly in the previous year (assessed on an annual basis) for the employee only. Coverage for eligible dependents is available at the employee's expense. Participation is optional for all eligible employees.

Part-time employees, as defined in this section, are not eligible for dental or vision insurance coverage.

2.4.1 Medical Insurance Premiums: Part-Time Employees

Eligible part-time employees as defined in 2.4(a) shall receive the County contribution of 80% of the medical premium and the employee shall contribute 20% of the employee-only medical premium in the County-specified plan (currently known as Plan C). Dependent coverage in the County-specified plan is available for eligible dependents at the employee's expense.

Eligible part-time employees as defined in 2.4(b) shall receive the County contribution of 80% of the medical premium and the employee shall contribute 20% of the employee-only medical premium in the full-time health plans, excluding the buy-up PPO Plan. Dependent coverage in the full-time medical plans is available for eligible dependents at the employee's expense.

2.6 Life Insurance

The County shall provide each eligible employee, 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 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.

2.8 Flexible Benefits

Eligible employees 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 unreimbursed healthcare expenses with pre-tax dollars.

Employees who are enrolled in a high-deductible plan with an accompanying health savings account, are not eligible to enroll in the flexible benefit program for unreimbursed health care expenses 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/year for Employee Only and \$1,400/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.

2.8.2 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.

2.9 Continuation of Insurance Benefits While on Leave

- a. Employees on an Approved, Protected Leave of Absence

Regular full-time employees who are on a protected leave of absence (Family and Medical Leave Act, California Family Rights Act, Pregnancy Disability Leave) retain eligibility for the employer-paid premium contributions for medical, dental, vision, and life insurance coverage during the time of protected leave regardless of the number of hours of paid time. To maintain benefits, the employee share of the premiums necessary to continue their applicable insurance coverage shall be deducted from the employee's paycheck, or must be paid directly to the County's Benefit Office no later than the Monday of the County's pay week.

b. Employees on an Approved, Unprotected Leave of Absence

Employees receiving State Disability Insurance (SDI) wage replacement benefits and supplementing those benefits with accrued leave time to receive a full paycheck shall receive the County's contribution to their health, dental, vision, and life insurance, and retirement, if applicable.

Regular full-time employees who are on an approved unprotected leave of absence, retain eligibility for the employer-paid premium contributions for medical, dental, vision, and life insurance coverage during the time of approved, unprotected leave, not to exceed twenty-six (26) bi-weekly pay period, so long as they use at least 41 hours of paid time per pay period. To maintain benefits, the employee's share of the premiums necessary to continue their applicable insurance coverage shall be deducted from the employee's paycheck, or must be paid directly to the County's Benefit Office no later than the Monday of the County's pay week.

Employees under this section who have exhausted accruals and are on approved leave without pay, shall be allowed, at the employee's own expense, to remain under the medical, dental, vision, and life insurance coverage for up to twenty-six (26) pay period provided that the employee makes arrangements to pay the full applicable premiums (employer and employee contributions) directly to the County's Benefit Office no later than the Monday of the County's pay week.

c. Employees on an Unapproved, Unprotected Leave of Absence

Regular full-time employees who are absent from work on an unapproved, unprotected leave of absence (unauthorized leave) are not eligible for health benefits. Active employee benefits will be terminated and continuation of benefits will be offered through the federal Consolidated Omnibus Budget Reconciliation Act of 1986 (COBRA) through the County's COBRA administrator.

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	368

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.

3.2 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 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) Diagnosis, care, or treatment of an existing health condition of, or preventive care for an employee or an employee's family member.

For the purpose of this Section, "immediate family" means the spouse, 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 domestic partner.

- (c) 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 or flexible holiday period is not permitted.
- (d) 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.
- (e) 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.
- (f) Employees 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.

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 on or prior to August 27, 2001 shall convert fifteen percent (15%) of accumulated sick leave to cash at the employee's hourly rate at separation if the employee has more than one hundred and sixty (160) hours of sick leave accumulated as of the date of separation and provided that such conversion shall not be in an amount so as to reduce the accumulation below one hundred and sixty (160) hours.

Each such employee on payroll on or 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 which equals at least one half of the cumulative amount that the employee was eligible to accrue based on years 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

The maximum value of any holiday (regular or floating) is eight (8) hours.

3.4.1 Regular Holidays

The following days are established as regular holidays for regular employees:

- (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 the holiday. For employees who work in a seven (7) day per week work site, when a regular holiday falls on a Saturday, the regular holiday shall be observed on Saturday.

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.

3.4.2.1 Regular Holiday Compensation – Regular Employees

In addition to regular salary, any regular full-time employee who is required to work on a regular holiday will 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.

Any regular full-time employee whose regularly scheduled day off falls on a regular holiday shall have the option to accrue eight (8) hours of regular holiday time or receive cash payment of eight (8) hours regular holiday time.

3.4.2.2 Regular Holiday Compensation – Part-Time Employees

In addition to regular salary, part-time employees who are scheduled to work and work on a regular holiday will receive cash payment at the rate of one and one-half (1-1/2) times such employee's hourly base salary for each hour worked.

3.4.2.4 Maximum Regular Holiday Time Accrual

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.

3.4.3 Floating Holidays

The following days are established as floating holidays for regular full-time employees:

- (a) Each regular employee's birthday.
- (b) February 12 - Lincoln's Birthday.

- (c) March 31 – Cesar Chavez’s Birthday.
- (d) The second Monday in October - Columbus Day.

Employees hired into the unit beginning July 1, 2012, will not be eligible for floating holidays as described above except for (e). Employees in any County bargaining unit who are eligible to receive these floating holidays may retain them when they are appointed to a position in this unit without a break in service. Employees who reinstate within three (3) years will retain their eligibility for the floating holidays.

Effective July 1, 2023, employees who entered this unit on or after July 1, 2012, will be eligible for Floating Holidays.

3.4.3.1 Floating Holiday Observance

Regular full-time employees scheduled to work on the floating holiday 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 full-time employee whose regularly scheduled day off falls on a floating holiday shall accrue floating holiday time as provided in this Section.

3.4.3.2 Native American Day

Any employee who has at least eight hours of holiday or vested time banked time and requests Native American Day 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 July 1, 2012.

- (a) Each regular employee’s birthday
- (b) February 12 – Lincoln’s Birthday
- (c) March 31 – Cesar Chavez’s Birthday
- (d) The second Monday in October – Columbus Day

Effective July 1, 2023, this section becomes inoperative.

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.

Effective July 1, 2023, this section becomes inoperative.

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 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, stepchild, stepparent, sibling, grandparent, great grandparent, grandchild or great-grandchild of the employee; or child, parent, stepparent, 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, domestic partner, parent or child.

All leave used for bereavement under this section must be used within 30 days of the death of the qualifying family member. The 30 days may be extended under extenuating circumstances as determined by and with the approval of the Department Head, but not to exceed one year.

The Association acknowledges that it is a management right to require sufficient verification. Acceptable documents can include death certificates, obituaries or signed verifications from funeral homes/mortuaries, or other documents deemed acceptable by management.

3.6 Educational Leave

Each July 1, regular employees shall be credited with sixteen (16) hours of educational leave with pay per fiscal year. Regular employees may accrue up to 48 hours of educational leave. Any educational leave accrued above 48 hours shall be 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 educational requirements necessary to maintain licensure for the position, for the professional development and growth in their career field. Use of education leave is subject to verification of the training taken.

Leave under this section shall be scheduled at times mutually agreed to by the department head and the employee. This leave is separate from any training or professional development provided by, mandated by, or authorized by the Department Head.

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, flexible 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 16 weeks 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, 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 federal 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, maintaining all rights and restrictions that are permitted by 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 SJCAA.

- (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

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, holiday, and bereavement leave, and salaries and hourly rates

of pay for all additional compensation, including but not limited to supplemental pay, standby 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.

Effective November 7, 2022, all employees shall receive a 6% cost of living adjustment to the base salary.

Effective July 3, 2023, all employees shall receive a 5% cost of living adjustment to the base salary.

Effective November 4, 2024, all employees shall receive a 4% cost of living adjustment to the base salary.

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. 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.

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

Effective the first pay period after ratification by the Board of Supervisors, the Shift Differential shall be \$1.00 per hour for p.m. and split shifts and \$1.26 per hour for night shifts. Effective July 2, 2002 the Shift Differential will be increased to \$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.

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.

4.2.12 Bilingual Pay

- a) Employees in the Attorney Unit may 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 40% of the time, such as an assigned bilingual caseload.
- b) 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.

4.2.16 Parking Supplement Downtown

The County agrees to contribute the actual cost not to exceed \$20 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 for the actual amount of their monthly parking receipt to \$43.33 per month as submitted with a County Expense Reimbursement Claim form through their department's normal reimbursement process.

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 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.

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.

Effective upon adoption by the Board of Supervisors 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 SJCAA.

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

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.

For members of this unit, the County will make a contribution equal to 1% of the employee's base salary to the deferred compensation plan.

4.6 Severance Pay

Any member of this bargaining unit employed by the County in an allocated position on April 3, 2012, 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.

4.7 Longevity Pay

Effective November 9, 2020, employees with at least 20 years (41,600 hours) of continuous service in this bargaining unit shall receive a longevity supplement of 2% of their regular 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

Employees in this unit are eligible for exemption from the overtime provisions of the Fair Labor Standards Act (FLSA), are designated by the Board of Supervisors to be salaried and, are therefore, exempt from the overtime provisions of the FLSA.

5.6 Compensation for Overtime

Employees shall be compensated for overtime in accordance with their Group designation. Employees in this unit are designated as Group 1 employees.

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. These employees are not eligible to receive overtime compensation or compensatory time off. However, in recognition of the sometimes long and irregular hours which these employees are required to work to accomplish program objectives, the County will provide paid administrative leave as follows:

- (1) Each fiscal year, the Department Head shall grant ten days of administrative leave to eligible salaried employees.
- (2) The benefits provided by this program are not related to hours worked nor subject to accrual, and under normal circumstances may not be carried over beyond the end of the fiscal year.

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.

5.8 Alternative Schedule

5.8.1 Flex Hours

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

The County and SJCAA 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.

5.8.2 Job Sharing

The job share program is limited to employees who have been in the program continuously since November 3, 2020, except as provided in section 5.8.2.1 (h).

5.8.2.1 Conditions of Participation

Employees must have permanent Civil Service status.

- a. 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.
- b. Vacation, sick leave, floating and regular holiday will be earned on a pro-rated basis.
- c. Participants' wages will include the dollar value of the County's contribution to health, dental and vision insurance, pro-rated, based on one full-time allocated position.

The value of the County's retirement contribution will continue to be included in the wages for participants who agreed in writing before November 10, 2020, to make the County whole if they ever purchase retirement service credit.

- d. Employees participating in a job-share agreement will be treated as temporary employees for retirement purposes only.
- e. 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.
- f. Workers' Compensation will be administered in accordance with the Labor Code of the State of California.
- g. 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.
- h. If an employee's (employee A) participation ends, the corresponding employee's (employee B) participation will also end, unless employee B has been in the program continuously since November 3, 2020, and a new participant is approved and enters the program at a time that maintains continuous participation for employee B.

- i. 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.

5.10 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. An employee called as a witness in any other matter shall be deemed off duty.

5.11.1 Reassignment

The County and SJCAA 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.

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.

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

Effective the pay period nearest January 1, 2001 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 promotional 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.

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 calendar 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 calendar year) and recurs year to year, or who covers peak workloads or regular employee absences (not to exceed nine months in a calendar 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 provide the Association 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 Association 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 Labor Relations 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 Benefit Tiers 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 before January 1, 2013, 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.

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

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 members of SJCERA Tier I at age fifty (50) years with the completion of ten (10) years of continuous service, as adopted by County Resolution R-72-1245, shall be maintained for employees who are members of SJCERA Tier I.

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.

8.2.1 Final Compensation Calculation

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 or, if no election is made, immediately preceding the member's retirement.

As required 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 36 consecutive months designated by the member or, if not designated, immediately preceding the member's retirement or last separation from service if earlier.

In accordance with Board of Retirement Resolution 2021-05-01, and pursuant to the Public Employees' Pension Reform Act (PEPRA) (Gov. Code sec. 7522.34), employees who become members of SJCERA for the first time on and after January 1, 2022, and who do not establish reciprocity between SJCERA and another public retirement system in California as to which the individual's retirement system membership commenced prior to January 1, 2013, pensionable compensation shall be defined as base pay only and will be referred to as Tier II B.

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 expressed as a percentage of payroll shall be known as the "Basic Member Contribution Rate." Effective the first pay period following September 1, 2015, 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.

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 were General Members of SJCERA 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)

In accordance with Board of Retirement Resolution 2021-05-01, and pursuant to the Public Employees' Pension Reform Act (PEPRA) (Gov. Code sec. 7522.34), employees who become members of SJCERA for the first time on and after January 1, 2022, and who do not establish reciprocity between SJCERA and another public retirement system in California as to which the individual's retirement system membership commenced prior to January 1, 2013, shall pay contribution on base pay only and will be referred to as Tier II B.

8.3.1 Retirement COLA Cost Share

Effective July 1, 2012, the County modified Resolution R-75-1592 whereby it agreed to pay the costs of the contributions which would otherwise be assessed to individual members of SJCERA for their cost of living contributions. In accordance with Section 31873, the contributions required for the normal cost of post-retirement cost-of-living adjustments shall be shared equally between the County and employees who are members of SJCERA.

8.4 Retirement - Sick Leave Conversion

For employees who were employed on or before August 27, 2001, a nominal sick leave credit account, also commonly referred to as a “sick leave bank,” shall be established for each employee who: (1) separates from employment and concurrently assumes a retired status, either deferred, service, or disability, in SJCERA; (2) continues or defers such employee's coverage under a County-sponsored group health, dental, or vision 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 the employee's separation with a dollar value based on the total accumulated sick leave hours to be converted to sick leave bank. For purposes of this Section, each eight (8) hours of sick leave is equal to one (1) day. The conversion rate is and shall not exceed \$221.24 for each eight (8) hours of accumulated sick leave.

As of the effective date the retired employee is first paid a retirement allowance by SJCERA, the retired employee may use the account to pay monthly premiums for County-sponsored health, dental, or vision plans in which the retired employee and/or his or her eligible dependents are enrolled, and shall continue until such account is fully depleted, the employee ceases to be a member of SJCERA, or the retired employee and all of his or her dependents cease to be enrolled in the plan(s), whichever first occurs.

Employees who separate from employment and assume a deferred retirement status are eligible to enroll in County-sponsored group health, dental, or vision plans, but may not utilize their sick leave credit account to pay for monthly premiums unless and until they retire and receive a monthly retirement allowance from SJCERA.

Pursuant to San Joaquin County Ordinance No. 4122, employees eligible for sick leave credit accounts under this section who so elected will receive additional retirement service credit pursuant to Section 31641.03 for their accumulated sick leave at retirement in lieu of a sick leave credit account.

Any employee hired after August 27, 2001 shall not be eligible for sick leave conversion under this Section.

8.5 Retirement Death Benefits

The death benefits provisions of Section 31789.3 shall be maintained for employees who are members of SJCERA.

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.

8.6.1 Purchase of Additional Retirement Service Credit

Any employees who is a member of SJCERA and eligible to purchase additional retirement service credit may elect to purchase such service credit in accordance with the provisions of the County Employees Retirement Law, the SJCERA Bylaws, and the policies and procedures applicable to SJCERA members. Any required contributions paid by a member of SJCERA for additional service credit shall become part of the member's accumulated contributions with SJCERA. Any additional liability assumed by or contributions paid by the County because of an employee's purchase of additional service credit shall not become part of the employee's accumulated contributions and shall not be considered compensation for purposes of contributions to or benefits from SJCERA.

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 generally be assigned to such programs during their regular working hours.

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 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.

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

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

9.7 Professional Expense Reimbursement

Attorney members shall be reimbursed 100% of their California Bar Association annual dues per fiscal year, limited to the basic dues and not to include optional contributions or membership add-ons.

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 (3) 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 out of and in the course of employment and eligible for Workers' Compensation benefits shall have an automatic leave of absence until a ruling is made that recovery from disability is sufficient to release the employee. In such case, a leave of absence shall be considered canceled when permanent disability is established. The employee shall be considered as 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.

10.4 Physical Examinations

Employees required to take physical examinations to maintain licenses or employment with San Joaquin County shall be given physical examinations at San Joaquin General Hospital at no cost to the employee. The County will not pay for any examination not given at San Joaquin General Hospital.

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 SJCAA 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 SJCAA 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 expense obtain copies of their personnel file. Their official personnel file is located in the County's Human Resources Division. 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.

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 Association in writing of the proposed layoffs. Such notice will identify the proposed layoffs by department and by classification. Upon the request of the Association in writing, the County will meet and confer with the Association regarding the effects of the proposed layoffs and will consider any proposals advanced by the Association 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.

15 SUBSTANCE ABUSE REFERRALS

The San Joaquin County Attorneys Association 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 San Joaquin General Hospital (Satellite Clinic or Employee Health Services) or to other physicians to be evaluated as to their ability to

perform their job. In acknowledging this right, the Association 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 SJCAA, on a statistical basis, the results of referrals of employees so long as employee and patient confidentiality are not violated.

The County and SJCAA 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.

SJCAA 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.

SJCAA 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 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 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.

MEDIATION

- a. 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 12B of the Employer-Employee Relations Policy.

THIRD-PARTY INTERVENOR

- b. Prior to submission to the Board either party may submit the complaint to a third-party intervenor 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 intervenor is to uphold the complaint, the County will pay the cost of the intervenor.
 2. If the recommendation of the third-party intervenor is to deny the complaint, the complainant will pay the cost of the intervenor.

The decision of the Board, whether after a hearing or after review of the recommendation of the third-party intervenor, 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 SJCAA 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

Except as otherwise specifically provided herein, the Memorandum of Understanding (MOU) fully and completely incorporates the understanding of the parties hereto regarding the

provisions contained in this MOU. 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 association advance written notice of the proposal and will, upon request of the association, meet and confer with the association concerning the proposal.

ATTORNEYS ASSOCIATION

Date: October 18th, 2022 By: Donald Vaughn
Donald Vaughn
President

SAN JOAQUIN COUNTY

Date: October 18, 2022 By: James Rivera
James Rivera
Labor Relations