

**MEMORANDUM OF UNDERSTANDING**

**BETWEEN**

**COUNTY OF MONO**

**AND**

**INTERNATIONAL UNION OF OPERATING  
ENGINEERS, STATIONARY LOCAL 39, AFL-  
CIO,**

**exclusively recognized employee organization  
representing the**

**MONO COUNTY PUBLIC EMPLOYEES (MCPE)  
bargaining unit**



**(January 1, 2014 through December 31, 2018)**

## TABLE OF CONTENTS

<u>ARTICLE</u>	<u>TITLE</u>	<u>PAGE</u>
1.	PARTIES; DEFINITIONS; PURPOSES	3
2.	TERM AND RENEGOTIATION	5
3.	RECOGNITION	5
4.	UNION RIGHTS	5
5.	EMPLOYEE RIGHTS	5
6.	HEALTH INSURANCE & DISABILITY INSURANCE	9
7.	DENTAL CARE PLAN	10
8.	VISION CARE PLAN	11
9.	CAFETERIA PLAN	11
10.	401(A) PLAN	13
11.	RETIREMENT SERVICE	14
12.	VACATION ACCUMULATION	17
13.	SICK LEAVE	17
14.	LONGEVITY COMPENSATION	18
15.	ASSUMING DUTIES ENTAILING GREATER RESPONSIBILITY	19
16.	RELEASE TIME	20
17.	SHIFT DIFFERENTIAL PAY	20
18.	WORKSITE SAFETY	21
19.	UNIFORMS	23
20.	CALL BACK - ON CALL	23
21.	OVERTIME	24
22.	MERIT LEAVE	26
23.	TRANSFERS AND PROMOTIONS	26
24.	PHYSICAL EXAMINATIONS FOR REQUIRED DRIVERS' LICENSING	27
25.	PERS RETIREMENT BENEFITS AND CONTRIBUTIONS	27
26.	WAGES	27
27.	HOLIDAY PAY	28
28.	BILINGUAL PAY	29
29.	EDUCATION INCENTIVE PROGRAM	30
30.	EDUCATIONAL LOAN PROGRAM	30
31.	AGENCY SHOP	31
32.	CONFIDENTIAL AND SUPERVISORY EMPLOYEES	32
33.	MISCELLANEOUS PROVISIONS	32
34.	NO-LOCKOUT AND NO-STRIKE CLAUSE	34
35.	NON-DISCRIMINATION	34
36.	MANAGEMENT RIGHTS	34
37.	PERSONNEL RULE REVISIONS	35

**ARTICLE 1. PARTIES; DEFINITIONS; PURPOSES**

**A. Parties**

The parties to this Memorandum of Understanding (MOU) are: the County of Mono, acting by and through the Mono County Board of Supervisors; and, the International Union of Operating Engineers, Stationary Local 39, AFL-CIO, which is the exclusively recognized employee organization representing the employee bargaining unit known as the Mono County Public Employees (MCPE).

**B. Definitions**

The terms used in this MOU shall have the following definitions unless the terms are otherwise defined in specific Articles hereof:

(1) “UNION” means the International Union of Operating Engineers, Stationary Local 39, AFL-CIO, the exclusively recognized employee organization representing the employee bargaining unit (or “representation unit”) known as the Mono County Public Employees (MCPE), which is defined below.

(2) “CONFIDENTIAL EMPLOYEES” means those Mono County employees identified in Exhibit A, which is attached to this MOU and made part hereof by this reference. The term is further defined in Article 31.

(3) “COUNTY” means the County of Mono, a political subdivision of the State of California.

(4) “COVERED EMPLOYEES” means those Mono County employees whose job classifications are included in the MCPE bargaining unit and who are not “temporary employees” as that term is defined in Mono County Code Section 2.68.020(27). All covered employees are covered by the terms of this MOU.

(5) “FLSA-EXEMPT EMPLOYEES” means those covered employees whose employment is exempt from the payment of overtime under the federal Fair Labor Standards Act (FLSA) and any applicable state law. Such covered employees include employees in all of the following classifications: Associate Engineer I and II; Purchasing and Fleet Operations Manager; Solid Waste and Road Operations Manager; Alcohol and Drug Program Supervisor; Clinical Supervisor; Psychiatric Specialist; certain Social Services Program Managers; Public Health

**Nurse I, II, III; Health Program Manager; GIS Coordinator/Web Technician; Chief Appraiser; and Principal Planner.**

**(6) “MANAGEMENT EMPLOYEE” means any department head or assistant/deputy department head, and also the following at-will management-level or professional employees: Human Resources Manager, Animal Control Director, Building Official, Associate Engineer, District Attorney Chief Investigator, Public Works Project Manager, Mental Health Program Manager, Mental Health Program Chief, Health Officer, Psychiatrist, and any other position mutually agreed upon by UNION and COUNTY as falling under this definition.”**

**(7) “Mono County Public Employees (MCPE)” means the recognized bargaining unit consisting of all employee job classifications that are not included in any other recognized bargaining units and that are not management employees.**

**(8) “MOU” means this Memorandum of Understanding between UNION and COUNTY.**

**(9) “SUPERVISORY EMPLOYEE” means any individual having authority in the interest of the employer to hire, transfer, suspend, lay off, recall, promote, discharge, assign, reward, or discipline other employees or responsibility to direct them, to adjust their grievances or effectively to recommend such action, if in connection with the foregoing, the exercise of such authority is not of a merely routine or clerical nature, but requires the use of independent judgment. The exercise of such authority shall not be deemed to place the employee in supervisory employee status unless the exercise of such authority occupies a significant portion of the employee’s workday. Nothing in this definition shall be construed to mean that an employee who has been given incidental administrative duties shall be classified as a supervisory employee.**

**C. Purposes**

**The purposes of this MOU are to provide for continuity of governmental operations and employment through harmonious relations, cooperation and understanding between COUNTY and the employees covered by the provisions of the MOU; to provide an established, orderly and fair means of resolving misunderstandings or differences which may arise between the parties concerning the subject matter of this MOU; to set forth the understanding reached by UNION and COUNTY as a result of good faith**

negotiations. The MOU requires the approval of the Mono County Board of Supervisors and UNION prior to its execution and implementation.

**ARTICLE 2. TERM AND RENEGOTIATION**

The provisions of this MOU are retroactive to, and shall be effective from and after, January 1, 2014, unless otherwise specified. This MOU shall expire at 12:00 midnight on December 31, 2018, except as otherwise provided by state law. In the event either party desires to negotiate a successor MOU, such party shall serve upon the other, prior to the expiration of this MOU, its written request to negotiate a successor MOU. Both parties agree to use their best efforts to complete negotiations on a successor MOU.

**ARTICLE 3. RECOGNITION**

COUNTY reaffirms its previous recognition of the UNION as the exclusively recognized employee organization representing the MCPE bargaining unit, who is legally authorized to negotiate and execute this MOU on behalf of the covered employees.

**ARTICLE 4. UNION RIGHTS**

- A. COUNTY recognizes all legal rights of all employees covered by this MOU, including the rights to join and participate in the activities of the UNION and to exercise all rights expressly and implicitly described in Section 3500 et seq. of the California Government Code; known as the Meyers-Milias-Brown Act (“MMB Act”). COUNTY shall not intimidate, restrain, coerce, or discriminate against any covered employee because of the exercise of any such rights. The provisions of this MOU shall be applied to all covered employees without discrimination because of race, color, sex, age, creed or religion, and in accordance with applicable State and Federal laws.
- B. One (1) UNION representative and each new employee shall have the right to thirty (30) minutes paid release time to orient the new employee regarding the MOU and the role of the UNION.
- C. COUNTY shall allow UNION to send nonconfidential, official notices to its members through the County’s e-mail system.

**ARTICLE 5. EMPLOYEE RIGHTS**

- A. All employees covered by this MOU shall have and enjoy all rights and benefits conferred by the Meyers-Milias-Brown Act (Govt. Code 3500 et seq),

by other applicable state and federal laws and by this MOU upon such employees.

- B. Covered employees shall specifically have the right to join and participate in the activities of the UNION, or to not join and not participate in the activities of the UNION, as such employees may elect, and to be free from unlawful coercion, pressure or influence regarding their decision. COUNTY shall provide each new employee, as part of his or her orientation, with a copy of the then-current MOU and COUNTY personnel policies.**
- C. Each covered employee shall have the right to review his or her Master Personnel File and any official departmental personnel file (except supervisors' working files, records of employment or promotion application and legal or medical files which shall be maintained apart from the Personnel files) and to obtain copies from those files which employee has the right to review. COUNTY may schedule the employee's review and shall be permitted adequate time to make copies (if requested) depending on available staff. Such right shall also extend to any individual or representative for whom the employee executes a written authorization to review and obtain copies from the employee's personnel file(s).**
- D. In addition to any requirements imposed on COUNTY by the Court's decision in National Labor Relations Board v. J. Weingarten, Inc., 420 U.S. 251 (1975), or any subsequent case law or statutes, COUNTY (through its duly appointed investigator) will conduct formal internal and/or administrative investigations (as defined below) that involve covered employees in the following manner:**
- E. For the purposes of this MOU, the term "formal internal and/or administrative investigations" refers to any investigation ordered or authorized by the County Administrative Officer or the Board of Supervisors as a result of specific, written charges or complaints filed by any person against a COUNTY official or employee. The term also refers to any investigation, however conducted or authorized, that would trigger, if the COUNTY were covered by the NRLA, the rights accorded by National Labor Relations Board v. J. Weingarten, Inc., 420 U.S. 251 (1975), or any subsequent case law or statutes. The term does not refer to COUNTY investigations of workers compensation claims or investigations of illegal activities conducted in the ordinary course of business by the Mono County Sheriff's Department, the District Attorney's Office, or by any other state, federal, or local law enforcement agency.**
- F. COUNTY has the right to compel employees, including UNION members, to answer questions within the scope of their employment. Employees have a mandatory duty to answer such questions fully and truthfully. Knowing**

failure by a member to answer questions fully or truthfully while being interviewed is a serious offense and an appropriate ground for termination or other discipline. COUNTY may remind members of such facts during the interview, and may before questioning require members to swear or affirm under penalty of perjury that they will answer questions fully and truthfully. In no event shall failure by COUNTY to provide such a reminder to a member or require such an oath or affirmation waive COUNTY'S ability to later pursue discipline if the circumstances warrant it.

- G. COUNTY will actually notify a UNION member at least 24 hours prior to interviewing that member. COUNTY will use its best efforts to provide such notice in writing. Such notice shall reveal the time and place of the interview and its estimated duration. The notice shall also reveal the general nature of the investigation and the general area in which questions will be asked except to the extent that the revelation of such information in a notice would: invade the personal privacy of any person; require the disclosure of confidential or privileged information or any evidence already gathered pursuant to the investigation; or potentially expose COUNTY to liability.
  
- H. Any UNION member proposed to be interviewed may, according to his or her own wishes, have a representative of the UNION (a Chief Steward or a representative of UNION) present during any questioning. The purpose of the representative shall be to ensure that the member's rights under this MOU or any applicable personnel laws or regulations are not being violated. The representative may object before, during, or after the interview to any perceived violations of such rights. No rules of evidence shall apply to interviews; therefore neither the representative nor the member may raise an evidentiary objection (e.g., "irrelevant," "speculative," "hearsay", etc.) to any question or refuse to answer a question on such a basis. Furthermore, the UNION representative shall not instruct or otherwise counsel a member - either before or during an interview - on how or whether to answer any specific or type of questions asked during the interview.

If the UNION member is a peace officer, all rights he or she may have under Government Code Section 3300 et seq the Public Safety Officers Procedural Bill of Rights shall be granted.

- I. If the member desires to have a UNION representative present, he or she shall immediately advise the COUNTY orally or in writing. Failure to so notify the COUNTY prior to the time scheduled for the interview shall constitute a waiver of the right to have a representative present. If notice is timely given to the COUNTY of the member's desire to have a representative present, the COUNTY shall postpone the interview for up to 48 hours in order to allow the member time to arrange for a representative to be present. Unless

**disqualified under paragraph (5)(K) below, any business representative of UNION or a Chief Steward shall be deemed an adequate representative of the UNION.**

- J. In addition to the foregoing, the member being interviewed may, according to his or her own wishes, have an observer of his or her choice present during any interview unless the desired observer is disqualified under paragraph (5)(K) below. The observer shall merely observe the interview and may not raise objections to the interview or questioning on any ground. The observer shall not instruct or otherwise counsel a member - either before or during an interview - on how or whether to answer any questions asked during the interview.**
  
- K. Notwithstanding any other provision of this MOU, the following persons are disqualified from acting as a UNION representative or an observer during the interview: a person whose accusation or complaint triggered the investigation; a person who is the subject of the investigation; a reporter or agent of a newspaper, television or radio station, or other mass-communication medium; a person who the COUNTY has already interviewed as part of the investigation; a person who the COUNTY intends to interview as part of the investigation; a person who is unwilling to abide by the terms of this Article of the MOU, whether or not such person is a member of the UNION; a person who is involved in conducting the investigation; or a person who will ultimately act as a decision-maker with respect to any disciplinary action that might result from the investigation.**
  
- L. The COUNTY, as well as any COUNTY employee present during the interview, may take notes, record or otherwise memorialize an interview, through audio or video taping or any other medium; provided, however, that such records or memorializations shall remain strictly confidential under the restrictions imposed by paragraph 5(M) below. No other person present during the interview shall have the right to record or otherwise memorialize the interview, except that such person may take notes. But all such persons shall, while the investigation is still ongoing, be entitled to reasonable access to any recording or other memorialization (except notes taken) made by the COUNTY; and, after the investigation and any subsequent disciplinary action is completed (but not before), shall be entitled to a copy of any such formal recording. In no event shall this paragraph be construed as granting access to notes taken by any COUNTY investigator or other representative. The COUNTY shall have at least 48 hours after such access is requested to arrange for it and at least 10 working days after a request for a copy is made to provide it. Any such access or copies shall be provided at the requesting party's own time and expense, except that a copy of any recording made by COUNTY or already existing transcript thereof shall be provided free of**



charge to a requesting party who is appealing a disciplinary action brought against that person by COUNTY as a result of the investigation in which the recording was made.

- M. The questions asked, and the answers given, during any interview conducted are strictly confidential. No person present during an interview shall reveal or discuss the contents of such questions or answers except in the context of official COUNTY business or UNION representational services involving the particular employee who was interviewed (i.e., the UNION may not disclose the contents of any given interview to any employee who was not present during that interview). Intentional disclosure of such information by any COUNTY employee present during an interview in violation of the foregoing restriction is a serious offense and shall be an appropriate ground for termination or other discipline, as shall any attempt by any employee to solicit such information from a person present during an interview.

COUNTY may remind and instruct persons present at an interview of such facts and may bar from the interview any person who is not willing to abide by such terms. In no event shall failure by COUNTY to provide such a reminder or instruction waive COUNTY'S ability to later pursue discipline if the circumstances warrant it or to seek judicial relief with respect to an actual or threatened disclosure of confidential information in violation of this paragraph.

#### **ARTICLE 6. HEALTH INSURANCE AND DISABILITY INSURANCE**

- A. Each covered employee and his or her dependents are entitled to health care benefits as provided in this Article and Articles 7 and 8.
- B. "Health care benefits" means the medical, dental, and eye-care benefits provided to covered employees and their dependents by COUNTY pursuant to this Agreement.
- C. Consistent with the COUNTY's prior implementation of CalPERS medical insurance for all covered employees and retirees, the COUNTY shall continue to pay only the statutory amount prescribed by Government Code section 22892 per employee per month for medical insurance.
- D. Disability Insurance

COUNTY shall assure that all covered employees are enrolled in the State Disability Insurance (SDI) program at COUNTY expense. COUNTY shall pay all such premiums as are necessary to provide SDI benefits to covered employees. When the covered employee has filed a disability claim and is

receiving disability benefits pursuant to the SDI program, COUNTY shall continue paying:

- (1) Monthly contributions into the Cafeteria Plan based on the employee's applicable tier (See Article 9); and
- (2) The medical portion of Social Security.

**E. Health Care Coverage for Retirees**

- (1) The COUNTY shall continue to pay the statutory amount prescribed by Government Code section 22892 per month for each ASSOCIATION retiree who enrolls in CalPERS medical insurance, regardless of their age or years of continuous service for the COUNTY. A "retiree" is a former COUNTY employee whom CalPERS considers to be a COUNTY retiree/annuitant.
- (2) Each "retired employee" and one dependent of a retired employee (as defined in the dental and eye-care insurance policies) shall also be given the same dental and eye-care benefits provided to covered employees in Paragraph A of this Article.
- (3) "Retired employee" means a former COUNTY employee who was age fifty (50) or older and held permanent employment status on the date of his or her retirement, and who had accrued at least five (5) years continuous service with COUNTY immediately preceding the date of retirement, or, if the employee was hired after January 1, 1986, who has accrued at least ten (10) years continuous service prior to retirement, or, if the employee was hired after July 1, 1987, who has accrued at least fifteen (15) years continuous service prior to retirement; or, if the employee was hired after January 1, 1996, who was age fifty-five (55) or older and held permanent employment status on the date of retirement and who had accrued at least twenty (20) years continuous service immediately prior to retirement.
- (4) Any benefits after retirement under this Section E of Article 6 will be the same as benefits for active employees. In other words, all benefits will change as the benefits of active employees change.

**ARTICLE 7. DENTAL CARE PLAN**

COUNTY shall implement and extend coverage under the COUNTY Dental Plan to all covered employees and their dependents by COUNTY with the understanding that COUNTY shall retain total discretion regarding carrier and plan content, and with

the further understanding that the COUNTY Dental Care Plan as now constituted shall be the minimum base coverage. The coverage provided by this Article shall extend to retired employees (as defined above in Article 6), together with one dependent.

**ARTICLE 8. VISION CARE PLAN**

COUNTY shall implement and extend coverage under Vision Care (Plan C: \$10.00 deductible) to all covered employees and their dependents by COUNTY with the understanding that COUNTY shall retain discretion regarding carrier and plan content, and with the further understanding that the COUNTY Vision Care Plan as now constituted shall be the minimum base coverage. This coverage shall extend to retired employees (as defined above in Article 6), together with one dependent.

**ARTICLE 9. CAFETERIA PLAN**

- A. Beginning October 1, 2014, with respect to any full-time covered employee and any part-time covered employee hired prior to July 1, 2011, who is enrolled in CalPERS medical insurance, the COUNTY will continue to contribute into the Cafeteria Plan an amount exactly equal to the PERS Choice premium for the coverage tier in which the employee is enrolled (i.e., single, two-party, or family), minus the statutory amount prescribed by Government Code section 22892 paid by the COUNTY directly to PERS on behalf of that employee and also minus the amount specified below for those employees who enroll in the two-party or family tier, which shall be contributed by the employee:

	<u>Employee Contribution</u>
Single:	\$25.00/month
Two-Party:	\$50.00/month
Family:	\$100.00/month

The COUNTY will ensure that the amount paid, when combined with the employee contribution (if applicable) and the statutory amount prescribed by Government Code section 22892, is sufficient to cover the PERS Choice premium regardless of the state or COUNTY in which the employee resides, but in no event will the COUNTY be obligated to pay an amount that would exceed the minimum amount necessary for the COUNTY to ensure coverage for that employee or which would result in that employee receiving cash back. Note also that the County's obligation to contribute any amount into the Cafeteria Plan is conditioned on the covered employee authorizing a payroll deduction for their required contribution (if applicable).

- B. Part-Time Employees: With respect to any part-time covered employee hired after September 1, 2011, who is enrolled in CalPERS medical insurance, the COUNTY will contribute into the Cafeteria Plan one of the following reduced percentages of the PERS Choice premium for the coverage tier in which the employee is enrolled, minus the statutory amount prescribed by Government Code section 22892 paid by the COUNTY directly to PERS on behalf of that employee:**

**Less than .5 FTE: 0% (No County contribution)  
.5 - .74 FTE: 50% of the PERS Choice Premium  
.75 FTE - .89 FTE: 75% of the PERS Choice Premium**

Such FTE status shall be based on the County's official list of allocated positions maintained by the County Administrative Office; it shall not be based on actual hours worked in a given month. The additional monthly amount necessary for the medical coverage tier selected by a part-time covered employee shall be contributed by that covered employee through a payroll deduction (authorized by the employee). Note also that the County's obligation to contribute any amount into the Cafeteria Plan is conditioned on the covered employee authorizing a payroll deduction for their required contribution. This subsection (C) shall also apply to any full-time employee whose position changed to part-time status on the list of allocated positions after September 1, 2011, or who transfers to such a position after September 1, 2011; the COUNTY's contribution to the Cafeteria Plan with respect to that employee shall be based on the reduced percentages set forth above until such a time, if at all, that they return to a position allocated as full-time.

- C. With respect to any covered employee who is not enrolled in CalPERS medical coverage for their applicable tier, but who provides the COUNTY with proof of medical coverage under an insurance plan providing at least the same level of benefits available from CalPERS under the Cafeteria Plan, the COUNTY shall continue to contribute to the Cafeteria Plan a flat amount per month for that non-enrolled employee exactly equal to the amount then being contributed by the COUNTY for employees who are enrolled in the "Single" tier of PERS Choice coverage and who reside in the same state and COUNTY as the non-enrolled employee. Notwithstanding the foregoing, no employee (regardless of date of hire) shall be eligible to receive a contribution to the Cafeteria Plan under this subsection D unless they were already receiving such a contribution prior to August 1, 2011.**
- D. Effective January 1, 2012, with respect to any covered employee who is not enrolled in CalPERS medical coverage for their applicable tier, but who provides the COUNTY with proof of medical coverage under an insurance plan providing at least the same level of benefits available from CalPERS**

under the Cafeteria Plan, the COUNTY shall contribute to the Cafeteria Plan three hundred dollars (\$300) per month for that non-enrolled employee. Notwithstanding the foregoing, no employee (regardless of date of hire) shall be eligible to receive a contribution to the Cafeteria Plan under this subsection E unless they were already receiving such a contribution prior to August 1, 2011.

**ARTICLE 10. 401(a) PLAN.**

- A. Any covered employee hired on or after January 1, 2002, shall not be eligible to earn or receive the retirement service benefit provided by Article 11, but shall instead be eligible to receive COUNTY contributions into an Internal Revenue Code Section 401(a) Plan established by the COUNTY, as described more fully below. Any covered employee who was hired prior to January 1, 2002, may also elect to receive COUNTY contributions into a Section 401(a) Plan under this Article, but only if he or she agrees to waive and relinquish any present or future rights he or she may have to receive the retirement service benefit provided by Article 11.**
- B. COUNTY shall continue to provide an Internal Revenue Code Section 401(a) Plan consistent with this Article. COUNTY shall continue to contribute into the Section 401(a) Plan an amount on behalf of each covered employee electing to participate under this Article equal to the amount contributed by that employee from his or her own pre-tax salary equal into one of the COUNTY's Section 457 deferred compensation plans or into the 401(a) Plan directly (if made available to employee contributions) but not to exceed 3% of the employee's pre-tax salary. Accordingly, if an employee contributed a total of 1-3% of his or her pre-tax salary to a 457 plan, then the dollar amount of the COUNTY's 401(a) contribution would fully match the employee's 457 contribution; if an employee contributed more than 3% of his or her pre-tax salary to a 457 plan, then the dollar amount of the COUNTY's 401(a) contribution would only be equal to 3% (and not more) of the employee's pre-tax salary and would not fully match the employee's 457 contribution. The employee may direct the investment of said contributions in accordance with the options or limitations provided by the 401(a) Plan. Each such employee shall vest -- that is, earn the right to withdraw -- the COUNTY's contributions into the 401(a) Plan on their behalf based on years of COUNTY service, as set forth more fully below.**
- C. The 401(a) Plan implementing this Article shall provide the following schedule of vesting requirements for any participating employee to earn and be eligible to withdraw or otherwise receive a portion (or in some cases all) of his or her total account value at the time of termination:**

<u>Years of COUNTY Service</u>	<u>Portion of Account Value Vested</u>
Less than 1 year	0%
1 year plus 1 day to 2 years	10%
2 years plus 1 day to 3 years	20%
3 years plus 1 day to 4 years	40%
4 years plus 1 day to 5 years	60%
5 years plus 1 day but less than 6 years	80%
6 years	100%

- D. In addition to and notwithstanding the foregoing, employee' options for withdrawing, "rolling over," and otherwise using account money -- and the tax consequences of such withdrawals and use -- shall be subject to any legal requirements or limitations of Internal Revenue Code Section 401(a) and any other applicable laws with which the COUNTY and the Plan must comply.

**ARTICLE 11. RETIREMENT SERVICE** (Applicable only to certain employees who retired or were on COUNTY payroll prior to January 1, 2002).

- A. Each retired employee who was on COUNTY payroll prior to January 1, 2002, and was a covered employee at the time of retirement will be eligible for a flexible credit allowance under COUNTY's Section 125 Cafeteria Plan (See Article 9), unless he or she has at any time prior to retirement opted to participate in the COUNTY's Section 401(a) Plan (See Article 10).
- B. "Retired employee" means a former COUNTY employee who was age fifty (50) or older and held permanent employment status on the date of his or her retirement, and who had accrued at least five (5) years continuous service with the COUNTY immediately preceding the date of retirement, or, if the employee was hired after January 1, 1986, who has accrued at least ten (10) years continuous service prior to retirement, or, if the employee was hired after July 1, 1987, who has accrued at least fifteen (15) years continuous service prior to retirement; or, if the employee was hired after January 1, 1996, who was age fifty-five (55) or older and held permanent employment status on the date of retirement and who had accrued at least twenty (20) years continuous service immediately prior to retirement.
- C. The amount of the flexible credit allowance shall be computed as follows:
- (1) If the employee retired after December 31, 2001, but before September 1, 2011, then the amount of the flexible credit allowance shall be equal to the monthly amount contributed by the COUNTY per each active employee to the COUNTY's Section 125 Cafeteria Plan (See Article 9), minus the statutory amount prescribed by Government Code section 22892 per month paid by the COUNTY directly to PERS if the retired

employee is enrolled in CalPERS medical insurance, plus the COUNTY contribution toward dental and vision coverage. In other words, the amount of the credit allowance will vary as the County's contribution to the Cafeteria Plan for its active employees varies, and subject to the same limitations or qualifications applicable to active employees, such as whether the retiree is enrolled in CalPERS medical insurance (in which case the credit allowance will be based on the "tier" into which that retiree falls minus the statutory amount prescribed by Government Code section 22892 paid directly by the COUNTY to CalPERS). As with active employees, any retiree who is not enrolled in CalPERS medical insurance during calendar year 2011 but who provides the COUNTY with written proof of comparable insurance shall only receive a credit allowance equal to the amount of the "single" tier contribution. As with active employees, effective January 1, 2012, any retiree who is not enrolled in CalPERS medical insurance but who provides the COUNTY with written proof of comparable insurance shall only receive a credit allowance equal to \$300 per month. Notwithstanding the foregoing, as with active employees, a retiree who is not enrolled in CalPERS medical but who provides the COUNTY with written proof of comparable insurance shall not be eligible to receive a credit allowance under this subsection (C)(1) unless they were already receiving such a credit allowance prior to August 1, 2011. Retired employees governed by this paragraph shall be entitled to take cash back from the Cafeteria Plan to the fullest extent it may be provided without being inconsistent with this MOU or threatening the plan's compliance with applicable laws, but as with active employees, the Cafeteria Plan shall specify that a retired employee may not take cash back unless he or she can provide the COUNTY with written proof of medical insurance coverage under an insurance plan providing at least the same level of benefits available from medical insurance plans offered through the Cafeteria Plan.

- (2) If the employee retires after September 1, 2011, and is enrolled in CalPERS medical insurance, then the amount of the flexible credit allowance shall be equal to the monthly amount of the PERS Choice premium based on the residency and coverage tier in which the retiree is enrolled minus the statutory amount prescribed by Government Code section 22892 per month paid by the COUNTY directly to PERS and minus the same monthly amount that the retiree was contributing toward their medical insurance premiums as an active employee immediately prior to their retirement. For example, if an employee was contributing \$50 per month toward his or her medical insurance as an active employee at the time of retirement, then that same fixed dollar amount shall be deducted from the flexible credit allowance paid to

them as a retired employee pursuant to this subsection (C)(2). Note that under this formula, while the PERS Choice premium and the statutory amount prescribed by Government Code section 22892 will vary over time (based on the then-current amounts), the amount deducted therefrom based on what the retiree was contributing as an active employee does not vary.

(3) If the employee retired before December 31, 2001, then the amount of the flexible credit that he or she is entitled to shall be equal to the amount of money necessary to obtain CalPERS medical insurance for the retired employee and his or her dependent with a level of benefits substantially the same as the employee had on the date of his or her retirement, minus the statutory amount prescribed by Government Code section 22892 per month paid by the COUNTY directly to PERS for such insurance, plus the COUNTY contribution toward dental and vision coverage. In other words, the amount of the credit allowance will vary with changes in the cost of the applicable level of medical insurance. These retired employees must be enrolled in the applicable level of CalPERS medical insurance in order to receive the flexible credit allowance and shall not be entitled under any circumstances to opt for other insurance coverage, no coverage, or reduced coverage in order to receive "unused" cash back from the Cafeteria Plan.

**ARTICLE 12. VACATION ACCUMULATION**

**A. In accordance with the Mono County Code, bargaining unit members shall accrue vacation benefits as follows:**

Initial Employment.....10 days vacation per year  
After 3 years service.....15 days vacation per year  
After 10 years service.....17 days vacation per year  
After 15 years service.....19 days vacation per year  
After 20 years service.....20 days vacation per year

**B. Notwithstanding anything to the contrary, except for Article 38 below, the maximum number of vacation days that may be accumulated by any employee as of December 31<sup>st</sup>, the end of the calendar year, shall not exceed two and one-half times the employee's then current annual vacation day accumulation as provided in the Mono County Code.**

**C. Except as provided for in Article 38 below, if a covered employee's total accumulated vacation days exceeds two and one-half times their annual vacation day accumulation on December 31, then their vacation accrual will cease effective January 1, until the covered employee's accumulation of**



vacation days falls at or below two and one-half times their annual accrual. Once the covered employee's accumulation of vacation days falls at or below two and one-half times their annual accrual, then their accrual of vacation days will recommence for the remainder of the calendar year.

- D. Except as provided for in Article 38 below, any covered employees who have accrued a minimum of 80 vacation hours may, upon written request, be compensated for up to a maximum of 40 hours of accrued vacation time per calendar year, instead of taking that vacation time off.

### **ARTICLE 13. SICK LEAVE**

- A. In accordance with the Mono County Code, sick leave for each covered employee shall accrue upon the employee's date of employment at the rate of one (1) full day of sick leave for each month of service, to a maximum accrual of one hundred and twenty (120) sick leave days (i.e., 960 hours). Upon termination, the employee shall be compensated for accrued sick leave as follows:
  - (1) If the employee has worked for COUNTY for less than five (5) years, no amount shall be paid for accrued sick leave.
  - (2) If the employee has worked for COUNTY more than five (5) years, but less than ten (10) years, then the employee shall be paid seventy-five percent (75%) of the dollar value of the accrued sick leave.
  - (3) If the employee has worked for COUNTY more than ten (10) years, then the employee shall be paid one hundred percent (100%) of the dollar value of the accrued sick leave.
  - (4) If the employee is terminated by reason of layoff, then the employee shall be paid one hundred percent (100%) of the dollar value of the accrued sick leave regardless of how long the employee has worked for COUNTY.
- B. The dollar value of the employee's accrued sick leave shall be based upon the employee's base rate of pay on the date of termination.

**ARTICLE 14. LONGEVITY COMPENSATION (Only applicable to employees hired before August 1, 2011)**

- A. Effective January 1, 2012, the following longevity policy shall apply to covered employees hired before August 1, 2011: Commencing on the first day of the month next following the date of completion of twelve (12) years of continuous service as a COUNTY employee, each covered employee shall receive additional compensation of six and one half percent (6.5%) of base pay. No further longevity increases shall be received for additional years of service. Any covered employee hired before August 1, 2011, who on January 1, 2012, was already eligible to receive at least seven and one-half percent (7.5%) longevity pay shall instead receive one percent less than that amount of longevity pay and shall not be eligible for nor receive any further longevity increases regardless of years of service. (Note: employees hired on or after August 1, 2011, will not be eligible to receive longevity compensation at any future date.)

**ARTICLE 15. ASSUMING DUTIES ENTAILING GREATER RESPONSIBILITY**

- A. In the event a covered employee assumes the full range of responsibilities normally expected of a position entailing greater responsibility than his or her presently assigned position, that employee shall receive a five percent (5%) increase in pay, or the same rate of pay due the "A" step of the higher classification, whichever is higher, during the entire time the employee carries out the higher class duties.
- B. The provisions of this Article are operative only when all the following conditions occur:
- (1) Written direction has been given to the employee to assume the higher responsibilities by the employee's department head or by a person so authorized by the Department Head. If no written directive is issued, no out-of-class work shall be expected or required.
  - (2) In each assignment of higher duties, the performance of such duties must be for a period of at least two (2) consecutive workdays.
  - (3) The position assumed has a job description in the most recent job classification and salary survey adopted by the COUNTY Board of Supervisors. The assumption and performance of the duties of the higher classification must encompass the full range of responsibilities of the higher classification for the time period of the assignment. This shall not apply to temporary assignments, which are made pursuant to prior mutual agreement between the employee and his or her

immediate supervisor for the purpose of providing a training opportunity to the employee for a mutually agreed period of time.

- C. No out-of-class assignment shall exceed six (6) months unless a written extension is executed by the employer, the UNION and the employee. Out-of-class assignments shall not be used to avoid or prolong promotion or new hire.
- D. In the event a qualifying higher level assignment has been made but written direction was not properly issued, the employee is still entitled to the compensation provided in this Article, but only if brought to the Department Head's attention within six (6) months of the end of the assignment.

#### **ARTICLE 16. RELEASE TIME**

- A. Chief Stewards shall have reasonable time off with pay for the purpose of carrying out UNION related matters (not to exceed a total of eight (8) persons). UNION representatives shall notify their Department Heads that they will be participating in UNION matters.
- B. COUNTY agrees that UNION members may attend three (3) UNION membership meetings during working hours without loss of pay provided:
  - (1) Attendance is verified by signature roster, a copy of which shall be supplied to the COUNTY by request.
  - (2) Attendance during working hours without loss of pay will be limited to two (2) hours per meeting.
  - (3) The employee's absence from work will not result in the lack of minimum coverage of office functions in the employee's office as determined by the employee's Department Head.

#### **ARTICLE 17. SHIFT DIFFERENTIAL PAY**

##### **A. Evening Shift**

Each covered employee shall receive a pay differential of five percent (5%) of base pay in addition to his or her base hourly pay. Any such employee who works overtime in continuation of the evening shift shall continue to receive the shift differential for each hour of overtime worked.

**B. Graveyard Shift**

Each covered employee shall receive a pay differential of seven and one-half percent (7.5%) of base pay in addition to his or her base hourly pay. Any such employee who works overtime in continuation of the graveyard shift shall continue to receive the shift differential for each hour of overtime worked.

**C. The terms “evening shift” and “graveyard shift,” as used herein shall be defined as follows:**

Evening shift – 5:00 p.m.-12:00 a.m.

Graveyard shift – 12:00 a.m.- 7:00 a.m.

In order to eligible for shift differential, the employee must work for a minimum of four hours within the appropriate shift and would receive shift differential for all hours worked if the majority of hours occur between 5:00 p.m. and 7:00 a.m. Employees who request (and are granted) to work outside of their normally scheduled shift, shall not be entitled to differential pay. In the event the County plans to modify a shift for an existing employee receiving shift differential pay and thereby eliminates the shift differential for that employee, the County shall prepare a report to Local 39, prior to the action, explaining why the shift is being modified.

**ARTICLE 18. WORKSITE SAFETY**

**A. Safety and Weather Protection Equipment**

(1) COUNTY shall provide the funds necessary to assure that covered employees needing such equipment for health and safety purposes shall receive new or otherwise serviceable and adequate protective safety and weather protection equipment. Department Heads shall purchase or replace the following minimum issue of such equipment for covered employees:

- (a) Polarized sunglasses;
- (b) Regular and heavy-duty cold weather gloves;
- (c) Rain jacket with hood;
- (d) Rain pants;
- (e) Waders;
- (f) Jacket with hood (Twin Peaks or equivalent);
- (g) Vests (Twin Peaks or equivalent);
- (h) Warm-up pants (Wearguard or equivalent);

- (i) Cold weather work boots (see below);
  - (j) warm weather work boots (see below);
  - (k) Extra boot liners.
- (2) Notwithstanding the foregoing, work boots shall only be provided as described by this paragraph. COUNTY shall continue to select and provide suitable cold-weather work boots for those employees needing them. COUNTY will also continue to provide a maximum of two hundred and twenty-five dollars (\$225) per year per employee toward the actual cost of warm weather work boots for those employees needing them. Said amounts shall be paid directly to boot vendors designated by COUNTY when all of the following conditions are met: COUNTY determines that an employee's existing boots need replacement; COUNTY receives proof of purchase by employee (on his or her own time) of suitable boots from a vendor approved by COUNTY; and employee turns in and otherwise relinquishes his or her former pair of work boots to COUNTY. COUNTY may allow the employee to utilize the former pair of work boots for duties and assignments that may cause damage to their newer work boots, such as slurry and crack sealing. Any work boots purchased pursuant to this paragraph shall be pre-approved by COUNTY for safety specifications. Any disputes regarding which employees need work boots for health and safety purposes shall be submitted to the County Administrative Officer, whose decision shall be final. As with any other safety equipment provided by COUNTY, boots purchased pursuant to this paragraph shall be worn by employee at all times while employee is on the job.
- (3) Safety and weather protection equipment shall remain the property of COUNTY and shall be properly inventoried. Employees shall return assigned equipment upon termination from COUNTY employment. Safety and weather protection equipment shall be issued only to those persons required to work under conditions necessitating the importance of a particular item of such equipment. Previously issued equipment shall be returned by the employees to whom it has been issued prior to the assignment of replacement equipment. Employees shall be responsible for the care and maintenance of all issued safety equipment and for the cost of replacement of lost equipment.

**B. Worksite Inspection**

COUNTY shall provide reasonable safety programs and annual onsite safety inspections in order to assure safe worksites for COUNTY employees. Department Heads shall have the responsibility for scheduling the safety

programs and annual on-site worksite inspections. Employees may file written complaints relating to the safety of worksites. Written complaints shall be filed with the relevant Department Heads and copies shall be transmitted by employees who file them to UNION. Should the complaint be unresolved at the department head level, an appeal of the matter shall be heard by the Worksite Safety Committee, which shall work with the employee(s), Department Head, supervisor(s) and other UNION and management representatives to resolve the matter.

- (1) The Worksite Safety Committee will be established as a standing Committee, but will meet as the need arises, and will consist of COUNTY'S designated risk manager, one (1) other manager designated by COUNTY and two (2) representatives designated by UNION.

#### **ARTICLE 19. UNIFORMS**

- A. Public Works mechanics shall be supplied with uniforms and coveralls, which COUNTY shall launder. Public Works landfill employees shall be supplied with uniforms, which COUNTY shall launder. Other Public Works employees who are required to wear uniforms (e.g., facilities, maintenance, and custodians) shall be supplied with uniforms, which employees shall launder themselves; they shall also be supplied with coveralls as necessary, which COUNTY shall launder. With respect to all uniformed Public Works employees, COUNTY shall be responsible for any repairs or replacements of uniforms that COUNTY may deem necessary. COUNTY and UNION will meet and confer regarding the specific number of uniforms and coveralls to be provided to Public Works employees.
- B. Animal Control employees will be provided with an annual uniform allowance of four hundred dollars (\$400), and such employees will assume full responsibility for purchasing and repairing or replacing their uniforms as necessary. In no event will the County be required to pay more than the annual allowance amount toward an employee's actual uniform expense. The allowance will be paid every July 1<sup>st</sup>, commencing on July 1, 2013. Allowance payments will be included and combined with employee's regular payroll checks in the month that it is paid. Such uniform allowances are taxable compensation and the County will withhold taxes accordingly. Such uniform allowances are not reportable compensation to CalPERS.

## **ARTICLE 20. CALL BACK - ON CALL**

### **A. Call Back [Note: Not applicable to FLSA-exempt employees]**

A covered employee who is called in to work at any time other than his or her normal working hours shall be paid for a minimum of two (2) hours of overtime. Should the duration of the call back exceed two (2) hours, the employee will be paid at the overtime rate for actual time worked. The provisions of this Article will not apply to extended shifts. An extended shift is defined as a time when an employee stays beyond their normally scheduled shift.

- (1) If the call back occurs during evening, graveyard, or relief shift, the employee shall receive the applicable shift differential pay for hours of the call back actually worked.

### **B. On Call**

“On Call” means that period of time during which an employee is assigned to be available for duty. During that period, the employee has free use of his or her time with the exception of being required to be available for duty by telephone or two-way radio during the entire period of the assignment.

- (1) On call status shall be assigned by the Department Head or designee and paid at the rate of three dollars (\$3.00) per hour for the duration of the on-call period. No on-call period shall be less than twelve (12) hours in duration. Employees shall be provided with at least four (4) hours advance notice prior to being placed on call and prior to being taken off on-call status. Employees on vacation or any other form of leave are not eligible to be placed on call. And in no event is an employee entitled to be placed on call; rather, such assignments are exclusively in the Department head’s discretion as noted above.
- (2) [Note: This subdivision (B)(2) is not applicable to FLSA-exempt employees.] A two (2) hour minimum shall be paid at the overtime rate to an employee who is called out while assigned on-call duty. An employee is called out when the employee is required to perform any work that is within the call-out assignment, including telephone counseling or other county business conducted by telephone which does not require the employee to leave the employee’s residence or location at the time the employee is called out. If the employee is called out more than one time during the initial two-hour period, any work performed during the initial two-hour period shall be considered to be within the initial two-hour period and no additional compensation shall be owed.

- (3) [Note: This subdivision (B)(3) is not applicable to FLSA-exempt employees.] No employee, unless mutually agreed to, shall have the hours of his or her normally scheduled shift reduced as a result of a call out.

**ARTICLE 21. OVERTIME [Note: Not applicable to FLSA-exempt employees]**

- A. **Calculation of Overtime:** All covered employees shall be paid overtime in accordance with Fair Labor Standards Act (FLSA) requirements for time actually worked in excess of forty (40) hours per week. Accordingly, and notwithstanding any contrary provision of the County Code or personnel rules, use by an employee of any form of leave or CTO during a work week shall NOT be counted as hours actually worked for purposes of determining whether that employee has worked more than 40 hours that week for purposes of earning overtime (consistent with FLSA). Any covered employee who has actually worked in excess of forty (40) hours in a workweek may, in their option, be credited back any CTO or leave time that they had utilized during that workweek prior to knowing that they would actually work more than 40 hours (note: if an employee does not opt for such a credit, they shall be paid straight time for such CTO or leave time utilized).
- B. **Accumulation of Compensatory Time**
- (1) Covered employees may accumulate up to two hundred and forty (240) hours of compensatory time off (CTO) during a calendar year, provided however that on December 31<sup>st</sup> of each year, the County will compensate each member for their compensatory time by purchasing all accrued hours above 100 hours. In other words, the maximum accrual that any member may have at the beginning of each calendar year will be 100 hours. CTO may be utilized with the permission of the Department Head.
- (2) At the time CTO is earned, the employee must elect whether the time will be used as CTO or whether it will be cashed out. Once the employee makes the election it cannot be changed.
- C. **Overtime Meal Allowance:** All covered employees who are required to work a minimum of four (4) hours past their normal shift shall receive a twenty dollar (\$20.00) meal reimbursement payment for each such shift worked.
- D. **Holiday Overtime Pay:** For covered employees not receiving holiday pay who work on designated COUNTY holidays, overtime in excess of eight (8) hours will be paid at two (2) times the regular hourly rate.



- E. **Travel Time** Generally, travel time to and from work does not constitute hours worked. This is true whether the employee works at a fixed location or at different job sites. However, time spent in travel during the workday must be counted as hours worked when it is related to the employee's job. Further, travel time that occurs in addition to regular working hours is considered hours worked if it is performed pursuant to COUNTY'S instructions. All such travel time shall be considered "hours worked" by the traveling employee, whether or not the employee is operating a vehicle or riding as a passenger. However, in any work week in which such travel occurs, management may reduce the traveling employee's regular work hours in order to avoid or minimize overtime for that week. For example, if an employee travels eight hours on a Sunday as a passenger to attend a seminar, that time will be counted as hours worked but management may reduce the employee's regular work hours later in the same work week by eight hours, so that no overtime would be owed as a result of the travel (all other things being equal).
- F. **Off-Duty Business Calls:** If, between the hours of 9 pm to 6 am, or during a regularly scheduled day off, a non-exempt covered employees who is not on call, receives a telephone call from his/her supervisor, management, law enforcement, or other governmental agency for the purpose of conducting County business, then the employee shall receive a minimum of one (1) hour pay at the employee's overtime rate, or shall receive overtime pay for the actual duration of the telephone call, whichever is greater. Additional business calls received within the same paid hour will not be compensated in addition to the minimum of one (1) hour overtime pay. In order to qualify for the telephone call compensation, the employee must notify their supervisor or department head of the following information within a reasonable period of time:
- The date and time the call was received;
  - The time the call was ended;
  - The name and/or entity that placed the call;
  - The subject of the call;

**ARTICLE 22. MERIT LEAVE [Note: only applicable to FLSA-exempt employees.]**

- A. FLSA-exempt employees are expected to efficiently manage time to perform their job duties, and be available for staff, clients and the public. This entails full-time exempt employees being available for more than 40 hours per workweek (or a lesser amount in the case of part-time exempt employees) and outside of normal business hours.

- B. In consideration of these expectations, the lack of overtime pay and job complexities, eighty hours (80) of merit leave per calendar year shall be provided to full-time exempt employees; part-time exempt employees shall be provided a prorated lesser amount based on their regular schedule. Merit leave is not an hour-for-hour entitlement, but rather is extra time off provided in addition to vacation time, sick leave, etc. The initial entitlement for new employees shall be prorated based upon the remainder of the calendar year from the date that their employment commences.**
- C. Merit leave does not accrue to a bank and the yearly entitlement must be used within the calendar year it is provided, or it is lost. There is no carryover of unused merit leave to subsequent year(s) and merit leave has no cash value.**
- D. Merit or vacation leave (or sick leave, if applicable) must be used whenever a full-time exempt employee works fewer than 80 hours during any two-week period; or a prorated lesser number of hours during any two-week period in the case of part-time exempt employees. For most exempt employees, a two-week period means fourteen consecutive calendar days beginning on a Sunday; but exempt employees working in offices on a “flex” schedule may count the fourteen days from a day other than Sunday, with department head approval.**
- E. Merit leave is used in a manner similar to vacation time. An exempt employee will note merit leave taken with an (M) on the time sheet in a manner similar to vacation time taken (V) and sick leave taken (S).**

**ARTICLE 23. TRANSFERS AND PROMOTIONS FOR PUBLIC WORKS MAINTENANCE EMPLOYEES**

**Maintenance employees in the Department of Public Works may, with the approval of the Department of Public Works Director and the Chief Administrative Officer, transfer from one departmental district to another when an opening occurs. No employment applications or tests will be required. This employment opportunity shall be offered to current employees prior to the advertisement of the opening (position) to other departments or the general public. Employees who desire to transfer shall make a request within ten (10) working days of notification to the employee that an opening will exist.**

**ARTICLE 24. PHYSICAL EXAMINATIONS FOR REQUIRED DRIVERS' LICENSING**

**When a physical examination is required for the acquisition or renewal of a driver's license required in the performance of a covered employee's duties, the examination shall be provided by a medical doctor designated by COUNTY at**

COUNTY expense. The examination shall be performed during the employee's regular work hours without any deduction in pay.

#### **ARTICLE 25. PERS RETIREMENT BENEFITS AND CONTRIBUTIONS**

- A. Covered employees shall continue payment of the employee's contribution for applicable PERS coverage and retirement. COUNTY shall continue to implement the IRS 414H2 program for all employees covered by this MOU in order to facilitate the employee's PERS contributions and to provide for tax deferred payment of the employee's PERS contributions.
- B. COUNTY and UNION agree that for the purposes of PERS retirement, the "single highest year" of the employee's service years of COUNTY employment shall be used for calculation of the retirement benefits of that employee.
- C. Except for those employees hired within six months of separation from employment with a public employer with pension system reciprocity, who are eligible for the retirement plan in effect on December 31, 2012 (which in Mono County was 2.5% at 55), covered employees hired after December 31, 2012 shall be provided with "2% at 62" PERS Retirement Benefits as mandated by the Public Employees' Pension Reform Act of 2013. Covered employees hired between the April 10, 2012, and December 31, 2012, shall be provided with PERS "2.5% at 55" retirement. Any employees hired prior to April 10, 2012, shall continue to be enrolled in PERS "2.7% at 55" retirement. And covered employees shall continue payment of the full employee's contribution for applicable PERS coverage and retirement (including any increase resulting from the aforementioned contract amendment plus additional amounts mandated by State law). COUNTY shall continue to implement the IRS 414H2 program for all employees covered by this MOU in order to facilitate the employee's PERS contributions and to provide for tax deferred payment of the employee's PERS contributions.
- D. Covered employees shall continue to be enrolled in the PERS Level IV Survivors' Benefit Program (specifically those benefits provided by Government Code section 21574).

#### **ARTICLE 26. WAGES**

- A. Except as provided in sections B and C below, covered employees shall receive no increases of any kind to their base salary during the term of this MOU, with the exception of increases resulting from changes in job classifications (e.g., promotions, reclassifications, and transfers). For purposes of this Article, "base salary" means the range and step at which the employee is paid immediately prior to any increase.

- B. **Effective as of January 1, 2017, covered employees shall be eligible to earn or receive “step increases” based upon their then existing Anniversary Date. For example, if an employee has an Anniversary Date of February 2, then the employee will receive his or her step, if otherwise eligible, on February 2, 2017, regardless of the year that Anniversary Date was established. Notwithstanding any contrary provision of the County Code or Mono County Personnel System, each “step increase” provided pursuant to this MOU shall be equivalent to two and one half percent (2.5%) of the employee’s base salary (a total of 10 steps, instead of 5, shall be available under this provision).**
- C. **On January 1, 2017 and again on January 1, 2018, covered employees shall be provided with a 2% cost of living increase to their base salary.**
- D. **All employees will be required to utilize direct deposit of their payroll checks.**

**ARTICLE 27. HOLIDAY PAY**

- A. **24-hour employees. Holiday pay for 24-hour employees, including the Jail Food Service Manager and Residential Facility Workers, shall be paid semi-annually no later than December 10 and June 10 of each fiscal year in the amount of eight percent (8%) of base salary. This policy will eliminate holidays from the work schedule, save and except special COUNTY holiday pay, which will be paid. Any overtime work which falls on regular days off which is, coincidentally, a calendar holiday, shall be paid at the overtime rate.**
- B. **Landfill employees. Covered employees, whether they work on a county holiday (as defined by the County Code) or not, will receive eight (8) hours compensation, in the form of eight (8) hours comp time, if they are not normally scheduled to work on the holiday, and in the form of eight (8) hours of regular compensation if they are normally scheduled to work on the holiday (in which case they may need to contribute one (1) hour comp time to maintain a forty (40) hour work week). In addition to the above, if a covered employee works on a county holiday, then they will receive 1.5 times their normal rate of pay for each hour worked, up to eight (8) hours per day. The hours of work shall be from 7:30-4:00, with a standard ½ hour lunch break. After all hauler loads have been delivered for the day and all necessary service provided, covered employees working on a county holiday may leave early, at their discretion, at any time after 12 noon.**
- C. **4/10 employees. Covered employees who are permitted by the County (in its sole discretion) to work 4/10 schedules may maintain their 4/10 schedule during any week in which one or more County holidays occur, but must utilize any accrued vacation or comp time to account for any hours less than 40 that they actually work and/or are credited for during the holiday week. If any such employee does not have any such available leave, then the**

employee shall account for any hours less than 40 that they work and/or are credited for during the holiday week with unpaid time off. Otherwise, said employees shall work a regular 5/8 schedule during any holiday week.

D. **9/80 employees.** MCPE employees who are permitted by the County (in its sole discretion) to work 9/80 schedules but who do not work in landfill positions covered by Section B shall receive paid time off in the amount of eight (8) hours for each County holiday that occurs during a work week as follows:

- Whenever a County holiday occurs on a regular work day for that employee, the eight hours shall be taken (credited) on that date only (it may not be take on a different date). The additional one hour of time necessary for the employee to receive full pay for that date will be contributed/deducted from the employee's accrued vacation leave or comp time in the employee's discretion.
- Whenever a County holiday occurs on a regular day off for that employee, the eight hours shall be credited as comp time. The County in its sole discretion shall determine whether the regular day off for an employee on such a 9/80 schedule is Friday or Monday.

E. Employees required to work on a County holiday shall receive 1.5 times their hourly rate for each hour worked, up to eight (8) hours per day, in addition to receiving eight hours of regular pay for the holiday. In lieu of receiving pay for the hours worked on a County holiday, an employee may elect to receive compensatory time at the rate of one and one-half times the actual hours worked on the holiday.

#### **ARTICLE 28. BILINGUAL PAY**

A. COUNTY shall provide two tiers of bilingual pay based on the degree of fluency needed by the County and demonstrated by an eligible MCPE member. Bilingual pay for the tier requiring the highest level of fluency ("Tier II") will be \$250 per month, and bilingual pay for the tier requiring the lower level of fluency ("Tier I") as determined by the County will be \$125 per month.

B. The COUNTY shall determine its needs for such bilingual communication skills, including which positions qualify for pay under this paragraph and which specific languages other than English are needed for such positions. COUNTY may also require testing of bilingual fluency as it deems necessary or desirable, as a prerequisite for being eligible to receiving bilingual pay. All other things being equal, in offices where the COUNTY determines that only one bilingual person is necessary, but multiple persons in that office possess the needed bilingual skills and desire bilingual pay, then the COUNTY shall equitably rotate bilingual assignments among those persons

so that each has an opportunity to earn bilingual pay during the period of such assignments.

#### **ARTICLE 29. EDUCATION INCENTIVE PROGRAM**

- A. Covered employees who wish to enroll in job-related or promotion-oriented courses shall be reimbursed by COUNTY for allowable expenses related to the courses (which includes courses for certifications, licensures, CEU's, and online courses) in an amount not to exceed seven hundred dollars (\$700.00) per calendar year. Allowable expenses shall be actually incurred, shall include tuition costs and out-of-pocket expenses for required course material and textbooks, and shall be subject to the following:**
- (1) Courses must be taken through an accredited institution if comparable courses are not offered in local schools.**
  - (2) Employees will not be granted time off from their regular work schedule to attend such courses, unless approved by the County Administrative Officer.**
  - (3) Approval for the educational assistance program shall be at the discretion of the County Administrative Officer, who will determine whether or not each specific course is job-related or promotion-oriented. The County Administrative Officer will obtain and consider the recommendation of the employee's department head in each case. The County Administrative Officer's approval shall not be unreasonably withheld. Such approval shall be obtained by the employee prior to enrollment. A copy of the written approval shall be sent by the County Administrative Officer to the Auditor's Office, the employee's Department Head, and the employee.**
  - (4) Required course material and textbooks may be retained by the employee upon satisfactory completion of the course.**
- B. Reimbursement shall be made to the employee within fifteen (15) calendar days after presentation to the Auditor's Office of appropriate receipts and proof of completion of the course with a minimum grade of "C" or it's equivalent, or actual attaining of a certification, licensure, or CEU.**

#### **ARTICLE 30. EDUCATIONAL LOAN PROGRAM**

**Covered employees are eligible to apply for educational loans under the same terms and conditions applicable to other County employees (if at all) during the**

term of this MOU. As of the date of MOU ratification, said terms and conditions are set forth in Resolution No. R04-020 of the Board of Supervisors, which is incorporated herein by this reference. Note: there is no entitlement to receive such a loan and the loan, if approved by the County Administrator, is in lieu of the Education Incentive Program discussed above in Article 28. Furthermore, in no event shall a covered employee be eligible to receive more than one (1) loan during the entire period of their employment with the County.

#### **ARTICLE 31. AGENCY SHOP**

**A. Except as otherwise provided by this MOU or state law, for the term of this agreement all employees in the bargaining unit represented by the UNION shall be required, as a condition of continued employment, either to join the UNION or to pay the UNION a service fee in an amount not to exceed the standard initiation fee, periodic dues, and general assessment of the UNION. This requirement shall not apply to any employee who is a member of a bona fide religion, body, or sect, which has historically held conscientious objections to joining or financially supporting public employee organizations. Such individuals shall not be required to join or financially support the UNION as a condition of employment, but will be required, in lieu of periodic dues, initiation fees, or agency shop fees, to pay sums equal to such dues, initiation fees, or agency shop fees to one of the two (2) following non-religious, non-labor charitable funds, exempt from taxation under Section 501(c)(3) of the Internal Revenue Code chosen by such employee:**

- (1) Wild-Iris**
- (2) Red Cross (designated for Mono County)**

**Proof of such payments shall be made on a monthly basis to the employer as a condition of continued exemption from the requirement of financial support to UNION, and the employer will, upon request of UNION, demonstrate such continued payment.**

**B. The service fee payment will be used by UNION for purposes of collective bargaining, contract administration and pursuing matters affecting wages, hours and other terms and conditions of employment.**

**C. It shall be the employer's responsibility, once notified by UNION of the amount of the service fee as determined by UNION, to provide UNION with a list of all persons in the bargaining unit and their addresses, in order that the UNION can notify such individuals of their obligation under this contract and pursuant to Government Code Section 3502.5. Thereafter, service fees from non-members shall be collected by payroll deduction and distributed to UNION on a monthly basis. UNION will be notified no later than thirty (30)**

days after the event of any additions or deletions of the names of persons as employees in the bargaining unit to whom this provision is applicable.

- D. UNION shall defend, indemnify, and hold harmless COUNTY on account of all claims against COUNTY, and all lawsuits in which COUNTY is a party defendant as a result of the provisions of this Article, except for claims against COUNTY which arise from the intentional, wanton or reckless acts (or malice, fraud or oppression) of COUNTY.

#### **ARTICLE 32. CONFIDENTIAL AND SUPERVISORY EMPLOYEES**

- A. As used in this MOU, the term “confidential employee” means any employee who is required to develop or present management positions with respect to employer-employee relations or whose duties normally require access to confidential information contributing significantly to the development of management positions with respect to employer-employee relations.
- B. Confidential employees shall be designated by position classification. All confidential employees are identified in Exhibit A, which is attached hereto and made part hereof by this reference. The list shall be modified from time to time, as necessary, to reflect the addition or deletion of confidential employment positions.
- C. Supervisory employees are defined in Article 1 of this MOU.
- D. UNION members who are confidential employees shall not represent UNION in collective bargaining or in matters relating to personnel administration. Confidential employees and supervisory employees are not required to join UNION or be part of an agency shop pursuant to Government Code 3502.5(c).

#### **ARTICLE 33. MISCELLANEOUS PROVISIONS**

- A. **Entire Agreement:** Except as provided in specific Articles pertaining to future agreements between the parties on specific issues, this MOU constitutes the entire understanding of the parties. It specifically supersedes any prior Agreement between the parties.

- B. **Alternate Work Schedules**

The COUNTY agrees that the County Administrative Officer and the Finance Director will continue to work and meet with UNION regarding the evaluation of alternate work schedules, such as four (4) ten (10) hour days per week, instead of five (5) eight (8) hour days per week, for forty (40) hour per week employees. This paragraph shall not be construed as requiring COUNTY to



consider or implement unique, flexible working hours or schedules for individual covered employees.

**C. Holidays**

The COUNTY shall amend the County Code in order to provide that whenever December 24<sup>th</sup> or December 31<sup>st</sup> fall on a Friday (and are therefore County holidays), the immediately preceding Thursday is also a County holiday.

**D. Meal Allowances (Per Diem)**

The standard meal allowances (per diem) for covered employees shall continue to be as follows: twelve dollars (\$12.00) for breakfast and lunch; and twenty-five dollars (\$25.00) for dinner.

**E. Inclement weather.**

The COUNTY will allow covered employees in their discretion to take leave without pay in the event that they have an excused absence from work due to inclement weather.

**F. Amendments**

The MOU can be amended only in writing after good faith negotiations between the parties. Any purported oral amendment shall be void and of no legal force or effect whatsoever.

**G. Severability Section**

If any Article or Section of this Agreement shall be held to be invalid by operation of law, or by any tribunal of competent jurisdiction, or if compliance with or any enforcement of any Article or Section should be restrained by such tribunal, the remainder of this Agreement shall not be affected thereby, and the parties may, if they agree, enter into collective bargaining negotiations for the sole purpose of arriving at a mutually satisfactory replacement for such Article or Section.

**H. Proration of Stipends for Part-Time Employees.**

Any monetary stipend paid to a covered employee by virtue of this MOU or other County policy, including but not limited to bilingual pay, shall be prorated in the case of part-time employees.

**ARTICLE 34. NO-LOCKOUT AND NO-STRIKE CLAUSE**

- A. During the term of this Agreement, COUNTY agrees that it will not lockout employees; and UNION agrees that they will not engage in, encourage or approve any strike, slowdown or other work stoppage growing out of any dispute relating to the terms of this Agreement. UNION will take whatever lawful steps are necessary to prevent any interruption of work in violation of the Agreement, recognizing with COUNTY that all matters of controversy within the scope of this Agreement shall be settled by established grievance procedure.**
  
- B. Any strike, slowdown or other work stoppage resulting from violation of Paragraph A, above, may permit COUNTY to immediately suspend dues deductions. The amount that would usually have been deducted from employees' pay during the pay period shall not be deducted if any work stoppage as defined above occurs at any time during the pay period.**

**ARTICLE 35. NON-DISCRIMINATION**

- A. No member, official, or representative of UNION, shall in any way suffer any type of unlawful discrimination in connection with continued employment, promotion or otherwise by virtue of membership in or representation of UNION.**
  
- B. The parties to this contract agree that they shall comply with all applicable state and federal non-discrimination laws.**
  
- C. Complaints of discrimination are not subject to the grievance procedure and shall be addressed through the appropriate County, State, and/or Federal offices.**

**ARTICLE 36. MANAGEMENT RIGHTS**

- A. All management rights and functions, except those which are expressly abridged by this Contract, are expressly reserved by COUNTY. COUNTY may act by and through its County Administrator in exercising any management rights or powers with respect to a covered employee, including but not limited to any rights or powers otherwise conferred by the County Code or County Personnel Policies on any department head or appointing authority. In the event of a conflict between the County Administrator and a covered employee's department head or appointing authority, the County Administrator's decision shall prevail.**
  
- B. The rights of COUNTY include, but are not limited to, the exclusive right to determine the mission of its constituent departments, commissions and boards; set standards of service; determine the procedures and standards of**

selection for employment and promotion; train, direct and assign its employees; take disciplinary action; relieve its employees from duty because of lack of work or for other reasons not prohibited or in conflict with State or Federal law; maintain the efficiency of COUNTY operation; determine the methods, means and personnel by which COUNTY operations are to be conducted; determine the content of job classifications; take all necessary and lawful actions to carry out its mission in emergencies; and exercise complete control and discretion over its organization and the technology of performing its work. COUNTY has the right to make rules and regulations pertaining to employees, so long as such rules and regulations do not violate this MOU or are prohibited or in conflict with State or Federal law.

- C. COUNTY shall continue to exercise the authority vested in it by County Code and Personnel Rules & Regulations as they may be amended from time to time. The explicit provisions of this Contract, however, constitute the negotiated agreements between the parties and shall prevail in all terms and conditions as agreed between the parties.
- D. Nothing herein may be construed to limit the ability of the parties to voluntarily consult on any matter outside the scope of representation.

#### **ARTICLE 37. PERSONNEL RULE REVISIONS**

UNION agrees to the COUNTY's revised personnel rules as attached to this MOU on Attachment 1, which revisions shall supersede the provisions previously agreed upon by UNION and COUNTY prior to entry into this MOU. Notwithstanding any other provision of this MOU, the parties agree that COUNTY may during the term of this MOU propose revisions to such rules and/or additional personnel rules, provided that COUNTY allows an appropriate opportunity for affected employees and their bargaining units to "meet-and-confer" in compliance with the Meyers-Milias-Brown Act. UNION agrees that once the COUNTY has duly adopted this MOU, such rules shall apply to all employees covered by this MOU.

#### **ARTICLE 38. FURLOUGHS**

- A. Upon ratification of this MOU, each covered employee shall have a bank of forty eight (48) unpaid furlough hours for the 2014/2015 fiscal year and another bank of forty eight (48) unpaid furlough hours for the 2015/2016 fiscal year. Covered employees may, pursuant to a side agreement between individual covered employees, Local 39, and the COUNTY, agree to take unpaid furlough hours in addition to the 48 required by this Article. Any and all unpaid furlough hours shall have no monetary value, and if any given covered employee does not utilize said hours, he/she shall not be compensated in any way for failing to use said hours, provided, however, that the use of such hours was not unreasonably denied by the employee's department head. An employee shall request to use the unpaid

furlough hours in the same manner as he/she is required to request the use of vacation time. Notwithstanding anything to the contrary, a department head, and/or the CAO, may require an employee to utilize unpaid furlough hours not yet utilized by an employee, at specified dates, and in the County's sole discretion.

- B. Covered employees subject to this section shall have their base salary reduced in an amount equivalent to reducing their weekly work hours by the total number of unpaid furlough hours that they are responsible for, which is at least 48, but may be more pursuant to a separate agreement between individual covered employees, Local 39, and the County. As a result, the monthly paycheck for each employee will be reduced by that amount as uniformly as reasonably possible. The pay reduction for the 2014/2015 fiscal year shall be accounted for in however many pay periods of the 2014/2015 fiscal year remain after ratification of this MOU by the UNION and the COUNTY (which is expected to be nine (9) pay periods).**
- C. Notwithstanding any provision to the contrary, upon adoption of this MOU until December 31, 2016, there shall be no limit on vacation accrual for those covered employees subject to this Article. Beginning December 31, 2018, vacation accrual limits, as set forth in Article 12 above, shall again govern.**
- D. Notwithstanding any provision to the contrary, from October 1, 2014 through June 30, 2016, employees shall not be eligible to sell back vacation hours for monetary compensation.**
- E. Notwithstanding any provision to the contrary, any unpaid furlough hours taken pursuant to this Article shall not adversely affect any of the following:**
  - a. Seniority;**
  - b. Leave Accruals;**
  - c. FTE Status;**
  - d. Health, dental, and/or vision insurance benefits;**
  - e. Eligibility for health, dental, and/or vision insurance benefits;**
  - f. Longevity and/or an employee's eligibility date for longevity;**
  - g. Anniversary dates for step increases;**
  - h. Years of service for retirement purposes;**
  - i. Probationary periods;**

Additionally, all things otherwise being equal, while the COUNTY's 401(a) Plan contribution to those covered employee's subject to this Article will necessarily decrease during the first two fiscal years covered by this MOU, the COUNTY agrees to hold harmless said contributions from the effect of the furloughs by providing a one-time contribution to the 401(a) Plan of a covered employee in the amount the COUNTY would otherwise have contributed to the 401(a) plan had said furloughs not been in effect, at the end of each applicable fiscal year. For example, if a covered employee normally had a base salary of \$100, and contributed 3% (i.e. \$3) of his/her base salary to his/her 457 Plan

during the 2014/2015 fiscal year, the COUNTY would normally contribute \$3 to said employee's 401(a) Plan during that 2014/2015 fiscal year. But if, due to furloughs during the 2014/2015 fiscal year, 3% of the employee's base salary was reduced to a value of \$2, and the employee did not change his/her % contribution to his/her 457 Plan, absent this provision, the COUNTY would likewise only contribute \$2 (i.e. the new 3% value) to the employee's 401(a) Plan during the 2014/2015 fiscal year. However, in order to hold the employee's COUNTY contribution harmless, the COUNTY would make a one-time contribution of \$1 to the employee's 401(a) Plan at the end of the 2014/2015 fiscal year.

**F. For any unpaid furloughs (including those that a covered employee volunteered to take in addition to the mandatory 48 hours)**

**G. The following employees shall not be subject to this section:**

- a. Any employee in a classification whose compensation is funded by non-general fund sources whose duties are subject to a contractual provision whereby said classification is prohibited from taking furloughs.**
- b. The Food Service Manager and Cook in the Sheriff's Department.**

**[Intentionally Blank]**

**ARTICLE 39: LAYOFFS**

Notwithstanding any County Code or Personnel System Section to the contrary, the COUNTY agrees that it may not exercise its managerial right to layoff covered employees during the term of this MOU, unless the total of any assessed property value (“Net Value”) as certified by the Assessor and delivered to the Auditor-Controller during any fiscal year covered by this MOU is less than the assessed Net Value as certified by the Assessor for the 2013/2014 tax roll (\$5,337,883,171)

**EXECUTION**

IN WITNESS of the foregoing provisions, the parties have signed this Agreement below through their duly-authorized representatives:

**LOCAL 39/UNION:**

By: \_\_\_\_\_  
JERRY KALMAR, Business Mgr.

**COUNTY:**

By: \_\_\_\_\_  
LARRY K. JOHNSTON, Chairman  
Board of Supervisors

**LOCAL 39/UNION:**

By: \_\_\_\_\_  
TONY DEMARCO, President

**LOCAL 39/UNION:**

By: \_\_\_\_\_  
JERRY FREDERICK, Business Rep.

**LOCAL 39/UNION:**

By: \_\_\_\_\_  
JEFFERY BOYLAN, Member/Negotiator

**LOCAL 39/UNION:**

By: \_\_\_\_\_  
SANDRA PIERCE, Member/Negotiator

**LOCAL 39/UNION:**

By: \_\_\_\_\_

**HELEN NUNN, Member/Negotiator**

**LOCAL 39/UNION:**

**By: \_\_\_\_\_**  
**DONALD NUNN, Member/Negotiator**

**LOCAL 39/UNION:**

**By: \_\_\_\_\_**  
**MICHAEL RHODES, Member/Negotiator**

**LOCAL 39/UNION:**

**By: \_\_\_\_\_**  
**WILLIAM CZESCHIN, Member/Negotiator**

**LOCAL 39/UNION:**

**By: \_\_\_\_\_**  
**MARLO PRIESS, Member/Negotiator**

**LOCAL 39/UNION:**

**By: \_\_\_\_\_**  
**MICHAEL RHODES, Member/Negotiator**

**EXHIBIT A**

The persons holding any of the following positions are “confidential employees.”

**POSITION**

**OFFICE**

Human Resources Generalist

County Administrative Office

Office Manager

County Administrative Office

FTS

County Administrative Office

FTS

County Counsel