

***MEMORANDUM OF UNDERSTANDING***

***Between the***

***County of Monterey***

***And***

***The Deputy Sheriffs' Association***

***of Monterey County***

***Units A and B***

***July 1, 2019 – June 30, 2021***



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## ARTICLE 1: DESIGNATION OF PARTIES

This Memorandum of Understanding is made and entered into between the County of Monterey (hereinafter "County") located at 168 West Alisal St, 3<sup>rd</sup> Floor, Salinas, California 93901, and the Deputy Sheriffs' Association of Monterey County (hereafter called "Association") located at P.O. Box 345, Salinas, California 93902. It shall become effective upon adoption by the Board of Supervisors.

## ARTICLE 2: REPRESENTATION

The following classifications are represented in this Agreement:

### Unit A

Deputy Sheriff – Corrections Recruit  
Deputy Sheriff – Corrections  
Deputy Sheriff – Operations

District Attorney Investigator I  
District Attorney Investigator II  
District Attorney Investigator III

### Unit B

Sheriff's Sergeant  
Sheriff's Investigative Sergeant

## ARTICLE 3: AUTHORIZED AGENTS

For purposes of administering the terms and provisions of this Memorandum of Understanding:

- Management's principal authorized agent shall be the County Administrative Officer, or his/her duly authorized representative: mailing address: 168 West Alisal St, 3<sup>rd</sup> Floor, Salinas, California 93901, telephone (831) 755-5115.
- Association's principal authorized agent shall be Association President, Deputy Sheriffs' Association of Monterey County, P.O. Box 345, Salinas, California 93902.

## ARTICLE 4: IMPLEMENTATION

This Memorandum of Understanding constitutes a mutual recommendation to be jointly submitted to the County's Board of Supervisors. It is agreed that this Memorandum of Understanding shall not be binding upon the parties either in whole or in part unless and until said Board of Supervisors:

- Acts formally to approve said Memorandum of Understanding, and
- Enacts necessary amendments to all County ordinances and resolutions, and acts to appropriate the necessary funds required to implement the provisions of this Memorandum of Understanding which require funding, and
- Acts to amend all necessary contracts with providers of services, which are affected by this Memorandum of Understanding.

The County and the Association affirm the Monterey County Values as presented to the Board of Supervisors on February 5, 1999; specifically,

- We are committed to assuring honesty and integrity in all County actions.
- We are committed to providing top quality customer service.
- We are committed to practicing continuing innovation.
- We are committed to treating our fellow employees, customers and residents with respect and courtesy at all times.

#### **ARTICLE 5: TERM**

The term of this Memorandum of Understanding for Units A and B is from July 1, 2019 to June 30, 2021.

#### **ARTICLE 6: WAGES**

##### **6.1 Wages**

The County will provide a wage increase to the base salary schedule to members of DSA as follows:

**2019:** 1.7% across the board base wage increase effective the first full pay period following ratification and Board of Supervisors approval of this agreement (no retro).

**2020:** 3.0% across the board base wage increase effective the first full pay period following July 1, 2020.

#### **ARTICLE 7: SPECIAL PAY PRACTICES**

##### **7.1 POST Certificate Premium Pay**

###### **7.1.1 Intermediate POST Certificate Premium Pay**

Those employees covered by this agreement who possess an intermediate POST certificate issued by the Commission of Peace Officer Standards and Training (POST) shall receive a Premium Pay equal to three percent (3%) of the employees' base pay.

###### **7.1.2 Advanced POST Certificate Premium Pay**

Those employees covered by this agreement who possess an advanced POST certificate issued by the Commission of Peace Officer Standards and Training (POST) shall receive a Premium Pay equal to five percent (5%) of the employees' base pay.

Employees shall receive no more than 5% for POST Certificate Premium Pay.

##### **7.2 Bilingual Pay**

Upon assignment by the Appointing Authorities for each office, and upon passing an industry standard proficiency test as determined by the Appointing Authorities, all unit members shall be eligible to receive a Premium Pay equal to five percent (5%) of the employee's base pay.

##### **7.3 Uniform Allowance**

The previous \$80/month and \$50/month Uniform Allowances were eliminated in 2013 in exchange for a \$0.375 hourly base wage increase.

##### **7.4 Longevity Pay**

Unit members who have completed twenty (20) years of County service shall receive premium pay of six percent (6%).

## **7.5 Special Assignments**

Premium pay shall be paid for the assignments as noted below. Up to two (2) assignments shall be payable to an employee at any one (1) time. If an employee leaves one (1) of the below listed assignments for any reason, that employee shall only be paid the premium for that portion of the month worked while on the assignment.

The below listed assignments shall be made at the sole discretion of the Appointing Authority and an employee so assigned shall serve in those assignments at the pleasure of the Appointing Authority.

### **7.5.1 Training Officer Assignment**

Unit employees in the classifications of Deputy Sheriffs-Corrections, Deputy Sheriffs-Operations, District Attorney Investigator I, District Attorney Investigator II and District Attorney Investigator III who are assigned as Facility or Field Training Officers, shall receive a Premium Pay of four point four percent (4.4%) of the employee's base pay for the period of such assignment.

### **7.5.2 Detective Assignment**

Deputy Sheriffs-Operations assigned as Detectives, either permanently or on a rotational basis, shall receive a Premium Pay of thirteen-point four percent (13.4%) of the employee's base pay for the period of such assignment. This premium shall not apply to other classifications, which may be assigned to the Coroner's or Investigations divisions.

### **7.5.3 Hazard Pay Assignments**

SWAT, Bomb Squad, CERT, Gang Task Force, Hostage Negotiator, Dive Team and Search and Rescue team members shall receive a Hazard Pay Premium of four point four percent (4.4%) of the employee's base pay, up to a maximum of two (2) Hazard Pay assignments, for the period of such assignment. Search and Rescue team members shall not be eligible to receive On-Call pay.

### **7.5.4 Canine Handlers**

Upon assignment by management, Deputy Sheriffs who are assigned as Canine Handlers shall receive four-point four percent (4.4%) of the employee's base pay for canine maintenance for the period of such assignment. Canine maintenance includes but is not limited to feeding, exercising, grooming and working with the canine.

The Sheriff's Office will pay the cost of dog food, grooming, supplies, services and veterinary expenses in accordance with the provisions of Sections A-C below.

**A.** The Sheriff's Office will establish reasonable or ordinary monthly expenditure rates to ensure costs are controlled and accounted for in the Sheriff's annual budget. The Canine Supervisor will submit any expenses above these rates to the Sheriff, or the Sheriff's designee for approval before payment.

**B.** The Sheriff's Office will select the authorized vendors to be used (i.e. feed stores, veterinary clinics, etc.) and will arrange contracts with these vendors. All veterinary treatment must be pre-approved by Sheriff's Office Administration unless an emergency condition exists. The Sheriff's Office further reserves the right to determine if the expenses to be incurred outweigh the value of the canine to the needs of the Sheriff's Office.

**C.** The Sheriff's Office shall provide a kennel enclosure approximately five feet by ten feet (5' x 10') on property designated by the Canine Handler. The kennel shall remain the property of the Sheriff's Office. The kennel will be returned to the Sheriff's Office within thirty (30) days, once

the Canine Handler's assignment is discontinued.

**D.** If a canine that is owned by the Sheriff's Office becomes permanently disabled or is no longer able to perform its duties, as determined by the Sheriff's Office within its sole discretion, the Canine Handler shall be offered the first opportunity to purchase the canine at a cost of one dollar (\$1.00). If so purchased, neither the Deputy nor the canine will be entitled to any benefits described in this section, unless the Deputy is assigned another Sheriff's Office-owned canine. If purchased, the canine shall become the sole responsibility of the purchaser and the purchaser waives all claims against the County.

### **7.6 Call Back from Vacation for Court Appearance**

If an employee is on a prescheduled vacation for the entire work week or more and the employee is called for a court appearance during the prescheduled vacation, that employee shall be paid at straight-time for eight (8) hours that day and there shall be no charge against the employee's vacation balance for said day of court appearance.

### **7.7 Call Back**

#### **7.7.1 Call Back Compensation**

Employees shall be entitled to call back compensation when they are summoned to work outside their regularly scheduled duty time. If an employee is required to report for duty or any other required work assignment, the employee shall be compensated at the regular rate of pay for a minimum of four hours or for the actual time worked, whichever is greater (see exceptions.)

*Exception 1:* If the call back is prior to and extends into a regular shift, they will be compensated at actual time worked. For this exception only, "actual time worked" shall be calculated from the time of the phone call if the employee is ordered to report immediately or from the time actually ordered to report if the employee is given advance notice of the order to report to their shift early.

*Exception 2 (Unit A Only):* A detective On-Call, who receives a work-related call or is required to report to the work site, shall be compensated at the regular rate of pay for a minimum of two hours or for the actual time worked, whichever, is greater.

*Exception 3 (Unit A Only):* An employee, that is not a detective On-Call, who can resolve the work-related issue while on the telephone and is not required to return to the work site, shall be compensated at the regular rate of pay for one hour. Any additional telephone calls that are received within that one-hour period shall not result in any additional compensation unless the phone call required the employee to report to the work site, wherein the employee shall be compensated in accordance with the above provisions. Any telephone calls received after the one-hour period, will entitle the employee to another one hour of compensation at times the regular rate of pay.

*Exception 4 (Unit B Only):* A Sheriff's Investigative Sergeant On-Call, who receives a work-related call or is required to report to the work site, shall be compensated at the regular rate of pay for a minimum of two (2) hours or for the actual time worked, whichever is greater.

*Exception 5 (Unit B Only):* An employee, that is not a Sheriff's Investigative Sergeant On-Call, who can resolve the work-related issue while on the telephone and is not required to return to the work site, shall be compensated at one and one-half (1.5) times the regular rate of pay for one hour. Any additional telephone calls that are received within that one-hour period shall not result in any additional compensation unless the phone call requires the employee to report to the work site,

wherein the employee shall be compensated in accordance with the above provisions. Any telephone calls received after the one-hour period, will entitle the employee to another one hour of compensation at one and one-half (1.5) times the regular rate of pay.

Instances where call backs may occur include but are not limited to: 1) Staffing shortages, 2) Major criminal or accident investigation/staffing, 3) Hostage and critical incident responses, 4) Special event staffing, 5) Training, or any other circumstance that would require an employee to report for duty outside their regularly scheduled duty time.

### **7.7.2 Planned Call Back**

The County agrees to provide a minimum of three (3) hours call back pay, at the regular rate of pay, for up to one inspection, four (4) shoots per fiscal year and one mandatory fitness exam. However, this minimum shall not be paid in cases where the call back extends a shift, continues into a shift, or occurs during a shift.

### **7.8 Supplemental Law Enforcement Services**

#### **Officer Compensation Pursuant to Monterey Code, Chapter 2.76**

All hours worked in the performance of “Supplemental Law Enforcement Services” by employees in the Deputy Sheriff classification and employees in a Unit B classification will be compensated at the regular rate of pay.

Employees shall use vacation, PTO or holiday hours to work Supplemental Law Enforcement events. An employee can utilize the approved vacation, PTO and holiday hours prior to and after the Supplemental Law Enforcement event. Employees shall not perform Supplemental Law Enforcement assignments during the employee’s regularly scheduled shift while on approved vacation, PTO or holiday.

No leave other than leaves listed above shall be used for Supplemental Law Enforcement Services.

### **7.9 Retention Adjustment (Unit A Only)**

Unit A employees covered by this Memorandum of Understanding will be eligible to receive a one-point three percent (1.3%) Retention Adjustment upon the employee completing six (6) years of service.

### **7.10 Shift Differential**

Effective the first full pay period following July 1, 2017, unit employees who are routinely and consistently scheduled to work at least four (4) hours between 8:00 p.m. and 8:00 a.m. shall be eligible for shift differential pay at the rate of ninety cents (\$0.90) per hour for actual hours worked. Only hours worked within the differential period of 8:00 p.m. to 8:00 a.m. will be eligible for differential pay.

An employee who is called back to work a partial shift for any employee who is regularly assigned to a shift which is eligible for shift differential pay shall be eligible for shift differential pay for hours worked between 8:00 p.m. to 8:00 a.m.

## **ARTICLE 8 DEPUTY SHERIFF RECRUIT**

**8.1** Deputy Sheriff Corrections Recruits must successfully complete the approved California P.O.S.T.



police/BASIC academy before they can be compensated or begin seniority at the higher Deputy Sheriff – Corrections level.

**8.2** The assignments of Deputy Sheriff Recruits shall be determined by the Sheriff-Coroner or his/her designee.

## ARTICLE 9 RETIREMENT

### **9.1 California Public Employees' Retirement System (CalPERS)**

Due to implementation of the Public Employees' Pension Retirement Act (PEPRA) CalPERS has designated members as either "Classic" or "PEPRA." The employee designation is determined by CalPERS.

**PEPRA Members-** Are defined as employees hired on or after January 1, 2013, and prior to that date were not members of CalPERS or a retirement system that has reciprocity with CalPERS.

Retirement Formula:	2.7% @ 57
Employee Contribution:	10.75% (subject to yearly change based on 1/2 of normal cost as determined by CalPERS)
Final Compensation:	Highest three-year average, subject to CalPERS compensation limits

**Classic Members-** Are defined as employees hired prior to January 1, 2013 or were members of CalPERS or a retirement system that has reciprocity with CalPERS.

Retirement Formula:	3% @ 50 (hired prior to 11/5/11)
Employee Contribution:	9%
Employee's Share of Employer Contribution:	3%
Final Compensation:	Single highest year

Retirement Formula:	3% @ 55(hired between 11/5/11-12/31/12)
Employee Contribution:	9%
Employee's Share of Employer Contribution:	3%
Final Compensation:	Highest three-year average, subject to CalPERS compensation limits

CalPERS will have final determination of Classic vs. PEPRA membership.

### **9.2 PERS Contributions**

The Association and the County agree to a pension cost-sharing arrangement pursuant to PERL 20516(f) under which, in addition to the 9% currently paid by classic members of Units A, and B as the employees' contribution, bargaining unit employees shall pay an amount equal to 3% towards the employer's PERS contribution for a total of twelve percent contribution.

The Association and the County agree that the 3% contributed by classic Association members will be implemented on a pre-tax basis pursuant to IRS Code 414(h)(2). However, it is understood that, should it be determined that the contribution cannot be made on a pre-tax basis, or IRS issues an adverse opinion in this or another jurisdiction addressing the issue, individual members shall

be liable for any taxes due. In such case, the parties agree to meet and confer on the impact of such determination, and alternative means of achieving the savings contemplated by this agreement in a manner that minimizes the tax impact on covered employees to the extent possible.

The Association and the County agree that, during the term of this agreement, the contribution outlined in this section shall continue as long as the employer rate as determined by CalPERS.

## **ARTICLE 10 BENEFITS**

### **10.1 Flexible Benefits Plan**

The County will make available a Flexible Benefits Plan to eligible employees. Employees may elect medical, dental, and /or vision for themselves and their eligible dependents or decline coverage.

The provisions, rules and regulations governing the administration of the Flexible Benefits Plan are contained in the Flexible Benefits Plan document. Changes may be required from time to time to maintain the integrity of this flexible benefits plan as a lawful Internal Revenue Service (IRS) Section 125 plan. The County and the Association agree that the County shall have discretion to make such changes to ensure this plan is eligible for favorable treatment under the IRS Code. The County may add or remove benefit options to or from this plan during the term of this agreement, subject to the obligation of the parties to meet and confer only over the impact of such changes. Removal of a benefit shall occur only if the benefit is deemed contrary to public law or regulation governing IRS Section 125 benefit plans, is no longer available by vendor, or becomes insolvent.

The County continues to have the right to administer the various County sponsored insurance programs. These rights include but are not limited to the right to select the County sponsored carriers and claim insurance administrators. Changes in insurance carriers or administrators shall not result in any overall reduction in benefits.

#### **A. Eligibility**

Permanent unit employees with a minimum Full Time Equivalent (FTE) of 0.50 or more will be eligible to participate in any of the County's health insurance programs.

#### **B. General Provisions**

##### *Additional Payroll Deduction*

For each month when the benefit options selected by the employee under this plan exceed the appropriate County contributions for that employee, that employee shall pay by pre or post-tax payroll deduction the full cost (100%) which exceeds the County's contributions for that employee.

##### *In-Lieu Payout*

For each month that the full County contributions are not used by an employee to obtain medical, dental and vision coverage under this plan, the full amount of funds not utilized shall be forfeited.

### **10.2 Flexible Benefits Plan Contributions**

#### **A.1 CalPERS Medical Insurance Contributions**

The County will provide medical insurance through the California Public Employees' Retirement System (CalPERS) medical insurance program. All rules, regulations and procedures with respect to plan eligibility, benefits, claims payments and customer service procedures, etc. for the CalPERS plans are established by CalPERS. The County makes no representations or guarantees whatsoever with respect to the CalPERS health insurance plans.

Pursuant to this Agreement the County medical insurance contribution shall be based on CalPERS Choice (Region1) and result in an employee contribution amount of \$100.21/mo. (employee only); \$215.62/mo. (employee plus one); and \$255.27/mo. (employee plus family).

MCDSA and the County agree to reopen the Insurance Section to meet and confer on employee contributions as follows:

- In 2020 if the 2021 premium rate increase for CalPERS Choice (Region 1) exceeds six percent (6%) of the 2020 CalPERS Choice (Region 1) premiums.
- In 2021 if the 2022 premium rate increase for CalPERS Choice (Region 1) exceeds six percent (6%) of the 2021 CalPERS Choice (Region 1) premiums.

Part-time permanent employees with a minimum Full Time Equivalent (FTE) of 0.50, but less than 0.80 FTE, will receive half (1/2) of the County elective contributions received by full-time permanent unit employees.

Any balance of County contributions remaining after the employee elects health insurance may be utilized toward the purchase of dental or vision insurance. The use of any County contributions toward the purchase of the benefits stated above is subject to the employee first selecting employee health insurance coverage under a PERS plan offered through employment with the County of Monterey.

#### **A.2 Retiree Health Insurance**

The County will contribute toward the monthly premium for eligible retirees enrolled in a PERS health insurance program as directed by CalPERS.

#### **B.1 Dental Insurance Contribution**

The County's maximum contribution to the Flexible Benefits Plan for dental coverage will be equal to the cost of the employee only monthly premium for all eligible permanent employees.

#### **B.2 Retiree Dental Coverage**

Retirees shall be provided the option of purchasing dental coverage for themselves and their eligible dependent within the same administrative rules, and procedures set for County employees. Retiree enrollment is subject to eligibility criteria. The full premium shall be paid by the retiree. The rates shall be fixed as a percentage above the rate for active employees as follows:

<u>Retirees' Rate above Employees' Rate</u>	
Retiree only	33%
Retiree plus one	31%
Family	30%

#### **C.1 Vision Insurance Contribution**

The County's maximum contribution to the Flexible Benefits Plan for vision coverage will be equal to the cost of the employee only monthly premium for all eligible permanent employees.

#### **C.2 Retiree Vision Coverage**

Retirees shall be provided the option of purchasing vision coverage for themselves and their eligible dependent within the same administrative rules, and procedures set for County employees. Retiree enrollment is subject to eligibility criteria. The full premium shall be paid by the retiree. The rates shall be fixed as a percentage above the rate for active employees as follows:

<u>Retirees' Rate above Employees' Rate</u>	
Retiree only	39%
Retiree plus one	38%
Family	38%

**10.3 Life Insurance**

The County agrees to provide thirty-five thousand dollars (\$35,000) in group term life insurance coverage for Unit employees

**10.4 Employee Physical**

Each calendar year an employee who, for the previous calendar year, elected the County insurance program and had no dependents for whom the County paid a portion of the medical premium shall be eligible to receive a physical examination by a physician at Natividad Medical Center at County expense. An employee eligible for a physical examination under this article may schedule the examination by contacting the Natividad Medical Center.

**10.5 Health Insurance Committee**

In preparation for successor Memorandum of Understanding negotiations, the parties agree to meet monthly and work collaboratively on identifying long term financially sustainable healthcare cost sharing between the County and the Association.

The Health Insurance Committee shall begin meeting no later than November 15, 2019, unless otherwise agreed, and include the Association and other similarly situated bargaining groups. The Association shall have up to three (3) representatives for the committee.

Any outcomes or recommendations made through this committee shall be done by mutual agreement among the parties. An update on the progress of the committee shall be presented jointly to the Board of Supervisors no later than October 2020.

**ARTICLE 11 TRAVEL TIME TO TRAINING**

If an employee travels to a school or a conference, etc., in excess of his/her normal workday, the employee shall be given time off equal to straight time the number of hours traveled. The time off shall be scheduled at the department's discretion after consultation with the employee. Time off shall be scheduled during the same work period as the training. If the department is unable to schedule time off during the same work period, then the employee shall be compensated at time and a half of the regular rate of pay.

For purposes of this Section, "travel time" shall be computed from the employee's assigned work location to the travel site. If the employee's residence is closer to the travel site than their assigned work location and the employee receives the approval of his/her supervisor to take home a County vehicle, "travel time" shall be computed from the employee's residence to the travel site.

**ARTICLE 12 WORK SCHEDULE**

**12.1** Nothing herein shall be construed as a guarantee of a minimum number of hours of work per

day or per week, or days of work per week. Nothing herein shall be construed to modify in any manner whatsoever a workday or workweek as defined by the Appointing Authority.

**12.2** Subject to the above provision, employees shall be scheduled to work on regular work shifts having regular starting and quitting times. Except for emergencies, work schedules shall not be changed without ten (10) calendar days written prior notice to the affected employee(s).

## **ARTICLE 13 OVERTIME**

Overtime, for employees of the Sheriff's Office covered by this agreement, shall be defined as: time actually worked in excess of eighty (80) hours in a work period. For the purposes of determining an employee's entitlement to overtime, vacation time, sick time, 4850, compensatory time off, PTO, holiday leave and paid release time hours and associated dollars shall be treated as "time actually worked."

Overtime, for employees of the District Attorney's Office covered by this agreement, shall be defined as: time actually worked in excess of forty (40) hours in a week (seven days). For the purposes of determining an employee's entitlement to overtime, vacation time, sick time, compensatory time off, PTO, holiday leave and paid release time hours and associated dollars shall be treated as "time actually worked."

No pyramiding provision; overtime eligibility provisions are not cumulative. An employee shall not be entitled to multiple overtime compensation even though more than one overtime condition in this MOU may apply.

The rate of overtime compensation shall be one and one half (1.5) times the employee's regular rate of pay except that the rate of overtime compensation may be modified pursuant to the terms of the following paragraph:

**13.1** When any member of the Unit works overtime voluntarily, performing duties normally assigned to a lower class, the overtime compensation shall be at the rate of one and one-half (1.5) times of either:

- A. The base rate of the highest step of the salary range of the lower paid class or;
- B. The rate applicable to the employee's current step in his/her regular class, whichever is less.

### **13.2 Compensatory Time Off**

Employees of the Sheriff's Office covered by this Agreement shall be allowed to earn Compensatory Time Off (CTO) at the rate of 1.5 hours' credit for each hour of overtime worked in lieu of cash, except if the hours worked are in accordance with Section 13.1 above, in which case the employee shall be paid in cash. The Sheriff shall determine the method of compensation after advising the affected employee. With permission of the Sheriff, an employee may accumulate up to one hundred sixty (160) hours of CTO.

Employees of the District Attorney's Office covered by this Agreement shall be allowed to earn Compensatory Time Off (CTO) at the rate of 1.5 hours' credit for each hour of overtime worked in lieu of cash. The District Attorney shall determine the method of compensation after consulting with the affected employee. With permission of the District Attorney, an employee may accumulate up to four hundred and eighty (480) hours of CTO.

Cash payment at employee's regular rate of pay shall automatically be paid for any CTO hours on record immediately prior to promotion, demotion or termination of employment. CTO may be taken with approval of the Appointing Authority at such time as will not unduly impair the work schedule or efficiency of the department but with consideration given to the wellbeing of the employee.

### **13.3 Discretionary Time Off**

In addition to regularly scheduled vacation and holidays, employees may request Compensatory Time Off (CTO), vacation or PTO as Discretionary Time Off (DTO). Discretionary Time Off is limited to two (2) shifts per quarter. Up to two (2) shifts may be awarded one time per year under emergency circumstances. Discretionary time off is subject to the following restrictions:

- Single day requests by one (1) person per work unit or team within a shift will be guaranteed with seven (7) days advance request. Every reasonable effort will be made to accommodate requests of shorter notice.
- Discretionary time off shall not be used for the annual holiday dates.

## **ARTICLE 14 VACATION**

**14.1** Vacation will be accrued at the following rates (for the purposes of vacation accrual, a day is defined as eight (8) hours):

0 to 3 years of continuous employment period	10 days (80 hours)/year	3:08 hours pay
After 3 years of continuous employment period	15 days (120 hours)/year	4:38 hours pay
After 10 years of continuous employment period	20 days (160 hours)/year	6:09 hours pay
After 20 years of continuous employment period	21 days (168 hours)/year	6:28 hours pay
After 21 years of continuous employment period	22 days (176 hours)/year	6:47 hours pay
After 22 years of continuous employment period	23 days (184 hours)/year	7:05 hours pay
After 23 years of continuous employment period	24 days (192 hours)/year	7:23 hours pay
After 24 years of continuous employment period	25 days (200 hours)/year	7:42 hours pay

**14.2** The maximum vacation accrual is four hundred (400) hours.

**14.2.1** An employee may cash out up to forty (40) hours of Paid Time Off (PTO) or vacation time per calendar year, however forty (40) hours must remain in his/her vacation and/or PTO bank after the cash out.

**14.2.2** All employees with hours in the PTO bank will have this time available for leave usage and/or for pay out upon separation from employment.

### **14.3 Election to Cash out PTO or Vacation**

In order to cash out or otherwise require the County to buy back vacation, annual leave or paid time off, the employee must first meet the eligibility criteria set forth in the applicable provision of the bargaining agreement. If such criteria are met, only then the employee may request and be granted compensation in lieu of vacation/annual leave/PTO for up to the amounts set forth in the bargaining agreement under the terms set forth below. If such criteria are not met as of December 31<sup>st</sup> of the calendar year in which the election is required to be made, the employee has no right to elect to cash out accrued time in the next calendar year.

- A.** An eligible employee must elect to pre-designate an irrevocable cash-out amount of up to the maximum number of hours of vacation/annual leave/PTO for the upcoming calendar year as set forth for his/her respective class. Requests for cash out must be made prior to December 1 of the calendar year before the cash out will be made (for example, requests for the 2017 calendar year will be made before December 1, 2016).
- B.** Cash out designations shall be made in hours, not dollar amounts, and must be in increments of 8 hours.

Any such request will be subject to the following:

- i.** Any employee utilizing this provision will be required to submit an irrevocable election by December 1<sup>st</sup> of the calendar year prior to the calendar year in which the vacation/annual leave/PTO hours to be cashed out are earned.
- ii.** An employee who elected to receive the cash out as set forth above, may request a full or a partial payment of the cash out at any time in the designated calendar year, but only once per calendar quarter. For requested cash out occurring in 2017, full or partial cash out payment is not guaranteed in the month of January.
- iii.** For employees who have pre-designated cash out amounts and who have not requested actual payment(s) of the entire designated cash out amount by December 1<sup>st</sup> of that calendar year, the County will automatically pay out the pre-designated amount (or remaining amount designated but not paid) by the last paycheck of the calendar year.
- iv.** Employees who have not elected to pre-designate a cash out by the applicable deadline (December 1<sup>st</sup> of the prior calendar year) will be deemed to have waived their right and will not be eligible to cash out any vacation/annual leave/PTO in the following calendar year (for example, if no designation is made by December 1, 2016, no cash out is available in 2017).

**14.3.1** All employees with hours in the PTO bank will have this time available for leave usage and/or for pay out upon separation from employment.

## **ARTICLE 15 SICK LEAVE**

### **15.1 Retirement Sick Leave Cash Out**

An employee may, upon retirement or death, cash out up to seven hundred fifty (750) hours of sick leave, subject to eligibility criteria and pertinent law.

**15.2** Employees will accrue sick leave at the rate of twelve (12) days (ninety-six [96] hours) per

year.

**ARTICLE 16 HOLIDAY LEAVE**

**16.1** All peace officer employees regardless of normal shift or assignment may be required to work flexible hours, shifts, weekends and holidays as required in the performance of their responsibilities and duties.

The following listed days shall be observed as legal holidays by the County of Monterey:

New Year's Day	Veterans Day
Martin Luther King Day	Thanksgiving Day
President's Day	Day after Thanksgiving Day
Memorial Day	Christmas Eve Day*
Independence Day	Christmas Day
Labor Day	

If any of the above listed holidays falls on a Saturday, the preceding Friday shall be the holiday in lieu of the day observed. If any of the above listed holidays falls on a Sunday, the following Monday shall be the holiday in lieu of the day observed.

\* When December 24<sup>th</sup> (Christmas Eve) actually falls on a Saturday or Sunday, the preceding Friday shall be the holiday in lieu of the day observed.

In addition, employees shall receive one (1) floating holiday per calendar year. Subject to the standard provisions for all floating holidays for County employees, this day will be taken at the employee's discretion with advance approval by the Appointing Authority or designee. This floating holiday must be taken as time off during the calendar year or it will be forfeited. (Note that the floating holiday is not part of the holiday "banked" hours for Units A and B.)

**16.2** Employees who are assigned to work in the Investigations Division, Transportation Division, Bailiff Division, Professional Standards Division, Inmate Welfare Program Division, Coroners Unit and Civil Unit and are on 4850 shall observe the holidays listed in Article 16.1 above, with the exception of maximum enforcement assignments during the following periods: 4<sup>th</sup> of July, Memorial Day, Labor Day and New Year's Eve. Employees who work on a declared maximum enforcement assignment, shall be paid overtime at one and one half (1.5) times their regular rate of pay for hours worked in addition to their regular holiday pay.

**16.3** Employees who are not covered in Article 16.2 above shall:

- a) In observance of the holidays, receive at the beginning of each calendar year an annual bank of eighty-eight (88) hours each year to take as holiday hours.
- b) Be scheduled for 22 (twenty-two) holiday hours per quarter consistent with the guidelines described in Section 16.4 below. A quarter shall comprise three calendar months beginning January 1<sup>st</sup> of each year or the day determined by the Auditor-Controller's Office. Employees who work shifts in accordance with this section shall receive in their holiday hours bank the appropriate number of holiday hours for that calendar year (either eighty [80] or eighty-eight [88] depending on the inclusion of Christmas Eve.)
- c) Shall use twenty-two (22) hours of holiday time for that quarter or receive pay for the balance of his/her holiday time.



When an employee transfers to the Investigations Division, Transportation Division, Bailiff Division, Professional Standards Division, Inmate Welfare Program Division, Coroners Unit and Civil Unit, or release to modified/full duty, she/he shall begin to observe holidays as listed in Article 16.1 above and in accordance with the Holiday Leave Article of this contract. An employee who transfers and does not have sufficient hours to cover remaining holiday(s), she/he shall either work the holiday(s) or use paid leave time to cover the holiday(s).

**16.4** Holiday hours for employees shall be scheduled using the following alternatives enumerated as 1, 2, 3 and 4, which shall be available to employees in that order.

1. On the holiday
2. On an alternate day requested by the employee prior to the completion of the quarter
3. On an alternate day attached to the employee's weekend within the quarter
4. If the above options cannot be accommodated, the employee will receive pay at straight time for any remaining hours in the Holiday Bank.

**16.5** An employee hired into, transferring, promoting or leaving positions belonging to Units A and B shall have their holiday hours adjusted on a pro-rated basis. In order for an employee to receive any form of compensation (i.e. time or pay) for a holiday, an employee must be an employee on the date of the holiday and be in a paid status on the work day immediately prior to the holiday. An employee who transfers, promotes or terminates employment may cancel scheduled holidays to avoid overpayment.

## **ARTICLE 17 COURT TIME**

If an employee is required to report to Court in relation to their official duties outside their regular duty time, they shall be entitled to compensation at the regular rate of pay for a minimum of four (4) hours or actual time worked, whichever is greater. For purposes of this section, "actual time worked" shall be defined as starting when the employee reports to the courthouse and ending when the employee is released for the day by the judge/subpoenaing party, including any court recesses, lunch breaks, or other breaks that occur within that time frame.

If the employee reports to their assigned work site and uses a County vehicle to travel to the courthouse, the employee's actual work time will be defined to begin as the time they leave their assigned work site to travel to the courthouse and end when they return their assigned work site from the courthouse.

## **ARTICLE 18 ON-CALL**

### **18.1 Definition**

On-Call duty is defined as the requirement by the County for an employee to leave a phone number where the employee can be reached during off-duty hours, or carry a communication device during off duty hours, and the employee must be able to report to a specified job site within a one hour period.

**18.2** The Sheriff-Coroner and the District Attorney or his/her designee may place employees on-call.

**18.3** On-Call assignments shall be compensated at a rate of three dollars (\$3.00) per hour.

**18.4** Those personnel assigned to the Sheriff's Investigations Division and Coroners Unit who are placed On-Call on a rotating basis shall be allowed to take a departmental auto home on those days that they are placed on call. Such departmental auto shall be used only for direct transportation from work to place of residence and for the expeditious handling of official duties. No additional compensation or any work time credit shall accrue as a result of taking a Department vehicle home.

**18.5 Resident Deputy On Call Pay**

The assignment to a "Resident Deputy" position shall be at the sole discretion of the Sheriff-Coroner.

The assigned Deputy will remain in their assigned resident assignment location while not on duty in an on-call status. In the event the Deputy is called back to work while on-call, the Deputy will be compensated at the rate of 1.5 times the regular rate of pay for four (4) hours, or the actual time worked, whichever is greater.

**ARTICLE 19 FITNESS PROGRAM**

The County and Association agree to meet during the term of this Agreement to define a mutually agreed upon Fitness Program with the intent of maintaining the physical fitness of the employees and reducing work related injuries.

**ARTICLE 20 PROBATION- Unit A Only**

All Deputy Sheriff-Corrections and Deputy Sheriff-Operations will be subject to a twelve (12) month initial probationary period.

**ARTICLE 21 RELEASE TIME BANK**

**21.1 Use of Release Time Bank Hours**

**21.1.1** Release Time Bank hours are intended for use by eligible Association officers to serve as delegates to Association conferences and conventions, and Association training seminars and for Association Shop Stewards to conduct Association business.

**21.1.2** Release Time Bank hours shall not be used to conduct local Association business, process grievances or to conduct MOU negotiations.

**21.2 Unit Member Contributions**

**21.2.1** During the month of January, an eligible bargaining unit member may, at his/her option, contribute in no smaller than one half (1/2) hour increments up to eight (8) hours of accrued time (excluding sick leave) to the Association Release Time Bank. To be eligible to contribute, an employee shall, after making a contribution, have no less than forty (40) hours of accrual remaining.

**21.2.2** The Association shall generate, distribute and collect authorization forms approved by the County Auditor-Controller and the Employee Relations Officer, to secure employee authorization for contributions to the "DSA Release Time Bank". These signed authorization forms shall be submitted to the Auditor-Controller by the Association together with an alphabetical listing of contributors

showing name, employee number and amount of accrued time contributed by each contributor.

### **21.3 Release Time Bank Carryover and Limit**

Hours in the “DSA Release Time Bank” at the end of a calendar year shall be carried over to the succeeding calendar year providing that the total number of hours in the bank shall at no time exceed two hundred (200) hours. Authorizations for contributions which would bring the “Release Time Bank” to over two hundred (200) hours shall be returned to the contributors with no deduction from his/her accrual (excluding sick leave).

### **21.4 Use of Release Time Bank Hours**

**21.4.1** The Board of Directors of the Association, or a designee of the Board, may use hours from the “Release Time Bank”.

**21.4.2** No more than eighty (80) hours of “Release Time Bank” hours shall be used during a calendar year by any one (1) of the eligible individuals.

**21.4.3** No more than forty (40) “Release Time Bank” hours shall be used by one (1) individual during any one (1) calendar quarter.

### **21.5 Requests for Use and Approval of Release Time Bank Hours**

**21.5.1** Use of “Release Time Bank” hours is subject to approval by the Appointing Authority or his/her designee.

**21.5.2** An eligible individual wishing to use “Release Time Bank” hours shall submit a signed, written request to his/her immediate supervisor according to the following timelines:

- 1.** Written requests for absences for “Release Time Bank” hours shall be submitted no less than twenty (20) working days prior to the anticipated absence.
- 2.** For unexpected absences when a twenty (20) working day notice is not possible, eligible Association Officers may voluntarily arrange shift trades with other employees in the same classification as needed to cover their assigned duties. Where a shift trade is not applicable, approval to use Release Time Bank hours without the notice required in the previous paragraphs shall be at the sole discretion of the Appointing Authority or his/her designee.
- 3.** Requests for use of “Release Time Bank” hours shall not be approved if it is known in advance that the department would be required to hire overtime in order to cover the duties of the employee making the request or if the Appointing Authority or his/her designee determines that the employee's absence would have a negative impact on the operational needs of the department.
- 4.** No more than two (2) employees from any one (1) Sheriff's Division, (i.e., patrol, investigation, coroner's/civil, corrections) nor more than one (1) employee from the same shift and rank within the same Sheriff's Unit nor more than one (1) employee from the District Attorney's Office shall simultaneously use Release Time Bank Hours.

Interpretation and application of the terms of this section are not subject to the grievance procedure.

## ARTICLE 22 GRIEVANCE PROCEDURE

### 22.1 Purpose

- To promote improved employer-employee relations by establishing a grievance procedure to afford employees individually or through qualified representation, a systematic means of obtaining consideration of complaints, questions, and disputes which constitute grievances as hereinafter defined.
- To enable grievances to be settled as promptly and as closely as possible to the point of origin.

### 22.2 Definition

A grievance shall be defined as a claim of a violation or inequitable application of written department-wide policy or County rules, regulations, resolutions, ordinances, or this Memorandum of Understanding by an employee or group of employees adversely affected thereby but shall not include the following:

**22.2.1** Appeals of the disciplinary actions of demotion, suspension or dismissal shall be filed and processed pursuant to Personnel Policies & Practices Resolution, Section 8.2.3C below and the Article pertaining to disciplinary appeals in this agreement.

**22.2.2** Complaints relating to equal employment, occupational health and safety or workers' compensation shall be processed pursuant to appropriate County complaint procedures in these areas.

**22.2.3** Notwithstanding the foregoing, the grievance procedure is not applicable and shall not be used with the following:

- a. The exercising of any of the management rights currently enumerated in the County's Employer-Employee Relations Policy.
- b. Any matter, which is in the scope of representation in the meet and confer process.
- c. Discrimination based on age, race, color, religion, sex, national origin, national status, ancestry, disability or sexual orientation which shall be processed pursuant to appropriate County complaint procedures or applicable statutes.
- d. Any matter for which a different appeals procedure is provided either by statutes, ordinances, resolutions or agreement, except as specifically provided herein.

### 22.3 Basic Rules

#### 22.3.1 Non-Discrimination

Any employee (meaning a grievant, as that term is defined above), may file a grievance or may authorize the filing of a grievance on his/her behalf without fear of restraint, interference, coercion, discrimination or reprisal.

#### 22.3.2 Grievance Forms

Grievance forms shall be made available to the employee through Human Resources or other County departments, online, and from recognized employee organizations, and all formal grievances shall be submitted on these forms.

Grievance forms must explicitly specify the act(s) or omission(s) being grieved; the alleged negative impact upon the grievant, the policy or the particular section of the agreement, rule, resolution or ordinance, the violation of which is being alleged as the basis for the grievance, and the remedy requested.

### **22.3.3 Modifications**

No modifications in the basic violation being alleged pursuant to the immediately preceding paragraph shall be made subsequent to filing unless mutually agreed to by both the County and the grievant or the grievant's representative. However, corrections in citations or other clarifying amendments can be made at any time by the grievant or the grievant's representative.

### **22.3.4 Notice of Meetings**

The County and the grievant or the grievant's representative shall be responsible for giving notice of meetings and conferences to their representative parties at least twenty-four (24) hours prior to any meeting regarding a grievance whenever possible.

### **22.3.5 Right of Representation**

The employee has the right to the assistance of one (1) employee representative in addition to a staff representative of the Association in the preparation and/or presentation of his/her grievance in Steps 2 through 4 of this procedure provided, however, supervisory employees shall not represent non-supervisory employees where such activity would result in a conflict of interest.

An employee is also entitled to represent his/herself individually at any step of the grievance procedure.

A grievant may change his/her designation of representative during the processing of a grievance, with advance notice to the Appointing Authority.

If the employee is represented in a formal grievance meeting, the department may also designate a management representative to be present in such a meeting.

### **22.3.6 Grievance Withdrawal**

The grievant may withdraw the grievance at any stage of the grievance procedure by giving written notice to the County representative who last took action on the grievance, with a copy to the Human Resources Director or his/her designee.

### **22.3.7 Grievance Resolution**

If a grievance is resolved at Step 2 in the procedure as provided herein, the grievant concerned shall indicate acceptance of the resolution by affixing his/her signature in the appropriate space indicated on the written grievance or written resolution agreement.

### **22.3.8 Reconsideration**

By mutual agreement, the parties may return the grievance to a prior level for reconsideration. If the grievance is not then settled at the prior level, the grievant shall continue to have the rights set forth in this procedure.

### **22.3.9 Consolidation of Grievances**

Employees with essentially identical grievances, including remedy, may initiate a single grievance. Employees with essentially identical grievances may be required, at the County's discretion, to consolidate to a single proceeding at Steps 2 and 3 of this grievance procedure.

### **22.3.10 Work Rule Provisions**

If the Association believes that any change in an existing work rule or the establishment of a new work rule is unreasonable, it may file a grievance. With the concurrence of the Appointing Authority or his/her designee, the Association may file the grievance at Step 2.

## **22.4 Processing Grievances**

### **22.4.1 Time Off**

The grievant and/or his/her representative shall be granted reasonable time off with pay from regularly scheduled duty hours to process a grievance, provided that the time off will be devoted to the prompt and efficient investigation and handling of grievances, subject to the following:

#### **a. Representatives**

Insofar as possible, when a grievant's representative at Step 2 is a County employee, the representative shall be employed in the same work location as the grievant. When the foregoing condition cannot be met, a grievant's representative who is a County employee may be employed outside the same work location, provided said representative is no farther than ten (10) minutes away, by the most practical and common mode of transportation, from the grievant's work location. This time limit may be waived by mutual agreement of the parties when the grievant is assigned to a remote work location, or under other unusual circumstances. County vehicles shall not be used for transportation by employee representatives in connection with the processing of grievances, nor will reimbursement be considered for the use of private vehicles.

#### **b. Grievance Preparation**

A grievant or a grievant's representative who is a County employee shall not leave his/her job to perform any grievance preparation work unless he/she receives permission from his/her supervisor. Such time off shall be granted within three (3) working days except in emergencies.

When a grievant or any representative must go into a section, department, or work unit to investigate a grievance, he/she shall be permitted to do so, provided he/she explains the purpose of the visit and whom he/she is visiting to the supervisor of said section, department or work unit. If immediate access cannot be granted upon request, it shall be granted within three (3) working days.

#### **c. Grievance Meetings**

A grievant's representative who is a County employee shall, upon notification of his/her supervisor, be granted time off to attend grievance meetings scheduled pursuant to the Notice of Meetings Section of this procedure.

A grievant or a grievant's representative who is a County employee shall notify his/her supervisor as soon as possible in advance of the dates and times and/or change in the dates and times of scheduled grievance meetings in which they must participate.

A grievant or a grievant's representative, when said representative is a County employee, shall not log compensatory time earned or premium pay time for any time spent in the processing of a grievance.

### **22.4.2 Time Limitations**

- a. The time limitations are designed to quickly settle a grievance. Time limitations may be extended by agreement of the parties.
- b. If at any stage of the grievance procedure the grievant is dissatisfied with the decision rendered it shall be the grievant's or the grievant's representative's responsibility to submit the grievance to the next designated level of review within the time limits specified.
- c. Failure by the grievant or grievant's representative to submit the grievance within the time

limits specified shall constitute an automatic forfeiture and an irrevocable waiver of the right to process the grievance to any further step.

- d. The grievance shall promptly proceed to the next step within the prescribed time limits if the appropriate management representative fails to respond within the time limits specified.

## **22.5 Grievance Procedure Steps**

### **Step 1 Informal Discussion with Supervisor**

The grievance shall first be discussed on an Informal basis by the aggrieved with his/her immediate supervisor within twenty-one (21) calendar days from the date of the action causing the grievance. This initial step of the grievance procedure shall be without the right of representation. The grievant shall inform his/her immediate supervisor that this discussion is the Initial step of the grievance procedure.

Every effort shall be made to resolve the grievance at this level. If the grievance cannot be resolved by the immediate supervisor, the supervisor shall confer with successive levels of command before replying to the grievant within seven (7) calendar days.

### **Step 2 Formal Written Grievance/Management Review**

In the event the employee believes the grievance has not been satisfactorily resolved, the grievance shall be submitted in writing to the Appointing Authority or his/her designee within seven (7) calendar days from receipt of the immediate supervisors' response.

Within twenty-one (21) calendar days of receipt of the grievance, the Appointing Authority/designee shall deliver his/her written decision to the author of the grievance.

### **Step 3 Administrative Officer**

In the event the employee believes his/her grievance has not been satisfactorily resolved, the grievance shall be submitted in writing to the Administrative Officer within seven (7) calendar days from the receipt of the Appointing Authority's written response. A meeting of the parties may be held by mutual agreement.

Within fourteen (14) calendar days from the receipt of the grievance, the Administrative Officer/designee shall deliver his/her written decision to the author of the grievance.

### **Step 4 Binding Arbitration**

Within seven (7) calendar days from the receipt of the written decision resulting from a grievance heard by the Administrative Officer, or his/her designated representative, the Association or grievant may request in writing that the grievance, as defined hereinabove, be submitted to arbitration as provided hereinafter if no settlement is reached by sending a written notice to the Administrative Officer. Such written notice shall set forth the specific issue(s) still unresolved through the grievance procedure for which arbitration is requested.

Only those unresolved grievances filed and processed in accordance with the procedural requirements set forth herein and which meet the definition of a grievance contained in this MOU may be submitted to arbitration.

Within ten (10) calendar days from the request for arbitration, the County shall request a list of arbitrators from California State Mediation and Conciliation Service (CSMCS).

Within twenty-one (21) calendar days from receipt of the list from CSMCS, the County and the grievant and/or representative will select an arbitrator.

An arbitrator shall be selected by each party alternately striking a name from such list. The party to strike first shall be alternated between the County and the Association from arbitration to arbitration.

Upon selection of an arbitrator, an arbitration date must be selected within 90-days thereafter.

Before the hearing has commenced and during the course of the hearing, the arbitrator may issue subpoenas *deuces tecum* at the request of either party. Oral evidence shall be taken only on oath or affirmation. The grievant and the Appointing Authority shall each have the right to call and examine witnesses, to cross-examine opposing witnesses on any matter relevant to the issues, to impeach any witness and to rebut the evidence produced. Technical rules relating to evidence and witnesses do not have to apply to such hearings. Hearsay evidence may be used for the purpose of supplementing or explaining any direct evidence but shall not be sufficient in itself to support a finding. At the hearing, the burden of proof shall be upon the grievant.

The fees and expenses of the arbitrator, court reporter and the cost of the transcript for the arbitrator shall be shared equally by the County and the grievant, it being understood and agreed that all other expenses including, but not limited to, fees for witnesses, transcripts and similar costs incurred by the County or the grievant during such arbitration proceeding, will be the responsibility of the individual party incurring the additional expense(s).

Within forty-five (45) calendar days after the conclusion of the hearing or the submission of post-hearing briefs in the matter, whichever comes later, the arbitrator shall prepare a summary record of the proceedings, findings, conclusions and a decision. The decision of the arbitrator shall be final and binding upon the parties but shall confine itself to the issues(s) presented. It shall not add to, subtract from, nor otherwise modify the terms and conditions of this Agreement. The time requirement shall not be waived without the prior mutual consent of both the County and the grievant.

## **ARTICLE 23: LAYOFF PROCEDURES**

### **23.1 Policy**

The County may layoff an employee because of lack of work, lack of funds, material change in duties or organization, or in the interest of economy or causes outside the County's direct control.

The County shall inform the Association regarding the effects of any planned reduction in force or layoffs, which will affect a department's work force.

The department shall contact the Association and offer to discuss the possible reduction and to invite suggestions for possible cost saving alternatives to layoffs. If alternatives to layoffs are not developed by the time the department determines a layoff should occur, the procedure outlined below shall be followed.

Departments and employees covered by other layoff procedures; i.e., Local Agency Personnel Standards, State Merit System, or Anti-Recession Federal Regulations, shall be governed by those procedures.

### **23.2 Procedure**

Layoffs will be determined within County departments, not the County as a whole. In the event of a reduction in force in a department, the department head shall designate the classes, positions, and number of employees to be eliminated. The department at this time shall provide the Association with a current seniority list for those employees and classes affected.



Layoffs shall be made among all representation unit employees in the same class series within a County department in the following order:

- Temporary employees
- Probationary new employees (excluding promotional probationary employees)
- Permanent employees

No permanent employee within a department shall be laid off in any class if there are temporary employees in an active status in the same class within that department.

Layoff shall be by ranking sequence of employees except as otherwise provided herein.

### **23.2.1 Rank in Class Defined**

For purposes of layoff rank shall be defined as the length of continuous service in a class series as determined by County personnel records while occupying a permanent position within the County. Continuous service for purposes of ranking for layoff shall be defined to include work related injury leave of up to one (1) year's duration.

A class series is defined as a group of classes having common characteristics and/or promotional opportunities (e.g., as it applies to employees of the Sheriff's Office covered by this Agreement, a class series is identified by the first two digits (36) of the County's class code).

In the event of a tie in ranking, the seniority definition in Section 13 shall be utilized.

### **23.2.2 Order of Layoff, Exception to Ranking Sequence**

Layoffs of employees within each category of employment status within a department and within a class series shall be based on ranking sequence unless it can be demonstrated that: 1) an employee possesses special skills, training, or abilities, or 2) the employee's past job performance or disciplinary record justifies an alternative ranking (albeit, it may not violate the *Police Officers' Procedural Bill of Rights Act*) or 3) the employee may be, by virtue of ranking sequence subject to disparate treatment.

### **23.2.3 Ranking in Previous Class**

A permanent full-time employee may elect to be ranked with employees in any class in the same department with the same or lower salary in which the employee has served in permanent status in the County service. An employee must notify his/her appointing authority within two (2) days after receipt of written notice of layoff of election of this option except if the second day following notice of layoff is not a regularly scheduled workday, the employee may give notice on the next workday.

### **23.2.4 Demotion in Lieu of Layoff**

In lieu of layoff, the department head may offer a permanent employee a demotion to any class for which the employee is qualified. Employees demoted in lieu of layoff pursuant to this paragraph shall not be eligible for the "Y" rating procedure. An employee who accepts a demotion in lieu of layoff shall have the right of restoration to his or her former class when an opening occurs and his or her ranking sequence warrants restoration subject to the provisions of Section 23.5 below.

## **23.3 Transfer**

Employees may also request a transfer in accordance with the County's Transfer Policy, as found in the County's Personnel Policy and Procedures Resolution.

### **23.4 Notice**

Written notice of layoff shall be served on the affected employees in person or mailed by the United States Postal service to the employee's latest address on file with the County. The layoff notice shall be served or mailed at least twenty-one (21) calendar days prior to the expected effective date of separation unless delay results from consideration of demotion under the provisions of Section 9.2.3.

The notice shall include:

- a. The reason for the layoff.
- b. The effective date of the action.
- c. A reference to the provisions governing reemployment.
- d. Notice that employment counseling is available.

A copy of the notice shall be given to the Association.

### **23.5 Reemployment of Employees Laid Off**

The names of persons laid off under these procedures shall be maintained on a departmental recall list for the class series from which the employee was laid off for a period of one (1) year from the date of layoff. When using a departmental recall list to fill a position in a class from which layoffs have occurred within the one (1) year recall period, the department head shall reemploy laid off employees from the appropriate departmental recall list in inverse order of layoff. During the one (1) year recall period, no new employee shall be hired nor shall any employee be promoted to a class from which layoffs have occurred until all employees on layoff status in that class have had the opportunity to return to work.

However, when the best interest of the County requires an employee with demonstrated special qualifications, skills or training, or for affirmative action considerations, the department head may make an exception to the above order of recall to appoint an employee out of ranking sequence.

Every employee given notice of layoff may request employment counseling and evaluation in order to determine those job classes within the County for which the employee meets employment eligibility requirements and desires to be considered for employment from a preferred eligible list. Such counseling and evaluation shall be available by appointment in order of request. Following the counseling and evaluation, laid off employee's name shall be placed on a preferred eligible list for each class designated as a result of the counseling and evaluation. When the Human Resources Department receives a request to refer applicants to a department for a vacant position in a class for which there exists a preferred eligible list, the laid off employee on the list shall be considered for employment prior to any job applicant. A competitive job related selection process may be used to determine the order in which laid off employees on a preferred eligible list for a class will be referred for an interview.

A laid off employee may be removed from the department recall list or a preferred eligible list for any of the following reasons:

- The expiration of one (1) year from the date of layoff.
- Reemployment within the County.
- Failure to accept employment or report to work.
- Failure to appear for a job interview after notification by telephone or by mail addressed to the employee's last address on file with the County and notice to the Association.

- Failure to respond within twenty-one (21) days to a communication regarding availability of employment.
- Request in writing by the laid off employee to be removed from the list.
- Failure to pass background after being offered reinstatement.

### **23.6 Status of Employees Reemployed from a Preferred Eligible List**

Employees who are re-employed from a preferred eligible list shall serve a new probationary period, and otherwise be treated as a new employee with the following exceptions:

Former employees who are hired from a preferred eligible list shall be entitled to:

Placement at up to highest step in the class into which they are hired provided that the salary upon rehire does not exceed the salary the employee was receiving at the time of layoff.

Reinstatement of credit for service time (ranking) as of the date of separation from County service.

Credit for all prior service for the purpose of determining vacation and annual leave accrual rates.

Restoration of any sick leave balance credited to the employee's account on the date of layoff.

### **23.7 Restoration of Benefit for Recalled Employees**

Any employee who has been laid off and is hired from a departmental recall list under the terms of this article within one (1) year from the date of layoff shall be entitled to:

Restoration of permanent status for employees who are rehired from a departmental recall list and class from which they were laid off, and who have completed their probationary period. For employees who have not completed their probationary period, credit for that portion which has been completed shall be given if rehired from a departmental recall list.

Restoration of all sick leave credited to the employee's account on the date he/she was laid off.

Credit for all prior service for the purpose of determining vacation and annual leave accrual rates.

Placement in the same step of the salary range the employee held at the time of layoff.

Reinstatement of credit for service time (ranking) as of the date of layoff.

### **23.8 Insurance Coverage**

Each permanent employee who is enrolled in the CalPERS Health Plan at the time of layoff may elect to enroll in a CalPERS health plan/COBRA plan. In the event the laid off employee so elects, the County will pay an amount equal to two (2) times the employee only premium at the time of layoff toward the cost of the health insurance conversion plan. The above insurance provision does not apply to employees who retire coincidental to their layoff.

### **23.9 Appeal Procedure**

An employee directly affected by the operation of this policy may, within five (5) working days after a notice of layoff is received, request a meeting with a department head or the department head's designated representative to review the application of this policy as it affects the employee's status. The employee may be accompanied by a representative of the Association.

The Association, and only the Association, after making an attempt to resolve the matter informally, may within seven (7) days of the date of an alleged violation of this policy file a grievance for final consideration and determination at the department head level in accordance

with the provisions of the grievance procedure in effect between the County and the Association. A grievance filed in accordance with this paragraph shall not be subject to Arbitration, Article 7 of this Agreement.

## **ARTICLE 24: EMERGENCIES**

Nothing herein shall limit the authority of the County to prepare for or meet an emergency. An emergency shall be defined as a condition, which will or is likely to prevent the continued normal conduct of County operations or services, which will or will likely present a danger to life or property.

## **ARTICLE 25: DISCIPLINARY ACTIONS**

### **25.1 Disciplinary Action**

The Appointing Authority may take disciplinary action against any employee in a Department who is subject to this MOU and *California Government Code 3300 et al*, provided that the rules and regulations prescribed herein are followed. As used in this section, disciplinary or punitive action shall mean dismissal, suspension without pay, disciplinary demotion, reduction in salary, transfer for purposes of punishment, or written reprimand.

### **25.2 Suspension with Pay Pending Investigation**

Notwithstanding any other provision of the Disciplinary Actions Article of this MOU, the Appointing Authority may suspend an employee from his/her position at any time for reasons of investigation for disciplinary action upon the determination of the Appointing Authority that circumstances exist that make the immediate removal of the employee from the workplace to be in the best interests of the County, and that the employee cannot be effectively used in his/her job classification within the Department. Such suspension pending investigation shall be with pay and benefits, except when criminal charges or an indictment are pending against the employee. Suspension with pay shall not be deemed disciplinary action and shall not be subject to appeal.

Written notice of such suspension shall be given to the suspended employee as soon as possible, but no later than seventy-two (72) hours after such action is taken. The Appointing Authority may reinstate any such suspended employee to his/her position for a good cause, providing the Appointing Authority is satisfied that no disciplinary action is appropriate.

### **25.3 Notice of Disciplinary Action**

In order to institute disciplinary action, the Appointing Authority, or his/her designee, shall serve written notice of the proposed disciplinary action in accordance with the following procedures:

**25.3.1** Except when emergency or other special circumstances require immediate action, a notice of proposed disciplinary action (other than written reprimand) shall be delivered to the employee, either personally or by United States Postal Service, to the current address listed on the employee's most recent Personnel Action Form, no less than five (5) calendar days prior to the effective date of any disciplinary action against the employee. The five (5) day prior notice requirement shall not apply to the following disciplinary actions, but may be given within a reasonable time after the commencement of such discipline:

- a. Suspension without pay of forty (40) hours or less (A/B Units only);
- b. Written reprimands; and
- c. Emergency or other special situations.
- d. There shall be no five (5) day notice required for Suspension With Pay Pending Investigation.

**25.3.2** The notice(s) of proposed disciplinary action shall together include the following:

- a. The nature of the proposed disciplinary action;
- b. The effective date of the proposed action;
- c. The causes for the proposed action in ordinary, concise language with the dates and places thereof, when known;
- d. A statement that the material upon which the proposed action is based is available for inspection; and
- e. A statement advising the employee of his/her right to respond, either verbally or in writing, to the Appointing Authority or his/her designee proposing the disciplinary action prior to the effective date, and the right to be represented in that response.

In order to implement either the proposed disciplinary action or a lesser disciplinary action based on the same cause(s), a notice of disciplinary action shall be delivered to the employee by or as soon after the effective date of the disciplinary action as possible. This notice of disciplinary action shall contain the information specified in items 25.3.2.a, 25.3.2.b and 25.3.2.c above, and in addition, shall include a statement of the employee's right of appeal, if any, and representation by a party of his/her choice. The notice shall also include a referral to the Appeals from Disciplinary Action Section of this MOU.

#### **25.4 Written Reprimand**

The Appointing Authority, or his/her authorized designee, may reprimand an employee by furnishing him/her with a written statement of the specific reasons for such reprimand. A copy of the reprimand shall be given to the Executive Director-Administration/Chief District Attorney Investigator for inclusion in the employee's personnel file, and shall be subject to appeal as set forth in Section 25.11.3; however, the employee shall have the right of rebuttal, whether or not the employee appeals. The rebuttal, if it is in writing, shall be attached to the reprimand and placed in the employee's personnel file. The Appointing Authority, or his/her designee, may correct the written reprimand at his/her discretion. If the Appointing Authority removes the written reprimand from the employee's personnel file, the employee's rebuttal (if any) shall likewise be removed.

#### **25.5 Suspension Without Pay**

A suspension without pay invoked as disciplinary action under this section against an employee shall not exceed one (1) year.

#### **25.6 Reduction in Salary**

The Appointing Authority may reduce the salary of an employee for disciplinary reasons, provided that such reduction shall be to a step within the salary range of the classification of the position held by the employee. An employee so reduced in salary shall retain his/her anniversary date.

#### **25.7 Disciplinary Demotion**

The Appointing Authority may demote an employee, for disciplinary reasons, to any position with a lower salary, provided the employee meets the qualifications for the lower-level position. Such demoted employee shall not be eligible for promotion for a period of six (6) calendar months after the effective date of the demotion.

## **25.8 Dismissal**

The continued tenure of each employee shall be subject to his/her satisfactory conduct and the rendering of efficient service. Should there be cause for disciplinary action, an employee may be dismissed for either reason.

## **25.9 Absence Without Leave Separation**

An employee who has unauthorized absences from duty, which exceed three (3) consecutive working days shall be considered to have abandoned his/her position and to have automatically resigned. Resignation shall be deemed effective upon the posting by United States Mail of a Notice of Automatic Resignation, sent by the Appointing Authority or his/her designee to the last known address of the employee, as shown on his/her latest Personnel Action.

## **25.10 Statute of Limitations**

No disciplinary action shall be taken against any Department employee for any cause unless the notice of the proposed disciplinary action is served within one (1) year of the of the Department's discovery of an act, omission, or other misconduct or non-performance, by a person authorized to initiate an investigation of the allegation, with the exception of those circumstances set forth in Government Code §3304(d).

Nothing herein shall preclude the County or the Appointing Authority from disciplining an employee for cause, which consists of a course of conduct or history of performance that began more than one (1) year prior to the notice of disciplinary action. Such disciplinary and/or performance record of beyond one (1) year shall be used only to determine the level of discipline to be imposed.

## **25.11 Appeals from Disciplinary Action**

Only permanent employees who are not serving their initial probationary period shall have the right of appeal from disciplinary action. Appeals from the various disciplinary actions listed in the Disciplinary Action Section of this MOU shall be taken in accordance with the following provisions:

**25.11.1** An employee who receives a transfer for the specific purpose of punishment, that does not involve a reduction in salary or loss of pay, may request an evidentiary hearing before the Appointing Authority, or his/her authorized designee. The decision of the Appointing Authority, or his/her authorized designee shall be final and binding.

**25.11.2** An employee who receives a transfer for the specific purpose of punishment that involves a loss of pay may request a full evidentiary hearing before the Appointing Authority, or his/her authorized designee, whose decision in the matter shall be final and binding.

**25.11.3** An employee who receives a written reprimand that does not involve a reduction in salary or loss of pay may request an evidentiary hearing with the next level of supervision/management above the individual issuing the written reprimand. The employee shall also retain his/her right of rebuttal. If it is in writing, the rebuttal shall be attached to the reprimand and placed in the employee's personnel file. If after the hearing, the Appointing Authority, or his/her authorized designee decides to remove the written reprimand from the employee's personnel file, the employee's rebuttal (if any) shall likewise be removed.

**25.11.4** A "full evidentiary hearing" under the provisions of Section 25.11.2 above, when requested by the employee, shall involve the right to be represented, the calling and cross-examination of witnesses, and the issuance of subpoenas *deuces tecum*. The individual hearing the

matter must not have been involved in the initial decision to issue the discipline. The individual who took the disciplinary action shall be present, and Department shall have the burden of proof.

An “evidentiary hearing” under the provisions of Section 25.11.1 or 25.11.3 above, where the action taken results in neither reduction in salary nor loss of pay, when requested by the employee, shall involve the right to be represented, to produce evidence, and to present argument; but it shall not include the right to confront or cross-examine witnesses. The individual who took the disciplinary action shall be present, and Department shall have the burden of proof.

**25.11.5** A disciplinary appeal to arbitration may be filed only by an employee who is not a probationary employee and who occupies a permanent position, and only from disciplinary actions listed in the Disciplinary Action Section of this MOU other than those set forth in 25.11.1 through 25.11.4 above.

**25.11.6** The appeal to arbitration must be filed in writing within a period of ten (10) calendar days after the employee is notified of the decision to take disciplinary action. The failure to file the appeal within the prescribed time limit shall constitute an irrevocable waiver of the employee’s disciplinary appeal rights, and the discipline imposed shall become final and binding at the expiration of the ten-day time period.

A disciplinary appeal to arbitration shall be filed with the County Administrative Officer, shall be handled confidentially, and a copy of the appeal filed shall promptly be sent to both the Appointing Authority and the County Counsel’s Office.

**25.11.7** Within twenty (20) days after the appeal is filed with the County Administrative Officer, the parties shall begin the process to select a mutually acceptable arbitrator. The parties shall then select a mutually agreeable hearing date.

Except as otherwise mutually agreed upon by the parties in a specific case, an arbitrator shall be selected and a hearing shall be scheduled within sixty (60) calendar days after the appeal is filed.

**25.11.8** The appellant and the Appointing Authority may appear personally and may be represented by counsel at the hearing. The hearing shall be private unless the appellant requests a public hearing.

**25.11.9** Before the hearing has commenced and during the course of the hearing, the arbitrator may issue subpoenas *deuces tecum* at the request of either party. Oral evidence shall be taken only on oath or affirmation. The appellant and the Appointing Authority shall each have the right to call and examine witnesses, to cross-examine opposing witnesses on any matter relevant to the issues, to impeach any witness and to rebut the evidence against him/her. Technical rules relating to evidence and witnesses do not have to apply to such hearings. Hearsay evidence may be used for the purpose of supplementing or explaining any direct evidence, but shall not be sufficient in itself to support a finding unless it would be admissible over objection in civil actions. At the hearing, the burden of proof shall be upon the Appointing Authority.

**25.11.10** As soon as may be practicable after the conclusion of the hearing, the arbitrator shall prepare a summary record of the proceedings and prepare recommended findings, conclusions and a decision. The hearing officer shall submit a copy of said record of findings, conclusions and decision to the Board of Supervisors. The arbitrator’s decision shall not add to, subtract from, or otherwise modify the terms and conditions of this Agreement.

**25.11.11** Within thirty (30) days after the filing of the record and recommended findings, conclusions and decision of the hearing officer with the Board, the Board shall adopt such

recommended findings, conclusions and decision, or shall reject the recommendations of the hearing officer and adopt its own findings, conclusions and decision after a review of the record. The Board shall affirm, modify or reverse the order of the Appointing Authority causing the disciplinary action. Upon rejection of the recommendation by the Board, the entire administrative record shall be delivered to the Board, and the Board shall have an additional ninety (90) days from the date of rejection to review the entire administrative record and adopt its own findings, conclusions and decision in the matter.

**25.11.12** The decision of the Board shall be final.

**25.11.13** Each party shall bear its/his/her own costs in the disciplinary appeal; except that the expense of the arbitrator, the cost of a certified court reporter and the expense of a transcript of the hearing for the arbitrator shall be shared equally by the parties involved in the action being appealed. All other expenses including, but not limited to, fees for witnesses, transcripts for a party and similar or other costs incurred by a party during the disciplinary appeal shall be the responsibility of that individual party.

## **ARTICLE 26: SENIORITY**

### **Sheriff's Office**

As of September 1, 2013, all employees having passed probation as a Deputy Sheriff-Operations and currently assigned to the Enforcement Operations Bureau (EOB) as a Deputy Sheriff-Operations will be assigned a numerical ranking based on their seniority in the EOB. For example, the employee with the most seniority as a Deputy Sheriff-Operations will be assigned number 1, and then the next most senior will be assigned Number 2, and so on until every eligible EOB employee is assigned a number.

This assigned number will be utilized to determine EOB seniority in selecting shifts for as long as that employee continues to work in EOB or until they change ranks, at which time their seniority date will be determined by the date of appointment to the new rank. Nothing in this policy supersedes the Sheriff's authority to initiate disciplinary proceedings in accordance with the MOU.

With the exception of this seniority system for current non-probationary employees in the class of Deputy Sheriff-Operations, all other seniority for selecting shifts in the Sheriff's Office will be determined by date of hire as a Deputy Sheriff-Corrections, or by date of promotion, if applicable.

After September 1, 2013, any employee that transfers into EOB as a Deputy Sheriff-Operations will have their seniority for shifts determined by their date of hire as a Deputy Sheriff-Corrections or as a Deputy Sheriff if that classification is created), whichever is earlier.

### **District Attorney's Office**

Seniority shall be based on an employee's date of appointment to a classification or rank. In the event of a tie, seniority shall be based upon employees' date of hire with the department. In the event of a tie, seniority shall be based on date of hire with the County. In the event an employee transfers out of the department into another position within the County and then back into the department, the seniority date, for purposes of layoffs, promotions, and transfers, shall be the date the employee transfers back into the department. In the event that two (2) or more employees have the same seniority date, the employee who applied for employment first shall have more seniority.



The seniority list on the date of this agreement will show the names, job titles, and seniority date of all employees.

The employer will keep the seniority list up to date at all times and will provide the Association with up-to-date copies of the list in December and June of each year.

Except in cases of operational necessity defined by the Appointing Authority, vacation selection shall be by seniority subject to administrative rules established by the Appointing Authority.

#### **ARTICLE 27: COUNTY RIGHTS**

The County will continue to have, whether exercised or not, all the rights, powers and authority heretofore existing, including, but not limited to the following: determine the standards of services to be offered by the Sheriff's Office and District Attorney's Office; determine the standards of selection for employment; direct its employees; take disciplinary action; relieve its employees from duty because of lack of work or for other legitimate reasons; issue and enforce rules and regulations; maintain the efficiency of governmental operations; determine the methods, means and personnel by which the Sheriff's Office and the District Attorney's Office operations are to be conducted; determine the content of job classifications; exercise complete control and discretion over its organization and the technology of performing its work; and fulfill all of its legal responsibilities. All the rights, responsibilities and prerogatives that are inherent in the County by virtue of statutory and charter provisions cannot be subject to any grievance or arbitration proceeding.

Further, the exercise by the County through its Board and management representatives of its rights hereunder shall not in any way, directly or indirectly, be subject to the grievance procedure set forth herein.

#### **ARTICLE 28 CONCERTED ACTIVITIES**

The parties to this agreement recognize and acknowledge that the services performed by the County employees covered by this agreement are essential to the public health, safety, and general welfare of the residents of the County of Monterey. Association agrees that under no circumstances will the Association recommend, encourage, cause or permit its members to initiate, participate in, nor will any member of the bargaining unit take part in, any strike, sit-down, stay-in, sick-out, slow-down, or picketing (hereinafter collectively referred to as work-stoppage), in any office or department of the County, nor to curtail any work or restrict any production, or interfere with any operation of the County.

In the event of any such work stoppage by any member of the bargaining unit, the County shall not be required to negotiate on the merits of any dispute, which may have given rise to such work stoppage until said work stoppage has ceased.

In the event of any work stoppage, during the term of this agreement, whether by the Association or by any member of the bargaining unit, the Association by its officers, shall immediately declare in writing and publicize that such work stoppage is illegal and unauthorized and further direct its members in writing to cease the said conduct and resume work. Copies of such written notice shall be served upon the County. In the event of any work stoppage the Association promptly and in good faith performs the obligations of this paragraph, and providing the Association had not otherwise authorized such work stoppage, the Association shall not be liable for any damages caused by the violation of this provision. However, the County shall have the right to discipline,

to include discharge, any employee who instigates, participates in, or gives leadership to, any work stoppage activity herein prohibited, and the County shall also have the right to seek full legal redress, including damages, as against any such employee.

**ARTICLE 29 SEPARABILITY**

If any section, subsection, paragraph, clause or phrase of this agreement is, for any reason, held to be invalid or unconstitutional, such invalidity or unconstitutionality shall not affect the validity or constitutionality of the remaining portions of this agreement, it being hereby expressly declared that this document, each section, subsection, paragraph, sentence, clause and phrase thereof, would have been adopted irrespective of the fact that any one or more sections, subsections, sentences, clauses, or phrases be declared invalid or unconstitutional.

**ARTICLE 30 FULL UNDERSTANDING, MODIFICATION, WAIVER**

It is intended that this agreement sets forth the full and entire understanding of the parties regarding the matters set forth herein, and any other prior or existing understanding or agreements by the parties, whether formal or informal, regarding any such matters are hereby superseded or terminated in their entirety. Existing benefits and working conditions which are not referenced in this agreement, such as e.g., those contained in the Salary and Benefits Resolution and the Personnel Resolution, and which are subject to the meet and confer process, shall continue without change unless modified subject to the meet and confer process.

Except as specifically provided herein, it is agreed and understood that each party hereto voluntarily and unqualifiedly waives its rights, and agrees that the other not be required, although they may mutually agree otherwise, to negotiate with respect to any subject or matter covered herein or with respect to any other matter within the scope of negotiations, during the term of this agreement.

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

A waiver of any breach, term or condition of this agreement by either party shall not constitute a precedent in the future enforcement of all its terms and provisions.

This Memorandum of Understanding between the County of Monterey and the Deputy Sheriff’s Association, term July 1, 2019 to June 30, 2021.

For County of Monterey

For Deputy Sheriff’s Association

/s/ Kimberley Moore

/s/ Dennis Wallach

/s/ Patsy Girard

/s/ Ted Avery

/s/ Ariana Hurtado

/s/ Bill Mixer

