

MEMORANDUM OF UNDERSTANDING
BETWEEN
COUNTY OF MONTEREY
&
MONTEREY COUNTY COUNSEL EMPLOYEE ASSOCIATION
UNIT G
July 1, 201908- June 30, 20210

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1. ARTICLE 1 PARTIES

This Agreement is made and entered into between the County of Monterey (“County”), and the Monterey County Counsel Employee Association (MCCEA), an unincorporated association (~~“Association”~~).

This agreement shall be effective and binding only upon final approval by ~~the Association~~MCCEA and the Monterey County Board of Supervisors’ action shall not become effective until approved by the Board.

2. ARTICLE 2 RECOGNITION

Pursuant to Board Resolution No. 07-029, the County recognizes ~~the Association~~MCCEA as the exclusive bargaining representative for Unit G, representing classifications of Deputy County Counsel I, Deputy County Counsel II, Deputy County Counsel III, and Deputy County Counsel IV. ~~The Association~~MCCEA does not represent up to two Deputy County Counsel positions designated to advise and represent the County in labor relations.

3. ARTICLE 3 TERM

~~This Agreement shall commence on the date of approval of the Agreement by the Board of Supervisors and ratification by the Association and shall continue until June 30, 2010.~~

~~The term of this Memorandum of Understanding is from July 1, 2019 to June 30, 2021.~~ As to changes proposed by the County in matters within the mandatory scope of bargaining that are not expressly addressed in this MOU, the County agrees to provide ~~the Association~~MCCEA with notice of such changes. Except as specifically provided in this MOU, upon request by ~~the Association~~MCCEA, the County will meet and confer within thirty (30) days of the service of notice of such changes.

4. ARTICLE 4 WAGES

4.1 — Cost of Living Increase

~~Retroactive to the first full pay period in July 2008 all covered classifications shall receive an across the board wage increase of 3%.~~

4.2 — Parity Adjustments

- ~~Effective the first full pay period in July 2008, the base wage for Deputy County Counsel IV classification (all steps) shall be adjusted upward by 2.5%.~~

- ~~• Effective the first full pay period in July 2009, the base wage for Deputy County Counsel IV classification (all steps) shall be adjusted upward by an additional 2%.~~
- ~~• These adjustments shall apply only to the Deputy Counsel IV classification.~~

~~4.3 Reopener~~

~~The parties agree to reopen this contract for the purpose of negotiating a cost of living increase for unit members for the 2009-2010 fiscal year. Negotiations on this issue shall commence no later than April 1, 2009.~~

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

- ~~• 2019-2020: Two percent (2.0%) across the board base wage increase effective no sooner than the first full pay period following MCCEA ratification and Board of Supervisors approval (no retro).~~
- ~~• 2020-2021: Three percent (3.0%) across the board base wage increase effective no sooner than the first full pay period following July 1, 2020.~~

5. PERFORMANCE INCENTIVE PILOT PROGRAM ARTICLE 5 PAY FOR PERFORMANCE

5.1 Program Development

~~The parties agree to convert the ~~creation of a~~ performance incentive pilot ~~program to a permanent program. This program is applicable to the all Deputy Counsel IV positions in the Department and payable at the end of the first quarter of the year. to be operational not later than March 1, 2009.~~ It is understood that the program shall be developed with the active assistance of the Association and its membership, and that the program will incorporate peer review components. An advisory labor management committee, comprised of Association members and County management representatives, shall be formed to discuss the criteria, methods and procedures to be utilized in the performance pay program. Should the committee be unable to reach agreement on these matters, the parties shall select a mutually agreeable mediator to assist in reaching agreement. The County Counsel shall determine matters that are not resolved through the labor management committee or mediation. Nothing in this section shall be construed as restricting the exercise of management rights set forth in section 9 of this agreement.~~

~~Individual goal setting under the program shall commence not later than March 1, 2009.~~

~~In exchange for the active assistance of unit members in developing this program, and participation in the goal setting process, all unit members in the Deputy County Counsel IV classification shall receive an additional 3% salary increase effective the first full pay period after July 1, 2008. As a condition of receiving this salary adjustment, employees in the Deputy County Counsel IV classification agree:~~

- ~~1. To provide input into criteria, methods and procedures to be utilized;~~
- ~~2. To participate with department management in the establishment of individual goals and objectives for the 2009 calendar year;~~
- ~~3. To participate in a labor management committee as needed, in order to meet the March 1, 2009 implementation date; and~~
- ~~4. The labor management committee, together with mediation available under this Agreement, satisfies any meet and confer obligation with respect to the development of this Performance Incentive Pilot Program.~~

5.2 Performance Incentive Funding

~~Effective the first full pay period after January 1, 2010, the County will make available \$45,570, —the equivalent of 2.5% of Deputy County Counsel IV payroll as of the first pay period in July 2009—The Pay for Performance funds shall be increased proportionately to account for deputies newly eligible for the program beginning in 2013 and will to be distributed pursuant to the terms of the performance pay system implemented pursuant to this Article section 5 Pay for Performance. If the Association seeks to have performance incentive pay subject to PERS coverage, the program must comply with PERS regulations.~~

5.3 Pilot Program

~~It is understood that this performance incentive program is a pilot program, and that the parties will reevaluate its effectiveness at the time a successor MOU is negotiated. No employee shall have or obtain a vested right to any future payments made under this program should the program be discontinued or altered in any way in a successor MOU.~~

6. ARTICLE 6 BENEFITS

6.1 Active Employees Flexible Benefits Plan

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

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 IRS Section 125 plan. The County and the MCCEA agree that the County shall have discretion to make such changes to ensure this plan is eligible for favorable treatment under the Internal Revenue 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 and the obligation to administer the various insurance programs. These rights and obligations include but are not limited to the right to select the carriers and insurance claims administrators after consideration of the recommendations of the Health Insurance Review Committee, as described in Section 6.8, and prior meeting and consultation with the MCCEA. Changes in insurance carriers or administrators shall not result in any appreciable reduction in benefits. In the event a change in insurance carriers is made, an open enrollment period will be authorized. The County shall provide MCCEA and employees, a thirty (30) day written notice for premium rate changes for the County's self-funded plan.

A. Eligibility

Permanent unit employees with a 0.50 Full Time Equivalent (FTE) will be eligible to participate in any of the County's health insurance programs. If a retired employee meets all eligibility requirements and requests health insurance coverage, the County will contribute toward the monthly premium if permitted and directed by CalPERS.

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, the employee shall pay by pre-or post-tax payroll deductions 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 benefit options under this plan, the full amount of funds not utilized may be paid in taxable cash, provided the employee has purchased at least individual only health insurance through CalPERS.

The intent of this agreement is that members of Bargaining Unit G shall continue to enjoy the same benefits that they were eligible to receive as members of Unit X under the PPPR for the life of this contract. In particular, the members of the bargaining unit shall continue to receive the flexible benefits

~~plan (including, depending on individuals' selections, health, dental and vision insurance) as well as life insurance (including accidental death and dismemberment), disability insurance, he dependent care plan, ABO (Alternative Benefit Option where applicable) and social security related benefits that they currently receive pursuant to the terms of the PPPR. Unit employees shall receive any increase, decrease or change in these benefits provided to the X Unit during the term of this agreement, provided, however, that the unit waives any right to meet and confer on such changes for the life of this MOU.~~

6.2 Flexible Benefits Plan Contributions

A. Medical Insurance Contribution

Unless the MCCEA is otherwise notified, pursuant to Section 6.1 Flexible Benefits Plan above, the County will provide medical insurance through the Public Employees' Retirement System (PERS) 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 contributions shall be based on CalPERS Choice (Region 1). The County contribution shall result in an employee contribution of \$0.00/mo. or cash back (employee only); \$61.00/mo. or cash back (employee plus one); and \$100.00/mo. (employee plus family).

Part-time, permanent unit employees with a minimum of 0.50 Full Time Equivalent (FTE), but less than a 0.80 FTE will receive half of the County contribution. County contribution is subject to change annually based on Health Plan Premiums.

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

B. 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.

C. 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.

D. Computer Vision Coverage

The County provides an option for a pair of glasses tinted and designed for use with computers for the employee whose manager certifies in writing to Employee Benefits that the employee uses a computer 60% or more of his/her normal work time in order to perform duties. Manager certification and endorsement of eligibility for a computer glasses by Employee Benefits must occur prior to an eye examination for an employee to be eligible for the computer glasses option.

6.3 Retiree Health Insurance

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

6.4 Life Insurance

The County agrees to pay the premium for fifty thousand dollars (\$50,000) in group term life insurance for employees in paid status.

6.5 Physical Examinations

Permanent full-time employees shall be entitled to a physical examination by appointment at Natividad Medical Center on an annual basis. Results of the examination shall be treated confidentially.

~~All employees in the Unit as well as any employees who retire from the Unit during the term of this MOU shall be eligible for a complete physical examination at Natividad Medical Center by a County physician once per fiscal year.~~

6.6 Workers' Compensation

When an employee on leave of absence is receiving Temporary Total Disability (TTD) Workers' Compensation payments (integrated or not), he/she shall receive County paid medical, dental and vision insurance and his/her regular County contribution toward dependent medical, dental and vision insurance.

6.7 Disability Income Protection Plan

County paid as outlined in the Personnel Policies and Practices Resolution (PPPR).

6.8 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 and include the Association and other similarly situated bargaining groups. The Association shall have up to two (2) 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.

7. ARTICLE 7 PROFESSIONAL BENEFITS

7.1 Bar Dues

In consideration of the fact that employees covered by this Agreement must practice their profession solely for the benefit of Monterey County, the County agrees to pay Association members' mandatory basic California State Bar dues on or before the due date deadline for mandatory Bar dues. In order to receive this benefit, each eligible employee shall submit a copy of his/her bill from the California State Bar Association to the designated person within the County Counsel's office at least 30 calendar days in advance of the due date.

7.2 Professional Organization Membership Fees

~~Employees covered by this MOU shall be paid a professional expense stipend of four hundred dollars (\$400) the first full pay period of each calendar year. Eligible employees who are scheduled to work fewer than 40 hours per pay period shall receive one half the professional expense stipend. This stipend is treated as wages for tax purposes and is a "non-accountable" (no receipts) plan under current law. This provision was eliminated as part of the 2016 contract negotiations. In exchange for eliminating the annual Professional Organization Membership Fees of \$400, the annual Professional Development Course Reimbursement of \$500 and the monthly Professional Expense Allowance of \$45.84, each Unit G member received a \$0.697 hourly base wage increase.~~

7.3 Professional Development Courses

~~Employees will be reimbursed up to four hundred dollars (\$400) per fiscal year for pre-approved professional development courses, seminars and conferences, travel, lodging, meals and associated non-electronic materials which are related to the employee's career as a Deputy County Counsel (continuing education for current position). Lodging, meal and travel costs must be within the acceptable range per the Monterey County Travel Policy.~~

~~The County Counsel shall establish internal procedures to administer this provision.~~

~~It is understood that this amount is in addition to any funds spent for training courses at the department's direction.~~

~~Employees hired after the effective date of this agreement shall be eligible for this benefit on a pro-rata basis.~~

~~This reimbursement shall be paid to the Unit employee upon submission of a copy of the appropriate bill, invoice or other documentation. Bills shall be submitted on or before December~~

~~1 and the stipend shall be paid on or before December 31. Eligible employees who are scheduled to work fewer than 40 hours per pay period shall receive one half the Professional Development Courses reimbursement.~~

~~This provision was eliminated as part of the 2016 contract negotiations. In exchange for eliminating the annual Professional Organization Membership Fees of \$400, the annual Professional Development Course Reimbursement of \$500 and the monthly Professional Expense Allowance of \$45.84, each Unit G member received a \$0.697 hourly base wage increase.~~

7.4 Professional Expense Allowance

~~This provision was eliminated as part of the 2016 contract negotiations. In exchange for eliminating the annual Professional Organization Membership Fees of \$400, the annual Professional Development Course Reimbursement of \$500 and the monthly Professional Expense Allowance of \$45.84, each Unit G member received a \$0.697 hourly base wage increase.~~

~~Effective with the first full pay period following Board adoption of this Agreement, Association employees shall receive a monthly Professional Expense Allowance of forty five dollars and eighty four cents (\$45.84) for incidental expenses not ordinarily subject to remuneration by claim. The Professional Expense Allowance shall be paid on the second paycheck of each month. The allowance is a non-accountable (no receipts) plan for tax purposes and is taxable as wages under current law.~~

7.5 ~~M.C.L.E Course Reimbursement~~ Training Conferences

~~Employees covered by this MOU will be entitled to attend two (2) County Counsel Association study group meetings a year as an expense of the County Counsel's Office. This is not to be considered a cap on training conference attendance, as some unit members have joined multiple subject matter study groups, and their attendance at additional meetings may be preferable. Payment for expenses must comply with applicable County policies for travel and reimbursement, and appropriate receipts must be provided. Additional conference attendance is a the sole discretion of the County Counsel. Pre-approval of attendance is required.~~

~~Each permanent Unit employee shall be entitled to reimbursement for Mandatory Continuing Legal Education courses successfully completed, provided, however that reimbursement shall meet the terms of the Educational Assistance Program found in section A.48.2 of the PPPR.~~

8. ARTICLE 8 LEAVES AND HOLIDAYS

8.1 Holidays

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

MCCEA- Unit G
20210

New Year's Day	January 1st
Dr. Martin Luther King, Jr. Day	Third Monday in January 15th
Presidents Day	Third Monday in February
Memorial Day	Last Monday in May
Independence Day	July 4th
Labor Day	First Monday in September
Veterans Day	November 11 th
Thanksgiving Day	Fourth Thursday in November
Day After Thanksgiving Day	Fourth Friday in November
Christmas Eve*	December 24 th *
Christmas Day	December 25th
One floating holiday	

The Board of Supervisors or the County Administrative Officer may designate that the actual holiday be observed on a different date in order to conform to the date of observance by the State of California or for administrative convenience.

~~Christmas Eve shall be observed as a holiday only in those years in which Christmas Eve falls on a Monday, Tuesday, Wednesday or Thursday. When December 24th (Christmas Eve) actually falls on a Saturday or Sunday, the preceding Friday shall be the holiday in lieu of the day observed.~~

A holiday falling when an employee is on annual leave or professional leave shall not constitute ~~as annual leave~~ or professional leave. An employee on leave of absence without pay shall not be entitled to any holiday time or pay for holidays occurring while on leave of absence.

In order 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 paid status immediately prior to the holiday.

Floating Holiday:

Consistent with county rules regarding the use of floating holidays, one floating holiday per calendar -year may be taken before or by December 31 of each year. This holiday will not carry over from year to year and no compensation will be paid for this holiday if it is not used.

8.2 Annual Leave

A. Annual Leave Accrual

Eligible employees shall accrue annual leave on the following basis:

<u>Years of Completed Continuous County Service</u>	<u>Annual Leave Accrual</u>
Up to two (2) years	23 days (7:05) hours
More than two (2) years	25 days (7:42 hours)

More than six (6) years	27 days <u>(8:19 hours)</u>
More than ten (10) years	30 days <u>(9:14 hours)</u>
More than fifteen (15) years	32 days <u>(9:51 hours)</u>
More than eighteen (18) years	33 days <u>(10:09 hours)</u>
More than twenty (20) years	34 days <u>(10:28 hours)</u>
More than twenty-five (25) years	37 days <u>(11:23 hours)</u>

A maximum of hours of annual leave may be accrued after which no further accrual shall be made until the employees' accrual is reduced to below eight hundred fifty (850) hours by the use of annual leave. Annual leave shall be earned on the basis of each biweekly pay period worked from the beginning of the biweekly pay period following the permanent appointment. Annual leave shall not be credited for any pay period during which an employee is on any non-paid status exceeding one-half (1/2) of the employee's normally scheduled working days.

Unit employees who receive temporary disability indemnity under Division 4 of the Labor Code shall accrue annual leave during the period.

Unit employees may borrow up to twelve (12) days of annual leave during their first six (6) months of employment with the County. Repayment of borrowed annual leave shall be at the rate of four (4) hours per pay period, and shall commence in the first full pay period after six (6) months of employment, unless different arrangements are made with the appointing authority and approved by the Auditor-Controller. In the event an employee leaves County employment prior to the completion of repayment of borrowed annual leave, the amount of time remaining unpaid shall be deducted from the employee's final check.

B. Annual Leave Usage

The County Counsel or his/her designee shall be responsible for scheduling the annual leave periods of employees in such a manner as to achieve the most efficient functioning of the department and of the County service. The County Counsel or his/her designee shall determine when annual leave will be taken.

Policy Statement: All eligible Unit employees are expected to use at least eighty (80) hours of annual leave in each calendar year following the calendar year in which they are appointed.

When unscheduled usage of annual leave occurs, any person absent from work shall notify his/her department or division head at the beginning of the first day of such leave and as often thereafter as directed by the department or division head.

C. Rate of Pay While on Annual Leave

While on annual authorized leave, eligible employees shall be compensated for their regular wages and benefits.

D. Annual Leave ~~Buy-Back~~Cash Out: Permanent Employees with Over One Year of Service

Permanent employees with at least one year through nine years of service in Unit G and one (1) to nine (9) years of service in County employment may ~~sell-back to the County~~cash out up to one hundred twenty (120) hours of their annual leave in any calendar year if the following conditions are met:

1. The employee has used (taken) at least 120 hours of combined annual and professional leave during the preceding calendar year; provided:
2. The employee must have at least forty (40) hours of annual leave remaining after the “cash out” of some of their annual leave, and,
3. No more than one request for partial cash out may be made in any calendar quarter.

E. Annual Leave ~~Buy-Back~~Cash Out: Permanent Employees with Over Ten Years of Service

Permanent employees with over one year of service in Unit G and over ten years of service in County employment may ~~sell-back to the County~~cash out an additional 40 hours of annual leave – up to one hundred sixty (160) hours of their annual leave in any calendar year – if the following conditions are met:

1. The employee has used (taken) at least 120 hours of combined annual and professional leave during the preceding calendar year: provided:
2. The employee must have at least forty (40) hours of annual leave remaining after the “cash out” of some of their annual leave, and,
3. No more than one request for partial cash out may be made in any calendar quarter.

F. Election to Cash out Annual Leave

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 an 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 31st of the calendar year in which the election is required to be made, then the employee has no right to elect to cash out accrued time in the next calendar year.

1. 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).

4.2. Cash out designations shall be made in hours, not dollar amounts, and must be in increments of eight (8) hours.

Any such requests will be subject to the following:

- i. Any employee utilizing this provision will be required to submit an irrevocable election by December 1st 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 2016, a full or partial cash out payments is not guaranteed in the month of January.
- iii. For employees who have pre-designated cash out amounts and who have not requested actual payments(s) of the entire designated cash out amount by December 1st of the 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 1st 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).

F.G. Annual Leave Pay-off Upon Termination

Any eligible Unit employee who terminates or is terminated, shall be paid at the then prevailing hourly rate of pay for each hour of earned annual leave based on the pay rate in effect for such person on the last day actually worked or spent on authorized leave.

8.3 Professional Leave

Unit Employees in the Deputy County Counsel I-IV classifications shall be granted ten (10) days (equivalent to 80 hours) of professional leave on January 1 of each year.

Employees hired on a permanent basis after the beginning of the calendar year shall be given a pro rata amount – to the full hour- of professional leave based on the number of pay periods remaining in the calendar year in which they were hired, but in no event shall less than eight (8) hours be credited.

This leave must be taken during the calendar year and no carry over to future years is permitted. Professional leave time may be scheduled in the same manner as annual leave. No payment for unused professional leave time is permitted.

8.4 Winter (“Eco”) Recess

If the Office of the County Counsel- Risk Manager is able to close its offices (or Division(s) if the entire Department is unable to close its offices) between December 26th and December 31st during the term of this Agreement, they shall close the office to minimize the County’s carbon footprint. Determination of the closure shall be made by the Department Head.

- A. Four (4) paid days (which is equivalent to thirty-two (32) hours for a regular full-time employee) will be made available to Unit G employees to use from December 26th – December 31st for each year of this Agreement.
- B. If attorneys are required by the Department Head to work during this period, up to four (4) paid days will be made available to use from January 2nd and December 12th of the following year in exchange for days worked during the “Eco Recess” period. Any time not used by December 12th of the following year shall be forfeited.
 - a. These “Eco Recess” exchange days shall be scheduled in the same manner as vacation unless the department’s policy is to schedule vacation per a vacation sign up list; in which case these days shall be scheduled in the same manner as a Floating Holiday.
- C. Employees in unpaid leave of absence status when hours are loaded in December shall be entitled to Eco Recess hours once the employee returns to active paid status.
 - a. These “Eco Recess” exchange days shall be scheduled in the same manner as vacation unless the Department’s policy is to schedule vacation per a vacation sign up list; in which case these days shall be scheduled in the same manner as a Floating Holiday.
- D. Eco Recess hours cannot be cashed out.
- E. Eco Recess hours will be pro-rated on the employee’s full-time equivalence (FTE) on the date the hours are loaded in the Advantage Human Resources Management System.

~~8.4 Sick Leave Balance: Usage and Payoff~~

~~Current sick leave balances shall be frozen at the amount credited to the employee as of January 8, 1982. Sick leave maybe used until the sick leave balance is exhausted. Unused sick leave may be paid off upon retirement pursuant to the provisions of section A.27.7 of the PPPR. Sick leave may be used in the same manner as prescribed in Article 27 of the PPPR.~~

8.5 Military Leave

Unit employees shall be entitled to such leaves of absence and other benefits provided in the applicable provisions of the Military and Veterans Code.

8.6 Bereavement Leave

Use of any accumulated leave balances shall be granted by the County Counsel because of death of a member of the employee's immediate family 'Immediate family' shall mean the father, mother, brother, sister, spouse, child, foster child, grandparent, grandchild, eligible domestic partner, child of eligible domestic partner father-in-law, mother-in-law, daughter-in-law, son-in-law, step parent, step daughter, step son, step brother or step sister. Such absence by the employee shall be limited to five (5) working days per occurrence.

It is the intent of the County to attempt to accommodate newly hired employees who have not accumulated leave balances and are faced with death of an immediate family member as defined above.

As a condition of granting leave for bereavement purposes, the County Counsel may request verification of the loss.

~~Accrued sick leave with pay may be granted upon recommendation of the County Counsel up to a maximum of five (5) days per occurrence in the case of the death of a father, mother, brother, sister, wife, husband, registered domestic partner, child, or child of registered domestic partner.~~

8.7 Leave of Absence Without Pay

A. General Provisions

A leave of absence without pay may be granted or required by the County Counsel or his/her designee. Notwithstanding any other provision of this section, the Board of Supervisors may, by Resolution or Order, make provisions for other leaves of absence without pay.

B. Limitations

A leave of absence without pay may not be granted for a period to exceed:

1. Thirty (30) calendar days for personal reasons unless there is no inconvenience to the department.
2. Six (6) months for illness beyond that covered by sick leave.
3. Six (6) months for education or training which will benefit both the employee and the County.

Upon a finding of unusual or special circumstances, a leave of absence without pay may be extended beyond the time specified above if approved by the County Counsel or his or her designee.

An employee shall not be granted a leave of absence without pay in excess of thirty (30) calendar days until he/she has first used all accumulated annual and professional leave; provided, however, if said leave of absence without pay is granted because of illness or injury, said

employee may use accumulated annual or professional leave, if any, but shall not be so required, except where governed by other leave policies.

C. Leave Accrual While on Leave Without Pay

Annual leave shall not accrue during leave of absence without pay, but annual leave balances shall not be lost.

9. ARTICLE 9 MANAGEMENT RIGHTS

The County and ~~the Association~~ MCCEA recognize that they have a unique professional relationship. The nature of this relationship required that Association members ultimately serve as the legal representatives of the Board of Supervisors, County Management officers or other County departmental clients. The California Rules of Professional Conduct, which impose both a duty of loyalty to the County, as well as independent ethical obligations, neither of which may be waived, also bind Association employees. ~~The Association~~ MCCEA recognizes that, by law, the County retains rights, powers, and authority to exercise certain management rights including but not limited to determining standards for selection for employment, directing its employees, specifying job assignments, taking disciplinary action, relieving its employees from duty because of lack of work or for other legitimate reasons, issuing and enforcing rules and regulation, maintaining the efficiency of governmental operations, determining the means, methods, and personnel by which County operations are to be conducted, determining job classifications of county employees, and exercising complete control and discretion over its work and fulfilling all of its legal responsibilities. These rights are expressly retained by the County and may be fully exercised to the extent they are not in violation of state and federal Law, including the California Rules of Professional Conduct. These management rights and obligations shall not be subject to negotiation or to the grievance procedure in this MOU.

10. ARTICLE 10 RETIREMENT BENEFITS

10.1 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 which has reciprocity with CalPERS.

<u>Retirement Formula</u>	<u>2% @ 62</u>
<u>Employee Contribution</u>	<u>6.25% (subject to yearly change based on 1/2 of normal cost as determined by CalPERS).</u>

Final Compensation Highest three-year average, subject to CalPERS compensation limits

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

Retirement Formula 2% @55

Employees Contribution 7%

Final Compensation Single highest year, subject to CalPERS compensation limits

10.2 Deferred Compensation

Employees may participate in the County deferred compensation plan.

10.3 Retirement Sick Leave Cash Out

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

10.1 Retirement Formula

~~The County shall provide for a 2% @ 55 retirement formula for all permanent unit employees.~~

10.2 Employee Retirement Contribution

~~The County shall, on behalf of each employee covered by the retirement system, pay the employee's contribution up to a maximum of seven percent (7%) for all Unit employees covered by the retirement plan.~~

10.3 Reopener

~~The parties agree to reopen this agreement no later than July 1, 2009 to negotiate regarding an improvement to retirement and/or alternative means of addressing the retirement "pickup" set forth in section 10.2 above.~~

10.4 Deferred Compensation

~~Permanent employees may participate in the County deferred compensation plan.~~

ARTICLE 11 WORK SCHEDULE



The Office of the County Counsel- Risk Manager shall adopt a formal policy for employees to work alternate work schedules of 9-80, so long as it is operationally feasible.

11. ARTICLE 12 GRIEVANCE PROCEDURE

The County and ~~the Association~~MCCEA recognize early settlement of grievances is essential to sound employer-employee relations. The parties seek to establish a mutually satisfactory method for the resolution of grievances of Unit members or the Association. There shall be no restraint, interference, coercion, discrimination or reprisal against any employee for exercising any rights under the grievance procedure.

121.1 Grievance Defined

A grievance is defined as an alleged violation, dispute, misinterpretation or misapplication of the provisions of this Memorandum of Understanding adversely affecting an employee.

121.2 Grievance Procedure Application

A. Employee Initiated Grievance

An employee shall be entitled to file a grievance on his or her own behalf which alleges that the County has failed to provide a specific condition of employment that is established by this MOU or the Personnel Policies and Practices Resolution and not expressly addressed by this MOU, provided that the enjoyment of such right is not made subject to the discretion of the County Counsel or the County, and provided further that the condition of employment which is the subject matter of the grievance is a matter within the mandatory scope of bargaining as defined in ~~the~~ Government Code Section 3504.

B. Association-Initiated Grievances

~~The Association~~MCCEA may file a grievance on its own behalf only on the following matters:

1. Those matters which pertain to the rights of ~~the Association~~MCCEA as an organization specified in this Agreement.
2. On behalf of an employee adversely affected by a grievable matter.

121.3 Exclusions from the Grievance Procedure

A grievance shall not include the following:

1. Disciplinary action.
2. Complaints regarding discrimination, sexual harassment, occupational health and safety, Workers' Compensation or the applicable procedures for such complaints, which shall be processed pursuant to appropriate County complaint procedures in these areas.
3. Any impasse or dispute in the meet and confer process or any interest dispute on matters within the mandatory scope of representation.
4. Any matter for which a different appeal procedure is provided either by statute, ordinance, regulation, resolution or agreement.

5. The exercise of any of the management rights as set forth in this Agreement, so long as the exercise of such rights does not conflict with other provisions of this Agreement.

121.4 Time Limits

It is agreed that the time limits set forth herein shall be strictly observed and are essential to the grievance procedure. They may be waived or extended only by mutual agreement of the parties confirmed in writing.

If at any stage of the grievance procedure the employee is dissatisfied with the decision rendered, it shall be the grievant's responsibility to submit the grievance to the next designated level within the time limits set forth.

Failure to submit the grievance within the time limits imposed shall terminate the grievance process, the grievance shall be considered settled on the basis of the last decision, and the grievance shall not be subject to further appeal or reconsideration.

The grievant has the right to proceed promptly to the next Step within the prescribed time limits if the appropriate management representative fails to respond within the time limits specified.

121.5 Grievance Procedure Steps

Step 1—Formal Written Grievance to County Counsel

The employee shall submit the grievance in writing on the prescribed form to the County Counsel, or his or her designee within the Department within fifteen (15) working days from the date of the action causing the grievance or the date the action reasonably could have been expected to be known to the grievant, except in no event shall any grievance be accepted for consideration more than six (6) months from the date of the action causing the grievance, regardless of the date the action became known to the grievant. The grievant shall file one (1) copy with the County Human Resources-Labor Relations Division. Such written grievance shall:

1. Fully describe the grievance and how the employee(s) was/were adversely affected;
2. Set forth the section(s) of the Memorandum of Understanding allegedly violated and/or disputed, misinterpreted, applied, or misapplied;
3. Indicate the date(s) of the incident(s) grieved;
4. Specify the remedy or solution to the grievance sought by the employee(s);
5. Identify the grievant and be signed by the grievant, except as specified in Section 121.2B- Association Initiated Grievances, in which case ~~the Association~~ MCCEA official responsible for filing the grievance may sign;

6. Identify the person, if any, chosen by the grievant to be her/his representative.

Within ten (10) working days of receipt of the grievance, the County Counsel or designee shall:

1. Meet with the grievant to discuss the grievance at the request of either party (i.e., the grievant, the grievant's representative or the County Counsel or designee).
2. Deliver, within five (5) working days following the meeting, if held, or, if no meeting was held, within fifteen (15) working days of the receipt of the grievance, her/his written decision to the grievant and her/his representative.

Step 2—Mediation

If the grievance is not settled at Step 1 of the procedure the employee shall, within a ten (10) day appeal period, make a written request to the County Administrative Officer or authorized designee to seek within ten (10) working days the assistance of a mediator from the California State Mediation & Conciliation Service in an attempt to resolve the grievance. The mediator shall have no authority to resolve the grievance except by the agreement of ~~the~~ Association MCCEA and the County. In the event the grievance is not resolved, neither evidence nor concessions agreed to or offered during mediation shall be admissible at any subsequent hearing.

Step 3—County Administrative Officer

In the event that the matter is not resolved at Step 1 or Step 2, the County Administrative Officer shall make a final determination which shall be binding on all parties. At his/her discretion, the County Administrative Officer may request briefing from the parties and/or a meeting prior to reaching his/her decision.

121.6 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 represented parties at least twenty-four (24) hours prior to any meeting regarding a grievance whenever possible.

121.7 Representation

The employee has the right to the assistance of one (1) employee representative in the preparation and/or presentation of her/his grievance in Steps 1 and 2 of this procedure; provided, however, that confidential and supervisory employees (including Deputy County Counsel assigned to labor relations who are excluded from the unit) shall not represent non-confidential or non-supervisory employees

~~The Association MCCEA~~ shall be afforded the opportunity to participate in the formal grievance meeting concerning a matter that directly involves the interpretation or application of specific terms and provisions of this Agreement and all other alleged violations as defined in Section ~~142.1-~~ Grievance Defined.

The employee is also entitled to represent her/himself individually at any step of the grievance procedure.

A grievant may not change her/his designation or representative organization during the processing of a grievance except by mutual agreement of the parties.

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

112.8 Grievance Withdrawal

The grievant and her/his representative may withdraw the grievance at any stage of the grievance procedure by giving written notice to the County Counsel.

112.9 Grievance Resolution

If a grievance is resolved at Section 121.5, Step 1 “Formal Written Grievance to the County Counsel” or Section 121.5, Step 2 “Mediation” in the procedure as provided herein, the grievant concerned shall indicate acceptance of the resolution by affixing her/his signature in the appropriate space indicated. If the employee is represented by ~~the Association~~ MCCEA at a Step in the procedure at which a resolution is reached, MCCEA~~the Association~~ -representative shall also sign the appropriate document acknowledging that the employee has accepted the resolution.

112.10 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.

112.11 Consolidation

Employees with essentially identical grievances, including remedy, may initiate a single grievance. Employees with essentially identical grievances and remedies may be required, at the County’s discretion, to consolidate to a single proceeding at or after Section 121.5, Step 1 “Formal Written Grievance to County Counsel.”

112.12 Processing Grievances

The grievant shall be granted reasonable time off with pay from regularly scheduled hours of employment 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:

1. Neither a grievant nor a grievant’s representative who is a county employee shall suffer any loss of pay for attending any regularly scheduled grievance hearing required by the procedure herein set forth.
2. A grievant or a grievant’s representative shall not use work hours for the preparation of a grievance.

3. A grievant or a grievant's representative shall notify the appropriate supervisors as soon as possible of scheduled grievance hearings and of any changes in the time or date of scheduled hearings in which they must participate.

~~4.~~ In no event shall a grievant be represented by more than one County employee at a grievance hearing.

~~4.~~

12. ARTICLE 13 FULL UNDERSTANDING, MODIFICATION, WAIVER

123.1 Full Understanding

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.

123.2 Modification

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

123.3 Waiver

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

123.4 Interpretation of Terms and Provisions

The parties shall consult in good faith on any disagreement as to the meaning or interpretation of any term or provision of this Agreement.

123.5 PPPR References

The PPPR is referenced in various sections of this MOU. It is expressly understood the PPPR covers unrepresented employees, and changes in benefits under the PPPR are not, and shall not be rendered by this agreement, subject to mandatory bargaining under the MMBA or the grievance procedure of this MOU.

For County of Monterey: ~~{SIGNATURES ON NEXT PAGE}~~

~~COUNTY OF MONTEREY~~ _____ For Monterey County Counsel Employee
Association: ~~MONTEREY COUNTY~~
~~COUNSEL~~

~~Kim Moore~~ _____ ~~Date~~ _____ ~~Brian Briggs~~ _____ ~~Date~~ _____

~~Ariana Hurtado~~ _____ ~~Date~~ _____ ~~Mary Perry~~ _____ ~~Date~~ _____

~~Patsy Girard~~ _____ ~~Date~~ _____

~~EMPLOYEE ASSOCIATION~~

~~Dated: August 21, 2008~~ _____ ~~Dated: August 25, 2008~~ _____

~~By: S/ Jonathan Holtzman~~ _____ ~~By: S/ Irv Grant~~

~~Dated: August 25, 2008~~ _____ ~~Dated: August 25, 2008~~ _____

~~By: S/Terri Cook~~ _____ ~~By: S/ Susan Blitch~~

~~Dated: August 21, 2008~~ _____ ~~Dated: August 25, 2008~~ _____

~~By: S/Nathaniel Zingg~~ _____ ~~By: S/ Patrick McGreal~~