



COUNTY OF EL DORADO

HUMAN RESOURCES DEPARTMENT

#63

To: Board of Supervisors
From: Mary Kimbell-Smith, Acting Labor Relations Manager *Laura S. Gill for*
C: Laura Gill, Chief Administrative Officer
Date: December 8, 2006
Re: El Dorado County Manager's Association Letter of Understanding

Although the limited Memorandum of Understanding (MOU) between the County of El Dorado and the El Dorado County Manager's Association (EDCMA) does not expire until December 31, 2007, negotiations to develop a comprehensive MOU have been in process. A few items have been identified as appropriate to implement prior to the end of 2006.

The County agrees to immediately implement the tentative agreements previously reached for management leave cash-out, holiday-in-lieu pay and uniform allowance as outlined below:

- The County will immediately convert any remaining special leave to management leave for all EDCMA members in order to allow cash out of that leave in pay period 26. Additionally, those employees who, in December 2005, elected payment of 56 hours of management leave rather than receiving 80 hours of management leave will immediately be credited with 24 hours of additional management leave, bringing their total management leave for 2006 to 80 hours. These additional hours will be eligible for cash out in pay period 26.
- The County agrees to immediately include the Chief Animal Control Officer and the Animal Control Operations Manager in the list of managers who are provided uniforms.
- The County agrees to implement the tentative agreement for holiday-in-lieu pay election in December 2006 with implementation effective the first pay period of 2007. This agreement provides holiday in lieu pay to Correctional Lieutenants, the Manager of Public Safety Dispatch and the Sheriff's Records Manager with the ability to elect holiday in lieu pay rather than having the official County holidays as designated days off.

The parties agree the abbreviated MOU and the salary and benefits resolution will remain in place until a comprehensive MOU is ratified by the Association and approved by the Board of Supervisors.

330 Fair Lane

Placerville, CA 95667

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Jobline: (530) 621-5579 TDD: (530) 621-4693

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EDCMA agrees to immediately withdraw, with prejudice, any and all grievances or complaints regarding the Comprehensive MOU 2006 Negotiations and agrees not to file a PERB complaint regarding the Comprehensive MOU 2006 Negotiations.

Fiscal Impact:

There may be a minor County wide fiscal impact due to the revisions providing one floating holiday in the first year of employment and the change allowing holiday-in-lieu pay to the four managers in the Sheriff's Office. However, those managers had previously incurred holiday overtime so that change may be considered fiscally neutral.

Actions to be Taken Following Approval:

1. The Chair of the Board signs the Memorandum of Understanding.
2. The Board directs Human Resources and Payroll implement the changes.

**Letter of Agreement Between the
County of El Dorado
and the El Dorado County Managers' Association**

This letter is to confirm the agreement reached between the County of El Dorado and El Dorado County Managers' Association regarding management leave cash-out, uniform allowance and holiday in lieu.

The County agrees to present draft proposals in regard to Board policies that are subject to Board approval, for on-call pay and education incentives no later than December 31, 2006. The Association agrees to continue to participate in on-going discussions on the development of a comprehensive MOU and on the development of a policy related to the use of sick leave accruals, after said proposals are developed.

The County agrees to immediately implement the tentative agreements for management leave cash-out and uniform allowance as outlined below.

The County will immediately convert any remaining special leave to management leave for all members of the El Dorado County Managers' Association in order to allow cash out of that leave in pay period 26. Additionally, those employees who, in December 2005, elected payment of 56 hours of management leave rather than receiving 80 hours of management will immediately be credited with 24 hours of additional management leave, bringing their total management leave for 2006 to 80 hours. These additional hours will be eligible for cash out in pay period 26.

The County agrees to immediately include the Chief Animal Control Officer and the Animal Control Operations Manager in the list of managers who are provided uniforms.

The County agrees to implement the tentative agreement for holiday in lieu pay election in December 2006 with implementation effective the first pay period of 2007. This agreement provides holiday in lieu pay to Correctional Lieutenants, the Manager of Public Safety Dispatch and the Sheriff's Records Manager with the ability to elect holiday in lieu pay rather than having the official County holidays as designated days off. Holiday in lieu pay provides holiday pay at the straight time rate for thirteen (13) eight (8) hour holidays per year prorated equally over twenty-six (26) pay periods. No other observance shall be recognized by the County. Employees transferring between 24-hour coverage shifts and non-24-hour coverage shifts shall have their holiday allowance computed and conversation approved by the Chief Administrative Office and the Auditor's Office at the time of such transfer. Employee must be in paid status in the pay period in order to receive this prorated holiday pay. Employees must make their election by December 15 for each calendar year. Once made, employees may not change the election during the calendar year. Employees who choose to receive Holiday pay in lieu of designated days off may be reassigned to other work sites and perform other duties as required. Employees assigned to 24-hour coverage posts will continue to receive Holiday pay in lieu of having the official County holidays as

designated days off. For employees in the Unit whose work schedule is not part of 24 hour coverage, and the employee works and alternative work schedule, a holiday falling on an employee's day off will not be counted as hours worked for purposes of overtime.

The parties agree the abbreviated MOU and the salary and benefits resolution will remain in place until a comprehensive MOU is ratified by the Association and approved by the Board of Supervisors.

The El Dorado County Managers' Association agrees to immediately withdraw, with prejudice, any and all grievances or complaints regarding the Comprehensive MOU 2006 Negotiations and agrees not to file a PERB complaint regarding the Comprehensive MOU 2006 Negotiations.

COUNTY OF EL DORADO

EL DORADO COUNTY MANAGERS'
ASSOCIATION

Laura Gill
Chief Administrative Officer

Bonnie Rich
President

Mary Kimbell-Smith
Acting Labor Relations Manger

Kim Gillingham
Business Representative

Chairman, Board of Supervisors

Date: _____

ATTEST: Cindy Keck, Clerk
of the Board of Supervisors

By: _____
Deputy Clerk

Contract #: _____

CONTRACT ROUTING SHEET

Date Prepared: December 7, 2006

Need Date: December 8, 2006

PROCESSING DEPARTMENT:

Department: Human Resources
Dept. Contact: Mary Kimbell-Smith
Phone #: 5622
Department _____
Authorization: _____

EMPLOYEE ORGANIZATION:

Name: EDCEA Managers Association
Address: _____
Phone: 626-2565

CONTRACTING DEPARTMENT: Letter of Agreement amending the MOU

Service Requested: _____
Contract Term: June 25, 2005 – Dec 31, 2007 Contract/Amendment Value: _____
Compliance with Human Resources requirements? Yes: X No: _____
Compliance verified by: M. Kimbell-Smith

COUNTY COUNSEL: (Must approve all contracts and MOU's)

Approved: as to form Disapproved: _____ Date: 12/7/06 By: Justith Ken
Approved: _____ Disapproved: _____ Date: _____ By: _____

This is a revision to an existing contract to provide three items tentatively agreed to between the parties and previously approved by the BOS in closed session on Sept 12, 2006.

See attached attorney client memo

PLEASE FORWARD TO RISK MANAGEMENT. THANKS!

RISK MANAGEMENT: (All contracts and MOU's except boilerplate grant funding agreements)

Approved: Disapproved: _____ Date: 12/7/06 By: Hostette
Approved: _____ Disapproved: _____ Date: _____ By: _____

DEC 07 2006

DEC 7 PM 4:00

OTHER APPROVAL: (Specify department(s) participating or directly affected by this contract):

Departments: _____
Approved: _____ Disapproved: _____ Date: _____ By: _____
Approved: _____ Disapproved: _____ Date: _____ By: _____

ASSIGNMENT

DATE 12/8/06
ATTORNEY JMK
DEPT./INDEX NO. 024100
BY: JMK 63-6