

# MEMORANDUM OF UNDERSTANDING

*Between*

**The County of El Dorado**

And  
The

**El Dorado County  
Managers'  
Association**

**EDCMA Bargaining Unit**

2008



**MEMORANDUM OF UNDERSTANDING  
MANAGERS' ASSOCIATION BARGAINING UNIT**

**2008**

**TABLE OF CONTENTS**

<b>PREAMBLE .....</b>	<b>1</b>
<b>ARTICLE 1. TERMS AND CONDITIONS .....</b>	<b>1</b>
<b>Section 1. Negotiations.....</b>	<b>1</b>
<b>Section 2. Meyers-Milias Brown Act.....</b>	<b>1</b>
<b>Section 3. Ratification .....</b>	<b>1</b>
<b>Section 4. Merit System Exclusion .....</b>	<b>1</b>
<b>Section 5. Complete Understanding.....</b>	<b>2</b>
<b>ARTICLE 2. AUTHORIZED AGENTS AND RECOGNITION .....</b>	<b>2</b>
<b>Section 1. Authorized Agents .....</b>	<b>2</b>
<b>Section 2. Recognition .....</b>	<b>2</b>
<b>ARTICLE 3. EDCMA RIGHTS .....</b>	<b>3</b>
<b>Section 1. Representation .....</b>	<b>3</b>
<b>Section 2. Communications .....</b>	<b>3</b>
<b>Section 3. Release Time .....</b>	<b>3</b>
<b>Section 4. Use of County Buildings .....</b>	<b>3</b>
<b>Section 5. Email .....</b>	<b>3</b>
<b>Section 6. Dues Deductions .....</b>	<b>4</b>
A. Payroll Deductions & Membership Maintenance.....	4
B. Hold Harmless.....	5
<b>ARTICLE 5. SALARY AND OTHER RELATED ISSUES.....</b>	<b>5</b>
<b>Section 1. Salaries.....</b>	<b>5</b>
<b>Section 2. Salary Resolution.....</b>	<b>5</b>
<b>Section 3. Full Time, Part Time.....</b>	<b>6</b>
<b>Section 4. Salary Step Assignments.....</b>	<b>6</b>
A. Initial Step Placement.....	6
B. Advanced Step Hiring Of New Employees.....	6
C. Salary Upon Reemployment.....	7
D. Appointment Of Extra Help To An Allocated Position.....	7
E. Salary Step Plan.....	7
<b>Section 5. Salary Step On Promotion.....</b>	<b>9</b>
<b>Section 6. Salary On Demotion.....</b>	<b>9</b>
<b>Section 7. Salary On Transfer.....</b>	<b>9</b>
<b>Section 8. Changes In Salary Ranges.....</b>	<b>10</b>
<b>Section 9. Salary Step On Reclassification.....</b>	<b>10</b>
<b>Section 10. Salary Provisions Upon Restoration.....</b>	<b>10</b>
<b>Section 11. Payroll Records.....</b>	<b>11</b>

<b>ARTICLE 6. PAY PERIOD DEFINITION .....</b>	<b>11</b>
<b>ARTICLE 7. HOLIDAYS .....</b>	<b>11</b>
<b>Section 1.</b> Designated Holidays .....	11
<b>Section 2.</b> Day Observed .....	12
<b>Section 3.</b> Compensation For Holidays .....	12
<b>Section 4.</b> Holiday In Lieu Pay .....	12
<b>Section 5.</b> Limitations .....	12
<b>ARTICLE 8. VACATION.....</b>	<b>12</b>
<b>Section 1.</b> Accrual Rates and Maximum Accumulation .....	12
<b>Section 2.</b> Provisions .....	13
<b>Section 3.</b> Vacation Scheduling .....	13
<b>Section 4.</b> Donation Of Vacation .....	13
<b>ARTICLE 9. SICK LEAVE.....</b>	<b>14</b>
<b>Section 1.</b> Accrual .....	14
<b>Section 2.</b> Eligibility .....	14
<b>Section 3.</b> Usage .....	14
<b>Section 4.</b> Exception To Use Of Sick Leave .....	14
<b>Section 5.</b> Integration With Other Benefits .....	14
<b>Section 6.</b> Administration Of Sick Leave .....	15
<b>Section 7.</b> Incapacity to Perform Duties .....	15
<b>Section 8.</b> Fitness For Duty Examination .....	15
<b>Section 9.</b> Payment For Unused Sick Leave .....	15
<b>Section 10.</b> Payment For Unused Sick Leave At Retirement .....	16
<b>Section 11.</b> Retirees Conversion Of Sick Leave To Health Insurance.....	16
<b>Section 12.</b> Sick Leave Conversion To PERS Service Credits.....	16
<b>ARTICLE 10. LEAVES .....</b>	<b>16</b>
<b>Section 1.</b> Management Leave .....	16
<b>Section 2.</b> Jury Duty .....	17
<b>Section 3.</b> Court Appearances .....	17
<b>Section 4.</b> Leaves Of Absence With Pay .....	17
<b>Section 5.</b> Workers' Compensation Follow-Up Doctor Visits .....	17
<b>Section 6.</b> Leave Of Absence Without Pay.....	18
<b>ARTICLE 11. SPECIAL PAYS.....</b>	<b>18</b>
<b>Section 1.</b> Longevity Pay.....	18
<b>Section 2.</b> On-Call Assignment.....	18
<b>Section 3.</b> Certified Public Accountant (CPA) Incentive.....	19
<b>Section 4.</b> Development Services Certification Program.....	19
<b>Section 5.</b> Uniform Allowance.....	20
<b>Section 6.</b> Bilingual Differential.....	21
<b>Section 7.</b> Tahoe Employment Differential.....	21
<b>Section 8.</b> Mileage Reimbursement.....	21
<b>Section 9.</b> Acting Pay Assignments.....	21
<b>Section 10.</b> Deferred Compensation.....	22

<b>ARTICLE 12. RETIREMENT .....</b>	<b>22</b>
<b>Section 1. PERS Retirement Plans .....</b>	<b>22</b>
<b>Section 2. PERS Contribution .....</b>	<b>22</b>
<b>Section 3. PERS Actuarial .....</b>	<b>23</b>
<b>Section 4. Survivors Benefits.....</b>	<b>23</b>
<b>ARTICLE 13. INSURANCE.....</b>	<b>23</b>
<b>Section 1. Medical, Dental &amp; Vision Plan.....</b>	<b>23</b>
<b>Section 2. Optional Benefit Plan.....</b>	<b>24</b>
<b>Section 3. Employee Assistance Plan.....</b>	<b>25</b>
<b>Section 4. Retiree Health Insurance.....</b>	<b>25</b>
<b>Section 5. Life Insurance.....</b>	<b>25</b>
<b>Section 6. State Disability Insurance.....</b>	<b>25</b>
<b>Section 7. Plan Documents or Contracts Controlling .....</b>	<b>25</b>
<b>ARTICLE 14. HOURS &amp; WORK SCHEDULES .....</b>	<b>26</b>
<b>Section 1. Work Schedules .....</b>	<b>26</b>
<b>Section 2. Overtime .....</b>	<b>26</b>
<b>ARTICLE 15. PROBATION.....</b>	<b>26</b>
<b>Section 1. Duration.....</b>	<b>26</b>
<b>ARTICLE 16. LAYOFF AND DEMOTION PROCEDURES UPON REDUCTION IN FORCE.</b>	<b>26</b>
<b>ARTICLE 17. DISCIPLINARY APPEALS .....</b>	<b>32</b>
<b>Section 1. Right Of Appeal .....</b>	<b>32</b>
<b>Section 2. Merit System Exclusion .....</b>	<b>32</b>
<b>ARTICLE 18. GRIEVANCE PROCEDURE.....</b>	<b>32</b>
<b>ARTICLE 19. RENEGOTIATIONS.....</b>	<b>35</b>
<b>Section 1. Successor Agreement.....</b>	<b>35</b>
<b>Section 2. Notification Of Representatives.....</b>	<b>35</b>
<b>Section 3. Negotiations During Work Hours.....</b>	<b>35</b>
<b>ARTICLE 20. PEACEFUL PERFORMANCE .....</b>	<b>36</b>
<b>ARTICLE 21. FULL UNDERSTANDING, MODIFICATION, WAIVER.....</b>	<b>37</b>
<b>ARTICLE 22. SEPARABILITY.....</b>	<b>37</b>
<b>ARTICLE 23. ECONOMIC HARDSHIP .....</b>	<b>37</b>
<b>DEFINITION OF TERMS.....</b>	<b>39</b>
<b>ATTACHMENT A.....</b>	<b>41</b>