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County of El Dorado  
Modified Last, Best, and Final Offer  
With  
OPERATING ENGINEERS  
LOCAL UNION NO. 3

**TRADES & CRAFTS BARGAINING UNIT**

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OPERATING ENGINEERS  
LOCAL UNION NO. 3

**TRADES & CRAFTS BARGAINING UNIT**

Effective the first full pay period following Board adoption on August 11, 2009



County of El Dorado Modified Last, Best, and Final Offer with OE3 Trades & Crafts  
Effective date is the first full pay period following final approval by the Board

County of El Dorado – Modified Last, Best, and Final Offer

TRADES & CRAFTS BARGAINING UNIT

TABLE OF CONTENTS

**ARTICLE 1. TERMS AND CONDITIONS** .....1  
**ARTICLE 2. AUTHORIZED AGENTS AND RECOGNITION** .....1  
Section 1. Authorized Agents.....1  
Section 2. Recognition.....2  
**ARTICLE 3. COUNTY RIGHTS** .....2  
**ARTICLE 4. UNION RIGHTS** .....3  
Section 1. Payroll Deductions.....3  
Section 2. Maintenance of Membership.....3  
Section 3. Fair Share Fees.....3  
Section 4. Communication with Employees.....7  
Section 5. Use of County Buildings.....7  
Section 6. Advance Notice.....8  
Section 7. Release Time.....8  
**ARTICLE 5. NON-DISCRIMINATION**.....4  
**ARTICLE 6. WAGES AND OTHER RELATED ISSUES** .....4  
Section 1. Salaries.....4  
Section 2. Salary Resolution.....5  
    A. Entrance Salary .....5  
    B. Salary Step Increases .....5  
    C. Leave Without Pay .....5  
    D. Salary Status Upon Reemployment.....6  
**ARTICLE 7. DAYS AND HOURS OF WORK, PREMIUMS & BONUSES** .....6  
Section 1. Work Schedule.....6  
Section 2. Overtime.....7  
    A. Authorization.....7  
    B. Definition.....7  
    C. Compensation .....7  
    D. Accumulation and Use of Compensatory Time Off.....8  
    E. Other Provisions .....8  
Section 3. On-Call Duty Compensation.....8  
Section 4. Call-Back Compensation.....8  
Section 5. Acting Pay Assignments.....9  
Section 6. Tahoe Employment Differential.....10  
Section 7. Longevity Pay.....10  
Section 8. Shift Differential.....11  
Section 9. Toxic Chemical Differential.....11  
**ARTICLE 8. ALLOWANCES FOR WORK RELATED EXPENDITURES** .....12  
County of El Dorado Modified Last, Best, and Final Offer with Trades & Crafts  
Effective the first full pay period following adoption by the Board of Supervisors

Section 1. Uniforms and Uniform Allowance.....	12
Section 2. Boot Allowance.....	13
Section 3. Tool Allowance.....	14
Section 4. Mileage Reimbursement.....	14
Section 5. Registered Veterinary Technician Registration.....	18
Section 6. Building Inspector Certification Program.....	14
Section 7. DOT Haz-Mat Certification.....	16
Section 8. Mechanics Certification Program.....	16
Section 9. Bilingual Pay.....	17
Section 10. Tuition Reimbursement for Accredited Academic Courses.....	18
A. Employee-Requested Courses.....	18
B. County-Required Training.....	19
<b>ARTICLE 9. EMPLOYEE BENEFITS AND RETIREMENT .....</b>	<b>19</b>
Section 1. Medical/Dental.....	19
A. Contributions .....	19
B. Part-time Employees .....	21
C. Enrollment.....	25
D. Terms&Conditions.....	25
E. Continuation of Medical/Dental Plan - Military Call-Up .....	23
Section 2. Life Insurance.....	23
Section 3. Long Term Disability.....	23
Section 4. State Disability Insurance.....	24
Section 5. Employee Assistance Program.....	24
Section 6. Retirement Issues.....	24
<b>ARTICLE 10. PAID LEAVES .....</b>	<b>25</b>
Section 1. Holidays.....	25
Section 2. Vacation.....	27
A. Accumulation Earned .....	27
B. Limitations .....	27
Section 3. Sick Leave.....	27
A. Accrual.....	27
B. Eligibility.....	28
C. Verification.....	28
D. Usage .....	28
E. Incapacity to Perform Duties.....	29
F. Payment for Unused Sick Leave .....	29
G. Retirees Conversion of Sick Leave to Medical Insurance Premium .....	29
Section 4. Catastrophic Leave.....	30
A. Donation of Vacation Time Directly to Another Employee.....	30
B. Donation of Vacation or Compensatory Time to Leave Bank.....	30
Section 5. Supervisory Leave.....	31
<b>ARTICLE 11. PERSONNEL PRACTICES.....</b>	<b>31</b>
Section 1. Probation Period.....	31

County of El Dorado Modified Last, Best, and Final Offer with Trades & Crafts  
Effective the first full pay period following adoption by the Board of Supervisors

A.	Duration .....	32
B.	Status of Employee .....	32
C.	Right of Return .....	34
D.	Laid-Off Employees .....	34
E.	Rejection During Initial Probation .....	34
F.	Rejection During Secondary Probation.....	34
Section 2.	Documentation of Performance Evaluation.....	35
Section 3.	Safety Reporting Procedure.....	36
A.	Purpose .....	36
B.	Procedure .....	36
Section 4.	Drug Free Work Place.....	36
Section 5.	Closure of County Building Policy.....	37
<b>ARTICLE 12.</b>	<b>REDUCTION IN FORCE .....</b>	<b>38</b>
A.	Policy.....	38
B.	Procedure for Permanent Layoffs.....	38
C.	Order of Layoffs.....	39
D.	Layoff Privileges.....	40
E.	Deviation from Retention Points.....	42
F.	Appeal of Layoff.....	43
<b>ARTICLE 13.</b>	<b>APPEALS.....</b>	<b>45</b>
Section 1.	Appeals of Disciplinary Action.....	45
<b>ARTICLE 14.</b>	<b>GRIEVANCE PROCEDURE .....</b>	<b>46</b>
A.	Intent.....	46
B.	Scope of Grievances.....	46
C.	Definitions.....	46
D.	Grievance Procedure Steps.....	46
<b>ARTICLE 15.</b>	<b>PEACEFUL PERFORMANCE CLAUSE.....</b>	<b>49</b>
<b>ARTICLE 16.</b>	<b>FULL UNDERSTANDING, MODIFICATION, WAIVER.....</b>	<b>50</b>
Section I.	Amending Resolution #227-84, Section 304.....	50
<b>ARTICLE 17.</b>	<b>SEPARABILITY .....</b>	<b>51</b>
<b>ARTICLE 18.</b>	<b>ECONOMIC HARDSHIP REOPENER .....</b>	<b>51</b>

County of El Dorado Modified Last, Best, and Final Offer with Trades & Crafts  
Effective the first full pay period following adoption by the Board of Supervisors

**County of El Dorado Modified Last, Best, and Final Offer**

**Trades & Crafts Bargaining Unit**

**ARTICLE 1. TERMS AND CONDITIONS**

Operating Engineers Local #3 AFL-CIO (herein referenced to as "Union") and representatives of the County of El Dorado (herein referenced to as "County") have met and conferred in good faith regarding wages, hours and other terms and conditions of employment of employees in the Trades and Crafts bargaining unit, have exchanged freely information, opinions and proposals and have failed to reach mutual agreement on all matters relating to the employment conditions and employer-employee relations of such employees.

The Last, Best, and Final Offer by the County of El Dorado has been presented to the Union and to the employees in the Trades & Crafts bargaining unit for ratification by said employees who voted on or about June 3, 2009 to reject the Last, Best, and Final offer. This Modified Last, Best, and Final offer is now presented to the Board of Supervisors, in compliance with the Employer/Employee Relations Resolution 10-83, as amended, for final resolution to implement the salary and employee benefit adjustments for the period commencing the first full pay period following final approval by the Board of Supervisors.

This Modified Last, Best and Final Offer cancels all previous agreements and shall supersede any policies, practices or ordinance provisions with which it may be in conflict. Nothing contained herein shall be applied on a retroactive basis unless specifically stated.

This Modified Last, Best and Final Offer shall become of full force and effect upon the first full pay period following adoption by the Board of Supervisors and shall continue in full force until a successor Memorandum of Understanding has been entered into pursuant to the Meyers-Milias-Brown Act (Government Code Sections 3500-3510), or is changed as otherwise authorized by law.

**ARTICLE 2. AUTHORIZED AGENTS AND RECOGNITION**

**Section 1. Authorized Agents**

For the purpose of administering the terms and provisions of this Modified Last, Best, and Final Offer, the following authorized agents have been designated:

County of El Dorado

Director of Human Resources  
330 Fair Lane  
Placerville, CA 95667

Operating Engineers  
Business Representative  
Operating Engineers Local Union No.3  
3920 Lennane Drive  
Sacramento, Ca 95834

The Union shall be responsible for keeping current the name, address and telephone number of the designated representative and a list of persons authorized to act on its behalf or receive service in its name.

Section 2. Recognition

- A. County recognition - The Director of Human Resources is the representative of El Dorado County in matters related to employer-employee relations.
- B. The Operating Engineers Local Union No. 3, is the exclusively recognized employee organization for the Trades & Crafts (TC) Unit.

**ARTICLE 3. COUNTY RIGHTS**

The County retains, solely and exclusively, all the rights, powers and authority exercised or held prior to the execution of this Modified Last, Best, and Final Offer, except as expressly limited by a specific provision of this Modified Last, Best, and Final Offer. Without limiting the generality of the foregoing, the rights, powers, and authority retained solely and exclusively by the County and not abridged herein, include, but are not limited to, the following: to manage and direct its business and personnel; to manage, control, and determine the mission of its departments, building facilities, and operations; to create, change, combine or abolish jobs, departments and facilities in whole or in part; to direct the work force; to increase or decrease the work force and determine the number of employees needed; to hire, transfer, promote and maintain the discipline and efficiency of its employees; to establish work standards, schedules of operation and reasonable work load; to specify or assign work requirements and require overtime; to schedule working hours and shifts; to adopt rules of conduct; to determine the type and scope of work to be performed by County employees and the services to be provided; to classify positions, to establish initial salaries of new classifications; to determine the methods, processes, means, and places of providing services and to take whatever action necessary to prepare for and operate in an emergency.

Nothing in this article shall be construed to limit, amend, decrease, revoke or otherwise modify the rights vested in the County by any law regulating, authorizing or empowering the County to act or refrain from acting.

#### **ARTICLE 4. UNION RIGHTS**

##### **Section 1. Payroll Deductions**

- A. The Union may have the regular dues and insurance plans and Credit Union deductions of its members within the Trades & Crafts bargaining unit deducted from employees' paychecks under procedures prescribed by the County Auditor/Controller. Employees desirous of such deductions must sign and submit an Employee Payroll Deduction Authorization (PDA) card for each type of deduction. Employees are also entitled to revoke or alter such deductions by filing another signed payroll deduction card with the appropriate instructions affixed thereon. Deductions authorized in the above manner will be accumulated and forwarded on a regular basis to the authorized payees. Nothing herein shall prohibit the County from placing reasonable limits as to the number of payees or deductions per employee for the purpose of efficient administration of the payroll system. All duly authorized PDA's will be processed promptly.

Employees may authorize dues deductions only for the organization certified as the exclusive employee organization of the unit to which such employees are assigned.

- B. The Union shall indemnify, defend, and hold the County harmless against any claims made, and against any suit instituted against the County on account of deduction of dues as provided in this Section. In addition, the Union shall refund to the County any amounts paid to it in error upon presentation of supporting evidence.

##### **Section 2. Communications with Employees**

The Union shall be allowed by a County department, in which it represents employees, use of available bulletin board space for communications having to do with official organization business, such as times and places of meetings, provided such use does not interfere with the needs of the department. The designated representative of the Union shall give notice to the department head or his/her designee when contacting departmental employees during the duty period of employees, provided that solicitation for membership or other internal employee organization business shall be conducted only during the non-duty hours of all employees concerned.

##### **Section 3. Use of County Buildings**

County buildings and other facilities shall be made available for use of the Union or its representatives in accordance with such administrative procedures as may be established by the Chief Administrative Officer or department heads concerned.

Section 4. Advance Notice

Except in cases of emergency as provided below in this subsection the Union, if affected, shall be given reasonable advance notice of any ordinance, resolution, rule or regulation directly relating to matters within the scope of representation proposed to be adopted by the County and shall be given the opportunity to meet with the appropriate management representatives. In cases of emergency, the County shall notify the Union on the first business day after the emergency of its actions.

Section 5. Release Time

County employees who are official representatives of the Union shall be given reasonable time off with pay to attend formal meet and confer sessions, grievance or discipline meetings with management representatives. The Union shall notify the Director of Human Resources of the names and departments of employees who are official representatives of the Union. Such representatives shall notify their supervisors in writing on the first business day after a meeting has been scheduled of the dates of excused absences. This advance notice may be waived by the Director of Human Resources in unusual circumstances. Except by agreement with the Director of Human Resources, the number of employees excused for meet and confer sessions shall not exceed four (4) in number.

**ARTICLE 5. NON-DISCRIMINATION**

There shall be no discrimination in the implementation of this document because of race, creed, color, national origin, sex, sexual preference, religious affiliation, or legitimate Union activities against any employee covered hereby by the Union or the County and to the extent prohibited by applicable State and Federal law, there shall be no discrimination against any handicapped person solely because of such handicap.

**ARTICLE 6. WAGES AND OTHER RELATED ISSUES**

Section 1. Salaries

A. Across the Board Salary Adjustments

All classifications within the Trades and Crafts Unit shall receive the hourly pay rate for each classification as identified under Appendix B. Classifications within the Trades and Crafts Unit shall maintain the five step hourly rates beginning with the base rate of Step 1 and ending with base rate of Step 5 as set forth in Appendix B



effective the beginning of the first full pay period of the month and year shown. Note that the across the board bi-weekly salary are also shown on Appendix B.

- B. The County has the non-appealable right to increase compensation for classifications covered by this Agreement.

## Section 2. Salary Resolution

A salary range consisting of five steps shall be assigned to all classifications.

### A. Entrance Salary

Except as approved by the Board of Supervisors, the entrance salary for a new employee entering County service shall be the minimum salary, the first step of the range, for the class to which he/she is appointed.

### B. Salary Step Increases

1. After completion of thirteen (13) biweekly pay periods of satisfactory service at step 1 of the salary range, and upon recommendation of the appointing authority, the employee shall be advanced to the next higher step. If an employee is appointed at a step higher than the first step of the salary range for that classification, the first merit increase shall be after completion of twenty six (26) full pay periods of satisfactory service.
2. After the completion of twenty-six (26) biweekly pay periods of satisfactory service in each of the salary steps above step 1, and upon the recommendation of the appointing authority, the employee shall be advanced to the next higher step in the salary range of that classification until the top of the range is reached.
3. All increases shall be effective on the first day of the biweekly pay period following completion of the required period of service.
4. Changes in an employee's salary because of promotion; upward reclassification, will set a new anniversary date for that employee. The salary anniversary date for an employee shall not be affected by a transfer, downward reclassification or a demotion. Salary range adjustments for a classification will not set a new salary anniversary date for employees.
5. Unless otherwise provided for herein, Resolutions #227 & 228-84 shall apply and determine anniversary dates, pay change dates, etc.

### C. Leave Without Pay

Authorized leave without pay shall not extend an employee's date of eligibility for longevity pay increases and vacation accrual rates. Notwithstanding Article 6.B.1 and 2., an employee's eligibility for merit salary step increase shall be extended in accordance with the provisions of Article II, Section 1.A., on extensions of probationary periods.

D. Salary Status Upon Reemployment

A full time or part time employee who resigns in good standing and is reappointed in the same or closely related class within the same classification series within one year of resignation shall be eligible, with the approval of the appointing authority, to be reappointed at any step up to and including the salary step received prior to resignation. If the appointing authority wishes to rehire the employee at a step which exceeds the step paid at the time of resignation, approval shall be required consistent with the Early Salary Range Step Advancement Policy. For purposes of vacation accrual and longevity pay, such an employee shall receive credit for the amount of prior service in effect at the time of resignation and shall be restored to the place on the vacation accrual and longevity pay table in effect at the time of resignation.

**ARTICLE 7. DAYS AND HOURS OF WORK, PREMIUMS & BONUSES**

Section 1. Work Schedule

- A. The appointing authority shall fix the hours of work with due regard for the convenience of the public and the laws of the State and the County.
- B. The County agrees to assign employees to a regular work schedule. The County may change that schedule at its discretion. The County agrees to give employees a minimum of a five (5) working day advance notice of work schedule changes unless otherwise agreed to by the affected employees. It is agreed that by posting of the "Snow Removal" work schedule shall constitute notice for the entire snow removal season. Employees assigned weekend duty responsibility on the "Snow Removal" schedule will not be entitled to on-call pay. When called in, however, they will work and receive equivalent time off in one-half day increments.
- C. The Transportation Department may authorize a 4/10 work schedule during the summer months for road, mechanic and related crews. The Transportation Department may cancel such a work schedule by giving the employees thirty (30) days notice unless otherwise agreed to by the affected employees. The Transportation Department agrees to continue employees assigned to a night shift for the entire work week unless otherwise agreed to by the affected employee(s), or due to circumstances in which the department believes it is reasonable to assign the employee back to day shift during the week.

- D. Employees shall be allowed rest periods of fifteen (15) minutes during each four (4) consecutive hours of work. Such rest periods shall be scheduled in accordance with the requirements of the individual department but shall generally occur near the middle of each four (4) hour shift. Rest periods are not accumulative and if not taken during the four (4) hour shift, are lost. Rest periods if not taken are lost and may not be accumulated to extend lunch hours or to shorten the work day. Neither shall any additional pay accrue to an employee who misses or loses a rest period.
- E. Employees will be allowed a meal period of not less than thirty (30) minutes, nor more than one (1) hour, scheduled approximately at the middle of a full work shift in accordance with Section 311 of Resolution No. 227-84, El Dorado County Compensation Administration Resolution.
- F. In no case may an employee's work schedule be changed during the work week when the purpose of such change is to avoid overtime compensation, unless agreed to by the employee.
- G. Notwithstanding B. and C., above, the Chief Administrative Officer, at his/her discretion, and upon recommendation of the Department Head, may approve an alternative work schedule on a trial basis. Alternative work schedules proposed by the Union shall be submitted to the Department Head and the Chief Administrative Officer. Department initiated alternative work schedules shall be submitted to the Union. Upon request by the Union, management shall discuss any proposed alternative work schedules before reaching a decision on implementation. Decisions on implementation and the reasons therefore shall be communicated to the Union.

## Section 2. Overtime

- A. Authorization: The Department Head or his/her designee may require and shall authorize the performance of any overtime work in advance of being worked. If prior authorization is not feasible because of emergency conditions, a confirming authority must be made on the next regular working day.
- B. Definition: Overtime shall be defined as any authorized time worked beyond forty (40) hours in one work week. "Time worked" shall not be defined to include holidays, administrative leave, vacation, compensatory time off and sick leave, except as provided otherwise in this Agreement.
- C. Compensation: Overtime shall be compensated at one and one half (1 ½) times the employee's basic hourly rate of pay, or at the employee's request and with the department's approval, compensating time off (CTO) may be taken at the rate of one and one half (1 ½) times off for each hour worked in lieu of overtime pay.

D. Accumulation and Use of Compensatory Time Off: The maximum accumulation of Compensating Time Off (CTO) shall be 160 hours

1. Use of accumulated CTO shall be a time mutually agreeable to the department head and the employee.
2. Employees may cash out compensatory time off at any time subject to the approval of the Department Head.
3. Upon termination, any employee with accumulated CTO shall have it paid off.

E. Other Provisions

1. In no case may an employee's work schedule be changed during the work week when the purpose of such change is to avoid overtime compensation, unless agreed to by the employee.
2. Time worked as overtime shall not be used to earn fringe benefits or to serve out probation or merit increase periods. Compensatory time off taken may be used as part of the established work week to earn fringe benefits and to serve out probationary and merit step increases.

### Section 3. On-Call Duty Compensation

- A. When warranted and in the interest of the County operation, department heads or their designee may assign employees to "on-call" status.
- B. "On-call Duty" is an assigned duty outside the normal work week assignment during which an employee must remain where he can be contacted by telephone and he is ready for immediate call-back to his department to perform an essential service.
- C. An employee assigned on-call duty shall be compensated at the rate of \$1.20 per hour for each hour of such duty. Animal Control Officers assigned "on call duty" shall receive \$1.60 per hour for that time after 5:00 p.m. and before 8:00 a.m.
- D. Animal Control Officers' response time. Animal Control Officers on "on-call duty" shall have 30 minutes in which to respond to a call back request.

### Section 4. Call-Back Compensation

- A. When an employee returns to work because of a department request made after the employee has completed his/her normal work shift and left the work station, the employee shall be credited with two (2) hours plus any hours of work in excess of two

(2) hours in which the employee is continuously engaged in work for which he/she was called back.

- B. An employee on on-call duty shall be entitled to the aforementioned two-hour minimum only once during a single on-call period or twice during a weekend on-call period.
- C. There shall be no duplication or pyramiding of rates paid under this section. No employee shall be compensated for on-call duty and call-back duty simultaneously. Hours worked on call-back duty shall be deducted from the prescribed on-call duty to determine the appropriate on-call pay.
- D. "Call-back" time is overtime and shall be paid in accordance with overtime pay provisions.
- E. The two-hour minimum shall apply only when an employee is required to physically return to work (e.g. leave home or another off duty location) in order to perform required duties. An employee who performs work after regular work hours, but who is not required to leave home, shall be compensated at time and one half pay or compensatory time as per overtime provisions.
- F. Call-back provisions, including the two-hour minimum, shall not apply if an employee is called to work within one hour of their normal starting time. If an employee is called to work within the one hour prior to their normal starting time, they shall be compensated under normal overtime provisions.

#### Section 5. Acting Pay Assignments

When an employee in a permanent position is required to work in a higher classification for which the compensation is greater than that to which the employee is regularly assigned, and the employee works in such assignment for more than 15 work days, the employee shall receive compensation for such work retroactive to the first day of the assignment at the rate of pay established for the higher classification pursuant to Section 206 Salary Promotion of El Dorado County Resolution 227-84, under the following conditions:

- A. The employee is assigned to a program, service or activity established by the Board of Supervisors which is reflected in an authorized position which has been classified and assigned to the Salary Schedule and listed in the County's Authorized Personnel Resolution and such authorized position has become vacant due to the temporary or permanent absence of the position's incumbent. A copy of the department head's written approval of this assignment must be submitted to the Director of Human Resources at the start of the assignment. The nature of the departmental assignment is such that the employee in the lower classification becomes fully responsible for the duties of the position of the higher classification.

- B. Notwithstanding A above, in an exceptional circumstance when a vacancy does not exist but an employee has been assigned to perform duties which exceed the scope of that employee's classification, and when determined and justified by the County Administrator, in his sole discretion, the employee will be entitled to pay for a higher classification in accordance with the other provisions of this Section.
- C. Employees selected for the assignment will normally be expected to meet the minimum qualifications for the higher classification.
- D. Pay for work in a higher classification shall not be utilized as a substitute for regular promotional procedures provided in this agreement.
- E. Higher pay assignments shall not exceed six (6) months except through reauthorization.
- F. If approval is granted for pay for work in a higher classification and the assignment is terminated and later re-approved for the same employee within thirty (30) days, no additional waiting period will be required.
- G. Allowable overtime pay, shift differentials and/or work location differentials will be paid on the basis of the rate of pay for the higher class.
- H. Unit members in the classification of Highway Maintenance Worker II and assigned to the South Lake Tahoe maintenance facility will be considered as working out of class as Maintenance Worker III during the snow season; and having met the above listed provisions, provided: (1) the DOT Director designates in writing the beginning and the end of the snow season; and (2) the season shall not extend beyond the normal four-month period, unless agreed in writing by the DOT Director.

#### Section 6. Tahoe Employment Differential

Employees whose primary work location is in the Tahoe Basin, in addition to their regular biweekly salary, shall receive a total of ninety-two dollars and thirty cents (\$92.30) biweekly. Employees working 20 hours or less in a week shall receive half of this amount. This differential shall only apply when an eligible employee is in paid status for a majority of their assigned hours in a pay period.

#### Section 7. Longevity Pay

Longevity pay shall be granted for continuous service with the County as follows. Base salary is defined as the hourly rate as listed in the Salary Resolution for the employee's classification and step.

After 10 years	2.5% of base salary
After 15 years	5.0% of base salary *
After 20 years	7.5% of base salary *

Effective the beginning of the first full pay period in January, 2003, longevity pay shall be granted for continuous service with the County as follows:

After 10 years	5% of base salary
After 15 years	7.5% of base salary*
After 20 years	10% of base salary*

- Represents total amount of longevity granted; amount shown are not cumulative.

Longevity pay increases shall be based upon continuous service with the County in an allocated position and shall be effective on the first day of the biweekly pay period following completion of the required period of service.

Base salary is defined as the hourly rate as listed in the Salary Resolution for the employee's classification and step.

Section 8. Shift Differential

Except as otherwise specified, any regular employee who is assigned to shift work (non-day shift) and actually works between 3 p.m. and prior to 11 p.m. (swing shift) shall receive an additional seventy-five cents (\$.75) per hour over their regular rate of pay for all hours actually worked during this shift.

Except as otherwise specified, any regular employee who is assigned to shift work (non-day shift) and actually works between 11 p.m. and prior to 7 a.m. (graveyard shift) shall receive an additional one dollar (\$1.00) per hour over their regular rate of pay for all hours actually worked during this shift.

Employees in the Department of Transportation: Notwithstanding the above, any employee who actually works between the hours of 6:00 p.m. and 6:00 a.m. shall receive an additional one dollar (\$1.00) per hour over their regular rate of pay for all hours actually worked during this period.

Employees in Custodian Classifications: Notwithstanding the above, Custodian classifications shall receive eighty-five cents (\$0.85) per hour over their regular rate of pay for all hours actually worked during their shift.

Section 9. Toxic Chemical Differential

For Department of Transportation employees: Those employees qualified and assigned by the department to apply pesticides/herbicides shall receive a five percent (5%) per hour differential over their regular rate of pay for each hour assigned to apply pesticides/herbicides.

Employees in the Bridge Maintenance Worker classification series who are qualified and assigned by the Department of Transportation to apply High Molecular Weight Methacrylate, polymer concrete coatings and epoxy resins on bridge decks and related surfaces shall receive a five percent (5%) per hour differential over their regular rate of pay for each hour assigned to apply such treatment.

General Services employees certified and assigned by the department to apply pesticides shall receive:

- 5.0% per hour differential over their regular rate of pay for each hour assigned to apply pesticides while possessing a "Qualified Applicators Certificate" (QAC) issued by the State of California, or
- 7.5% per hour differential over their regular rate of pay for each hour assigned to apply pesticides while possessing a "Qualified Applicators License" (QAL) issued by the State of California.

## **ARTICLE 8. ALLOWANCES FOR WORK RELATED EXPENDITURES**

### **Section 1. Uniforms and Uniform Allowance**

- A. Mechanics and mechanics' helpers shall be provided with five sets of uniforms per week through a laundry service. An extra uniform shall be available for cases when the employee is assigned to work six (6) consecutive days.
- B. The County will provide coveralls for the Transportation paint crew while doing painting or thermo-plastic work. The County shall provide for the periodic cleaning of these coveralls.
- C. The County will pay eleven dollars and fifty-three cents (\$11.53) biweekly for each person who is required to wear a County-prescribed uniform and where the employee must buy and maintain those uniforms. This allowance shall only apply when an eligible employee is in paid status for a majority of his/her assigned hours in a pay period.
- D. For Department of Transportation employees, the County will pay eleven dollars and fifty-three cents (\$11.53) biweekly for each employee who is required to wear a County-provided uniform, and where the employee must maintain those uniforms.



- E. This allowance shall only apply when an eligible employee is in paid status for a majority of his/her assigned hours in a pay period.
- F. Animal Control Officers shall receive \$500 per year worth of uniforms in lieu of any uniform allowance.

Section 2. Boot Allowance

For maintenance and/or replacing required boots, the County shall, on the pay days of Pay Periods number 02 and 15 of each year, pay a boot allowance of one hundred dollars (\$100) to eligible employees listed below. Eligible employees are defined as those permanent employees in the classifications listed below who are required by the department to wear boots, and are employed in the classification during Pay Period numbers 01 and 14 of each year.

Classification

- Bridge Maintenance Supervisor
- Bridge Maintenance Worker III
- Bridge Maintenance Worker I/II
- Senior Bridge Maintenance Worker
- Traffic Control Maintenance Supervisor
- Senior Traffic Control Maintenance Worker
- Traffic Control Maintenance Worker III/IV
- Traffic Control Maintenance Worker I/II
- Highway Maintenance Supervisor
- Senior Highway Maintenance Worker
- Highway Maintenance Worker III/IV
- Highway Maintenance Worker I/II
- Equipment Maintenance Supervisor
- Senior Equipment Mechanic
- Equipment Mechanic I/II/III
- Equipment Mechanic Helper
- Fleet Services Technician
- Fleet Services Supervisor
- Building Operations Supervisor
- Building Operations Technician
- Senior Building Maintenance Worker
- Building Maintenance Worker I/II
- Senior Grounds Maintenance Worker
- Waste Management Technician
- Parts Technician
- Grounds Maintenance Worker I/II
- Senior Energy/Weatherization Technician

Energy/Weatherization Technician I/II  
Storekeeper/Courier  
Solid Waste Technician  
Animal Control Officer I/II  
Senior Animal Control Officer  
Supervising Animal Control Officer

Eligible employees in the Custodian classifications shall receive a seventy-five dollar (\$75) shoe allowance in pay period number 02 of each year. Eligible employees are those employees in the Custodian classification employed during pay period number 01 of the year.

### Section 3. Tool Allowance

- A. Equipment Mechanics, Mechanics' Helpers, Fleet Service Technicians and Senior Equipment Mechanics and Equipment Maintenance Supervisors who are required to provide their own tools shall receive \$50 per month as a tool allowance to reimburse them for the purchase of new tools.
- B. Building Operations Technicians who are required to provide their own tools shall receive an annual one hundred and fifty dollar (\$150) tool allowance, payable as seventy-five dollars (\$75) at pay period 01 and 14 of each year. Building Maintenance Workers I/II and Senior Building Maintenance Workers who are required to provide their own tools shall receive an annual one-hundred dollar (\$100) tool allowance, payable as fifty dollars (\$50) at pay periods 01 and 14 of each year. Employees in the classifications listed above must be in paid status in the pay period immediately preceding pay period 01 or 14 to receive the tool allowance.

### Section 4. Mileage Reimbursement

The rate of reimbursement for employees' use of private vehicles on County business shall be the federal rate as determined by the Internal Revenue Service.

### Section 5. Registered Veterinary Technician Registration

The County shall pay on a bi-annual basis the \$60 fee for the State of California Registered Veterinary Technician registration for the Kennel Supervisor.

### Section 6. Building Inspector Certification Program

- A. The County shall continue the certificate compensation program for employees in the Building Inspector class series. Incumbents in these classifications will be eligible to receive additional compensation for possession of one or more valid certificates as

specified below, provided, however, no employee may receive more than \$200 per month for possession of any or all of the following certificates on a quarterly basis.

The titles of the certificates as well as the issuing organization and compensation are as follows:

(Dollar amounts represent monthly amounts for certification listed. Note that where ICBO is noted as issuing organization, ICC certification is acceptable as well.)

ICBO	Building Inspector Certificate (\$25.00) or
ICBO	Combination Inspector Certificate (\$50.00)
ICBO	Combination Dwelling Inspector Certificate (\$25.00)
ICBO	Combination Light Commercial Inspector Certificate (\$50.00)
IFCI	Uniform Fire Code Inspector Certificate (\$25.00)
CEC	Energy Plans Examiner Certificate (\$25.00)
ICBO or IAPMO	Plumbing Inspector Certificate (\$25.00)
ICBO or IAPMO	Mechanical Inspector Certificate (\$25.00)
ICBO	Electrical Inspector Certificate (\$25.00)
ICBO	Plans Examiner Certificate (\$50.00)
ICBO	Permit Technician (\$25.00)
CABO	Building Official Certificate (\$75.00)
ICBO	Reinforced Concrete Special Inspector Cert. (\$25.00)
ICBO	Prestressed Concrete Special Insp. Cert. (\$10.00)
ICBO	Structural Masonry Special Inspector Cert. (\$25.00)
ICBO	Structural Steel/Welding Spec. Insp. Cert. (\$25.00)
CCEC or SCACEO or AACE	Code Enforcement Officer (\$25.00)
ICBO	= International Conference of Building Officials
ICC	= International Code Council
IAPMO	= International Assoc. of Plumb. and Mechanical Officials
CABO	= Council of American Building Officials
IFCI	= International Fire Code Institute
CEC	= California Energy Commission
CCEC	= California Code Enforcement Corporation
SCACEO	= Southern California Code Enforcement Officers
AACE	= American Association of Code Enforcement

- B. Proof of a valid certificate shall be accomplished by providing the actual certificate or an official notification letter from the certifying agency stating that the employee has successfully passed the examination for that certificate. Current employees shall not be eligible for retroactive payment of certification pay but only shall become eligible

for the additional compensation effective the first of the month following the month in which acceptable proof is submitted to the County.

- C. Eligibility for compensation under this program will cease on the date specified on the certificate or upon such date the issuing agency withdraws, decertified or terminates such certificate, unless proof of successful passage of the certification renewal examination is provided to the County. If compensation is terminated for any of the foregoing reasons, eligibility will be reinstated only upon proof of renewal of certification and then only on the first of the month following the month in which the renewal certification is provided.
- D. For the classification of Building Inspector II, employees to be promoted into this classification must possess certification as a Building Inspector issued by the International Conference of Building Officials.
- E. For the classification of Senior Building Inspector, persons to be promoted into this classification must possess certification as a Plans Examiner within two years of the date of hire as a Senior Building Inspector.

#### Section 7. DOT Haz-Mat Certification

Department of Transportation employees required by the department head to possess/renew a hazardous material endorsement on their driver's license will be reimbursed for the additional cost of the endorsement. Employees will be given reasonable time to take the haz-mat endorsement test and renew the endorsement.

#### Section 8. Mechanics Certification Program

- A. Employees in the Equipment Mechanic class series will be eligible to receive additional compensation of \$5 per month for possession of one or more valid certificates as specified below, provided, however, that no employee may receive more than \$100 per month for possession of any or all of the certificates.

Any one of the eight individual certificates that make up the Master Automobile Technician Certificate issued by the National Institute for Automotive Service Excellence.

A Class A Lamp Adjuster License, issued by the Bureau of Automotive Repair.

A Class A or B Brake Adjuster License, issued by the Bureau of Automotive Repair.

Any of the following certificates that make up the Master Heavy Duty Truck Technician Certificate, issued by the Institute for Automotive Service Excellence:

- T1 Gasoline Engine
- T2 Diesel Engine
- T3 Drive Train
- T4 Brakes
- T5 Steering/Suspension
- T6 Electric Systems

Any of the certificates issued by the American Welding Society for flat, horizontal, vertical or over-head welding.

- B. Proof of a valid certificate shall be accomplished by providing the actual certificate or an official notification letter from the certifying agency stating that the employee has successfully passed the examination for that certificate. Current employees shall not be eligible for retroactive payment of certification pay but only shall become eligible for the additional compensation effective the first of the month following the month in which acceptable proof is submitted to the County.
- C. Eligibility for compensation under this program will cease on the date specified on the certificate or upon such date the issuing agency withdraws, decertified or terminates such certificate, unless proof of successful passage of the certification renewal examination is provided to the County. If compensation is terminated for any of the foregoing reasons, eligibility will be reinstated only upon proof of renewal of certification and then only on the first of the month following the month in which the renewal certification is provided.

#### Section 9. Bilingual Pay

Pay for use of bilingual skills will be forty dollars (\$40) per pay period. In order to be eligible to receive bilingual pay, the employee must:

- A. Be certified by the County as possessing the requisite skill in the foreign language required in the assignment; and
- B. Be authorized by the department head and required as a regular part of the assignment of duties to converse and/or write in a language other than English.

In order to be eligible to receive such differential, an employee must demonstrate a language proficiency acceptable to the department head, as certified in writing to the Director of Human Resources. Written authorizations shall be reviewed and renewed annually.

This differential shall only apply when an eligible employee is in paid status for a majority of their allocated hours in a pay period. Employees on leave without pay are not eligible for this differential.

## Section 10. Tuition Reimbursement for Accredited Academic Courses

### A. Employee-Requested Courses

#### 1. Applicability:

This Section shall apply only to courses requested by the employee in accordance with the criteria set forth below and submitted on a form to be provided by the County.

#### 2. Requirements for Partial Reimbursement of Tuition:

- (a) The requesting employee must be and have been in a regular full-time position in the County for at least two (2) years prior to the start of the course in question.
- (b) The subject matter of the course must be directly related to the employee's present position or to a position within the normal line of promotion within County service for the employee's current classification.
- (c) The employee's attendance at the course will not interfere with his/her normal duties, responsibilities or work hours.
- (d) The employee agrees in writing to repay the County, upon termination, any tuition reimbursement received from the County within a twelve (12) month period prior to his/her termination.
- (e) Requests for reimbursement shall be submitted to the County and approved prior to the commencement of the course in question.

#### 3. Limitations

- (a) In order for requests to be granted, funds for tuition reimbursement must be available for that purpose in the departmental budget.
- (b) Reimbursement shall be available at the rate of fifty percent (50%) of actual costs of the tuition fee. (Does not include books, documents, other materials, mileage, travel costs, or other incidental expenses incurred by the employee.)

- (c) The County may limit its reimbursement to the actual amount not reimbursed to the employee by some other source if such amount is less than fifty percent (50%) of the tuition fee.
- (d) Nothing shall prohibit the County from placing a reasonable dollar limit on tuition reimbursement which may be received by an employee in one fiscal year.
- (e) To be eligible for reimbursement, the employee must present satisfactory proof of a final grade of "C" or better for the approved course and of the amount of tuition paid by the employee.

B. County-Required Training

Education or training required by the County as a condition of continued employment in the employee's present position shall be reimbursable at 100% or paid directly by the County and shall take place on County time if possible.

**ARTICLE 9. EMPLOYEE BENEFITS AND RETIREMENT**

Section 1. Medical/Dental

A. Contributions:

Effective July 9, 2005, the County will implement an 80% County – 20% employee cost sharing, as applied towards the cost of the County-sponsored medical/dental benefit plan.

At the request of Operating Engineers Local No 3, the two tier plan for the Operating Engineers Local No 3 Health Plan will be changed from a two tier plan of employee only and employee plus one or more, to a new three tier plan of employee only, employee plus one, and employee plus two or more. The County contribution per pay period shall be equal to the County contributions to the County plan outlined below.

The County Health Plan contribution rates for 2009/2010 County Health Plan year are as follows:

	<u>County</u> <u>Contributions</u>	<u>Employee</u> <u>Payroll Deductions</u>
<u>Employee Only</u>	<u>\$266.40</u>	<u>\$66.60</u>
<u>Employee Plus One</u>	<u>\$498.40</u>	<u>\$124.60</u>
<u>Employee Plus Two or more</u>	<u>\$678.40</u>	<u>\$169.60</u>

At the request of Operating Engineers Local No 3, the two tier plan for the Operating Engineers Local No 3 Health Plan will be changed from a two tier plan of employee only and employee plus one or more, to a new three tier plan of employee only, employee plus one, and employee plus two or more. The OE3 health plan offers members two options Plan A and Plan B (Kaiser). The OE3 Health Plan pays their premium amounts based on 24 pay periods whereas the County plan is collected over 26 pay periods. The County contribution levels to the OE3 plan are outlined below. The County will contribute actual cost of the OE3 health plans, but not to exceed the County contribution for County health plans effective the first full pay period after approval by the Board of Supervisors. The current contributions are indicated below as follows:

The County will contribute to the OE3 Health Plan A for Fiscal Year 2009/2010 only as follows:

	<u>County</u> <u>Contributions</u>	<u>Employee</u> <u>Payroll Deductions</u>
<u>Employee Only</u>	<u>\$288.60</u>	<u>\$58.40</u>
<u>Employee Plus One</u>	<u>\$539.93</u>	<u>\$153.57</u>
<u>Employee Plus Two or more</u>	<u>\$734.93</u>	<u>\$201.07</u>

The County will contribute to the OE3 Health Plan B (Kaiser) for Fiscal Year 2009/2010 only as follows:

	<u>County</u> <u>Contributions</u>	<u>Employee</u> <u>Payroll Deductions</u>
<u>Employee Only</u>	<u>\$275.50</u>	<u>\$ _____</u>
<u>Employee Plus One</u>	<u>\$539.93</u>	<u>\$11.07</u>
<u>Employee Plus Two or more</u>	<u>\$712.00</u>	<u>\$ _____</u>

The employee will continue to pay the employee's regular biweekly contribution in future health plan years as outlined in paragraph one above to pay the total increased cost of the Plan rate.

For purposes of this section, a full-time employee is defined as an employee in an allocated position whose regular work schedule on an ongoing basis is 80 hours of work in each pay period; a part-time employee is defined as an employee who is in an allocated position and whose regular work schedule on an ongoing basis is less than 80 hours of work in a pay period.

In order to be eligible for County contribution, a full-time employee must be in pay status, i.e., where the employee is receiving pay from work hours, compensatory time off, vacation or sick leave, in accordance with this Section 1A or Section 1 B. below. An employee who is receiving Workers Compensation, temporary disability, shall be eligible for continuation of the County's contribution until such time as eligibility for Workers Compensation, temporary disability, ceases.



An employee who is not receiving pay for the minimum number of hours stated above and who ceases to be eligible for County contributions must pay directly to the Auditor's office the full amount of employee and County contribution in order to retain benefit coverage under the County-sponsored Health/Dental benefit plan.

The County will not contribute toward the cost of any other plan.

- B. Part-time Employees: Any part-time employee and dependents who, on September 6, 1991, are being provided with the same benefit contribution as full-time employees, will continue to receive full-time benefit contribution unless and until a successor Agreement is negotiated between the parties, if required. A part-time employee, hired on or after September 7, 1991, whose regular work schedule is more than 32 hours per pay period shall be eligible to participate in the medical/dental insurance programs on a prorata basis according to the following schedule.
1. The County shall pay the full County contribution to the medical/dental costs as specified in A. above for a part-time employee whose regular work schedule as documented on the payroll personnel form is between 64 to 79 hours per pay period on an ongoing basis; the Employee Contribution will be automatically deducted from the biweekly pay check.
  2. The County shall pay 75% of the County contribution to the medical/dental costs as specified in A. above for a part-time employee whose regular work schedule as documented on the payroll personnel form is 40 to 63 hours per pay period on an ongoing basis; the remaining 25% of the County Contribution plus the Employee Contribution will be automatically deducted from the biweekly pay check.
  3. The County shall pay 50% of the County contribution to the medical/dental costs as specified in A. above for a part-time employee whose regular work schedule as documented on the payroll personnel form is 32 to 39 hours per pay period on an ongoing basis; the remaining 50% of the County Contribution plus the Employee Contribution will be automatically deducted from the biweekly pay check.
  4. Part-time employees whose regular work schedule is less than 32 hours per pay period shall not be eligible for participation in the County medical/dental insurance program.

A part-time employee may work additional or fewer hours than the employee's "ongoing" work schedule without changing the prorata contribution. The prorata contribution level may only be changed by amending the Payroll Personnel Form which documents the change to the ongoing work schedule.

Any part-time employee and dependents who, on or before September 6, 1991, are being provided with the same benefit contribution as full-time employees, will continue to receive full-time benefit contribution throughout the term of this Memorandum.

C. Enrollment

1. Unit employees may choose the County sponsored Plan or Operating Engineers Local 3 Plan. Employees may enroll themselves and their eligible dependents in accordance with the provision of the Plan. Employees may opt not to be covered by the County sponsored medical/dental plan or the Operating Engineers Local 3 Plan if allowed by law. In such case, neither the County nor the employee shall be required to make the contributions specified above.
2. The County will implement open enrollment periods annually. The County shall offer at least one County Health Plan with no pre-existing conditions exclusion during each open enrollment period.

D. Terms & Conditions

1. County sponsored medical plan coverage starts the first day of employment and ends the last day of employment. Retirees, at their own expense, may continue to be enrolled in the County sponsored plan or the Operating Engineers Local 3 Plan. Medical Plan coverage shall be in accordance with the provisions of the Plan. Employees who retire or who separate from County service may, at their own expense, continue to be enrolled in the County sponsored plan in accordance with provisions of the plan or as provided by law.
2. The parties agree that the County Medical/Dental Plan is a Defined Benefit Plan, and that the County is required to provide the specified benefits identified in this Modified Last, Best, and Final Offer regardless of the level of contribution by the County and its employees, unless and until a successor Agreement is negotiated between the parties, if required.
3. The County will provide a vision care component for employees and their dependents who are enrolled in a County Medical/Dental Plan.
4. Effective January 1, 1992, for employees in the County Medical/Dental Plan, the County shall improve the employee physical exam benefit to \$150 and shall extend this benefit to the employee's spouse.

5. While mention may be made in this Memorandum of various benefits and provisions of benefit programs, specific details of benefits provided under the County Medical/Dental Plan, Life, Worker's Compensation and Long-Term Disability Programs shall be governed solely by the various plan documents or insurance contracts and/or policies maintained by the County.

E. Continuation of Medical/Dental Plan - Military Call-Up

An employee who is a member of the United States reserve armed forces or the National Guard and is called to or volunteers for active military duty in response to a call-up by the President of the United States as provided for by law, shall continue to be eligible for coverage under the applicable medical/dental plan, notwithstanding the employee's absence due to the call-up or ineligibility due to such absence. Coverage shall continue for a period up to one (1) year from the date the employee commences an approved military leave of absence, or until the employee returns from active duty, whichever occurs first.

Such continuation of coverage is contingent upon being allowed under the respective health care plan of the employee.

The County shall continue the same level of its contributions for the employee absent on military leave and that employee's dependents as would apply to other employees in the same classification and bargaining unit. The employee will be responsible for any contribution toward dependant coverage specified in this Modified Last, Best, and Final Offer. Pursuant to these provisions, the employee absent on military leave shall not be required to use accumulated paid leave in order to be eligible for continuation of coverage and the county's contribution to the medical/dental plan.

Prior to being considered eligible for continued coverage under these provisions an employee shall be required to provide documentary evidence, satisfactory to the County, of the employee's active duty status and shall also be required to notify the County in writing within ten (10) days of the employee's return to inactive duty status.

Upon the employee's discharge from active duty status, the standard provisions of Article 10 of this Modified Last, Best, and Final Offer shall apply with full force and effect.

Section 2. Life Insurance

The County shall provide a \$20,000 Group Life Insurance Plan for each employee who is regularly scheduled to work at least 60 hours per pay period. Accidental Death and Dismemberment coverage is included in this Plan.

Section 3. Long Term Disability

The County shall provide a Long Term Disability Insurance Plan with a maximum LTD benefit of \$3,000/month for eligible employees.

#### Section 4. State Disability Insurance

The County shall allow employees to integrate their sick leave and/or vacation benefits with their SDI coverage to provide up to 100% of the employee gross base salary. The individual employee shall pay the cost of State Disability Insurance.

#### Section 5. Employee Assistance Program

County agrees to maintain the Employee Assistance Program for employees in the bargaining unit.

The County agrees to implement an IRC 125 Plan as soon as possible for employees in the Operating Engineers Health Plan in order to provide the tax advantages to the employees in that Plan for the premiums that they pay.

#### Section 6. Retirement Issues

- A. Except as specified in 6.B. and 6.C., below, the County shall pay seven (7.0) percent of the employees' PERS contribution for all classifications in the TC Bargaining Unit.
- B. New Employee PERS Contributions - Notwithstanding Article 9, Section 6.A. above, new employees hired on or after November 12, 1994 shall pay the full 7.0% employee share of PERS contribution for the first twenty-six (26) pay periods of employment; the County will pay 3.5% of the employee's contribution to PERS from the twenty-seventh (27th) to fifty-second (52nd) pay period of continuous County service. Beginning with the fifty-third (53rd) pay period of continuous County service, the County will pay 7.0% of the employee's PERS contribution.
- C. 1959 Survivors Benefits: The County will provide 1959 Survivors Benefits, Level 3, pursuant to Government Code Section 21573. Each employee shall contribute 93 cents (\$.93) per pay period as required by PERS regulations.
- D. Retiree Health Contribution - Effective January 1, 2001 and subject to the provisions of the Retiree Health Benefits Contribution Plan Document, an employee who retires from County service after July 1, 1999, and who has attained a cumulative total completed years of service (excluding extra help service and provisional) with El Dorado County as specified below, shall be entitled to the percentage monthly contribution of the "employee only" Blue Shield rate toward a County-Sponsored Health Plan as follows:

Level 3	20 years plus	67%
Level 2	15 - 19 years	50%
Level 1	12 - 14 years	33%

Part-time employment (excluding extra help and provisional) shall be treated in accordance with the Retiree Health Benefits Contribution Plan Document.

County contributions for all bargaining units under this program shall not exceed 1.2% of total County payroll costs during any given fiscal year pursuant to the provisions of the Retiree Health Benefits Contribution Plan Document.

In lieu of the above and until July 1, 2003, retiring employees with twenty or more years of service with the County of El Dorado shall have a one-time irrevocable option to elect four years of contributions towards a County-Sponsored Health Plan or Alternate County-Sponsored Health Plan paid at the Blue Shield employee-only rate in which the retiree is otherwise eligible to enroll. Retired employees have the option to include eligible dependents at additional cost.

The Operating Engineers Trust Fund Plan shall be treated as if it were an Alternate County-sponsored Health Plan for purpose of County contributions specified in the Retiree Health Benefits Contribution Plan Document and the provisions of this Section.

- E. This Section D titled Retiree Health Insurance as stated above shall be discontinued for all newly hired employees effective the first full pay period following approval by the Board of Supervisors of the effective date of this Agreement.

**ARTICLE 10. PAID LEAVES**

Section 1. Holidays

- A. The following days shall be the official County holidays:
  1. January 1 - New Year's Day
  2. January (Third Monday) - Martin Luther King Jr. Birthday
  3. February (Second Monday) - Lincoln's Birthday \*
  4. February (Third Monday) - Washington's Birthday
  5. May (Last Monday) - Memorial Day
  6. July 4 - Independence Day
  7. September (First Monday) - Labor Day
  8. October (Second Monday) - Columbus Day \*
  9. November 11 - Veteran's Day
  10. November - Thanksgiving Day

11. November - Friday after Thanksgiving
12. December 24 - Christmas Eve  
(When December 25 falls on a Thursday, December 26, the day after Christmas, shall be observed as a County holiday in lieu of Christmas Eve.)
13. December 25 - Christmas Day

In addition to which every day appointed by the President or Governor, upon concurrence by the County Board of Supervisors, for a public fast, Thanksgiving, or holiday shall also be considered as a holiday for purposes herein.

\* Floating Holidays - In Lieu of Lincoln's Birthday and Columbus Day

Regular employees shall be entitled to up to sixteen (16) hours of floating holiday time. This time will be credited in pay period 01 of each year. Floating holidays shall be taken at a time agreeable to both the employee and the appointing authority. Part-time employees shall receive this floating holiday time on a pro rated basis. Lincoln's Birthday and Columbus Day will not be considered holidays for payroll purposes. Floating holiday time must be used by the last day of pay period 26 of each year and is not subject to the payoffs provisions. Any unused floating holiday time will be lost.

B. If a holiday falls on a Sunday, the following Monday shall be observed as the holiday in lieu thereof. If a holiday falls on a Saturday, the preceding Friday shall be observed as the holiday in lieu thereof. In years in which December 24th falls on a Sunday, the County shall also observe December 26th as a holiday (Tuesday). In years in which December 25th falls on a Saturday, the County shall also observe December 23 as a holiday (Thursday).

1. If an employee works a nonstandard (rather than Monday through Friday) work schedule, their first day off shall be treated as if it was a Saturday and their second day off as if it was a Sunday.
2. It is the intent of this section to give all Trades & Crafts Unit employees the same number of days off (thirteen (13) eight (8) hour days) with pay for holidays.
3. A holiday falling on an employee's day off will not be counted as hours worked for purposes of overtime.

C. If a full-time or part-time employee is required to work on a holiday, the employee shall be entitled to compensation at the overtime rate. Overtime shall be compensated either in cash or compensatory time off (CTO) in accordance with the regular overtime provisions.

- D. Regular employees shall be entitled to take all authorized holidays at their base pay, including longevity, not to exceed eight (8) hours for any one (1) day, provided they are in a pay status on both their regularly scheduled work days immediately preceding and following the holiday. Part time employees shall be entitled to holiday pay in proportion to the percentage of full time hours worked during the biweekly pay period which includes a holiday.

## Section 2. Vacation

Trades & Crafts Unit employees receive vacation benefits consistent with the provisions of Resolution 227-84, Section 302-302.3 of the El Dorado County Compensation Administration Resolution, summarized below, subject to the provisions herein:

### A. Accumulation Earned

1. Under four years employment: .03875 per hour on pay status (3.1 hours earned per full pay period paid.) Maximum accumulation of 240 hours.
2. Between the fourth and eleventh years: .05875 per hour on pay status (4.7 hours earned per full pay period paid). Maximum accumulation of 320 hours.
3. Over eleven years: .0775 per hour on pay status (6.2 hours earned per full pay period paid). Maximum accumulation of 320 hours.

### B. Limitations

1. Employees covered by this agreement will be eligible to use accrued vacation after completion of thirteen (13) bi weekly pay periods of continuous service with the County.
2. Extra-help, CETA or other employment time may not count toward the required continuous service for vacation benefits.

## Section 3. Sick Leave

### A. Accrual

Every regular employee shall accumulate sick leave at the rate of .04625 per hour on a pay status, calculated on the basis of actual service (3.7 hours earned per full pay period paid). There is no maximum accumulation.

B. Eligibility

Employees covered by this agreement will be eligible to use sick leave with pay after completion of two (2) full biweekly pay periods of continuous service with El Dorado County.

C. Verification

Employees are required to notify their supervisor as soon as possible of their absence due to illness or injury. For sick leave of more than three (3) successive work days at any one time, a regular employee must submit a sick leave form (as provided by his department) to his department head for approval upon return to work.

For use of sick leave for three (3) days or less, any regular employee entitled to sick leave may be required to submit a sick leave form to his/her department head for approval. A department may require a physician's statement or acceptable substitute from an employee who applies for sick leave, or make whatever reasonable investigation into the circumstances that appears warranted before taking action on the sick leave request.

D. Usage

Employees are entitled to be paid for sick leave used, to a maximum of the time accrued, under the following conditions:

1. The employee's illness, injury, or exposure to contagious disease which incapacitates him/her from performance of duties. This includes disabilities caused or contributed to by pregnancy, miscarriage, abortion, childbirth and recovery therefrom by a licensed physician.
2. The employee's receipt of required medical, dental or optical care or consultation.
3. Employees may integrate their sick leave with their worker's compensation as provided for by State Workers Compensation laws.
4. The employee's attendance to care for a member of the immediate family as defined by the FMLA and CFRA (Family Medical Leave Act and California Family Rights Act) currently defines immediate family as child, spouse or parent who is ill.
5. Employees may use up to 3 days of sick leave for preparation, travel to and from, and attendance at the Bereavement Service of a member of the immediate family as defined below. Employees may be eligible for an additional



2 days of sick leave for reasonable circumstances. For the purpose of this paragraph 5, immediate family means: parent, spouse, son, daughter, sibling, mother-in-law, father-in-law, brother-in-law, sister-in-law, grandparents or grandchildren by blood or marriage or any person who is a regular member of the employee's household or person for which the employee has been designated legal guardian.

E. Incapacity to Perform Duties

If the appointing authority has been informed through a doctor's report of a medical examination, that an employee is not capable of properly performing his/her duties, he/she may require the employee to absent himself/herself from work until the incapacity is remedied. During such absence the employee may utilize any accumulated sick leave, vacation, holiday and compensatory time or leave without pay. If the incapacity is not of a temporary nature, the appointing authority may take such actions as appropriate under the County rules on medical retirement, termination or demotion.

F. Payment for Unused Sick Leave

1. In order to receive payment for unused sick leave at the time of retirement, layoff or voluntary termination, a County employee must have five (5) or more years of County service.
  - (a) Employees with Over 5 years of service:  
Shall receive 20% of their unused sick leave paid.
  - (b) Employees with Over 10 years of service:  
Shall receive 40% of their unused sick leave paid.
  - (c) Employees with Over 15 years of service:  
Shall receive 70% of their unused sick leave paid.
  - (d) Employees with Over 20 years of service:  
Shall receive 100% of their unused sick leave paid.
2. Maximum number of hours paid shall not exceed 500. Employee's last hourly rate of pay shall be used in computing payment.

G. Retirees Conversion of Sick Leave to Medical Insurance Premium

An employee who is retiring under the PERS system may, at his/her option, in lieu of F. Payment for Unused Sick Leave (above) receive the equivalent value of that

benefit in paid medical plan premiums. Employees shall be responsible for whatever taxes as are appropriate for this benefit.

#### Section 4. Catastrophic Leave

##### A. Donation of Vacation Time Directly to Another Employee

An employee may donate in eight (8) hour increments his/her accumulated vacation time to another employee who has exhausted their sick leave and vacation leave due to an extended or catastrophic illness. Such donation shall be on a form prescribed by the County Auditor. The hours donated will be deducted from the donating employee's accumulated balance and credited to the accumulation vacation account of the employee receiving the donation. The accepting employee shall be responsible for payment of any applicable taxes. County shall withhold any amounts authorized or required by law.

##### B. Donation of Vacation or Compensatory Time to Leave Bank

Effective September 3, 1994, an employee may request in writing that a specified number of hours of accrued vacation or compensatory time, may be transferred from his/her account to the Leave Bank. Donation periods will be held twice a year during the months of January and July.

The minimum number of hours which may be transferred is eight (8) hours. Any hours transferred from an employee's account to the "Bank" may not be returned or restored to that employee. This section, however, does not prevent an employee from receiving leave from the "Bank".

An employee who is about to exhaust all his/her accrued leave may request, in writing to the Director of Human Resources, that a specified number of hours be transferred from the Leave Bank to his/her own account. The request should include, at a minimum:

1. The employee's name.
2. A description of the need and the expected duration.

An employee may not receive leave from the "Bank" until all of his/her sick leave, vacation and compensatory time hours have been exhausted.

An employee who receives leave from this "Bank" is entitled to pay at his/her own rate of pay.

Upon receipt of a request for leave, the Director of Human Resources shall notify the Union. A Committee made up of two (2) appointees of the Union and two (2) appointees of the County shall meet to review the request. The Committee may approve or deny transfer of a specified number of hours from the "Bank" to the account of any employee whom the Committee determines is eligible to receive such leave. Three affirmative votes will be required to approve a request.

The decision of the Committee concerning the approval of leave usage is final and is not subject to the grievance procedure. The Committee may review the status of any leave granted to an employee and determine whether or not there is a continuing need for the granted leave. The Committee shall not grant any hours of leave from the "Bank" after:

1. The need ceases to exist; or
2. The employee who is receiving the leave resigns or his/her employment with the appointing authority is terminated.

Any leave that the employee received from the "Bank" which was not used, or upon resignation or termination of the employee, must be returned to the "Bank".

This Leave Bank provision will be implemented on an experimental basis. If both parties to this agreement do not agree to continue the program, it will be discontinued as of September 30, 2003.

#### Section 5. Supervisory Leave

Employees in supervisory classifications (i.e., Bridge Maintenance Supervisor, Building Operations Supervisor, Custodial Supervisor, Equipment Maintenance Supervisor, Fleet Services Supervisor, Highway Maintenance Supervisor, Kennel Supervisor, Operations Supervisor, Supervising Animal Control Officer, Supervising Public Safety Dispatcher, Traffic Control Maintenance Supervisor) will receive up to sixteen (16) hours of Supervisory Leave in pay period 01 of each year. Part-time supervisory employees shall receive this leave time on a pro-rated basis. Supervisory Leave does not accrue from year to year and must be used by the last day of pay period 26 of each year.

### **ARTICLE 11. PERSONNEL PRACTICES**

#### Section 1. Probation Period

A. Duration

Probationary periods are considered as a continuation of the selection process and apply to all initial appointments, promotions, employee initiated lateral transfers to a different position, and as provided in Article 11, Section 1.B.1., below. Nothing herein is intended to create a "For Cause Standard" for release during a probationary period.

Trades & Crafts employees shall undergo a probationary period of twenty-six (26) biweekly pay periods.

Time worked by an employee in a temporary, extra-help, CETA or other employment shall not count toward completion of the probationary period. Civil Service Status (permanent status) shall attach only when a regular employee successfully completes the probationary period for the specific classification during their initial appointment. Leaves of absences, paid or unpaid, leaves granted under the Family Medical Leave Act, California Family Rights Act, Pregnancy Disability Leave, Americans with Disabilities Act, Workers' Compensation laws, or other legally mandated leaves, light duty, transitional duty or modified duty assignments that are not considered significantly within the job functions of the job classification or job assignment shall not count towards completion of the probationary period, as provided by law. Individual probationary periods shall be extended commensurately by each hour under these circumstances. An employee who is not rejected prior to completion of the prescribed probationary period, unless extended as per provision herein, shall acquire permanent status automatically.

B. Status of Employee

1. Probationary Period Required

A probationary period is required in the following circumstances:

- (a) upon initial appointment to a position in a class in the classified service;
- (b) upon promotion to a position in a class in the classified service (see 1h and 2f);
- (c) upon voluntary demotion or transfer to a position in a different class series in which the employee has not previously achieved civil service status unless a department head and employee agree to waive or reduce the probationary period;
- (d) upon displacement to a classification in a different class series where the employee has not completed probation at the lower level;

- (e) upon displacement resulting from layoff or release from probation after promotion where total time in the higher and lower level classes is less than the required probationary period at the lower level;
- (f) upon transfer to a position in the same classification in a different department when the employee has not attained permanent status in the class, except that the total time in the probationary period in the class shall not exceed one year;
- (g) upon reclassification to a class at the same or higher salary range unless waived by the appointing authority; in any other circumstance not specifically excluded in B.2.
- (h) upon promotion from one County classification to another in the same classification series. In such circumstances, the probationary period shall be thirteen (13) biweekly pay periods from the date of promotion.

2. Probationary Period Not Required

A probationary period shall not be required under the following circumstances:

- (a) upon involuntary demotion; upon displacement resulting from layoff or release from probation after promotion where time in higher and lower level classes satisfies the required probationary period at the lower level;
- (b) upon voluntary demotion to a position in a class in the same class series when the employee has completed the required probationary period in a higher level class;
- (c) upon reassignment to a position in the same class in the same department; upon transfer of the employee to a position in the same class in a different department when the employee has previously achieved permanent status in the class except where the department head and employee concur on a probationary period not to exceed thirteen (13) pay periods;
- (d) upon restoration resulting from a layoff to their former position or lower position in their class series where the employee had completed a probationary period;
- (e) upon reclassification to a classification in which the incumbent is Y-rated;
- (f) upon promotion to the higher classification(s) in positions established as alternately staffed positions in the personnel allocation list, provided the

employee has completed the probationary period in the lower classification. If the employee has not completed the probationary period in the lower classification, the probationary period will continue until the employee has worked the required number of pay periods in the position.

C. Right of Return

An employee shall have the right of return to a position in a class in the TC unit which the employee previously occupied when the employee fails to satisfactorily complete the probationary period after being promoted.

An employee who fails to satisfactorily complete a probationary period in a new class as a result of a voluntary demotion or transfer to a class in a new class series, shall have the right of return to a position in the class and department from which the employee previously occupied, provided such right shall be exercised within ninety (90) days of the effective date of the transfer or voluntary demotion. After ninety (90) days, an employee who does not satisfactorily complete the new probationary period shall have a right of return to any vacant position in the former class and department for a period not to exceed six (6) months.

D. Laid-Off Employees

An employee with permanent status who is laid off and subsequently reinstated to their former position or lower position in their class series shall not serve a new probationary period. Laid off employees hired into other County position from which they were not specifically laid off shall serve a new probationary period. Former probationary employees who were laid off and subsequently reemployed shall serve a complete new probationary period upon rehire.

E. Rejection During Initial Probation

The appointing authority may terminate (reject) a probationary employee at any time during the probationary period without the right of appeal in any manner and without recourse to either the Grievance or Appeal Procedure; except when the employee alleges and substantiates in writing that the termination was due to political or religious or union activities, race, color, national origin, sex, age, handicap or sexual orientation, or otherwise provided by law. Appeals on this basis shall be processed through the County's Discrimination Complaint Procedure. The appointing authority shall notify the employee in writing that he/she is rejected during probation. No reasons for the action are necessary.

F. Rejection During Secondary Probation

Should an employee who has been promoted fail to satisfactorily complete his/her probationary period, such employee may elect to return to a position in the classification in the department from which the employee was promoted. If the employee held permanent status in such former classification, the employee shall not be required to serve a new probationary period. The employee's step and anniversary date shall be restored to their pre-promotion status.

- G. Effective August 1, 1999, at the beginning of all probationary periods, the employee will receive a written statement of expectations signed by the supervisor and the employee. The supervisor shall retain the copy signed by the employee and provide a copy to the employee. Not less than monthly the supervisor shall meet with the employee to review the employee's progress toward meeting the supervisor's expectations. The supervisor shall provide the employee with a written summary of the meeting.

The employee will acknowledge receipt of the summary of his/her progress by signing a copy of the summary. The supervisor will retain the copy signed by the employee.

The employee shall be considered to have met expectations in any month in which the supervisor does not meet with the employee and provide the employee with a written summary of his/her progress.

All written summaries, containing the employee's acknowledgment of receipt, shall be submitted to Human Resources with the appropriate forms for successful completion of probation or of the employee's failure to complete the probationary period.

## Section 2. Documentation of Performance Evaluation

Non-probationary employees who have not yet reached the top step of their salary range shall be evaluated approximately thirty (30) days prior to the date that their next merit increase is due. Non-probationary employees who are at the top step of their salary range shall be evaluated annually on the anniversary date of their appointment to their current position. Nothing in this Section is intended to preclude the County from evaluating employees on a more frequent basis. Performance evaluations are to be accomplished using the current electronic Employee Performance Evaluation forms and process for documenting performance.

Good performance is to be acknowledged by use of letters of commendation and/or recognition which are submitted to Human Resources for inclusion in employees personnel files. Letters of commendation and/or recognition from outside the department are to be forwarded to Human Resources with a copy to the department for inclusion in the employee's personnel file. Failure to provide letters of commendation and/or recognition is not grievable or appealable.

Performance or issues which need improvement are to be documented by memorandum, e.g., letters of warning or counseling, reprimands, etc.

### Section 3. Safety Reporting Procedure

#### A. Purpose

The purpose of this section is to encourage employees to observe and report unsafe working conditions or equipment to their supervisors and for the supervisors to give immediate attention to such reports.

#### B. Procedure

Step 1: When an employee believes that an unsafe condition exists, the employee shall immediately bring the matter to the attention of the supervisor. If the supervisor does not take immediate steps to remedy the unsafe condition, the employee may file a written "safety" complaint with the supervisor.

Step 2: The supervisor will respond in writing to the complaint within two (2) working days of the time the written complaint is filed.

Step 3: If the written response of the supervisor is unsatisfactory, the employee may present the complaint to the department head or designee within two (2) working days. The department or designee will review the alleged unsafe condition and will make the final decision on the grievance within two (2) working days of receiving the complaint.

Copies of the safety complaint and the responses at all levels will be provided to the appropriate Safety Committee.

The substantive decision of the supervisor or the department head is not grievable under Article 14 of the previous Memorandum of Understanding. However, failure to adhere to this procedure is grievable under Article 14 of the previous Memorandum of Understanding and continues with this Modified Last, Best, and Final Offer.

### Section 4. Drug Free Work Place

The County and Union agree that they are committed to providing and maintaining a drug free work place in accord with the Drug Free Work Place Act of 1988. It is understood that the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance is prohibited in work place and that violation of this provision would subject the employee to disciplinary action. It is also agreed that every reasonable effort will be made



to inform employees about the dangers of drug abuse in the work place, the availability of any counseling or rehabilitation, as well as the Employee Assistance Program, and that disciplinary action may be imposed upon employees for drug abuse violations occurring in the work place or affecting work performance.

#### Section 5. Closure of County Building Policy

- A. The County Administrative Officer or his/her designee shall determine when County facilities shall be temporarily closed in an emergency as determined by the Chief Administrative Officer.
- B. Employees whose buildings have been temporarily closed may be reassigned to work sites in the same geographical area.
- C. Regular County employees directed to not report to work or sent home from work due to the closure of their work site shall receive their regular pay for that scheduled shift.
- D. After the first day of closure of a County building, if the County is unable to reopen a work site, or is unable to obtain an alternative work site in the same geographical area, an employee will be compensated for that day(s) as if it were a holiday.
- E. During a temporary closure of County buildings as determined by the Chief Administrative Officer, those regular employees who are required to come to work as part of essential services, as defined by the Chief Administrative Officer, will receive overtime compensation at time and one-half.
- F. Those employees who are on scheduled vacation or sick leave for that day(s) will also have the day(s) treated as a "holiday" and will not have their accrued leave balances charged.
- G. Should the closure of a County facility last longer than five (5) working days the County reserves the right to reassign employees outside their geographical area. In the event of reassignment outside their geographical area, the employee may at his/her request utilize accumulated vacation and/or compensatory time off in lieu of reassignment unless the Chief Administrative Officer makes a finding that the employee's services are essential to the continued operation of the County. In the event the Chief Administrative Officer finds the employee's services are essential, the employee will be provided time and compensation for their commute.
- H. Geographical area is generally defined as:
  - 1. Tahoe Basin
  - 2. Western Slope

## **ARTICLE 12. REDUCTION IN FORCE**

The following Reduction in Force policy is hereby included as a part of this Modified Last, Best, and Final Offer. Such inclusion, however, shall not provide avenues of appeal beyond those contained in this Article.

### **A. Policy**

When necessary, and directed by the Board of Supervisors, a reduction in the County's work force may be initiated by (1) lack of work, (2) lack of funds, (3) program or organizational changes resulting in a surplus of employees, or (4) elimination of a specific program or service. Insofar as possible, a reduction in force shall be accomplished by attrition. When it is determined by the Board of Supervisors that attrition will not provide relief for the condition warranting a reduction in the number of County employees, the Board may direct (1) a temporary layoff of up to ten (10) working days of specific employees or classifications without invoking the provisions of this policy, or (2) a specific layoff by classification, number of employees and department(s) pursuant to this policy.

### **B. Procedure for Permanent Layoffs**

Reduction in Force occurs when the Board of Supervisors by Resolution amends the Authorized Personnel Allocation Resolution and/or adopts a Proposed or Final Budget that deletes specific positions by classification from a department.

1. The Department of Human Resources, with the assistance of the affected department, determines the individuals to be laid off for the initial classification in which a layoff is to occur and for succeeding lower level if displacement by bumping (demoting in lieu of layoff) is anticipated in accordance with this Article according to retention points. A list of the classifications in which positions have been deleted along with the names and total retention points of employees in those classes shall be posted in the affected department and a copy mailed to the Association's current address. It is the department head's responsibility to insure posting.
2. Layoffs and displacements are made within the department involved and are not Countywide.
3. Written notice of layoff shall be served on affected employees in person or by certified letter mailed to the last address on file with the Department of Human Resources. Notice will be served or mailed no later than thirty (30) calendar

days prior to the effective date of separation. The thirty (30) calendar days shall include the effective date and the date served.

Notice shall be deemed served upon the postmarking and logging of the certified letter by the County's mailroom or upon personal serving of the notice to the individual.

4. The written layoff notice shall include the effective date of the separation (layoff), the reasons for the layoff, displacement (bumping) rights, if any, rehire or restoration rights and the appeal rights. Such notice shall also set a specific deadline of not less than five (5) working days for when the affected employee must notify the Department of Human Resources that they will be exercising their displacement rights.

C. Order of Layoffs

Layoffs will be determined based on an inverse order of retention points computed as per provisions listed below by the classification within the individual department. Any required reduction in the number of employees shall be in the following order within the same classification:

- Extra-help and provisional
- Probationary employees serving an initial probationary period
- Regular permanent full-time and part-time employees

1. Longevity - A full-time employee shall receive one point for each full month of continuous service as a regular County employee in his/her classification. Time spent in other classifications which the employee occupied within the prior 3 years and which are at the same or higher rate of pay based upon the current salary plan applicable at the time of the layoff shall be included in the service time in the affected class. This includes probationary time and GAIN sponsored training. Part-time employees shall receive a proportional amount of longevity points based upon the number of hours worked. Less than a full month of service shall be prorated. It does not include service prior to employment, interruptions caused by resignation, dismissal, or transfer to extra-help status. It does include periods covered by authorized leaves of absences and such service accrued before a previous layoff.
2. Performance - The following number of points shall be added to or subtracted from the employees' total number of Retention Point based on the annual regular performance evaluations received in the last three (3) calendar years. If the employee has not yet received a performance evaluation in the calendar year of the proposed layoff, his/her performance will be deemed satisfactory.

The evaluation received at the completion of the probationary period shall be a "regular" evaluation, but other performance evaluations received during probation or other special evaluations shall not be counted for purposes of this section. The points shall be as follows for full time employees. Part time employees shall receive a proportional amount of performance points based upon their ongoing work schedule.

Outstanding - two (2)  
Above Average - one (1)  
Satisfactory - zero (0)  
Needs Improvement - minus one (-1)  
Unsatisfactory - minus two (-2)

The maximum number of points an employee can gain or lose is 2 points per year for a maximum of 6 points.

3. Alternate Classes- Classes which are budgeted as alternate classes (e.g. Office Assistant II/I), as stated in the Personnel Allocation Resolution, shall be treated as one class for purposes of determining retention points.
4. Ties - In cases where two or more employees are tied with the same number of retention points, the following factors shall be considered in order for the purpose of breaking the tie: total County service (including County service prior to the most current period of employment) job related coursework taken during the current period of employment; department head determination.
5. Volunteers For Layoff - An employee who occupies a position within a class within a department affected by a layoff and/or displacement may volunteer to be laid off in place of another employee who has fewer retention points and who would otherwise be laid off. Such employee shall be entitled to the same rights and restoration privileges as other employees in accordance with this Article.

D. Layoff Privileges

The following are the options open to affected individuals in each layoff instance:

1. Displacing in a Lower Class - An employee affected by layoff may, at his/her discretion, in lieu of layoff, displace an employee in a class previously held by the employee or in succeeding lower classes in the class series who has less retention points. Retention point computation for displacement purposes are made as determined for the original layoff. This is considered a voluntary demotion.

2. Restoration - Restoration shall be in inverse order of layoff. Names of employees with permanent status who have been laid off will be placed on an appropriate restoration list for their classification and department in order of Retention Points. The list will extend for a period of two (2) years. Employees shall also have restoration rights to a classification which has been replaced by a reclassification of the classification which the person previously had permanent status, provided that the duties have remained essentially the same. This list shall be maintained in the Department of Human Resources. This includes employees taking voluntary demotions in lieu of layoff who shall be placed on a restoration list for the class from which they were reduced. Three refusals to accept restoration from a departmental layoff list will remove the eligible individual's name from that list unless the offer of restoration is in excess of twenty five (25) miles from the geographical location of the position from which the employee was laid off.

A person notified of an offer of restoration must respond within ten (10) working days from the mailing date. Offers of reemployment shall be sent by first class mail to the last address on file in the Department of Human Resources. It is the employee's responsibility to insure that a current address is provided to the County Department of Human Resources.

3. Transfer and Demotion - Employees to be laid off may be permitted to transfer or demote at the discretion of the appropriate department head(s) prior to the layoff effective date. Transfer or demotion may be made to any funded vacant position where the employee meets the minimum qualifications. However, transfer will not be permitted to a position in another County department if a departmental layoff list exists for that class. When an employee transfers or demotes in accord with provisions of this Article and is required by the department head to complete a new probationary period, which results in his rejection during probation, he shall not be required to forfeit his status on any layoff list.
4. Placement In Other Departments - In accordance with rules on order of layoff, an employee who shall be laid off shall have a right to be placed in a vacant position in the same class in another department which the department has determined to fill. Referral to vacant positions shall be offered based upon the inverse order of layoff. The new appointing authority shall have up to 90 days to evaluate the employee's performance. If the appointing authority determines that the employee's performance does not meet job standards, the employee will be returned to the layoff list. The employee will, in accordance with the rules on restoration, be eligible for placement in another vacant position in the same class which a department has determined to fill, according to the provisions above.

5. Separation from County Service - Employees who are to be laid off have the option of leaving County service rather than displacing in a lower class, transferring or demoting. In the event an employee is laid off for an indefinite period, he/she may, upon request, receive payment for those benefits normally given to terminated employees.
6. Employment Interviews - Department heads who are referred the names of individuals designated for layoff and who have requested transfers shall personally ensure that such persons are provided an employment interview.
7. Status on Restoration - An employee who has been laid off or voluntarily reduced under the provisions of this Article and subsequently restored in their former classification within a two (2) year period from the date of his/her layoff or voluntary reduction shall receive the following considerations and benefits:
  - (a) All sick leave credited to the employee's account when laid off shall be restored, unless the employee received compensation for such sick leave at the time of the layoff.
  - (b) All Retention Points held upon layoff shall be restored.
  - (c) All prior service shall be credited for the purpose of determining sick leave and vacation earning rates, longevity pay increases, and time in step.
  - (c) The employee shall be placed on the step of the salary range that was held at the time of the layoff.
8. Meet and Confer - Prior to the actual layoffs, the County's representatives and the Association shall, at the request of the Association, meet and confer over the practical effects of the proposed layoffs.

E. Deviation from Retention Points

The Board of Supervisors may approve deviations from the order of layoff by retention points or demotions in lieu of layoff (bumping) when retention points order alone would result in retaining employees unable to maintain a satisfactory level of performance in the department affected. In such cases, the department head shall fully justify and document the reasons therefore. The affected employees shall be provided a written notice of the department's request, reasons therefore and the date the Board of Supervisors shall consider the department's request.

F. Appeal of Layoff

1. Right of Appeal

- (a) Permanent employees receiving a notice of layoff shall have the right to appeal only whether or not there was compliance with the procedures prescribed in the Reduction In Force Article.
- (b) The right of appeal is limited to the scope and process provided in this section, "Appeal of Layoff".
- (c) The scope of any appeal shall not include such issues as the need for layoff, the reasons for layoff, or the exercise of other County prerogatives involved in layoff.
- (d) Probationary, Provisional, Temporary and Extra Help employees have no right of appeal of a notice of layoff. Questions and disputes regarding permanent status shall be determined by the Civil Service Commission in accordance with their rules, regulations and procedures.

2. Notice and Timing of Appeal

- (a) Appeals shall be filed in writing with the Director of Human Resources.
- (b) Appeals shall be filed within five (5) working days after the date of service of the notice of layoff as provided in Sub-section B.3.
- (c) The notice of appeal shall state the employee's reasons for the appeal consistent with Sub-section F.1.

3. Responsibilities of the Director of Human Resources

- (a) The Director of Human Resources shall within three (3) working days of receipt of an appeal forward a copy of the appeal to the Association.
- (b) The Director of Human Resources shall within three (3) working days of receipt of an appeal, determine which employees, if any, will be adversely affected in the appeal is successful AND notify all employees potentially adversely affected of the appeal.

4. Layoff Arbitration Panel

A tripartite Layoff Arbitration Panel shall be appointed to hear all appeals having the same effective date for layoff.

- (a) Appeals shall be heard by a tripartite panel consisting of:
  - (1) A representative designated by the County Director of Human Resources.
  - (2) A representative designated by the Association.
  - (3) A neutral member selected in accordance with paragraph F.4.b.
- (b) The neutral Layoff Arbitration Panel member shall be chosen by:
  - (1) Mutual agreement between the County and Union or their designated representatives within five (5) working days of notification to the Association of an appeal.
  - (2) If the County and the Union fail to name a neutral arbitration panel member within five (5) working days of notification to the Association of the appeal, a member of the Civil Service Commission (CSC) shall serve as the neutral third member of the arbitration panel.
    - (a) Either party may notify the Chair of the CSC of their inability to agree on a neutral;
    - (b) Either party may notify the Chair of the CSC of their desire that a member of the CSC serve as the neutral member of the Layoff Arbitration Panel in lieu of agreement on a third party.
    - (c) The Chair of the CSC shall name a member of the CSC to serve as the neutral member of the Layoff Arbitration Panel and an alternate.
- (c) The Layoff Arbitration Panel shall convene and open the hearing within fifteen (15) working days of the initial filing of the appeal. Representatives to the arbitration panel shall be named with primary consideration being given to their availability to meet within the fifteen (15) working day time limit.
  - (1) If either or both party(s) fails to name a representative who can meet within the time limit the CSC Chair shall name a member(s) of the CSC to serve as a second and if necessary third neutral in lieu of the failure of either or both parties to provide an available representative.



- (2) If the Civil Service Commissioner(s), designated or the alternate, cannot serve within the time limit the Chair shall designate another Civil Service Commissioner(s) who can serve within the time limit.

5. Hearing Process

- (a) The employee filing the appeal and all other potentially affected employees will be notified of the date, time and place of the hearing not less than two (2) working days in advance of the hearing.
- (b) The neutral member shall serve as Chair of the Layoff Arbitration Panel.
- (c) The hearing shall be conducted in accordance with standard administrative hearing procedures. The Formal Rules of Evidence shall not apply.
- (d) In addition to hearing such evidence and witnesses as the parties including any employees potentially affected by the appeal may call, the Layoff Arbitration Panel may question witnesses and call such witnesses as they deem appropriate.

6. Decision

- (a) The Layoff Arbitration Panel shall issue their written decision within two (2) working days of closing the hearing.
- (b) The decision of the Layoff Arbitration Panel shall be final and binding on all parties.

**ARTICLE 13. APPEALS**

Section 1. Appeals of Disciplinary Action

An employee in this unit, having obtained permanent status in the County's Civil Service System, shall have the right to appeal a termination, demotion in class or salary step or suspension without pay. Such appeal shall be in accordance with the provisions of County Resolution No. 228-84, Section 207 and Section 11, except that when such discipline consists of a suspension without pay for a period of forty (40) hours or less as described in Section 207(d), the notice and hearing requirements (Skelly) described in Section 1107-1108 will be complied with prior to the imposition of discipline.

## ARTICLE 14. GRIEVANCE PROCEDURE

### A. Intent

It is the intent of this procedure to provide for an orderly and equitable procedure for the resolution of misunderstanding and disputes between the County and its employees.

### B. Scope of Grievances

1. A grievance may be filed if a management interpretation or application of the provisions of this Modified Last, Best, and Final Offer adversely affects an employee's wages, hours or conditions of employment.
2. Specifically, excluded from the scope of grievances are:
  - (a) Subjects involving the amendment or change of Board of Supervisor resolutions, ordinances, which do not incorporate the provisions of this Memorandum of Understanding.
  - (b) Discrimination complaints that allege violations of equal employment opportunity laws or employment discrimination which shall be processed under the County's Discrimination Complaint Procedure.
  - (c) Appeals of the Reduction in Force Articles and Policies which fall under the appeal process contained within that policy.
  - (d) Appeals of disciplinary actions resulting in termination, demotion, suspensions without pay which fall under the County's Appeal Procedure. (Resolution #228-84, Section 207 and Section 11)

### C. Definitions

1. Grievant - A grievant is (1) an employee in the unit who is filing a grievance as defined herein or (2) if two or more employees have essentially the same grievance, they may, if approved by the Director of Human Resources, submit their combined grievances as one grievant.
2. Day - Shall mean day(s) in which the County's main administration office is open for business.

### D. Grievance Procedure Steps

1. Informal Discussion

Every effort should be made to settle grievances at the lowest level of supervision possible. If an employee has a complaint relating to a work situation, the employee is encouraged to request a meeting with his/her immediate supervisor to discuss the problem in effort to clarify the issue and to work cooperatively toward settlement. Such discussion shall occur within ten (10) working days of the incident or occurrence giving rise to the complaint. The immediate supervisor shall respond informally within seven (7) working days.

2. Formal Grievance Steps

The formal grievance procedure shall consist of the following steps, each of which must be completed prior to any request for further consideration of the matter unless waived by mutual consent or as otherwise provided herein.

(a) Immediate Supervisor

An employee may formally submit a grievance to the immediate supervisor within seven (7) working days from the date of the supervisor's informal decision or if the informal discussion has not taken place fifteen (15) working days from the date of the incident or occurrence giving rise to the complaint. Such a written grievance, signed by the employee, shall set forth the facts at issue, the relief sought and the time of the occurrence of any alleged incident or violations precipitating the grievance. The supervisor shall respond in writing within seven (7) working days after receiving the grievance. If the grievance is denied, the reasons for denial shall be given in the supervisor's response. This response shall contain the position to which the next level of employee grievance should be addressed.

(b) Intermediate Supervisor (Superintendent)

If the grievance is not resolved by the written decision of the immediate supervisor and if there is an intermediate level of supervision (Superintendent) below the department head, the grievant may, within five (5) working days after the date of the supervisor's decision, file a written appeal to the intermediate supervisor (Superintendent) who shall respond in writing within ten (10) working days. If the grievance is denied, the reasons for denial shall be given in the supervisor's response. This response shall contain the position to which the next level of employee grievance should be addressed.

(c) Department Head

If the grievance is not resolved by the written decision of the supervisor, the grievant may submit in writing within five (5) working days after the date of the supervisor's written decision his grievance to the department head. The department head shall conduct with the employee such meetings, informal hearings and investigations as are appropriate in his/her judgment, and deliver to the grievant a written decision within ten (10) working days. If the grievance is denied, the reasons for denial shall be included in the response.

(d) Director of Human Resources or His/Her Designee

If the employee wishes to appeal the department head's decision, he/she may do so in writing to the Director of Human Resources or his/her designee within five (5) working days after the date of the department head's decision. The Director of Human Resources or his/her designee shall conduct such meeting(s), informal hearings and/or investigations as are appropriate in his/her judgment and deliver to the grievant a written decision within fifteen (15) working days. If the grievance is denied, the reasons for the denial shall be included in the response.

3. Final Resolution

Should the employee be unsatisfied with the decision of the Director of Human Resources and the grievance is based upon one of the Articles listed in this Modified Last, Best, and Final Offer (except for the Reduction in Force Article) the grievant and his representative may within ten (10) working days notify the Director of Human Resources that he/she is appealing the Director of Human Resources decision to Arbitration, for final resolution of the grievance, subject to ratification by the Board of Supervisors if the decision required an unbudgeted expenditure. Grievances that involve an interpretation of a personnel resolution, personnel rule or Modified Last, Best, and Final Offer shall be appealed through the Arbitration method as it is described in this paragraph. If Arbitration is chosen, the grievant (and his/her representative) and the County's Management representative shall attempt to mutually agree on an acceptable arbitrator. If no agreement can be reached on an arbitrator within five (5) working days, a list of seven (7) names from the California State Conciliation & Mediation Service shall be obtained. The parties shall alternately strike names until only one name remains, which name shall be the arbitrator in the dispute. The party to strike the first name shall be chosen by lot. The arbitrator shall have no power to add to, subtract from, alter, modify or go beyond the applicable provisions of the Modified Last, Best, and Final Offer.

4. Basic Rules

- (a) Costs  
All costs incurred jointly by both parties to the final resolution process shall be borne equally by the parties. Costs incurred separately shall be borne by the party incurring them.
  
- (b) Time Limits  
If a grievant fails to carry his/her grievance forward to the next level within the prescribed time period, the grievance shall be considered settled based upon the decision rendered at the most recent step utilized. If a supervisor or manager fails to respond with an answer within the given time period, the grievant may appeal his/her grievance to the next higher level. Time limits may be waived by mutual written consent of the parties.
  
- (c) Representation  
The grievant may be represented by a person of his/her choice at any formal level of this procedure. The grievant may take reasonable County time without loss of pay to prepare his/her grievance and meet with management representatives regarding the grievance. Other employees assisting or representing the grievant shall do so on their own time.

## **ARTICLE 15. PEACEFUL PERFORMANCE CLAUSE**

This Modified Last, Best, and Final Offer recognizes and acknowledges that services performed by County employees covered by this document are essential to the public health, safety, and general welfare of the residents of the County of El Dorado. Under no circumstances will the Union 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, slowdown 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. Nor will this organization recognize the strike or job action of any organization or engage in any sympathy strike by recognizing the strike, job action or picket lines of any other organization. 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 Modified Last, Best, and Final Offer, whether by the Union or by any member of the bargaining unit, the Union 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 Union promptly and in good faith performs the obligations of this paragraph, and providing the Union had not otherwise authorized, permitted or encouraged such work stoppage, the Union 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 have the right to seek full legal redress, including damages, as against any such employee.

**ARTICLE 16. FULL UNDERSTANDING, MODIFICATION, WAIVER**

This Modified Last, Best, and Final Offer sets forth the full and entire understanding in regard to the matters set forth herein, and any other prior or existing understandings or agreements, whether formal or informal, relating to such matters are hereby superseded or terminated in their entirety.

No agreement, alteration, understanding, variation, waiver or modification of any of the terms or provisions contained herein shall in any manner be binding unless made and executed in writing, and approved and implemented by the County Board of Supervisors. The waiver of any breach, term or condition of this Modified Last, Best, and Final Offer shall not constitute a precedent in the future enforcement of all its terms and provisions.

**Section I. Amending Resolution #227-84, Section 304**

Whenever the CAO or his/her designee determines that an increase in absenteeism due to a job action or sick out is significantly and detrimentally affecting the ability of one or more departments to carry out their functions he/she may declare that this Section shall be in force and the following rules shall apply. These requirements shall stay in effect for all purposes until after the CAO determines that the increased incidence of absenteeism and the threat of such increased incidence of absenteeism have abated.

- A. The department heads of the departments specified in the CAO declaration shall require that each employee who is unable to report for duty due to illness or injury who is requesting sick leave shall provide a certificate completed and signed by a licensed physician or other qualified medical professional. This certificate shall show that the physician examined the employee during the period of absence from work, state the date of each examination, describe the physician's diagnosis of the employee's illness or nature and extent of the employee's injury and certify that the physician has recommended that the employee be excused from work for medical reasons, and the specific number

of days of the recommended excuse. Such medical verification shall be provided to the department head within three (3) working days of the employee's return to work.

- B. The employee shall also provide a sworn affidavit justifying their claim of sick leave. Such affidavit shall be provided to the employee by the department head upon their return to work. Each request for sick leave time will be evaluated individually at the time the required documentation is received.
- C. An employee shall not be allowed sick leave credit and shall not be compensated for any period of absence unless he/she has complied with the requirements of this policy and unless the information provided therein and otherwise required of or provided by the employee is deemed to substantiate the claimed illness or injury. The employee may appeal a denial of sick leave through the County's Grievance Procedure.
- D. It is recognized that the facts which constitute the basis for use of sick leave may vary considerably from employee to employee and that in rare instances, the specific requirements of this rule may not be appropriate or feasible. Accordingly, discretionary variances, (but not waivers from the requirements of these rules) may be considered and allowed by the CAO or his/her designee. Any such variance shall, if feasible, provide for an acceptable alternative means by which the employee involved shall provide assurance of the existence of facts which are adequate as a basis for proper use of sick leave.

#### **ARTICLE 17. SEPARABILITY**

If any provisions of this Modified Last, Best, and Final Offer are held to be contrary to law by a court of competent jurisdiction, such provisions will not be deemed valid and subsisting except to the extent permitted by law, but all other provisions will continue in full force and effect.

#### **ARTICLE 18. ECONOMIC HARDSHIP REOPENER**

At any time upon 30 calendar days written notice to the Union, the County may reopen this agreement for renegotiation if a financial shortfall in the County budget has occurred that caused the Board of Supervisors to actually reopen negotiations with other employee groups with negotiated MOU's or adopted Salary and Benefit Resolution, except with respect to any salaries governed by Section 504 of the El Dorado County Charter. Any notice provided subject to this section must include evidence demonstrating the basis for the claim of financial hardship.





## APPENDIX B

For current classifications covered by Trades & Crafts, please see the El Dorado County Salary Schedule. The classifications are indicated by the code "TC". The Salary Schedule can be found on the El Dorado County Human Resources Department Website.

**January 2009**

<b>CLASSIFICATION</b>	<b>STEP 1</b>	<b>STEP 5</b>
Airport Technician I	15.90 hr/2756.00 bi-wkly	19.34 hr/3352.26 bi-wkly
Airport Technician II	17.68 hr/3064.53 bi-wkly	21.48 hr/3723.20 bi-wkly
Animal Control Officer I	13.81 hr/2393.73 bi-wkly	16.79 hr/2910.26 bi-wkly
Animal Control Officer II	15.23 hr/2655.46 bi-wkly	18.62 hr/3227.46 bi-wkly
Assistant Building Inspector	17.30 hr/2998.66 bi-wkly	21.03 hr/3645.20 bi-wkly
Bridge Maintenance Wkr I	15.47 hr/2681.46 bi-wkly	18.80 hr/3258.66 bi-wkly
Bridge Maintenance Wkr II	17.20 hr/2981.33 bi-wkly	20.91 hr/3624.40 bi-wkly
Bridge Maintenance Wkr III	19.08 hr/3307.20 bi-wkly	23.18 hr/4017.86 bi-wkly
Building Inspector I	20.39 hr/3534.26 bi-wkly	24.78 hr/4295.20 bi-wkly
Building Inspector II	22.64 hr/3924.26 bi-wkly	27.52 hr/4770.13 bi-wkly
Building Maintenance Wkr I	15.52 hr/2690.13 bi-wkly	18.88 hr/3272.53 bi-wkly
Building Maintenance Wkr II	17.24 hr/2988.26 bi-wkly	20.96 hr/3633.06 bi-wkly
Building Operations Supvr	22.91 hr/3971.06 bi-wkly	27.85 hr/4827.33 bi-wkly
Building Operations Tech	19.91 hr/3451.06 bi-wkly	24.21 hr/4196.40 bi-wkly
Custodial Supervisor	15.10 hr/2617.33 bi-wkly	18.35 hr/3180.66 bi-wkly
Custodian	11.99 hr/2078.26 bi-wkly	14.57 hr/2525.46 bi-wkly
Energy/Weatherization Tech I	13.97 hr/2421.46 bi-wkly	16.98 hr/2943.20 bi-wkly
Energy/Weatherization Tech II	15.52 hr/2690.13 bi-wkly	18.88 hr/3272.53 bi-wkly
Equipment Maintenance Supvr	21.76 hr/3771.73 bi-wkly	26.45 hr/4584.66 bi-wkly
Equipment Mechanic Helper	15.32 hr/2655.46 bi-wkly	18.62 hr/3227.46 bi-wkly
Equipment Mechanic I	17.03 hr/2951.86 bi-wkly	20.70 hr/3588.00 bi-wkly
Equipment Mechanic II	18.91 hr/3277.73 bi-wkly	22.98 hr/3983.20 bi-wkly
Equipment Mechanic III	19.87 hr/3444.13 bi-wkly	24.15 hr/4186.00 bi-wkly
Fleet Services Supervisor	20.12 hr/3487.46 bi-wkly	24.47 hr/4241.16 bi-wkly
Fleet Services Technician I	15.74 hr/2728.26 bi-wkly	19.14 hr/3317.60 bi-wkly
Fleet Services Technician II	17.48 hr/3029.86 bi-wkly	21.24 hr/3681.60 bi-wkly
Grounds Maintenance Worker I	13.97 hr/2421.46 bi-wkly	16.98 hr/2973.20 bi-wkly
Grounds Maintenance Worker II	15.52 hr/2690.13 bi-wkly	18.88 hr/3272.53 bi-wkly
Highway Maintenance Supervisor	25.18 hr/4364.53 bi-wkly	30.61 hr/5305.73 bi-wkly
Highway Maintenance Worker I	15.47 hr/2681.46 bi-wkly	18.80 hr/3258.66 bi-wkly
Highway Maintenance Worker II	17.20 hr/2981.33 bi-wkly	20.91 hr/3624.40 bi-wkly
Highway Maintenance Worker III	19.08 hr/3307.20 bi-wkly	23.18 hr/4017.86 bi-wkly
Highway Maintenance Worker IV	20.05 hr/3475.33 bi-wkly	24.37 hr/4224.13 bi-wkly
Highway Superintendent	32.97 hr/5714.80 bi-wkly	40.08 hr/6947.20 bi-wkly
Kennel Attendant	12.14 hr/2104.26 bi-wkly	14.76 hr/2558.40 bi-wkly
Kennel Supervisor	16.48 hr/2856.53 bi-wkly	20.03 hr/3471.86 bi-wkly
Operations Supervisor	27.40 hr/4749.33 bi-wkly	33.31 hr/5773.73 bi-wkly
Parts Technician	16.08 hr/2787.20 bi-wkly	19.54 hr/3386.93 bi-wkly
Public Safety Dispatcher I	17.67 hr/3062.80 bi-wkly	21.47 hr/3721.46 bi-wkly
Public Safety Dispatcher II	19.65 hr/3406.00 bi-wkly	23.88 hr/4139.20 bi-wkly
Reprographics Tech I	13.03 hr/2258.53 bi-wkly	15.83 hr/2743.86 bi-wkly
Reprographics Tech II	14.48 hr/2509.86 bi-wkly	17.60 hr/3050.66 bi-wkly
Solid Waste Technician	13.91 hr/2411.06 bi-wkly	16.92 hr/2932.80 bi-wkly
Sr. Animal Control Officer	16.48 hr/2856.53 bi-wkly	20.03 hr/3471.86 bi-wkly
Sr. Bridge Maintenance Worker	20.99 hr/3638.26 bi-wkly	25.52 hr/4423.46 bi-wkly

Sr. Building Inspector	24.90 hr/4316.00 bi-wkly	30.27 hr/5246.80 bi-wkly
Sr. Building Maintenance Worker	18.55 hr/3215.33 bi-wkly	22.54 hr/3906.93 bi-wkly
Sr. Custodian	13.17 hr/2282.80 bi-wkly	16.01 hr/2775.06 bi-wkly
Sr. Energy/Weatherization Tech	17.06 hr/2957.06 bi-wkly	20.74 hr/3594.93 bi-wkly
Sr. Equipment Mechanic	20.34 hr/3525.60 bi-wkly	24.73 hr/4286.53 bi-wkly
Sr. Grounds Maintenance Worker	16.68 hr/2891.20 bi-wkly	20.28 hr/3515.20 bi-wkly
Sr. Highway Maintenance Worker	20.99 hr/3638.26 bi-wkly	25.52 hr/4423.46 bi-wkly
Sr. Public Safety Dispatcher	20.62 hr/3574.13 bi-wkly	25.06 hr/4343.73 bi-wkly
Sr. Traffic Control Maintenance Worker	20.99 hr/3638.26 bi-wkly	25.52 hr/4423.46 bi-wkly
Storekeeper I	13.03 hr/2258.53 bi-wkly	15.83 hr/2743.86 bi-wkly
Storekeeper II	14.48 hr/2509.86 bi-wkly	17.60 hr/3050.66 bi-wkly
Supervising Animal Control Officer	18.95 hr/3284.66 bi-wkly	23.05 hr/3995.33 bi-wkly
Supervising Grounds Maintenance Worker	19.18 hr/3324.53 bi-wkly	23.32 hr/4042.13 bi-wkly
Supervising Public Safety Dispatcher	22.68 hr/3931.20 bi-wkly	27.56 hr/4777.06 bi-wkly
Traffic Control Maintenance Supervisor	25.18 hr/4364.53 bi-wkly	30.61 hr/5305.73 bi-wkly
Traffic Control Maintenance Worker I	15.47 hr/2681.46 bi-wkly	18.80 hr/3258.66 bi-wkly
Traffic Control Maintenance Worker II	17.20 hr/2981.33 bi-wkly	20.91 hr/3624.40 bi-wkly
Traffic Control Maintenance Worker III	19.08 hr/3307.20 bi-wkly	23.18 hr/4017.86 bi-wkly
Traffic Control Maintenance Worker IV	20.05 hr/3475.33 bi-wkly	24.37 hr/4224.13 bi-wkly
Waste Management Tech I	18.55 hr/3215.33 bi-wkly	22.54 hr/3906.93 bi-wkly
Waste Management Tech II	20.37 hr/3530.80 bi-wkly	24.76 hr/4291.73 bi-wkly
Waste Management Tech III	21.98 hr/3809.86 bi-wkly	26.71 hr/4629.73 bi-wkly
Waste/Recycling Technician	20.89 hr/3620.93 bi-wkly	25.39 hr/4400.93 bi-wkly
Wildlife Specialist	19.39 hr/3360.93 bi-wkly	23.57 hr/4085.46 bi-wkly

Trades & Crafts 2009