

RESOLUTION NO. 10-83

RESOLUTION NO.

OF THE BOARD OF SUPERVISORS OF THE COUNTY OF EL DORADO

BE IT RESOLVED, bythat the Board of Supervisors of the County of El Dorado: does hereby adopt the revised County of El Dorado Employer-Employee Relations Resolution superseding the County of El Dorado Employer-Employee Relations 10-83, Employee Relations Amendment 112-86, Employee Relations Amendment 106-2005, and Recognition Resolution 100-2016.

ARTICLE I ____ GENERAL PROVISIONS

Section 1.01. Statement of Purpose

This Resolution implements Chapter 10, Division 4, Title l of the Government Code of the State of California (Sections 3500 *et seq.*) captioned "Meyers-Milias-Brown Act ["MMBA"] (Local Public Employee Organizations)," by providing orderly procedures for the administration of employeremployee relations between the County of El Dorado (County) and its Employee Organizations. Nothing contained herein, however, shall be deemed to supersede the provisions of state law; County Charter; or County ordinances, resolutions, and rules which establish and regulate the civil service system. This Resolution is intended, instead, to strengthen civil service and other methods of administering employer-employee relations through the establishment of uniform and orderly methods of communications between employees, Employee Organizations, and the County.

3500 et seq.) captioned "Local Public Employee Organizations," by

providing orderly procedures for the administration of employer-

employee relations between the County and its employee organizations.

It is the purpose of this Resolution to provide procedures

for meeting and conferring in good faith with Recognized Employee Organizations regarding matters that directly affect and primarily and significantly affect and primarily involve the wages, hours, and other terms and conditions of employment of employees in appropriate bargaining units (unit) and that are not preempted by federal or state law. The County shall not be required to meet and confer over the merit, necessity, or organization of any service or activity provided by law or executive order.

involve the wages, hours and other terms and conditions of employment of

employees in appropriate units and that are not preempted by Federal

or State law. However, nothing hereinSection 1.02. Management Rights

Nothing contained in this Resolution shall be construed to restrict any legal or inherent exclusive County rights with respect to matters of general legislative or managerial policy. Unless specifically in conflict with any Memorandum of Understanding (MOU), the County retains all management rights, which include, but are not limited to:

general legislative or managerial policy, which include among others: The exclusive right to determine the <u>County's</u> mission-, including that of its constituent departments, commissions, and boards; <u>exclusive right to direct the affairs of</u>, manage, and maintain the efficiency of the County; to set standards of Service; determine the procedures and standards of selection for employment; classify employees; direct and scheduleservices to be offered to the public; and to control the organization and operation of the County. The County also has the exclusive right to take any actions which the County deems desirable to conduct its employees; take affairs including, but not limited to, directing its work force (including scheduling and assigning work and overtime); hiring; firing; discharges; promotions; demotions; transfers; taking disciplinary action; relieve its employees from duty because of lack of work or for other legitimate reasons; maintain the efficiency of

1 pe i	governmental operations; determinedetermining the methods, means, and son-
2	nelpersonnel by which governmentCounty operations are to be conducted; takelayoffs for budgetary considerations or lack of work; subcontracting; maintaining discipline and efficiency of employees; taking all
3_	necessary actions to carry out its mission in emergencies; and
4	 <u>exercise exercising</u> complete control and discretion over its organization and the technology of performing its work. <u>6 consistent with the provisions of this</u> <u>Resolution and the MMBA. The foregoing is meant to be descriptive of the County's rights,</u> <u>and not exhaustive.</u>
7	Section 2. <u>1.03.</u> Definitions
8_ 9	As used in this Resolution, the following terms shall have the meanings indicated:
10	Appropriate Bargaining Unit" means a unit of
2	employee 11 <u>a.</u> classes or positions, established pursuant to <u>Article II of this Resolution.</u>
12	Article II hereof.
13	b. "County" means the County of El Dorado and,
14	where appropriate herein, refers to the County Board
15	_of Supervisors or any duly authorized County repre- 16 <u>b. sentativerepresentative</u> as herein defined.
17	C. "Confidential Employee" means an employee,
18	as designated by the County who, in the
19	course of his or her duties, has access to
20 ;	information relating to the County's administration 21 <u>c.</u> of employer-employee relations.
22	d. "Consult/Consultation in Good Faith" means
23	to communicate orally or in writing to meet and discuss issues with all affected Employee Organizations, in good faith, for the purpose
2 4	of presenting and obtaining views or advising of
25	intended proposed actions in an effort to reach consensus; and, as distinguished from meeting

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26	and conferring in good faith regarding matters within
27	the required scope of such meet and confer process
28	– <u>representation (as defined in California Government Code section</u> <u>3504) does not involve an exchange of proposals and</u>

Counter-proposals in an endeavor to reach <u>a binding</u> agreement, <u>2d.</u> nor is it subject to <u>the impasse procedures set forth in</u> Article IV <u>hereofof this Resolution</u> .
 e. "Day" means calendar day unless expressly 4e. stated otherwise.
5 f. "Employee" means a person other than an elect-
6 edelected official who has been appointed to an allocated
7position and is employed on either a permanent full- 8 <u>f.</u> time or permanent part-time basis.
9 g. "Employee Organization" means an organization
10which includes employees of the County and which has
11as one of its primary purposes representing such em- 12gployeesemployees in their employment relations with the County.
13 h. "Employee Relations Officer" means the 14 <u>h. County Chief</u> Administrative Officer or his <u>or her</u> duly authorized <u>designee.</u>
15 representative.
16 i. "Exclusive Representative" means that status
17 granted to the employee organization which represents
18 thean Employee Organization which has been formally recognized by the County as the sole Employee Organization representing the employees in an appropriate representation bargaining unit
19determined pursuant to Article II hereof and has gain-
 20 ed sole bargaining representative status through win- 21<u>i.ning a valid election in such of this Resolution, having the exclusive right to meet and confer in good faith concerning matters within the scope of representation pertaining to bargaining unit employees, and thereby assuming the corresponding obligation of fairly representing such employees.</u>
22 j. "Impasse" means that -the representatives of
23the County and a Recognized Employee Organization
24have reached a point in their meetingsmeeting and conferring
25
26be included in a Memorandum of Understandingan MOU, and
27 /or concerning matters over which they are required to meet and confer

1*i*. meeting and conferring would be futile. 2 -"Management Employee" means Department Heads 3 department heads and other employees designated by the County as having 4 responsibility for formulating, administering, or man-**5**k. aging managing the implementation of County policies or programs. 6 -"Mediation" means effort by an impartial 7 -third party to assist in reconciling a dispute regard-8 ingregarding wages, hours, and other terms and conditions of 9 - employment between representatives of the public 10 -agency and the recognized employee organization or 11 recognized employee organizations through interpreta-**12**. tionRecognized Employee Organization or Recognized Employee Organizations through interpretation, suggestion, and advice. 13 m. "Meet and Confer in Good Faith" means the 14 that the County, or such representatives as it may designate, and representatives of Recognized Employee Organizations, shall have the mutual obligation personally to meet and confer prompt-15 lypromptly upon request by either party and continue for a 16 - reasonable period of time in order to freely exchange freely 17 information, opinions, and proposals, and to endeavor 18 to reach agreement on matters within the scope of re-<u>9m.</u> presentation prior to the adoption by the public agency of its budget for the ensuing year. 20 agency of its final budget for the ensuing years. 21 -"Memorandum of Understanding ("(MOU")")" means 22 - a written agreement between the employerCounty and employee 23 organization a Recognized Employee Organization as a result of meeting and conferring in 24 good faith under the Meyers-Milias-Brown Act. Memor-25 anda of Understanding areMMBA. An MOU is not considered binding on the County <u>unless and</u> until ratified bythrough formal action of the Board of Supervisors. 26n.

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28	_authorization card signed within six (6) months of

1_	the filing date and personally dated by an employee, Or
2	provided that the card has not been subsequently revoked in writing by the employee, or (2) a verified authorization petition or petitions
3_	signed within six (6) months of the filing date and
4—	personally dated by an employee, or (3) employee dues
5—	deduction authorization, using the payroll register
6 —	for the period immediately prior to the date a petition
7	is filed hereunder, except that dues deduction authori-
8	zationsauthorizations for more than one employee organization(1) Employee Organization for
9	the account of any one (1) employee shall not be considered
10	as proof of employee support for any employee organiza-
11	tion. <u>Employee Organization.</u> The only authorization which shall be considered
12	_as proof of employee support hereunder shall be the <u>130.</u> authorization last signed by an employee.
14	P. "Recognized Employee Organization" means
15	employee organization an Employee Organization which, after following the Fe-
16	quirementsrequirements of this resolutionResolution, has been granted status
17	_as <u>the</u> exclusive representative of an appropriate repre- 18p. <u>sentationbargaining</u> unit.
19	q. "Supervisory Employee" means any employee
20	_having authority , in the interest of the County , to
21	hire, transfer, suspend, lay off, recall, promote, dis-
22	chargedischarge, assign, reward, or discipline other employees,
23	_or <u>who has</u> responsibly to direct them, or to adjust their
2 4	grievances, or effectively to recommend such action,
25	if, in connection with the foregoing, the exercise of
26	_such authority is not of a merely routine or clerical

<u>27</u><u>q.</u> nature, but requires the use of independent judgment.

28 r. "Valid Election" means an election held

4 - pursuant to procedures contained in this resolution 2 -<u>Resolution</u> which results in one (1) choice Of having over fifty $\frac{P}{P}$. percent (50%) $\frac{P}{P}$ the valid votes cast in its favor. 4 Terms not defined in this Resolution shall have the meanings as set forth in the MMBA. 5 **ARTICLE II** ---- **REPRESENTATION PROCEEDINGS** -Section **3.**2.01. Filing of Recognition Petition 6 7 By Employee Organization 8 An employee organization Employee Organization that seeks to be formally acknowledgedacknowledged as the Recognized Employee Organization representing the 9 10 employee employees in an appropriate bargaining unit shall file a petition whichwith the 11 - Employee Relations Officer containing the following information 12 and documentation: **3**a. **a.** Name and address of the **employee organization**Employee Organization. 4b.b. Names and titles of its officers and mailing addresses. 15 -Names and telephone numbers of employee 16 organization Employee Organization representatives who are authorized to **7**c. speak on behalf of the organization in any communication with the County. d. A statement whether that the employee organiza-18 9<u>d.tionEmployee Organization</u> has, as one of its primary purposes, represented the responsibility of representing employees in their employment relations with the County. 20 employees in their employment relations with the 21 County. 22 e. A statement whether the employee organization 23 -Employee Organization is a chapter of, or affiliated directly or indirectly 24 -_in any manner, with, a local, regional, state, 25 - national, or international organization, and if so, **26**e. the name and address of each such other organization. 27 f_

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<u>28</u><u>f. tion's Employee Organization's</u> constitution and bylaws.

1	g. A designation of those persons, not exceeding
2	—_two <u>(2)</u> in number, and their addresses <u>and/or email addresses</u> , to whom notice
3	sent by regular United States mail <u>and/or email</u> will be deemed
4 5 g. any purpose.	—_sufficient notice on the employee organizationEmployee Organization for
6	h. A statement that the employee organization
7	<u>Employee Organization has no restriction on membership based on race,</u>
	<u>_</u> color, <u>religion, creed</u> , sex, national origin, <u>age</u> , political <u>e</u> , marital status, <u>sexual orientation</u> , <u>mental or physical disability or medical</u> <u>litary or veteran status</u> , <u>gender identify or expression</u> , <u>or genetic information</u> .
10	
11	employees in the <u>bargaining</u> unit claimed to be appropriate
12 13 <u>i.</u> therein.	and the approximate number of member employees
14	j. A statement that the employee organization
15	 <u>Employee Organization</u> has in its possession proof of employee support as
16	herein defined to establish that <u>at least</u> thirty percent (30%)
17	of the employees in the unit claimed to be appro-
18	priateappropriate have designated the employee organization
19	Employee Organization to represent them in their employment relations
20	—_with the County. Such written proof shall be Sub-
21	mittedsubmitted for confirmation to the Employee Relations
22 23 <u>j.</u> third party.	—_Officer or to a mutually agreed upon disinterested
24	A request that the Employee Relations
25	—_Officer formally acknowledge the petitioner as the
26	—_Recognized Employee Organization representing

27______the employees in the unit claimed to be appropriate

28<u>k.</u> for the purpose of meeting and conferring in good <u>faith</u>.

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1	faith.
2 —	The Petitionpetition, including the proof of employee support and
3_	all accompanying documentation and a declaration that signatures
4—	were collected without collusion or duress and reflect true
5 —	intent of the employee, shall be declared to be true, correct
6- 7	and complete, under penalty of perjury, by the duly authorized officers(s) of the employee organizationEmployee Organization executing it8
9	Section 4. <u>2.02.</u> County Response to Recognition Petition
10	Upon receipt of the Petition petition, the Employee Relations Officer shall determine whether:
11	shall determine whether:
12	a. There has been compliance with the require-
13 1	$\frac{\text{ments}_{requirements}}{4_{\underline{a.}}} \text{ for the filing of a Recognition Petition as}$
15	b. The proposed representationbargaining unit is an
16 1	_appropriate_ <u>bargaining</u> unit in accordance with Section <mark>82.07</mark> of 7 <u>b.</u> this Article II.
18	If an affirmative determination is made by the Employee
19	Relations Officer on the foregoing two <u>(2)</u> matters, he <u>or she</u> shall so in-
20	forminform the petitioning employee organizationEmployee Organization, shall give written
21	notice of such request for recognition to the employees in the
22	unit bargaining unit determined to be appropriate, and shall take no action on said request for thirty (30)
	thereafter.
23	If either of the foregoing matters are not
2 4	affirmatively determined, the Employee Relations Officer shall
25	offer to consult thereon with such petitioning employee organiza-
26	tion, Employee Organization and, if such determination thereafter remains unchanged,
27	shall inform that organization of the reasons therefor in
28	writing.

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The petitioning employees or Employee Organization may appeal such determination in accordance with Section 5.2.11 of this Article II.

- 4 **<u>Section 2.03.</u>** Open Period for Filing Challenging Petition
- 2 Within thirty (30) days of the date written notice was given
- 3 _____to affected employees that a recognition petition <u>Recognition Petition</u> initially
- 4 _____determined to be in compliance with Section 42.02 hereof for an
- 5 _____appropriate <u>bargaining</u> unit has been filed, any other employee organization
- 6 <u>Employee Organization</u> may file a competing request seeking formal acknowledgment as
- 7 _____the recognized employee organizationRecognized Employee Organization of the employees in the same
- 8 _____or in an overlapping <u>bargaining</u> unit (one which corresponds with respect to
- **9** _____some but not all the classifications or positions set forth in
- 11 _____evidencing proof of employee support in the <u>bargaining</u> unit claimed to be
- **12**____appropriate of at least thirty <u>percent (30%)</u> and otherwise in the
- **13** same form and manner as set forth in Section $\frac{32.01}{2.01}$ of this Article II.
- 14 If such challenging petition seeks establishment of an overlapping
- 15 bargaining unit, the Employee Relations Officer shall conduct a hearing OF
- 16 <u>on</u> such overlapping petitions for the purpose of ascertaining the
- 17 more appropriate <u>bargaining</u> unit, at which time the petitioning employee
- 18 organizationsEmployee Organizations shall be heard. Thereafter, the Employee Relations
- **19** Officer shall determine the appropriate <u>bargaining</u> unit or units in accor
- 20 dance accordance with the standards in Section $\frac{82.07}{0}$ of this Article II and shall provide written notice of his/<u>or</u> her determination. The within forty-five (45) days.
- 21 If the petitioning
- 22 employee organizations Employee Organizations do not agree with the decision rendered by the Employee Relations Officer, the petitioning Employee Organizations shall have fifteen (15) days from the date
- 23 of the notice of such <u>bargaining</u> unit determination is communicated to them by

24____the Employee Relations Officer to amend their petitions to COn-

 $\frac{25 \quad \text{form}_{conform}}{26 \text{ suant}_{pursuant}} \text{ to Section } \underline{2.11} \text{ of this Article II.} \underline{27 \quad ///}$

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Section 6-2.04. Granting Recognition Without an Election

If the petition is in order, and the proof of support shows that a majority of the employees in the bargaining unit deemed to be appropriate have designated the petitioning Employee Organization to represent them, and if no other Employee Organization filed a challenging petition, the petitioning Employee Organization and the Employee Relations Officer shall request the California State Mediation and Conciliation Service, or another agreed-upon neutral third party, to review the count, form, accuracy, and propriety of the proof of support. If the neutral third party makes an affirmative determination, the Employee Relations Officer shall formally recognize the petitioning Employee Organization as the Recognized Employee Organization for the designated bargaining unit.

4 <u>Section 2.05.</u> Election Procedure

2 UponWhere recognition is not granted pursuant to Section 2.04 of this <u>Resolution, then upon</u> determination of an appropriate <u>bargaining</u> unit in <u>accordance with Section 2.02 of this Article II</u>, the Employee

3 Relations Officer shall arrange for a secret ballot election to

4 _____be conducted by a party agreed to by the Employee Relations

- 5 Officer and the concerned employee organizationsEmployee Organization(s), in accordance
- 6 with its such party's rules and procedures subject to the provisions of this
- 7 ____Resolution. All employee organizationsEmployee Organizations, who have duly submitted
- 8 _____petitions which have been determined to be in conformance with

9 _____this Article II, shall be included on the ballot. The choice of

"no organization" shall also be included on the ballot.—, thereby allowing a choice of the employees to represent themselves individually in their employment relations with the County.

- 10 Employees
- 11 _____entitled to vote in such election shall be those persons employed
- 12 in regular permanent positions within the designated appropriate
- 13 <u>bargaining</u> unit who were employed during the pay period immediately prior to
- 14 the date which ended at least fifteen (15) days before prior to the date
- 15 the election commences, including . Included among those employees entitled to vote, are those persons who did not work during
- **16**_____such period because of illness, vacation or other authorized

17 _____leaves of absence, and who are employed by the County in the same <u>bargaining</u> unit as of the date of the election.

18 An employee organization

- 19 <u>Employee Organization</u> shall be formally <u>acknowledgedcertified</u> as the Recognized Employee Organi-
- 20 zationOrganization for the designated appropriate <u>bargaining</u> unit following an election
- 21 ____or runoffrun-off election, if it received a numerical majority of all
- 22 _____valid votes cast in the election. In an election involving three
- 23 ___(3) or more choices, where none of the choices receives a major-
- 24 itymajority of the valid votes cast, a runoffrun-off election shall be conducted
- 25 _____between the two (2) choices receiving the largest number of valid
- 26 _____votes cast; the._____ rules governing an initial election being appli-
- **27** cableshall also apply to a runoffrun-off election. $\frac{28}{///}$

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1	There shall be no more than one (1) valid election under
2 3	this Resolution pursuant to any petition in a <u>twelve (12-)</u> month period affecting the same <u>bargaining</u> unit.
4	Elections shall be conducted by the California State Mediation and Con-
5_	ciliationConciliation Service or another agreed upon third party. In the
6	event that the parties are unable to agree on a third party to
man	conduct an election, then the County Clerk shall conduct the election as the election supervisor. If the parties cannot agree as to the time, place, and her of the election, then the election supervisor shall be authorized to unilaterally determine issues and to carry out the election accordingly.
9	Costs of conducting elections shall be borne in equal
10	
11	Organization appearing on the ballot. 12
13	Section 7. <u>2.06.</u> Procedure for Decertification of <u>Recognized Employee Organization</u>
1 4	Recognized Employee Organization
15	A Decertification Petition alleging that the incumbent
16	Recognized Employee Organization no longer represents a majority
17	of the employees in an established appropriatebargaining unit may be filed
18	with the Employee Relations Officer only during the month of
19	January of any year following the first full year of recognition
20	or during the thirty (30) day period commencing one hundred
21	eighty (180) days prior to the termination date of a Memorandum
22	of Understanding then having been in effect less than three (3)
with with with effec by an twen	years, whichever occurs later. A Decertification Petition may be filed by two (2) or more employees or their representative, or an Employee Organization, the local regional office of the Public Employment Relations Board (PERB) in accordance its regulations (See 8 California Code of Regulations Section 61350 et seq.). In accordance Title 8 of the California Code of Regulations, Section 61010, whenever there is currently in t an MOU between the employer and the exclusive representative of the employees covered MOU that has been in effect for less than three (3) years, the petition shall be filed during the ty-nine (29) day period, which is less than one hundred twenty (120) days but more than ninety days, prior to the expiration date of a lawful MOU negotiated by the public agency and the
	isive representative.

25 or an employee organization, and shall contain the following

- 26 information and documentation declared by the duly authorized
- 27 signatory under penalty of perjury to be true, correct and
- 28 complete.

1	a. The name, address and telephone number of
2	the petitioner and a designated representative autho-
3	rized to receive notices or requests for further in-
4	formation.
5	b. The name of the established appropriate unit
6	and of the incumbent Recognized Employee Organization
7	sought to be decertified as the representative of
8	that unit.
9	c. An allegation that the incumbent Recognized
10	Employee Organization no longer represents a majority
11	of the employees in the appropriate unit, and any
12	other relevant and material facts relating thereto.
13	d. Proof of employee support that at least
14	thirty percent (30%) of the employees in the
15	established appropriate unit no longer desire to be
16	represented by the incumbent Recognized Employee
17	Organization. Such proof shall be submitted for
18	confirmation to the Employee Relations Officer or to
19	a mutually agreed upon disinterested third party
20	within the time limits specified in the first para-
21	graph of this Section.
22	An employee organization may, in satisfaction of the
23 Dec	ertification Petition requirements hereunder, file a Petition
24 und	er this section in the form of a Recognition Petition that
25 evic	lences proof of employee support of at least thirty percent
26 (30 9	%) and otherwise conforms to the requirements of Section 3
27 of th	nis Article.
28 ///	

The Employee Relations Officer shall initially determine 1 2 whether the Petition has been filed in compliance with the applicable provisions of this Article II. If his determination 3_____ 4 is in the negative, he shall offer to consult thereon with the representative(s) of such petitioning employees or em-5 6 ployee organization, and, if such determination thereafter 7 remains unchanged, shall return such Petition to the employees or employee organization with a statement of the reasons 8 <u>9</u>_ therefor in writing. The petitioning employees or employee organization may appeal such determination in accordance with 10 11 Section 11 of this Article II. If the determination of the 12 Employee Relations Officer is in the affirmative, or if his 13 negative determination is reversed on appeal, he shall give 14 written notice of such Decertification or Recognition Petition to the incumbent Recognized Employee Organization and to unit 15 16 employees. The Employee Relations Officer shall thereupon arrange 17 for a secret ballot election to be held on or about fifteen 18 19 (15) days after such notice to determine the wishes of unit 20 employees as to the question of decertification, and, if a 21 Recognition Petition was duly filed hereunder, the question of representation. The election shall determine first the 22 23 question as to the decertification of the existing representative and then the question of a successor representa-24 tive. Such election shall be conducted in conformance with 25 26 Section 6 of this Article II.

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1	Section 8 2.07. Policy and Standards for Determination
2	of Appropriate <u>Bargaining</u> Units
3_	The Employee Relations Officer shall maintain a list of all current bargaining units in the County and shall have the discretion to form and define appropriate bargaining units based on the procedures specified in this Resolution. The policy objectives in determining the appropriateness of
4	<u>bargaining</u> units shall be the effect of a proposed <u>bargaining</u> unit on (1) the efficient
5—	operations of the County and its compatibility compatibility with the primary
6 —	responsibility of the County and its employees to effectively
7	and economically serve the public, and (2) providing employees
8 —	with effective representation based on recognized community of
9	interest considerations. These policy objectives require that
10 11	the appropriate unit shall be the broadest feasible grouping of positions that share an identifiable community of interest.
	Factors to be considered shall be: In considering whether classifications share an identifiable community of interest, the wing factors shall be considered:
13	Similarity of the general kinds of work
14	performed, types of <u>required</u> qualifications required, level of <u>responsibility</u> , and 5a. the general working conditions.
16	b. History of representation in the County-and
17	similar employment; except however, that no bargaining unit
18	shall be deemed to be an appropriate unit solely on
19 2	_the basis of the extent to which employees in the Ob. proposed bargaining unit have organized.
2	<u>1c.</u> Consistency with the organizational patterns and structure of the County.
22	of the County.
23	d. Number of employees and classifications, and
2 4	the effect on the administration of employer-employee
25	relations created by the fragmentation of classifi-

<u>26</u><u>d.</u><u>cations</u><u>classifications</u> and proliferation of <u>bargaining</u> units.

- 27 e. Effect on the classification structure and

1relationship of dividing a single or related classi- 2e.ficationsclassifications among two (2) or more bargaining units.
3 Notwithstanding the foregoing provisions of this section,
4 management and confidential <u>Supervisory</u> employees shall <u>should</u> not be includedplaced in
5 any a bargaining unit with non-management and non-confidential employees;
6 <u>f.</u> supervisory employees shall only be included in a unit consisting.
<u>g.</u> solely of supervisory employees; peace <u>Management employees should not be placed</u> in a bargaining unit with non-management employees.
h. Confidential employees should not be placed in a bargaining unit with non-confidentia employees.
i. Professional employees shall not be required to be included in the same bargaining unit with <u>non-professional employees.</u>
 Peace officers shall not be required to be included in a 8<u>j. the same bargaining unit consisting solely of as non-peace officers; and professional em-</u>.
9 ployees shall not be denied the right to be represented in a
10 separate unit from non-professional employees.
11 The Employee Relations Officer shall, after notice to and con-
12 sultationconsultation with affected employee organizationsEmployee Organizations, allocate new
13classifications or positions
 14or positions; and retain, reallocate, or delete modified classifi- 15 cationsclassifications or positions from bargaining units in accordance with the provisions of this Section. The decision of the Employee Relations Officer shall be subject to the appear procedure under Section 2.11 of this Article II.
16 of this section.
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18 Section 9 - <u>2.08.</u> Establishment of Bargaining Units
19 With the adoption of this Resolution, the following bargain-
20 ing units are established:
21 a. Professional Bargaining Unit: Includes

22 professional employees engaged in work requiring specialized

- 23 knowledge and skills attained through completion of a recognized
- 24 course of instruction, including, but not limited to, attorneys,
- 25 physicians, registered nurses, engineeers, architects, teachers,
- 26 and the various types of physical, chemical and biological
- 27 scientists.
- 28 ///

1	b. Trades and Crafts Unit: Includes those
2	classifications associated with the maintenance and
3	operation of roads, building, bridges, equipment,
4	airports, and similar functions requiring practical
5	knowledge gained through experience on the job.
6	c. Supervisory Unit: Includes those employees
7	excluding Peace Officers) as defined in Article I,
8	Section 2 hereof except those classified as confi-
9	dential.
10	d. General Unit: Includes the broad range of
11	line County employees who are not assigned to
12	another bargaining unit.
13	e. Law Enforcement Management Unit: Includes
14	Peace Officers assigned to management positions.
15	f. Law Enforcement Unit: Includes Peace
16	Officers who are safety members of the Public
17	Employees Retirement System.
18	g. Management Unit: Includes mid-level
19	management positions (excluding Peace Officers,
20	Confidential and appointed Department Heads or those
21	assigned to another unit).
22	h. Executive Unit A: Department Heads and in
23	some cases their top assistant.
24	i. Executive Unit B: Managers and Department
25	Heads not desiring formal representation.
26	j. Confidential Unit: Includes those employ-
27	ees as defined in Article I, Section 2 hereof.
28	—Following adoption of this Resolution, the Employee Relations

- 1 ____Officer shall, in consultation with Recognized Employee Organiza-
- 2 tions<u>Organizations</u>, allocate all position classifications to a bargaining unit.
- Final approval of the allocation shall be made by the Board of <u>Supervisors</u>.
- 4 Supervisors.

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The bargaining units established in this Resolution shall

- 6 become effective upon the expiration of any Memordandum of Under-
- 7 standing based on conflicting units.
 - Section <u>10.2.09.</u> Procedure for Modification of
- **10** Established Appropriate Units
- 11 Requests by employee organizations Employee Organizations for modifications of
- 12 _____established appropriate <u>bargaining</u> units may be considered by the Employee
- **13** ____Relations Officer only during the period specified in Section **7** <u>2.06</u> of this Article II.
- 14 Such requests shall be submitted in the
- **15** form of a Recognition Petition, and, in addition to the
- **16** __requirements set forth in Section **3**<u>2.01</u> of this Article <u>II</u>, shall
- 17 _____contain a complete statement of all relevant facts and
- **19** of the policies and standards set forth in Section $\frac{82.07}{2.07}$ hereof.
- 20 The Employee Relations Officer shall process such petitions
- **21** as other Recognition Petitions under this Article II.
- 22 The Employee Relations When new classifications are adopted, existing classifications abolished, or when a classification is no longer compatible with the existing bargaining unit under the factors of Section 2.07 of this Article II, the Employee Relations Officer may on his own motion pro-
- 23 pose during the period specified in Section 7 of this Article,
- 24 propose that an established bargaining unit be modified. The Employee Relations
- 25 Officer shall give written notice of the proposed modifications(s)
- **26** _____to any affected employee organization Employee Organization and shall hold Page 20 of 24

Resolution No. 10-83 a meeting

27—_concerning the proposed modification(s), at which time all _affected employee organizations Employee Organizations shall be heard.

28—Thereafter,

1	the Employee Relations Officer shall determine the composition
2	of the appropriatebargaining unit or units in accordance with Section 8
3 _	<u>2.07</u> of this Article II, and shall give written notice of such
4	determination to the affected employee organizations.Employee Organizations The
5_	Employee Relations Officer's determination may be appealed
6 —	as provided in Section 2.11 of this Article II. If a bargaining unit is
7	modified pursuant to the motion of the Employee Relations
8-	Officer Officer's proposal hereunder, employee organizationsEmployee Organizations may thereafter file
<mark>9</mark> mod	Recognition Petitions seeking to become the Recognized Employee Organization for such fied bargaining unit or units, pursuant to Section 2.01 of this Article II.
10	Organization for such new appropriate unit or units pursuant
11	to Section 3.
12	

Section Section 2.10. Procedure for Processing Severance Requests

An Employee Organization may file a request to become the Recognized Employee Organization of a bargaining unit alleged to be appropriate that consists of a group of employees who are already part of a larger established bargaining unit represented by another Recognized Employee Organization. The timing, form, and processing of such request shall be as specified in Section 2.09 of Article II for modification requests.

- **13** <u>Section 2.</u>11. Appeals
- 14 An employee organization or petitioning employee <u>An Employee</u> <u>Organization</u> aggrieved

15 _____by a determination of the Employee Relations Officer under

16 Sections 4, 5, 7, 8 and that a Recognition Petition (Section 2.01), Challenging Petition (Section 2.03), Determination of Appropriate Unit (Section 2.07), Unit Modification Petition (Section 2.09) or Severance Request (Section 2.10 of this Article II), including, but not limited, to a determination that the petition has not been filed in compliance with the applicable provisions of this Article II may, within fifteen (15) days of notice of the Employee Relations Officer's determination, appeal

18 final decision within fifteen (15) days of notice of the.

19 Employee Relations Officer's determination.

- 20 Appeals to the Board of Supervisors shall be filed in writ-
- 21 ingwriting with the Clerk of the Board of Supervisors, and a copy thereof served on the
- 22 ____Employee Relations Officer. The Board of Supervisors shall
- 23 ______commence to consider the matter within thirty (30) days of the
- 24_____filing of the appeal. The Board of Supervisors may, in its
- **25** _discretion, refer the dispute to a <u>non-binding</u> third party hearing process.
- 26 Any decision of the Board of Supervisors on the use of such pro-
- 27 cedureprocedure, and/or any decision of the Board of Supervisors deter-
- **28** miningdetermining the substance of the dispute, shall be findlfinal and binding.

Section <u>2.</u>12. Abandonment of <u>Bargaining</u> Unit or Good Faith Doubt of

2 Majority Representative

- 3 In the event a bargaining unit appears to have been
- 4 _____abandoned by its Recognized Employee Organization, or in the
- 5 _____event that the Employee Relations Officer has a good faith
- 6 _____doubt that the Recognized Employee Organization represents a
- 7 _____majority of the members of the <u>bargaining</u> unit, the Employee Relations
- 8 Officer shall serve notice to the effected employee organiza-
- 9 tionaffected Employee Organization(s) stating the evidence leading him or her to the belief of abandon-
- 10 mentabandonment or doubt of majority representational status. Such effected
- 11 organizationaffected Employee Organization shall have twenty (20) days to present written

_evidence and argument to the contrary.

- 12 If, after the twenty (20) day
- 13 _____period expires, the Employee Relations Officer still believes
- 14 _____the <u>bargaining</u> unit has been abandoned or still has a good faith doubt of

- 17 _____notice thereof to determine the wishes of employees. The
- 18 <u>the bargaining unit members. The question before the electorate shall be, "Do you</u> wish to CON-
- 19 tinue<u>continue</u> to be represented by (name of association or union) in
- 20 _____your formal bargaining relationship with the County?" If the
- 21 _____answer by a majority of valid votes cast is in the affirmative,
- 22 _____there shall be no change in representational status. If the
- 23 _____answer by a majority of valid votes cast is in the negative,
- 24 _____then the organization's Employee Organization's representational status as bargaining
- **25** <u>representative for the bargaining unit in question shall be terminated.</u>

26 Details of such election shall be handled in accordance with

27 _applicable provisions of Section 62.05 of Article II of this <u>Resolution</u>.

28 Resolution.

1—ARTICLE III <u>—</u> ADMINISTRATION **2**

3 Section **13.3.01**. Submission of Current Information by <u>Recognized Employee</u> <u>Organizations</u>

4—	Recognized Employee Organizations
5 —	All changes in the information filed with the County by a
6 —	Recognized Employee Organization under items "a." through "h."
7	${0}$ of its Recognition Petition under Section $\frac{32.01}{2.01}$ of this Resolution
8 9	shall be submitted in writing to the Employee Relations Officer within thirty (30) days of such change. 10
11	Section 14. Payroll Deductions on Behalf of
12	Employee Organizations
13	Upon formal acknowledgment by the County of a Recognized
14	Employee Organization under this Resolution, only such Recognized
15	Employee Organization may be provided payroll deductions of mem-
16	bership dues and insurance premiums for plans sponsored by such
17	organization upon the written authorization of employees in the
18	unit represented by Recognized Employee Organization on forms
19	provided therefor by the County. The providing of such service
20	to the Recognized Employee Organization by the County shall be
21	contingent upon and in accordance with the provisions of Memo-
22	randa of Understanding and/or applicable administrative procedures.
23	
2 4	Section 15.3.03. Employee Organization Activities
25	– Use of County Resources
26	Access to County work locations and the use of County paid
27	time, facilities, equipment, and other resources by employee
28	organizationsEmployee Organizations and those representing them shall be authorized

1	only to the extent provided for in Memoranda of Understanding			
2	an MOU and/or administrative procedures, shall be limited to activities			
3 _	pertaining directly to the employer-employee relationship and			
4_	such internal employee organizationEmployee Organization business as soliciting mem-			
5-	bership, compaigningmembership, campaigning for office, and organization meetings and			
6- 7	_elections, and shall not interfere with the efficiency, safety and security of County operations8			
9	Section 16- <u>3.03.</u> Administrative Rules and Procedures			
10	The CountyChief Administrative Officer is hereby authorized to			
	establish such rules and procedures as appropriate to implement			
13	tion with affected employee organizations.			
14				
-1-4	15 -ARTICLE IV <u></u> IMPASSE PROCEDURES 16			
	15-ARTICLE IV IMPASSE PROCEDURES 16 Section 17.4.01. Initiation of Impasse Procedures			
17	Section <u>17.4.01.</u> Initiation of Impasse Procedures If the meet and confer process has reached an impasse as			
17 18	Section 17.4.01. Initiation of Impasse Procedures If the meet and confer process has reached an impasse as defined in <u>Article I, Section 1.03 of</u> this Resolution, either party may initiate the impasse			
17 18 19	Section <u>17.4.01.</u> Initiation of Impasse Procedures If the meet and confer process has reached an impasse as defined in <u>Article I, Section 1.03 of</u> this Resolution, either party may initiate the impasse			
17 18 19 20	Section 17.4.01. Initiation of Impasse Procedures If the meet and confer process has reached an impasse as defined in Article I, Section 1.03 of this Resolution, either party may initiate the impasse procedures by filing with the other party a written request for			
17 18 19 20 21 22 23	Section 17:4.01. Initiation of Impasse Procedures If the meet and confer process has reached an impasse as defined in Article I, Section 1.03 of this Resolution, either party may initiate the impasse procedures by filing with the other party a written request for an impasse meeting, together with a statement of its position			
17 18 19 20 21 22 23 24 25	Section 17.4.01. Initiation of Impasse Procedures If the meet and confer process has reached an impasse as defined in Article I, Section 1.03 of this Resolution, either party may initiate the impasse procedures by filing with the other party a written request for an impasse meeting, together with a statement of its position on all disputed issues. An impasse meeting shall then be scheduled by the Employee Relations Officer. The purpose of			

Resolution No. 10-83 4 -To review the position of the parties in 2 a final effort to resolve such disputed issue or **3**b. issues: and 4 -If the dispute impasse is not resolved, to discuss 5 arrangements for the utilization of the impasse $\mathbf{6}$ c. procedures provided herein. $\mathbf{-7}$ 8 Section **184.02**. Impasse Procedures 9 Impasse procedures are as follows: 10 -If either party requests the parties agree to submit the dis-11 puteimpasse to mediation, the dispute and agree on the selection of a mediator, the impasse shall be submitted 12 - to mediation through the California State Mediation 13 and Conciliation Services. All mediation pro-14 ceedings proceedings shall be private. The mediator shall 15 -make no public recommendation, nor take any public 6a. position at any time concerning the issues. 17 b. If neither party requests mediation or the impasse has not Otherwise, the parties can utilize any other impasse procedures provided b in accordance with the MMBA. 18 After any applicable impasse procedures have been resolved through mediation, 19 or if the parties agree to submit the impasse 20 directly toexhausted, the Board of Supervisors, the Board 21 of Supervisors shall take such action regarding the 22 impasse as it, in its discretion, deems appropriate 23 as in the public interest, including implementation of the County's last, best, and final offer. Any legislative action 24 by the Board of Supervisors on the impasse shall be $\frac{25}{25}$ c. final and binding. $\frac{26}{26}$

27 Section **19.4.03.** Costs of Impasse Procedures

28 Any The cost for the services of a mediator and any other mutually incurred costs for impasse procedures shall be

4 -borne equally by the County and the Recognized Employee Organiza-2 tionOrganization. Separately incurred services or costs shall be borne solely by the party inincurring the cost. 3 curring the cost. 4 **5**—ARTICLE V <u>—</u> MISCELLANEOUS PROVISIONS 6 7 Section 20.5.01. Construction 8 This Resolution shall be administered and construed as ð follows: 10 -Nothing in this Resolution shall be construed 11 - to deny to any person, employee, organizationEmployee Organization, the 12 - County, or any authorized officer, body, or other 13 -representative of the County, the rights, powers, and 4a. authority granted by Federal federal or Statestate law. b. This Resolution shall be interpreted so as 15 **6**b. to carry out its purposes as set forth in Article I. 17 C. Nothing in this Resolution shall be construed 18 -as making the provisions of California Labor Code 19 -Section 923 applicable to County employees or employee 20 organizations Employee Organizations, or of giving employees or employee 21 organizations Employee Organizations the right to participate in, support, 22 -cooperate, or encourage, directly or indirectly any 23 - strike, sickout, or other total or partial stoppage 24 or slowdown of work. In consideration of, and as a condition of initial and continued employment by the County, employees recognize that any such actions by them are in violation of their conditions of employment, except as expressly otherwise provided by legally preemptive state or contrary local law. In the event employees engage

Res	plution No. 10-83		
25 2			
27	be deemed to have abandoned their employment; and		
28	28 employee organizations may thereby forfeit all rights 1 <u>d. accorded them underNothing in</u> this Resolution and other Countyshall be const as a waiver of any rights unless expressly and specifically stated.		
2 law for a period of up to one (1) year from commencement			
	3 of such		
	activity. 4		
	5 Section 21. 5.02. Suspension of Recognition		
	5 Section 21. <u>5.02.</u> Suspension of Recognition		
	6 Recognition of an OrganizationEmployee Organization may be suspended by the		
	7 Board <u>of Supervisors</u> for:		
 8 a. Repeated or continued failure or refusal to 9a. comply with the provisions of this Resolution. 			
10b.Intentional furnishing of false information11b.to the County.			
	C.Violation of any law, contract provisions,13c. court decision, or court orders.		
	H A Reasonable notice and opportunity to correct violations 15 shall be given prior to suspension under this Section. 16		
	17 Section 22. <u>5.03.</u> Severability		
	18 If any provision of this Resolution, or the application of		
19such provision to any personpersons or circumstancecircumstances, show held in-			
	20 validinvalid, the remainder of this Resolution, or the application of		
	21such provision to persons or circumstances other than those asto which it is held invalid, shall not be affected thereby. $\frac{23}{23}$		
	24 # # #		
	25		
	26 SIGNATURES ON FILE IN BOARD OF SUPERVISORS Page 25 of 24		

OFFICE. 27

28

PASSED AND ADOPTED by the Board of Supervisors of the County of El Dorado at a regular meeting of said Board, held the _____ day of _____, 2019, by the following vote of said Board:

	<u>Ayes:</u>
Attest:	Noes:
James S. Mitrisin	Absent:

Clerk of the Board of Supervisors

By:

Deputy Clerk Chair, Board of Supervisors Sue Novasel, Chair, Board of Supervisors