

**MEMORANDUM OF AGREEMENT
BETWEEN THE
COUNTY OF SAN DIEGO
AND
SERVICE EMPLOYEES INTERNATIONAL UNION,
LOCAL 221**

HEALTH SERVICES (HS) UNIT

June 24, 2025 – June 23, 2028

BOARD OF SUPERVISORS

District 1 - Vacant
District 2 - Joel Anderson
District 3 - Terra Lawson-Remer
District 4 - Monica Montgomery Steppe
District 5 - Jim Desmond

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BETWEEN THE
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SERVICE EMPLOYEES INTERNATIONAL UNION,
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HEALTH SERVICES (HS) UNIT

JUNE 24, 2025 – JUNE 23, 2028

ARTICLE 1. PREAMBLE

THIS MEMORANDUM OF AGREEMENT is entered into by the County of San Diego, said political subdivision hereafter designated as "County" and the Service Employees International Union, Local 221, hereafter designated as "Union" as a mutual recommendation to the Board of Supervisors of the County of San Diego of those wages, hours and conditions of employment which are to be in effect during the period 8:00 a.m. on June 24, 2025 through 5:00 p.m. on June 23, 2028 for those employees working in the Health Services Unit, subject to the provisions in Article 19, Implementation.

ARTICLE 2. UNION RIGHTS

Section 1. Recognition

Pursuant to the provisions of the Labor Relations Ordinance of the County of San Diego and applicable State Law, Service Employees International Union, Local 221, was certified for the Health Services unit on January 6, 1989 as the majority representative of County employees in the Health Services (HS) unit. The County of San Diego therefore recognizes the Service Employees International Union, Local 221, as the sole and exclusive representative for all classifications in this unit.

The provisions of this Agreement shall be applicable only to employees in classes in the Health Services bargaining unit above listed.

Section 2. Payroll Deduction and Union Dues

In accordance with the rules and regulations of the Auditor and Controller, approved by the Board of Supervisors, it is agreed that Union dues and such other deductions as may be properly requested and lawfully permitted shall be deducted by the Union from the salary of each employee covered hereby who files with the County a written authorization

ARTICLE 2. UNION RIGHTS (Cont'd)

requesting that such deductions be made. Remittance of the aggregate amount of all dues and other proper deductions made from the salaries of employee covered hereunder shall be made to the Union by the County. It is not the intent of this Article to alter the current practice of remitting dues and other deductions to the Union as soon as possible after they have been withheld from salaries of employees.

The Union agrees to indemnify and hold harmless, the County for any loss or damages or litigation costs resulting from the County's reliance on the Union's written authorization requesting that deductions be made. It is also agreed that neither the Union nor any employee shall have any claim against the County for any deductions made or not made, unless a claim of error is filed in writing to the County Auditor and Controller within thirty (30) calendar days after the date such deductions were or should have been made.

Section 3. Union Access

- A. Authorized Union representatives may be granted access to work locations including all hospital and health care facilities, areas utilized for patient care, treatment and general work, in which employees covered hereby are employed, for the purpose of conducting investigations regarding grievances and working conditions.
- B. Union representatives will comply with the regulations established in this Article. Union representatives shall not interfere with the work operations of any Department or District of the County. Authorized Union representatives desiring such access to work locations shall first request entrance from the appropriate County representative at which time the authorized representative shall inform said County representative of the purpose of the visit. Union representatives shall either telephone or email the appropriate County representative responsible for the office or facility or shall personally contact such County representative upon entering any work location under his or her supervision. County representatives shall respond promptly to access notifications (normally within one business day).
- C. Said County representative may deny access to a work location if, in their judgment, it is deemed that a visit will unduly interfere with the operations of the office or facility thereof. If access is denied, the Union representative shall be informed when access will be made available. Such access shall normally be made available within twenty-four (24) hours after the time of the Union representative's request, unless otherwise mutually agreed to.
- D. Representatives have the right to meet with employees during rest or meal periods or off duty hours at County facilities as may be available.
- E. The Union shall notify the Labor Relations Office within seven (7) days of any change of authorized representatives. Access to work locations hereunder will be granted only to representatives on the current list.

ARTICLE 2. UNION RIGHTS (Cont'd)

Section 4. Stewards

Purpose: The County affirms the right and recognizes the necessity of the Union to designate employees as stewards. It is agreed by the County and the Union that the purpose of such stewards is to promote an effective relationship between the County and the Union by assisting in settling grievances at the lowest possible level of the grievance procedure or other County problem resolution procedure.

A. Stewards

The Union may designate stewards to represent employees in the processing of grievances, appeals from disciplinary actions, performance rating appeals, appeals resulting from denial of Worker's Compensation claims and other formal appeals, subject to the following rules and procedures:

1. The Union shall furnish the Labor Relations Office with a written list identifying by name and assigned work areas all regular and alternate stewards and the list shall be kept current by the Union.
2. The Union will designate as a steward only employees who have passed an initial probation period and have been designated as permanent.
3. Alternate stewards shall be recognized as regular stewards only when such regular steward is absent.
4.
 - a. The Union shall be entitled to a steward in each work facility in the Agency or Departments where there are at least eight (8) employees in the Health Services Unit. Where there are more than twenty-five (25) employees, the Union shall be entitled to appoint one (1) additional steward per each additional twenty-five (25) employees or fraction thereof.
 - b. The Appointing Authority or designee may request to meet with the Union regarding the placement and the number of shop stewards in the department. The placement and number of stewards may be changed by mutual agreement between the Union and the Appointing Authority or designee.
 - c. Two (2) or more departments or work locations may be combined to equal the number of employees necessary to entitle the Union to stewards as provided in 4.a above.
5. The County shall not transfer nor change the work locations of a steward with the intent of altering the appointed list of designated Union stewards.

ARTICLE 2. UNION RIGHTS (Cont'd)

6. Limitation on Time Off. Stewards shall not be granted permission for time off from their work assignments for the purpose of conducting general Union business except for conducting or assisting in scheduled departmental orientations for new employees.
7. Stewards may request a meeting with management to review and work on concerns at worksites.

B. Handling Grievances

1. When requested by an employee, a steward may investigate any alleged grievance (violation of this Agreement) in their assigned area and assist in its preparation and presentation. The steward shall encourage the employee to discuss a problem informally with their supervisor prior to filing a formal grievance or appeal.
2. After notifying and receiving approval of their immediate supervisor, a steward shall be allowed reasonable time off during working hours (without loss of time) to investigate, prepare and present such grievances or appeals. The immediate supervisor will authorize the steward to leave their work unless compelling circumstances require refusal of such permission, in which case, the immediate supervisor shall inform the steward of the reasons for the denial and establish an alternate time when the steward can reasonably be expected to be released from his or her work assignment.
3. When a steward desires to contact an employee at their work location, the steward shall first contact the immediate supervisor of this employee, advise them of the nature of the business and obtain the permission to meet with the employee. The immediate supervisor will make the employee available promptly unless compelling circumstances prohibit the employee's availability, in which case the supervisor will notify the steward when they can reasonably expect to contact the employee. Where this prohibition extends beyond one (1) workday, the time limits of the grievance procedure shall be extended for the length of the delay.
4. A steward's interview or discussion with an employee on County time will be handled expeditiously.

Section 5. Bulletin Boards

The County will furnish adequate bulletin board space at reasonable locations for the exclusive use of the Union. The bulletin boards shall only be used for posting:

- A. Union election materials and election results.

ARTICLE 2. UNION RIGHTS (Cont'd)

- B. Union official business reports of the Executive Board or Committees, or Stewards' reports and notices.
- C. Union news bulletins and meeting notices.
- D. Union membership benefits, programs, promotional information.
- E. Other written materials which have been approved for posting by the Department.

Section 6. Mail Stop

The County shall provide a mailbox for the Service Employees International Union, Local 221, at the County Mail Center.

This mailbox shall be used only for mail:

- 1. Addressed to the Union from an officer or member of County management, the Board of Supervisors, or Civil Service Commission, or
- 2. Addressed to an officer or member of County management, the Board of Supervisors or Civil Service Commission from the Union, and
- 3. Which relates to the business with and of the County.

The Union shall not use the County mail service to correspond with a non-member, member, or Union representative. If the Union receives correspondence via County Mail service from such a source, the Union shall inform the source that the County mail service cannot be used for such correspondence.

Should a court rule or legislation be enacted that permits the use of County mail for bargaining unit members to communicate with the Union, then such use shall be permitted.

Communications received at County offices via U.S. mail, UPS, hand delivery, or any other means shall be delivered to addressed Union representative without reasonable delay.

The mail stop number assigned to the Union is O850.

Section 7. New Employees

- A. The Health & Human Services Agency Personnel Office shall, on a monthly basis, provide the Union with a report of the names and other information covering new employees in this representation unit so that the Union representatives may contact the employees to inform them about the Union and this Agreement.

ARTICLE 2. UNION RIGHTS (Cont'd)

- B. The Agency shall, during new employee formal orientation, provide notice to and permit a Union representative to make a presentation at this orientation during the lunch break to all interested new employees covered by this Agreement informing them about the Union and this Agreement. Local 221 shall be the only Union to have access to new bargaining unit employees on County premises during this orientation.
- C. The MOA is available online at <https://www.sandiegocounty.gov/content/sdc/hr.html> and at www.seiu221.org.

Section 8. Employee's Appearance for the Union

The County shall grant a maximum of sixteen (16) hours time off per month without loss of compensation or other benefits to an employee representative of the Union when attending meetings of the Civil Service Commission, Labor Relations Office, Retirement Board or Board of Supervisors, or any other labor management meeting when the agenda for such meetings contains an item which directly affects the Union. Such release time shall be approved at least twenty-four (24) hours in advance by the Union and the Labor Relations Office. Such approval shall not be unreasonably withheld. No more than three (3) additional employee representatives will be granted similar time off for each appearance when they actually testify before the Civil Service Commission, Labor Relations Office, Retirement Board, the Board of Supervisors, or a scheduled meeting between the Union and the County.

Section 9. Unpaid Union Leave

One (1) employee may be granted up to six (6) months of leave without pay with right to return to work for the Union. This leave must be requested from the Labor Relations Division of the Department of Human Resources and approved by the employee's Department. Requests for this leave shall not be unreasonably denied.

Section 10. New Employee Orientation

A. New Employee Orientation

1. The County shall provide at least 10-days advance notice of the New Employee Orientation.
2. Each newly hired employee, as part of the County's New Employee Orientation meeting, will attend a forty-five (45) minutes session, conducted by the Union, at 11:15 am without loss in compensation.
3. Union designee(s), including, but not limited to, Authorized Union representative(s), officers, stewards, and members, shall conduct the sessions covered under this Agreement.

ARTICLE 2. UNION RIGHTS (Cont'd)

B. Release Time

The County shall grant up to two (2) Union designee(s) release time to conduct the Union's portion of the County's New Employee Orientation if there are under 26 employees represented by SEIU in attendance. If there are between 26 and 35 employees represented by SEIU at the County's New Employee Orientation, the County shall grant up to three (3) Union designees release time. If there are over 35 employees represented by SEIU at the County's New Employee Orientation, the County shall grant up to four (4) Union designees release time. The release time includes reasonable time for travel and set up, without loss in compensation.

C. Employee Information

1. The County shall provide the Union designee(s) with electronic notification in malleable electronic format of the name, job title, department, work location, work, home and personal cellular telephone numbers, personal email addresses on file with the County, and home address of any newly hired employee within seven (7) calendar days of the date of hire.
2. The County shall provide the Union with a list of information (name, job title, department, work location, work, home and personal cellular telephone numbers, personal email addresses on file with the County) for all employees in the bargaining unit at least every 120-days.

D. Notice of Newly Hired Employee(s)

The County shall provide the Union designee(s) an electronic list of expected participant(s) in advance of the County's New Employee Orientation, the list of expected participant(s) shall include name, job title, department, on file with the County.

E. Neutrality

1. The County representatives will not interfere during the Union's portion of the County's New Employee Orientation.
2. Consistent with Government Code section 3550, which states a public employer shall not deter or discourage public employees or applicants to be public employees from becoming or remaining members of an employee organization, or from authorizing representation by an employee organization, or from authorizing dues or fee deductions to an employee organization, the County representatives shall refrain from any discussion, mention, written, verbal, or other communication with bargaining unit employees that would, in any way, disparage the Union or intimidate bargaining unit employees from joining or participating with the Union.

ARTICLE 2. UNION RIGHTS (Cont'd)

County representatives shall refrain from any mention of who can and cannot join or participate in with the Union with the sole exception of distinguishing bargaining unit employees from non-represented units. Further, the County shall not make any announcement about whether bargaining unit employees are required to stay for the Union's forty-five (45) minutes presentation, nor schedule any activity in connection with the onboarding session that occurs at the same time as the Union's presentation.

F. Facility and Resource Access

The Union shall have the right to access and use the County's facilities and audio-visual equipment, if available, to conduct sessions with newly hired employees. The County shall set a start time for all SEIU represented employees that gives the Union designee(s) forty- five (45) minutes to present.

Section 11. Release Time Procedures

Release time for stewards and/or other employees authorized to participate in activities relating to representation shall require advance approval. Release time shall include reasonable travel time. Mileage will not be reimbursed.

This procedure shall apply to:

1. Grievance handling.
2. Proceedings for appealing Performance Evaluation and/or Disciplinary actions.
3. Labor/Management committees for which the employee has been designated as a member.
4. Formal meet and confer meetings with the County.
5. Meetings of the Board of Supervisors, Civil Service Commission, or proceedings under the Labor Relations Ordinance which directly affect employees represented by the Union.
6. Labor/Management meetings convened and approved by the County and the Union.

Section 12. Electronic Communication

The Department will electronically distribute or make available all jointly agreed upon Labor-Management Committee minutes to the employees in the bargaining unit of the departments represented.

ARTICLE 3. NO DISCRIMINATION OR HARASSMENT

Section 1. Rights Afforded by this Agreement

In receiving the rights afforded by this Agreement, no person shall in any way be favored, discriminated against, or harassed to the extent prohibited by law.

Section 2. Equity, Diversity, and Inclusion Committee

The County and the Union share a commitment to equity, diversity, and inclusion (EDI) as outlined in as reflected in DHR Policy 111, Administrative Manual, 0010-11, Discrimination Complaint Procedures (Internal) Administrative Manual, 0010-13, Departmental Employee Discrimination Complaint Procedure Board of Supervisors Policy C-22, and Sexual Harassment Policy. The County and the Union are committed to promoting and supporting workplace diversity and to create an environment in the workplace that values and utilizes the contribution of people with different backgrounds, experiences, and perspectives.

The parties will establish a committee responsible for making recommendations for improving EDI.

The EDI Committee will be formed consisting of representatives of the four (4) Union, (3) Management, (1) Labor Relations and (1) Equity, Diversity and Inclusion DHR staff or their designee. This committee shall be established 90 days after the ratification of the agreement, and shall meet quarterly, up to 3-hours, or more frequently by mutual agreement, to discuss EDI. The D&I champions will invite and include employees designated by SEIU to participate in departmental EDI committees.

Section 3. Equity in Access

The County and Union will work towards Equity in Access to Opportunities. Training and committee assignments are available to all employees. Employees may work with their supervisor and/or departmental human resources officers to express interest in seeking out promotional opportunities.

Section 4. Workplace Environment

The County shall provide a professional work environment for all employees in which sexual, racial, gender-based and other types of harassment shall be strictly prohibited.

ARTICLE 4. WAGES

Section 1. Wages

A. Wage

ARTICLE 4. WAGES (Cont'd)

Fiscal Year 2025-2026: 3% wage increase effective June 27, 2025
Fiscal Year 2026-2027: 3.5% wage increase effective June 26, 2026
Fiscal Year 2027-2028: 3% wage increase effective June 25, 2027

Equity pay adjustments for Classifications

Market pay adjustment for Classifications (attached study). Koff & Associates completed a market study in 2024 ("Koff study"), which recommended salary increases for numerous SEIU 221 represented classifications for comparator employers. Based on the Cost-of-Living recommendations or year four (4) of the 2022 Koff Study (which ever is greater), the County shall make adjustments for such classifications in equal payments for each year of the life of this Memorandum of Agreement amounting to 1/3rd of the salary increase necessary to bring the classification to the median while preserving internal alignment.

Effective June 27, 2025, if the Cost-of living recommendation/year four (4) of the 2023 Koff study plus the 3% wage increase does not total a 4% increase in fiscal year 2025-2026, impacted classification(s) salary will increase to equal no greater than 4%. This paragraph is only applicable to fiscal year 2025-2026.

A one-time lump sum payment of one thousand dollars (\$1,000) in year one, five hundred dollars (\$500) in year two, and two hundred and fifty dollars (\$250) in year three will be paid to eligible employees contingent upon both:

- A signed tentative agreement (TA) by June 4, 2025; AND
- A change to the County's Reserve Policy which provides additional one-time funds.

Two pay periods after the effective date of the Board of Supervisors changed reserves: One-time monetary payment of one thousand dollars (\$1,000) for all regular employees who have paid service during Fiscal Year 2024-2025. Payment to be made two pay periods after the effective date of the Board of Supervisors changed reserves. Part-time employees shall receive a pro-rated amount according to their standard hours.

- The one-time lump sum payment will be included in the employee's regular paycheck. For the one-time payment, an employee is not eligible to receive the one-time lump sum payment if they terminate before the first day of the payroll period in which this payment will be made. An employee shall not be entitled to the one-time lump sum monetary above if they received a one-time payment under the terms of a different bargaining unit for the same fiscal year. If an eligible employee is on paid or unpaid leave, the payment will be made when the employee returns to active County service.

Effective July 1, 2026: One-time monetary payment of five hundred dollars (\$500) for all regular employees who have paid service during Fiscal Year 2025-2026.

ARTICLE 4. WAGES (Cont'd)

Payment to be paid on the payday of payroll 02 (July 31, 2026). Part-time employees shall receive a pro-rated amount according to their standard hours.

Effective July 1, 2027: zone-time monetary payment of two hundred and fifty dollars (\$250) for all regular employees who have paid service during fiscal year 2026-2027. Payment to be paid on the payday of payroll 02 (July 30, 2027). Part-time employees shall receive a pro-rated amount according to their standard hours.

- The one-time lump sum payments will be included in the employees' regular paycheck. For the one-time payments, an employee is not eligible to receive the one-time lump sum payment if they terminated before the first day of the payroll 02. An employee shall not be entitled to the one-time lump sum monetary payment above if they received a one-time payment under the terms of a different bargaining unit for the same fiscal year. If an eligible employee is on paid or unpaid leave, the payment will be made when the employee returns to active County service.

B. During the term of this Memorandum of Agreement, the County has the non-appealable right to increase compensation for classifications covered by this Agreement. Prior to implementing any wage increase, the County shall discuss, in a non-meet-and-confer forum, its intention(s) with the Union.

C. Quality First Program

A "Quality First" performance-based team incentive plan in addition to regular wages set forth in the Memorandum of Agreement shall be instituted in County departments. The purpose of Quality First will be to ensure the achievement of quality service and customer satisfaction.

The Quality First program provides up to two percent (2.0%) in temporary incentive pay annually for success in achieving at least two percent (2.0%) savings through the program. To reward a team of employees whose efforts result in surpassing two percent (2.0%) in goals/savings, employees can receive, in a temporary salary adjustment an additional increase on a 50/50 basis (50 cents on the dollar) up to a maximum of four percent (4.0%) in accordance with the following:

SAVINGS	ANNUALIZED TEMPORARY WAGE RATE % INCREASE
Aggregate Amount Saved	Total Potential Employee Payout
2.0%	2.0%
3.0%	2.5%
4.0%	3.0%
5.0%	3.5%
6.0% maximum	4.0% maximum

ARTICLE 4. WAGES (Cont'd)

The Quality First programs shall be at the discretion of the County and shall not be subject to appeal under the Grievance Procedure of this Agreement.

This program shall not result in any negative personnel action, loss of regular compensation, loss of promotion or any other punitive action against an employee or group of employees.

Quality First programs are separate from and in addition to other current discretionary award programs for County employees.

Employee Eligibility Criteria:

To be eligible to participate in the Quality First Program requires that, during each applicable plan year which begins on July 1;

- a. The employee must have begun their employment with the County on or before December 31;
- b. The employee must not have received a sub-standard performance evaluation or equivalent rating; and
- c. The employee must not have received final disciplinary action, which includes any County appeal or County review procedures including the Civil Service Commission. Disciplinary actions are defined as those formal actions that are recognized by the Civil Service Rules, Section 7.2 but shall not include written reprimands.

The department will notify the Union when the planning process begins for a Pay for Performance Program. The department will ask the Union to attend and participate in the planning session with employees and managers on the establishment of the goals and objectives of the Program. Such programs will be developed at the department level or other divisional unit. The department may institute Quality First goals and objectives for smaller work groups in conjunction with department Quality First plans. The Chief Administrative Officer will have final approval of all programs.

D. Direct Deposit of Payroll Warrants

All employees must maintain valid arrangements for the direct deposit of their paychecks via electronic fund transfer into the financial institution of their choice using forms approved by the Auditor/Controller.

Employees who change financial institutions and/or bank accounts shall advise the Central Payroll Division of the Auditor and Controller, in writing, of the need to cancel the previous authorization and shall concurrently submit a new "Direct Deposit Authorization" form pertaining to the new financial institution/account.

ARTICLE 4. WAGES (Cont'd)

Such information must be received by the Central Payroll Division by close of business on the last day of the payroll period in order for the Auditor and Controller to issue a warrant(s) to the employee during the transition period.

E. Additional Top Step

Effective July 1, 2022, the County will add an additional top step, that is 2.5% higher, to the following classification:

004626 – Sheriff's Detentions Licensed Vocational Nurse

Effective June 30, 2023, the County will increase the top step by 2.5%, for the following classification:

004626 – Sheriff's Detentions Licensed Vocational Nurse

Effective June 27, 2025, the County will add an additional top step, that is 5% higher, for the following classifications:

004260 – Pharmacy Technician

004914 – Peer Support Specialist

Section 2. Step Plan

- A. Employees having an appointment as a result of suspension of competitive examination or certification from an eligible list, who have served in their class for at least 52 weeks at each step shall advance on the first day of the next succeeding biweekly pay period to the next higher step within the range prescribed herein for their class.
- B. Employees covered by this Agreement may not advance to the next higher step if, for the preceding performance rating period, the employee's overall performance was rated at a below standard level (i.e., unsatisfactory, improvement needed).

Employees may advance to the next higher step if, for the preceding performance rating period, the employees' overall performance was rated standard or higher.

An employee who has received a below standard rating shall receive, if requested by the employee, a supplemental appraisal midway through the employee's next appraisal cycle. Pursuant to Civil Service Rule 5, this supplemental appraisal shall be dated from the date of the previous rating period and will adjust the beginning date of the next appraisal. The administrative appeal process set forth in Civil Service Rule 5.1.6 shall be available to employees who have been rated below standard and thereby denied a step increase. If the employee receives a standard rating on the supplemental evaluation, they will receive their step increase effective the first day of the first pay period following such evaluation.

ARTICLE 4. WAGES (Cont'd)

C. Variable Entry

The County has the right to:

1. Determine which class(es), if any, shall be designated "variable entry;"
2. Implement such determinations as the County deems advisable.

ARTICLE 5. HOURS OF WORK, PREMIUMS AND BONUSES

Section 1. Hours of Work

This Section is intended to define the normal hours of work and shall not be construed as a guarantee of hours of work per day, per week, or of days or of work period.

A. Workday

The standard workday shall be eight (8) consecutive hours of work exclusive of a lunch period in a consecutive twenty-four (24) hour day.

B. Work Period

The standard work periods shall be as follows:

1. For FLSA-covered classes, the standard work period is seven (7) consecutive days within which is included two (2) consecutive days of rest in a seven (7) consecutive day period. This work period shall be forty (40) hours, except as provided herein.
2. For FLSA-exempt classes, the standard work period is fourteen (14) consecutive days within which is included four (4) days of rest (two (2) instances of two (2) consecutive days of rest each) in a fourteen (14) consecutive day period. This work period shall be eighty (80) hours.

These standard work periods shall apply to both full-time and permanent part-time employees.

C. Twenty-Four Hour Operations

Employees who report to work on shifts which begin in one calendar day and end in the next shall be compensated for the entire shift for the date the shift begins.

Shifts shall not be scheduled to include split shifts, except in temporary emergency situations.

ARTICLE 5. HOURS OF WORK, PREMIUMS AND BONUSES (Cont'd)

A minimum of eight (8) hours of rest will be provided between the end of one shift and the beginning of a new shift.

D. Changes

The hours of work of the office or facility shall be established by the appointing authority and may be changed to meet operational or other requirements upon fourteen (14) calendar days-notice to the affected employees.

Where work schedules are regularly and routinely used, such schedules shall be posted in plain view at least fourteen (14) calendar days prior to the effective date of any routine and general work schedule change.

E. Vacancies

In the event the qualifications of two (2) or more employees who wish reassignment to a vacancy are substantially equal and no significant differentiation can be made between their qualifications, the employee with the most overall County seniority shall be selected to fill the vacancy.

In filling any vacancy, the department shall fully consider all requests for reassignment made by a fully qualified employee prior to the hiring of new employees.

In order to provide quality patient care and/or meet operational requirements, management retains the discretion to fill vacancies and to make all assignments and administrative changes on the basis of employee qualifications without regard to seniority. This discretion will be exercised by management reasonably and in a non-punitive manner.

F. Job-Sharing/Part-Time Requests

Employees may request to participate in job-sharing or become permanent part-time employees. Such requests are to be presented to the employee's immediate supervisor and the appointing authority. The Department of Human Resources' voluntary transfer list may also be utilized by employees, especially those interested in job-sharing or permanent part-time positions in other departments.

G. Rest Periods

Employee work schedules shall provide for a rest period not to exceed fifteen (15) minutes during each half-workday. The rest period is to be taken at approximately the midpoint of each half-workday, if work and coverage reasonably permit. If work or coverage do not reasonably so permit, then the rest period is to be taken as time is available, but not so as to shorten the workday or lengthen the lunch break.

ARTICLE 5. HOURS OF WORK, PREMIUMS AND BONUSES (Cont'd)

Rest areas shall be open to employees for use as such during regular work hours except when conferences have been scheduled for their use.

Any subject, which is allowable for discussion before, during, or after work, is allowable during the rest period in the rest areas.

Section 2. Overtime Work and Compensation

- A. This Section is intended only to provide the basis for the calculation of and payment for overtime and shall not be construed as a guarantee of hours of work per day or per pay period.
- B. Full-time and permanent part-time employees' overtime is authorized or ordered work, actually worked by an employee, which is in excess of the full regularly scheduled work period as defined in Article 5, Section 1.B.1 and 1.B.2 of this Agreement. No full-time or permanent part-time employee will be paid overtime unless they actually work more than the total number of hours in the full (40, 80 or more) work period as defined hereinabove.
- C. Employees will be given as much notice as possible when working non-emergent overtime. The County shall seek volunteers when feasible to work non-emergent overtime before assigning mandatory overtime.

Irregular Schedules

For employees in exempt classes, (overtime designator "E"), when a mutually-agreeable irregular work schedule is adopted as the employee's routine work schedule, and such schedule results in the employee working more, or less, than forty (40) hours in a week, but which schedule totals eighty (80) hours in a biweekly pay period, the hours worked in the weeks which exceed forty (40) hours shall not be considered overtime in accordance with the definition of work periods hereinabove.

Computation of Overtime

Computation of overtime shall be based on the employee's regular rate of pay. This regular rate shall include the base rate for the employee's classification plus all differentials or bonus rates to which the employee would be entitled for the overtime work performed.

Exclusion of Leave from Hours Actually Worked

Notwithstanding any other policy, practice, rule, regulation or Memorandum of Agreement provision (except Section 3, "Call-Back Work") to the contrary, any absence including, but not limited to, paid sick leave, disability leave, bereavement leave, vacation, holiday, jury duty, reporting for a draft board, compensatory time

ARTICLE 5. HOURS OF WORK, PREMIUMS AND BONUSES (Cont'd)

off for the investigation, preparation or presentation of a grievance, or other release time granted for an employee to engage in lawful employee organization activity, or unpaid work furlough or any other paid or unpaid time off which may be infrequent, sporadic or unpredictable, shall not be counted as hours actually worked during a work period when establishing eligibility for any type of overtime compensation.

Compensation for Overtime

Compensation is defined as either cash payment or compensatory time off, or a combination of cash payment and compensatory time off, in accordance with the overtime code for the employee's class. Employees shall have their overtime hours computed as follows:

- | | |
|-----------------------------------|--|
| <u>Code "N"</u>
(FLSA covered) | – Employees covered by FLSA are eligible for overtime at time and one-half cash or compensatory time off. |
| <u>All employees</u> | – All employees are eligible for a minimum of three (3) hours call-back overtime at time and one-half cash or compensatory time off (4.5 hours). |
| <u>Code "E"</u>
(FLSA Exempt) | – Employees exempt from FLSA are eligible for straight cash or compensatory time off. |

Appendix B of this Agreement sets forth overtime codes for each class.

The decision to pay for overtime worked in cash or compensatory time off shall be at the reasonable, justifiable, discretion of the appointing authority. Employees may request in advance their preference for cash or compensatory time off. The appointing authority shall grant the request if it meets the operational and/or funding needs of the Department. The decision of the Appointing Authority or Designee is final. An employee shall not be denied overtime opportunities due to requested preferences made pursuant to this section.

The County and the Union shall cooperate to maximize the ability of employee requests to be honored. The parties may meet quarterly to review the status of overtime/comp or upon request of the Union.

D. Accrual of FLSA and Non-FLSA Compensatory Time Off

When an employee is allowed to accumulate FLSA and non-FLSA compensatory time off, such accruals shall be limited to a maximum of one hundred twenty (120) hours of FLSA compensatory time and forty (40) hours of non-FLSA compensatory time at the beginning a biweekly pay period. Balances which exceed forty (40) hours of non-FLSA compensatory time will automatically be reduced to forty (40) hours.

ARTICLE 5. HOURS OF WORK, PREMIUMS AND BONUSES (Cont'd)

Employees who have accumulated FLSA compensatory time off that reach one hundred twenty (120) hours, shall be paid cash for overtime hours actually worked over the maximum FLSA compensatory time balance of one hundred twenty (120) hours.

Employees will be given the opportunity to take off accumulated compensatory time before exceeding forty (40) hours or having their accumulation reduced. When granting compensatory time off, the appointing authority will give consideration to the desires of the employee.

An employee shall have fifteen (15) working days advance notice before being required to take FLSA or non-FLSA compensatory time off. This 15-day notice shall not apply to departments headed by elected appointing authorities unless approved by said elected appointing authorities.

An employee, who has reached eighty (80%) of the maximum accrual limit of compensatory time off, may request the appointing authority to pay off a specified amount of FLSA ("N" coded) compensatory time which was earned and credited while actually working in an overtime status. When payoff is approved by the appointing authority, it shall be paid on an hour for hour basis at the employee's current rate.

Employees who are laid off shall receive compensation for unused compensatory time in accordance with Article 10, Section 4.I "Cash in Lieu of Compensatory Time Off", earned after April 15, 1986, in an FLSA-covered status. Such compensation shall not exceed one hundred twenty (120) FLSA hours or forty (40) non-FLSA hours.

If an employee transfers for any reason other than discipline or demotes in lieu of layoff to a classification whose maximum allowable accumulation of compensatory time off is less than that of this Section (one hundred twenty (120) FLSA and forty (40) non-FLSA hours), such employee shall be given a one-year period after such transfer or demotion to reduce accumulated compensatory time off to the lower accumulation.

All unused compensatory time will be paid off in the event of the death of the employee.

Section 3. Call-Back Work

A. Call-Back Defined

Call-back work is work required of an employee who, following completion of the employee's workday and departure from the employee's work site, is ordered to report back to duty to perform necessary work. To qualify for this call-back

ARTICLE 5. HOURS OF WORK, PREMIUMS AND BONUSES (Cont'd)

provision, an employee must leave the place from which the employee is called and actually report to a work site. Neither changes in a shift or work schedule when at least fifteen (15) hours advance notice is given, nor service performed on a regular standby shift, or from a voluntary listing on an available list (Section 5) shall constitute call-back work.

Compensation

An employee who is called back, as defined above, shall receive a minimum of three (3) hours-time at either time and one-half pay or comp time at time and one-half for a minimum of three (3) hours.

The decision to pay for overtime worked in cash or compensating time off shall be the sole discretion of the appointing authority and is non-appealable by the employee.

Paid leave shall not affect compensation for hours actually worked in excess of three (3) hours and not a part of a regular work shift for covered or exempt employees called back during a work period (pursuant to Section 2 above). Actual work performed in excess of three (3) hours and not part of a regular work shift shall be compensated as overtime in the same manner such employees (covered or exempt) receive scheduled overtime compensation.

Upon mutual agreement between the employee and the appointing authority, call-back overtime hours actually worked may be used to delay the start of the next workday.

B. Services Performed at Place of Contact

An employee contacted by the department during their off-duty hours and required to perform services without leaving the place of contact, shall receive compensation for such time worked in the same manner such employees receive scheduled overtime compensation. To be eligible for such compensation, employees must be authorized and ordered by the department to perform such services.

C. Court Call-Back

Call-back shall also include an order to appear before a court where the employee is representing the County and not on their regular shift.

D. Employees called back to duty shall, except for emergency situations, be given eight (8) hours rest in the 24-hour period which began at the start of their last normal shift. When an employee's next normal shift must be rescheduled to provide this eight (8) hours rest, non-routine shift change premiums shall not be applicable.

ARTICLE 5. HOURS OF WORK, PREMIUMS AND BONUSES (Cont'd)

Section 4. Standby Duty Compensation

A. Standby Duty Defined

Standby duty means that an employee is assigned to specific hours outside the normal workweek assignment, during which the employee must remain where such employee can be contacted by telephone, ready for immediate return to work to perform an essential service.

B. Critical Standby Duty Defined

A standby shift is "critical" where the employee must report immediately upon being called to perform a service which cannot be delayed until the next normal working day, which service is so critical as to frequently mean the difference between life and death.

C. Standby Positions Designated

The Chief Administrative Officer must approve the designation of all Standby positions and Critical Standby positions.

D. Standby duty shall not count as time worked, except to the extent that an employee is required to, and does, actually return to a workplace and perform actual service. Employees assigned to standby shall not be entitled to call-back work compensation, unless otherwise provided under the call-back provisions.

E. Standby Compensation

Employees shall be paid the equivalent of one hour's compensation for each normal standby shift, provided such shift is not longer than the employee's normal workday. A normal workday is defined as at least eight (8) hours. Employees shall be paid the equivalent of two (2) hours compensation for each "critical" standby shift. Standby compensation shall be made for only those employees occupying positions designated as Standby in accord with Section 4.C hereof.

Section 5. Available Time

A. Available Time Defined

Available time means that an employee has requested to be considered for hours of work in addition to their routine work schedule during which such employee can be contacted by telephone for immediate return to duty to perform an essential service.

ARTICLE 5. HOURS OF WORK, PREMIUMS AND BONUSES (Cont'd)

- B. Available time shall not count as time worked, except to the extent that an employee is required to and does perform actual service. Such time performing actual service shall be compensated at the employee's regular overtime rate.

Section 6. Non-Routine Shift Change Compensation

Where employees are scheduled in advance for a specific shift and specific days off for any biweekly pay period and it becomes necessary for management to change such a shift or day off to meet operational needs or cover for unscheduled absences, an employee whose schedule is changed with less than fourteen (14) calendar days-notice shall receive a three hundred dollar (\$300) premium in addition to the prescribed biweekly salary for such employee's classification. This in no way affects an employee's right to the call-back or overtime provisions of this Memorandum of Agreement.

Section 7. Night Shift Differential

- A. Employees shall be entitled to second (night) shift differential. Such second shift differential shall be eighty cents (\$0.80) per hour, in addition to the hourly rate of pay prescribed for the employee's classification. Second shift differential shall be paid to an employee who is assigned to an established second (night) shift where more than half of the hours of such shift occur between 5:00 p.m. and 8:00 a.m.
- B. Employees shall be entitled to third (graveyard) shift differential. Such third shift differential shall be eighty cents (\$0.80) per hour, in addition to the hourly rate of pay prescribed for the employee's classification. Third shift differential shall be paid to an employee who is assigned to an established third (graveyard) shift where more than half of the hours of such shift occur between 5:00 p.m. and 8:00 a.m.
- C. During an emergency event, as declared by the Board of Supervisors and/or Chief Administrative Officer, employees in the classes designated below shall be entitled to a night shift premium of one dollar and twenty-five cents (\$1.25) per hour in addition to the hourly rate of pay prescribed for the employee's classification. The night shift premium shall be paid to an employee who is assigned to an established second (night) shift where more than half of the hours of such shift occur between 5:00 p.m. and 8:00 a.m.

Eligible Classes:

004625 – Licensed Vocational Nurse
004615 – Certified Nurse Assistant

Eligible Locations:

Locations that have been identified to provide emergency response services during the declared event.

- D. This premium shall apply to time worked and shall not apply toward paid time off or to terminal payoff.

ARTICLE 5. HOURS OF WORK, PREMIUMS AND BONUSES (Cont'd)

Section 8. Temporary Assignment Compensation

Upon written assignment employees who are assigned to perform the duties of a class which is compensated at a rate higher than such employee's class when such position is temporarily vacant or from which the incumbent is absent, shall be eligible to receive temporary assignment compensation. The assignment must be for over two (2) weeks but not over twenty-six (26) weeks. Employees on temporary assignments, after two (2) weeks, will be compensated from the first day of appointment.

When an employee is assigned to an approved temporary advancement status, they will remain in their current class but shall be paid a bonus rate which shall be the difference between the rate of compensation of their current class and that of the temporarily vacant class.

At the conclusion of such assignment, the rate shall return to the normal rate for the employee's current class. An employee who is temporarily assigned to the duties of a higher class and who terminates or is terminated from County service during such assignment shall be paid terminal benefits at the rate appropriate to such employee's current class.

Section 9. Bilingual Premium

Compensation for Bilingual Ability: Upon assignment to a position which has been determined to require bilingual skills, a qualified employee is entitled to receive bilingual premium. In order to ensure an adequate level of bilingual proficiency, the Director, Department of Human Resources may require periodic evaluation of incumbents receiving bilingual premium.

Class A: The rate for Class A bilingual skill is sixty dollars (\$60) biweekly; seventy-five cents (\$0.75) per hour for eighty (80) hours of paid service - thereafter, the FLSA regular rate for overtime shall apply. To qualify for this rate, the employee must be assigned to a position designated as requiring bilingual skills fifty percent (50%) or more of the time or forty (40) hours or more in an 80-hour biweekly pay period or to a position designated as requiring technical bilingual skills (reading, writing, translation). This fifty percent (50%) usage requirement shall mean the actual time spent conversing or interpreting in a second language.

Class B: The rate of Class B bilingual skills is thirty dollars (\$30) biweekly; thirty-seven and a half cents (\$0.375) per hour for eighty (80) hours of paid service - thereafter, the FLSA regular rate for overtime shall apply. To qualify for this rate, the employee must be assigned to a position designated as requiring bilingual skills less than fifty percent (50%) of the time or thirty-nine (39) hours or less in an 80-hour

ARTICLE 5. HOURS OF WORK, PREMIUMS AND BONUSES (Cont'd)

biweekly pay period. This fifty percent (50%) or less usage requirement shall mean the actual time spent conversing or interpreting in a second language.

For purposes of terminal pay, bilingual premium shall not be computed in the employee's base wage rate.

The County and SEIU will meet to conduct a comprehensive analysis of bilingual service needs of all languages across all departments. The goals will be for potential agreed upon next steps and projected timeline for implementation if applicable. The first meeting shall be scheduled no later than 3 months after board adoption of 2025.

Section 10. Acting Charge Nurse Premium

Eligible employees at Edgemoor and the Psychiatric Security Unit at the Jail shall be paid approximately four percent (4%) while acting as Charge Nurse on a shift in the absence of a Head Nurse. Such higher rate of compensation shall be paid only for those hours worked under such assignment.

Eligible Classes:

004625 – Licensed Vocational Nurse

004618 – Psychiatric Technician

Section 11. Work Location Premium

Jail Institutional/Detention Facility Work Locations

Employees in classifications designated below whose principal assignments are to jail institutional/detention facility work locations specifically designated below shall receive additional compensation at a rate approximately ten percent (10%) above their regular base rate for such assignment.

Eligible Classes:

004618 – Psychiatric Technician

Designated Detention Facility Work Locations:

George F. Bailey Detention Facility

San Diego Central Jail

Vista Detention Facility

San Diego County Women's Detention and Reentry Facility South Bay Detention Facility

Psychiatric Security Unit (San Diego Central Jail, George F. Bailey Detention Facility & San Diego County Women's Detention and Reentry Facility)

East Mesa Reentry Facility

Rock Mountain

ARTICLE 5. HOURS OF WORK, PREMIUMS AND BONUSES (Cont'd)

Juvenile Detention Facilities

Employees in classes designated below whose principal assignment is to East Mesa Juvenile Detention Facility or Kearny Mesa Juvenile Detention Facility shall receive additional compensation at a rate approximately ten percent (10%) above their regular base rate for such assignment.

Eligible Classes:

004618 – Psychiatric Technician
004625 – Licensed Vocational Nurse

Polinsky Children's Center

Employees in classifications designated below whose principal assignment is to Polinsky Children's Center shall receive additional compensation at a rate approximately ten percent (10%) above their regular base rate for such assignment. This premium shall apply to time worked only and shall not apply toward paid time off or terminal payoff.

Eligible Classes:

005073 – Residential Care Worker Trainee
005074 – Residential Care Worker I
005072 – Residential Care Worker II
005075 – Residential Childcare Specialist

Sheriff's Detentions Premium

Effective July 1, 2022, the County will add a classification premium of five percent (5%) above the employee's base pay effective five years after their service date. To qualify, employees must have five years of service as a permanent regular employee in any classification. This premium shall not apply toward paid time off or terminal pay.

Eligible Class:

004626 – Sheriff's Detentions Licensed Vocational Nurse

Section 12. Positions in Medical and Detention Facility Locations

An employee in classes listed below shall be paid twenty-five cents (\$0.25) per hour in addition to the salary prescribed for their class for each hour worked in:

Inpatients Units, Admissions and Screening:

- San Diego County Psychiatric Hospital

Initial Intake, Admissions and Screening of Kids:

- Polinsky Children's Center

Medication Management:

- Central Regional Clinic

ARTICLE 5. HOURS OF WORK, PREMIUMS AND BONUSES (Cont'd)

- East County Outpatient Clinic
- Forensic Mental Health Services
- Grantville
- North Coastal Outpatient Clinic
- North Inland Outpatient Clinic
- Southeast Region Outpatient Clinic

Jail Information
Booking Section
Release Section
Dispensary of the Sheriff's Department
Psychiatric Security Unit at the Jail
East Mesa Juvenile Detention Facility
Kearny Mesa Juvenile Detention Facility
Jail Kitchens
Sheriff's Central Production Center
Sheriff's Central Laundry

Eligible Classes:

003049 – Health Information Management Technician
003055 – Senior Health Information Management Technician

Section 13. San Diego County Psychiatric Hospital Location Premium

- A. Employees in classifications designated below whose principal assignment is to the San Diego County Psychiatric Hospital shall receive additional compensation at a rate approximately ten percent (10%) above their regular base rate for such assignment.

Eligible Classes:

004618 – Psychiatric Technician
004625 – Licensed Vocational Nurse

- B. Employees in classifications designated below whose principal assignment is to the Psychiatric Hospital shall receive additional compensation at a rate approximately five percent (5%) above their regular base rate for such assignment. This premium shall not apply toward paid time off or terminal payoff.

Eligible Classes:

004260 – Pharmacy Technician
004406 – Recreation Therapy Aide
004615 – Certified Nurse Assistant
004839 – Mental Health Aide
004910 – Community Living Aide

Section 14. Emergency Psychiatric Unit Premium

ARTICLE 5. HOURS OF WORK, PREMIUMS AND BONUSES (Cont'd)

Employees assigned to the Emergency Psychiatric Unit (EPU) at the Psychiatric Hospital or Edgemoor Hospital shall be paid a premium of ten percent (10%) of their regular base wage rate for time worked. This premium shall apply to time worked only and shall not apply toward paid time off or terminal payoff.

Section 15. Edgemoor Work Location Premium

Employees in the classes designated below who occupy positions which are assigned to Edgemoor shall receive additional compensation of approximately ten percent (10%) above their regular base pay rate for such assignment. This premium shall apply to time worked and shall not apply toward paid time off or to terminal payoff.

Work Location:
Edgemoor

Eligible Classes:
004615 – Certified Nurse Assistant
004625 – Licensed Vocational Nurse

Section 16. Covered Healthcare Worker Premium

In accordance with the requirements laid out in SB 525 (October 2023), the state established a graduated minimum wage for covered healthcare workers at facilities that meet certain requirements. The Covered Healthcare Worker Premium will ensure that each individual Covered Healthcare Worker meets that minimum wage requirement for all paid hours worked by paying them the necessary premium so that the worker meets the required minimum wage.

- Class A: \$0.50 per paid hour worked. If the worker's minimum wage is between \$0.01 and \$0.50 below the required minimum wage, they will receive the Class A premium.
- Class B: \$1.00 per paid hour worked. If the worker's minimum wage is between \$0.51 and \$1.00 below the required minimum wage, they will receive the Class B premium.
- Class C: \$1.50 per paid hour worked. If the worker's minimum wage is between \$1.01 and \$1.50 below the required minimum wage, they will receive the Class C premium.
- Class D: \$2.00 per paid hour worked. If the worker's minimum wage is between \$1.51 and \$2.00 below the required minimum wage, they will receive the Class D premium.

ARTICLE 5. HOURS OF WORK, PREMIUMS AND BONUSES (Cont'd)

Class E: \$2.50 per paid hour worked. If the worker's minimum wage is between \$2.01 and \$2.50 below the required minimum wage, they will receive the Class E premium.

Class F: \$3.00 per paid hour worked. If the worker's minimum wage is between \$2.51 and \$3.00 below the required minimum wage, they will receive the Class E premium.

This premium shall apply to time worked and shall not apply toward paid time off or to terminal payoff.

ARTICLE 6. PAID LEAVES

Section 1. Holidays and Holiday Compensation

The County shall observe the following holidays:

1. Independence Day, July 4
2. Labor Day, First Monday in September
3. Veterans Day, November 11
4. Thanksgiving Day, Fourth Thursday in November
5. Day after Thanksgiving, Fourth Friday in November
6. Christmas Day, December 25
7. New Year's Day, January 1
8. Martin Luther King, Jr. Day, Third Monday in January
9. President's Birthday, Third Monday in February
10. Cesar Chavez Day, March 31
11. Memorial Day, Last Monday in May
12. Juneteenth, June 19

In addition, any other day of national mourning or celebration provided that it has been proclaimed by the Board of Supervisors and provided that the Board directs the closure of all County offices for public service which are normally closed on holidays. Any such holiday shall be granted only to those employees who are regularly scheduled to work on the day for which such holiday is proclaimed by the Board.

A. Floating Holiday Bucket

All employees who have paid service in Payroll 02, shall be entitled to one-fifth (1/5) the employee's regularly scheduled biweekly hours, not to exceed sixteen (16) hours of floating holiday time. This time may be taken beginning in Payroll 03 at a time agreeable to both employee and the appointing authority.

ARTICLE 6. PAID LEAVES (Cont'd)

An employee may accumulate a maximum balance of twenty-four (24) hours of floating holiday time. Any balance that exceeds twenty-four (24) hours will automatically be reduced to the twenty-four (24) hour maximum accrual limit.

All non-FLSA compensatory time balances shall be paid off at the final hourly rate in the event of the death of the employee.

These holidays are not subject to terminal leave pay.

B. Eligibility for Holidays

Only employees paid at a biweekly rate are entitled to paid holidays. Employees who are on paid status the entire workday before as well as the entire workday after a holiday shall receive compensation for eight (8) hours of holiday time, which time shall be considered as hours worked. Permanent part-time employees' compensated holiday time shall be equivalent to one-tenth (1/10) the number of regularly scheduled hours in that employee's biweekly pay period during which the holiday occurred.

C. Compensation for Holidays Worked

1. For working on a holiday on an employee's regularly scheduled day, employees working in a class designated to receive cash payment for overtime at one and one-half times their hourly rate, or in a class eligible to receive overtime premium compensation, shall earn, for each hour of the holiday worked, compensatory time off equivalent to the number of hours actually worked but not to exceed one-tenth (1/10) the number of hours in that employee's normal biweekly pay period. In addition, such employees shall receive cash compensation at one-half time rate for the number of hours compensatory time off was earned. Hours in excess of one-tenth (1/10) of the number of regularly scheduled hours in the employee's biweekly pay period shall be compensated pursuant to Article 5, Section 2, Overtime Work and Compensation.
2. For working on a designated holiday that falls on an employee's regularly scheduled day off, employees working in a class designated to receive cash payment for overtime at one and one-half times their hourly rate, or in a class eligible to receive overtime premium compensation, the employee shall receive cash at the rate of one and one-half times for all hours worked, not to exceed one-tenth (1/10) the number of regularly scheduled hours in the employee's biweekly pay period. Hours in excess of one-tenth (1/10) of the number of regularly scheduled hours in the employee's biweekly pay period shall be compensated pursuant to Article 5, Section 2, Overtime Work and Compensation.

ARTICLE 6. PAID LEAVES (Cont'd)

3. For working on a holiday, those employees in a class not designated pursuant to paragraph 1 shall earn compensatory time off equivalent to the number of hours actually worked but not to exceed one-tenth (1/10) the number of hours in that employee's normal biweekly pay period.

D. Holiday Occurring on a Scheduled Day Off

Except for holidays occurring on a Saturday or Sunday, if a holiday falls on an employee's regularly scheduled day off, the employee will receive the equivalent of one-tenth (1/10) the number of regularly scheduled hours in the employee's biweekly pay period. Sunday holidays will be observed on Monday. Saturday holidays will be observed on Friday.

E. Holiday Compensation - Twenty-Four Hour Operations

Employees regularly assigned to work shifts in 24-hour operations (Article 5, Section 1.C) will not receive holiday compensation on the "Friday before" or the "Monday after" the Christmas Day or New Year's Day holidays when these holidays fall on Saturday or Sunday.

Instead, the employees, who are assigned to work shifts on December 25 and January 1, will receive holiday compensation pursuant to Section 1.C.1 and 2.C.2 above on those dates. For employees who do not work on December 25 and January 1 because these holidays fall on the employee's regularly scheduled day off, these employees shall not be covered by Article 6, Section 1.D, but will receive the equivalent of one-tenth (1/10) the number of regularly scheduled hours in the employee's biweekly pay period.

Section 2. Vacation

Vacation is paid time off earned by eligible employees.

A. Eligibility

To earn vacation credit, or become entitled to take vacation, an employee must be paid at a biweekly rate.

Where the rate of pay of an employee is changed to an hourly, per diem, per clinic, per license issued or any other rate of pay other than a biweekly rate, such employee shall not be entitled to any vacation and shall discontinue earning vacation credit. Such employee shall be paid the monetary value of all their unused vacation credit and for any vacation earned but not yet credited to them at the time of the change in their rate of pay.

ARTICLE 6. PAID LEAVES (Cont'd)

An employee's vacation earned becomes available for use as it is accrued and may be used in the payroll period following the payroll period in which it was earned. However, no vacation credits shall be eligible for terminal payment until the employee has completed a minimum of one-year (twelve (12) months) of continuous paid service in their current employment except when the separation is because of layoff.

B. Earnings

Eligible employees earn vacation credit as follows:

Years of Continuous Service During Present Employment	Vacation Credit For Each Hour of Regularly Scheduled Paid Service	Hour/Day Approx. Equivalent For Full-Time Employees Over One Year (26 Biweekly Pay Periods)
Less than 5	Exact decimal equivalents are set forth in Compensation Ordinance Section 4.2.1	80 hrs./10 workdays
5 to 15		120 hrs./15 workdays
15 or more		160 hrs./20 workdays

The rate of earned vacation shall be changed at the beginning of the pay period following entitlement to such change. Vacation credit is accrued and may be used in tenths of hours.

When an employee is reinstated after layoff or disability retirement, the continuous service date held immediately prior to the layoff or disability shall be used for vacation computation.

When a military spouse returns to county employment, after having resigned from county employment because of the spouse's military assignment, the continuous service date held immediately prior to the resignation shall be used for vacation computation. The returning employee must provide a copy of their spouse's military order. This applies to all military spouse reemployments on or after April 29, 2019.

Paid holidays immediately preceding, immediately following or wholly within the vacation period shall not be charged as vacation except that when the eligible employee is paid the monetary value of vacation or granted pre-retirement terminal vacation such paid holidays shall be charged as vacation.

C. Granting Requests, Schedules

The appointing authority determines the time and duration of vacation taken by the employee. Therefore, the advance consent of the appointing authority is required to be obtained by an employee prior to using vacation.

ARTICLE 6. PAID LEAVES (Cont'd)

The appointing authority shall endeavor to respond as soon as possible to an employee's written request for vacation but not later than thirty (30) days from the date the request is submitted.

Vacation schedules shall be arranged with particular regard to the needs of the service, and, so far as possible, with the wishes of the employee.

Management will review requests fairly, considering business needs while ensuring employees have the opportunity for necessary rest and work-life balance. Supervisors and/or Management will collaborate with employees to manage workloads reasonably before taking approved vacation. Supervisors will also work with employees to ensure any tasks that cannot be completed are delegated or reassigned. Employees shall not be required to provide or find coverage to take vacation.

D. Maximum Allowable Accumulation

1. The balance of an employee's vacation credits of record (including vacation earned but not credited); hereinafter "accumulation" shall not exceed an amount equal to twice the annualized current vacation earnings rate of the employee. This is the employee's "Maximum Balance."
2. In any payroll period, an employee shall earn vacation equal to the lesser of:
 - a. The amount specified in Section 2.B above; or
 - b. The amount of earnings necessary which, when added to the employee's existing accumulation, will cause the accumulation to equal the employee's Maximum Balance.
3. If, at the end of any payroll period, an employee's accumulation equals or exceeds the employee's Maximum Balance, no vacation credits shall be earned by the employee for that payroll period.
4. The County shall provide one-time notification to employees who have reached eighty percent (80%) of their Maximum Balance. Employees who subsequently reduce their balance below eighty percent (80%) will be notified again on a one-time basis upon reaching eighty percent (80%) of their Maximum Balance.

E. Vacation Credit Paydown

An appointing authority may authorize a portion of an employee's vacation credits to be converted to a cash payment under the following circumstances:

ARTICLE 6. PAID LEAVES (Cont'd)

1. The employee's vacation balance has exceeded an amount equal to eighty percent (80%) of their Maximum Balance; and
2. The employee is, or imminently will be, foregoing vacation credit accruals due to reaching the Maximum Balance; and
3. The employee has used one-half (50%) of their authorized annualized vacation accrual for the period beginning with the start of Payroll 07 of the previous fiscal year and ending at the end of Payroll 06 of the current fiscal year; and
4. The employee has requested, and been denied, use of vacation prior to reaching their Maximum Balance.
5. The paydown shall be limited to an amount which will leave a remaining balance of no less than seventy-five percent (75%) of the Maximum Balance.
6. When an employee is to be paid or credited the monetary value of vacation, such compensation shall be made on the basis of the employee's basic rate of pay at that time plus those applicable premiums or bonuses which are being paid as part of the employee's hourly rate at the time of separation exclusive of any biweekly fixed dollar amount premiums and any other premiums specifically identified as excluded from terminal payout.

F. Extraordinary Workload Exception

Notwithstanding Section 2.E.3. above, an employee who is assigned to a major project or significant workload for which the project or work-related activities extend over twelve (12) continuous months or more and the employee is, or imminently will be, foregoing vacation credit accruals due to reaching the Maximum Balance, may have vacation credits converted to a cash payment as described in Section 2.E above.

G. Vacation Credits at Separation from County Service

At the time an employee is separated from the County service, the monetary value of all vacation entitlement shall be paid. An employee retiring from County service may be granted a terminal vacation in lieu of being paid its monetary value. An employee on terminal vacation shall not earn any vacation credit.

When an employee is to be paid or credited the monetary value of vacation, such compensation shall be made on the basis of the employee's basic rate of pay at that time plus those applicable premiums or bonuses which are being paid as part of the employee's hourly rate at the time of separation exclusive of any biweekly

ARTICLE 6. PAID LEAVES (Cont'd)

fixed dollar amount premiums and any other premiums specifically identified as excluded from terminal payout.

Vacation Credits

All employees shall participate in the County's Terminal Pay Plan (Plan). However, only the terminal paychecks (including unused vacation) of those employees who have reached the age of fifty-five (55) shall be placed into the Plan. These terminal paychecks shall be placed into the Plan on a pre-tax basis in accordance with the Plan, all applicable laws and all rules and regulations applicable to the Plan.

H. Injury Leave Exception

Notwithstanding Section 2.E.3 above, an employee who is on injury leave as defined in Section 5 below for a period of six (6) months or more within the last twelve (12) month period and the employee is, or imminently will be, foregoing vacation credit accruals due to reaching the Maximum Balance, may have vacation credits converted to a cash pay payment as described in Section 2.E above.

I. Anti-Terrorist Campaigns Leave Exceptions

An employee who is on Anti-terrorist Campaign Leave in support of Operation Enduring Freedom and is, or imminently will be, foregoing vacation credit accruals due to reaching the Maximum Balance, may have vacation credits converted to cash payment as described in Section E above and notwithstanding subsection 3 and subsection 4 with the approval of the appointing authority and the Director of Human Resources.

Section 3. Bereavement Leave

Bereavement leave is paid leave which is available to an employee at the time of death or funeral of a member of the employee's immediate family as defined below.

A. Eligibility

Only biweekly rate employees on paid status shall be eligible for paid bereavement leave.

B. Amount of Leave

Bereavement leave shall not exceed three (3) workdays for the death of a member of the employee's immediate family. Also, an employee shall be entitled to use two (2) days of sick leave as bereavement leave.

C. Immediate Family

ARTICLE 6. PAID LEAVES (Cont'd)

Immediate family includes husband, wife, child, stepchild, brother, brother-in-law, stepbrother, sister, sister-in-law, stepsister, grandmother, grandfather, grandchild, parent, stepparent, mother-in-law, father-in-law, or any person serving as a parent, or who has served as a parent, or any other close person living in the same household as the employee.

Section 4. Sick Leave

Sick leave is paid leave earned and granted to an eligible employee for absences from work caused by personal illness or injury, wellness reasons, for emergency or routine medical or dental appointments, that includes mental health and for reasonable travel time to and from health care facilities. An employee who is incapacitated for work because of pregnancy may be granted sick leave upon presentation of satisfactory evidence from a physician verifying the incapacity.

An employee may also be granted up to a maximum of eighty (80) hours of paid sick leave in a twelve (12) month period for the purpose of caring for a member of their immediate family (as defined in paragraph C below) who is ill or injured. In addition, if the employee requests paid sick leave in excess of eighty (80) hours in order to care or arrange care for a member of their immediate family who is critically or terminally ill, additional sick leave is available to the employee when granted by the appointing authority upon receipt of satisfactory verification from a physician.

A. Eligibility

Employees eligible to earn sick leave are those employees who are paid at a biweekly rate, and who have regularly scheduled paid service of not less than one-half of the standard eighty (80) hour pay period.

B. Earnings

Eligible employees shall earn sick leave credit at the rate of five percent (5%) of the employee's regularly scheduled hours per pay period. The hour/day approximate equivalent sick leave accrual for full-time employees over one year (26 pay periods) is one hundred four (104) hours, or thirteen (13) days. Sick leave is credited in units of one-tenth (1/10) of one hour, up to a maximum of four (4) hours, at the beginning of the pay period following the one in which it was earned.

Paid holidays immediately preceding, immediately following, or wholly within the period for which sick leave is granted shall not be regarded as part of such period of sick leave.

C. Definition of Immediate Family

Immediate family includes husband, wife, domestic partner, child, stepchild, grandchild, brother, stepbrother, sister, stepsister, parent, guardian, stepparent,

ARTICLE 6. PAID LEAVES (Cont'd)

foster parent or grandparent or any person serving as a parent, or who has served as a parent, or any other person living in the same household as the employee.

D. Use of Sick Leave

Sick leave is available the first day of the pay period following the pay period in which it was earned and is taken in units of one-tenth (1/10) of one hour. Use of sick leave is subject to the approval of the appointing authority. Upon request of an employee, the appointing authority may allow the substitution of three (3) or more days of sick leave for paid vacation, if the employee was ill or injured.

E. Request for Sick Leave

Each request for sick leave shall set forth the reasons for the request and such further information as may be required. Sick Leave usage includes employee's personal wellness. For employees who have used fifty-two (52) or more hours of sick leave in a calendar year, each subsequent request for more than five (5) consecutive workdays shall be accompanied by a doctor's verification or other evidence satisfactory to the appointing authority which demonstrates the employee's incapacity to return to work or necessity to be absent. A request because of the death of a member of the employee's immediate family will not require such verification.

Upon request of the appointing authority, an employee shall be required to provide the above-described verification of the proper use of sick leave at any time prior to the expiration of five (5) consecutive workdays, if the appointing authority has good cause to require such earlier verification and has so informed the employee.

F. Compensation for Unused Sick Leave

1. Employees shall not be eligible for compensation for any of their unused sick leave credits.
2. An employee with ten (10) or more years of continuous service during that employee's present employment who retires, voluntarily terminates, dies, discontinues earning sick leave credits by reason of that employee changing from being paid at a biweekly rate, is elected to County Office, or is laid off, shall be paid twenty-five percent (25%) of that employee's accumulated sick leave credits. An employee who received such compensation shall have no right to restoration of any sick leave credit upon return to County service.

3. Sick Leave

All employees shall participate in the County's Terminal Pay Plan (Plan). However, only the terminal paychecks (including sick leave, if applicable) of

ARTICLE 6. PAID LEAVES (Cont'd)

those employees who have reached the age of fifty-five (55) shall be placed into the Plan. These terminal paychecks shall be placed into the Plan on a pre-tax basis in accordance with the Plan, all applicable laws and all rules and regulations applicable to the Plan.

G. Conversion of Sick Leave Credits to Retirement Service Credit

Upon retirement, deferred retirement, disability retirement from County service, or death, an eligible employee's sick leave balance may be converted into retirement service credits subject to the rules and regulations of the San Diego County Retirement Association, provided that:

- a. The employee has completed ten (10) or more years of continuous service during that employee's present employment; and
- b. The employee's sick leave balance totals three hundred (300) hours or more; and therefore,
- c. Employees with ten (10) or more years of service may convert one hundred percent (100%) of their total sick leave credits.

H. Employee's Options

Notwithstanding the provisions of Section 4.G of this Article, employees eligible under Section 4.F may elect to:

- a. Receive their full cash payment under Section 4.F and then convert their remaining eligible hours under Section 4.G.
- b. Waive receiving full cash payment under Section 4.F and convert their eligible hours under Section 4.G.

I. Calculation of Compensation for Unused Sick Leave

When an employee is paid the monetary value of sick leave as provided above, such compensation shall be calculated on the employee's basic rate of pay at that time plus those applicable premiums or bonuses which are being paid as part of the employee's hourly rate at the time of separation exclusive of any biweekly fixed dollar amount premiums and any other premiums specifically identified as excluded from terminal payout. Such calculation shall not include any increase in pay which would have occurred had the sick leave been granted, nor shall it include payment for any holidays.

J. Cancellation and Restoration of Sick Leave Credits

ARTICLE 6. PAID LEAVES (Cont'd)

1. An employee's sick leave credits shall be canceled, subject to Section 4.J.2 below, upon separation from County Classified Service, or upon changing from a biweekly rate of pay.
2. Employee sick leave credits accrued at time of separation, and which have not been subject to payout, shall be restored under the following conditions:
 - a. An employee returns to duty within three (3) years after separation because of layoff or disability retirement, or
 - b. An employee returns to duty within twelve (12) months following separation from temporary or seasonal employment; or
 - c. To the extent that recovery is made by the County either through Workers' Compensation Act benefits or claim against a responsible third-party, of compensation, including any salary, vacation, sick leave and retirement credits paid an employee during absence on sick leave. Restored credits shall be computed on the basis of the employee's wage rate granted as sick leave during the time of absence. Credits shall be restored in full hour units with fractions of an hour disregarded.

Section 5. Injury Leave

The appointing authority shall provide release time to allow an employee to attend follow-up medical appointments for accepted work-related injuries.

Injury leave is paid leave granted to a biweekly employee while disabled and unable to perform his or her job duties because of a job-related injury, entitled to Workers' Compensation temporary total disability benefits, and is not ineligible under one or more conditions listed in Section 5.A herein. Injury leave compensation shall equal the difference between seventy-five percent (75%) of employee's wage rate and employee's Workers' Compensation temporary total disability indemnity.

A. Ineligibility

An employee shall not be entitled to injury leave under the following conditions:

1. Failure to use or wear prescribed safety or personal protective equipment;
2. Failure to follow safety rules and regulations;
3. Where the employee's gross negligence or willful misconduct is a proximate cause of the injury;

ARTICLE 6. PAID LEAVES (Cont'd)

4. Any time the appointing authority, upon investigation, certifies that suitable light-duty employment is available, and employee refused to accept it.
5. Injury leave shall not be granted for aggravation, recurrence or sequelae of a pre-existing non-service-connected physical disability or any physical condition existing prior to employment by the County, nor for recurrences, aggravation or sequelae of disabilities for which employee has received a permanent disability award or a compromise and release settlement under Workers' Compensation. To the extent employee is otherwise eligible, sick leave may be granted.

B. Definitions

1. Director. The Director of the Department of Human Resources.
2. Risk Management Division. The Division within the Department of Human Resources which administers the provision of workers' compensation benefits as mandated by the State of California.
3. Safety Rules and Regulations. Any and all County or Departmental rules, policies, and procedures, and California Occupational Safety and Health Act (CAL-OSHA) regulations, which relate to prevention of injury in the County work environment.
4. Wage Rate. The eligible employee's biweekly rate of pay, plus those specific premiums and/or bonuses which are paid on paid leave. Overtime, and any compensation identified as paid for time worked only and not applicable on paid leave, are excluded.
5. Workers' Compensation. Benefits provided pursuant to Division IV of the California Labor Code.
6. Treating Physician. Any physician listed in Labor Code Section 3209.3 who is authorized by the County and is currently treating the employee for the job-related injury which forms the basis for injury leave eligibility.
7. Light Duty. Any restriction of hours worked and/or duties performed as a result of a job-related injury where such hours and/or duties are different than the employee's established work schedule and/or regular assigned duties prior to the injury.

C. Request

Each request for injury leave shall be submitted to the employee's appointing authority within forty-eight (48) hours after medical treatment is obtained or as soon as practicable thereafter on the form prescribed by the Director, accompanied by

ARTICLE 6. PAID LEAVES (Cont'd)

verification of the treating physician authorized by the County. It shall set forth the reasons for the request and any further information as may be required by the Director.

D. Investigation

1. The appointing authority shall make such investigation as is necessary to determine whether or not facts exist which support the request. Upon concluding the investigation, the appointing authority shall provide a summary of the findings to the Department of Human Resources, Risk Management Division.
2. The Director shall review the findings of the appointing authority and make any further investigation as is appropriate.
3. The Director may grant the request in whole or in part and determine the duration of the injury leave or may deny the request. The Director shall notify the employee and the appointing authority of the decision in writing.

E. Appeal

The Director's decision shall be final unless appealed by the employee. Within ten (10) County business days of postmark or confirmed delivery of the Director's decision, the employee may appeal the decision by requesting arbitration. Written notice requesting arbitration must be presented to the Risk Management Division of the Department of Human Resources within the ten (10) days specified herein. The request for arbitration shall specify the basis for the appeal.

Selection of Arbitrator The Risk Management Division will maintain a list of qualified neutral arbitrators from the Superior Court Arbitrator Personal Injury Panel. The arbitrator shall be determined by the parties alternately striking names from the Superior Court Injury Panel until only one remains. These arbitrators shall have workers' compensation experience.

Authority of the Arbitrator The arbitrator shall hear the appeal and determine whether or not injury leave should be granted and, if so, its duration by applying only this Injury Leave provision. However, the arbitrator shall have no authority to add to, delete from, or modify this Injury Leave provision. The arbitrator shall submit findings and a decision in writing. The decision of the arbitrator shall be final.

Each party to the appeal before an arbitrator shall bear their own expenses in connection therewith. All fees and expenses of the arbitrator shall be borne one-half by the County and one-half by the appellant. However, during the term of this agreement, the appellant's share shall not exceed one hundred fifty dollars (\$150) per hearing.

ARTICLE 6. PAID LEAVES (Cont'd)

F. Duration of Injury Leave

1. No injury leave may be granted during the first three (3) full calendar days after the employee leaves work as a result of the injury, except where the injury causes disability of more than fourteen (14) full calendar days or necessitates hospitalization within the three (3) calendar day waiting period. In such cases, injury leave may commence the first day the injured employee leaves work or is hospitalized as a result of the injury.
2. The duration of injury leave shall be that determined by the Director, after an investigation. An injury shall be deemed to continue through a recurrence, aggravation, or sequelae of the initial injury for which the leave may be granted. Injury leave shall not total more than one thousand four hundred and forty (1,440) aggregate hours for the particular injury.
3. If, subsequent to the granting of injury leave for a period of less than one thousand four hundred and forty (1,440) aggregate hours, it appears that leave should be granted for an additional period of time, the employee may request additional injury leave. This request shall be submitted and determined in the same manner as an original request for injury leave, provided that the total duration of the original and additional injury leave shall not exceed one thousand four hundred and forty (1,440) aggregate hours for the particular injury.
4. In no event shall any injury leave exceed a total one thousand four hundred and forty (1,440) aggregate hours, extend beyond five (5) years from the date of the initial injury, nor extend beyond the period in which the employee is employed.

G. Holidays Falling During Injury Leave

A holiday falling during the period of injury leave shall be charged as injury leave and not paid as a holiday.

Injury Leave time shall be considered paid leave for the purpose of determining eligibility for accruing floating holiday credits.

H. Absence Pending Injury Leave

When a claim for workers' compensation benefits and/or a final determination of entitlement to injury leave is pending, an employee may take paid leave or compensatory time off. If the employee becomes eligible for injury leave, it shall commence on the date determined by the Director after an investigation. Any sick leave, compensatory time, or other paid leave used in lieu of injury leave after such date of commencement, shall be restored to the employee's balance(s), except

ARTICLE 6. PAID LEAVES (Cont'd)

that if the difference between the paid leave used and the injury leave for the same time period requires that employee reimburse County, the difference shall be deducted from the balances restored, to the extent available.

I. Workers' Compensation and Leave

1. An employee shall not, through a combination of temporary disability indemnity payments and paid sick leave, injury leave or paid leave pursuant to Section 4850 of the Labor Code, receive payment in excess of his or her wage rate. The amount paid for such leaves shall be decreased by the amount of any temporary disability for the same period to which the employee is or may be entitled under Workers' Compensation.
2. If an employee has received his or her wage rate as paid sick leave, and temporary disability back payments covering the same period are made to the employee, then the employee shall be liable to the County for the amount that the combination of such back payments and sick leave exceeds the employee's wage rate. The County may deduct from any future payments it makes to such employee an amount equal to the total of such excess payment. Insofar as practical, such deduction shall be done by a method that will not cause undue hardship to the employee. To the extent that such deductions represent compensation for sick leave used, the employee's sick leave balance shall be restored.
3. Nothing herein contained shall be deemed to affect the employee's entitlement to medical, surgical and hospital treatment or temporary disability indemnity benefits under Workers' Compensation.

J. Light Duty

Where the injured employee's treating physician authorized by the County recommends light-duty assignment, it will be the responsibility of the appointing authority to arrange suitable light duty. Department of Human Resources may provide staff technical assistance to find a suitable light-duty assignment, one which accommodates the particular restrictions provided by the treating physician.

Section 6. Court Leave (Jury Duty)

Court leave is paid leave granted by the County to an eligible employee to enable that employee to fulfill their duty as a citizen to serve as a juror, a prospective juror, or to serve as a witness in a court action to which the employee is not a party, before a Federal, Superior, Justice or Municipal Court located within San Diego County or within the employee's county of residence.

A. Eligibility

ARTICLE 6. PAID LEAVES (Cont'd)

Only a biweekly employee who has received an order from a court is eligible for court leave. Court leave is not granted when the employee is paid an expert witness fee or when attendance is part of the employee's official County duties.

B. Court Leave shall be limited to:

1. Required attendance before Federal, Superior, Municipal, and Justice Courts located within San Diego County or within the employee's county of residence.
2. Time in attendance at court together with reasonable time between court and work if attendance is for less than a full day and the employee can reasonably be expected to return to work.

Section 7. Educational Release Time/Release Time for Educational Purposes

An employee may receive paid release time, including transportation time, to attend courses, seminars, workshops or conventions that enhance, improve or add to the knowledge, skills and performance in the employee's County employment.

The determination as to when and whether an employee is granted this time off shall be made by the employee's appointing authority; however, such approval shall not be unreasonably withheld. Request for such time off will be submitted in the manner prescribed by the employee's appointing authority.

The Health and Human Services Agency agrees to provide a copy of the Agency's Policy and Procedure Manual Policy No. D - 13, "Education Reimbursement and Educational Release Time." This policy provides the procedures for requesting approval of educational release time.

All employees shall have an opportunity to participate at internal in-person self-defense and de-escalation training once every two years on paid County-time. The County shall make efforts to ensure these trainings are made available.

Section 8. Military Leave

A. General Provisions

Any employee who is or becomes a member of the Armed Services, Militia or Organized Reserves of California or the United States shall be entitled to the leaves of absence and employment rights and privileges provided by the Military and Veterans Code of the State of California.

B. Review and Approval

ARTICLE 6. PAID LEAVES (Cont'd)

Every military leave request shall be subject to review and approval by the Director, Department of Human Resources.

C. Request for Military Leave

Employees who have been ordered to military service must submit notice (either orally or in writing) of their need for leave. Employees should provide thirty (30) days advanced notice of the need for the leave, if practicable.

Section 9. Administrative Leave

A. Definition

Administrative leave means the employee's non-disciplinary paid absence from duty imposed by the appointing authority under specified conditions.

B. Eligibility

Biweekly rate employees shall be eligible to receive administrative leave.

C. Conditions

The appointing authority may direct an eligible employee to take administrative leave only if there is the occurrence, or the likelihood for the occurrence of, emergency or extraordinary circumstances which satisfy either one (1) or both of the following two (2) conditions:

1. The immediate removal of the employee from the County work site is essential to avert harm to the County (including unauthorized destruction or removal of any property or records of the County), the public, other County employees, or the employee themselves, and that such circumstances are sufficiently unclear to make a final determination without an investigation of whether the employee contributed or may contribute to such harm.
2. The removal of employee from the County work site is essential to ensure the conduct of a full, fair and complete investigation of such emergency or extraordinary circumstances.

D. Ineligibility

Notwithstanding Section 10.B and C above, the employee shall not be eligible to be placed on administrative leave if:

1. The appointing authority is able to avert the occurrence of the circumstances specified under Section 10.C.1 or C.2 above, by reassigning

ARTICLE 6. PAID LEAVES (Cont'd)

the employee to other duties or to a different work site within the department; or,

2. The employee agrees to take accumulated paid leave time off at the request of the appointing authority; or,
3. The emergency or extraordinary circumstances, referenced under Section 10.C above, are, as a result of the Skelly conference, sufficiently clear to indicate that the employee's conduct has caused such circumstances and that such conduct constitutes grounds for immediate suspension or termination pursuant to Rule VII of the County of San Diego Civil Service Rules.

E. Procedures

1. The appointing authority shall provide the employee written notice of the administrative leave, its effective date and duration, and the reasons for placing the employee on such leave. A copy of this notice shall be sent to the Director and the Payroll Division of the Auditor and Controller.
2. The appointing authority shall commence an investigation of the emergency or extraordinary circumstances not later than one (1) working day following the date of the written notice of administrative leave to the employee. The appointing authority may commence such investigation prior to the date of the written notice.
3. If prior to the end of the administrative leave period (as specified in the written notice to the employee), the appointing authority determines that the employee's absence is no longer essential, the appointing authority shall notify the employee that administrative leave is no longer authorized effective the next working day and direct the employee to return to duty on such date. Such notice may be oral but must be memorialized in the form of written notice which shall be provided to the employee. A copy of this notice shall be sent to the Director and the Payroll Division of the Auditor and Controller.

F. Duration

1. Administrative leave may be authorized for up to ten (10) working days for each separate and distinct set of emergency or extraordinary circumstances as set forth under Section 10.C above. Administrative leave may be extended additional working days if more time is needed to complete the investigation, subject to the approval of the Director. When leave is extended for additional working days, the Skelly conference shall be conducted prior to the expiration of the leave except in cases of criminal investigations or other extenuating circumstances. In cases of

ARTICLE 6. PAID LEAVES (Cont'd)

investigations by law enforcement agencies or management, or pending Skelly conferences, administrative leave may be further extended upon approval of the Director.

When leave is extended for additional working days, the Skelly conference shall be conducted prior to the expiration of the leave except in cases of criminal investigations or other extenuating circumstances. The employee shall be notified of any extension of the administrative leave. Such notice may be oral but must be memorialized in the form of written notice which shall be provided to the employee prior to the end of the extension of the administrative leave. A copy of this notice shall be sent to the Director and the Payroll Division of the Auditor and Controller.

2. The duration of administrative leave, including any extension thereof, shall not continue beyond the day the appointing authority determines, based upon the investigation of the facts and circumstances, that the employee's absence from the County work site is no longer essential.
3. At the end of the authorized administrative leave, the employee shall return to duty, unless:
 - a. Other forms of authorized leave are approved by the appointing authority; or
 - b. A final order of suspension or termination against the employee has been implemented.

Section 10. Catastrophic Leave Program

Leave credits, as defined below, may be transferred from one or more employees to another employee, on an hour-for-hour basis, in accordance with departmental policies upon the request of both the receiving employee and the transferring employee and upon approval of the employee's appointing authority, under the following conditions:

- A. The receiving employee is required to be absent from work due to injury or the prolonged illness of the employee, employee's spouse, registered domestic partner, a domestic partner listed on an "Affidavit for Enrollment of Domestic Partners" submitted to employee benefits, parent, or child, has exhausted all earned leave credits, including but not limited to sick leave, compensatory time, holiday credits and disability leave and is therefore facing financial hardship.
- B. The transfers must be a minimum of four (4) hours per transaction and in whole hour increments thereafter.
- C. Transfers shall be allowed to cross departmental lines in accordance with policies of the receiving department.

ARTICLE 6. PAID LEAVES (Cont'd)

- D. The total maximum leave credits received by an employee shall normally not exceed five hundred twenty (520) hours; however, if approved by their appointing authority, the total leave credits may be up to one thousand forty (1,040) hours. Total leave credits in excess of one thousand forty (1,040) hours will be considered on a case-by-case basis by the appointing authority subject to the approval of the Chief Administrative Officer.
- E. The transfers are irrevocable and will be indistinguishable from other leave credits belonging to the receiving employee. Transfers will be subject to all taxes required by law.
- F. Leave credits that may be transferred under this program are defined as the transferring employee's vacation credits or up to twenty-four (24) hours of sick leave per fiscal year.
- G. Transfers shall be administered according to the rules and regulations of the Auditor and Controller and made on a form prescribed by the Auditor and Controller. Approvals of the receiving and donating employee, the donating employee's appointing authority, and the receiving employee's appointing authority (in the case of interdepartmental transfer) will be provided for on such form.
- H. Eligibility to be a receiving employee in this program is not subject to the Grievance Procedure of this Agreement.

Section 11. Employee Poll Worker Program

- A. Any regular County employee, other than employees whose primary jobs are assigned to the Registrar of Voters, may apply for paid leave from County employment to serve as a volunteer Poll Worker while receiving their regular wages in a polling place in San Diego County through the "Employee Poll Worker Program" when Election Day falls within the employee's regularly scheduled workday.
- B. Employees selected to serve as voluntary Poll Workers will be paid a stipend of \$75, \$125, or \$150 as an incentive to serve in this capacity. Employees paid at the \$125 or \$150 stipend level will be required to attend a training class estimated to be approximately four (4) hours in length. If a County employee chooses to serve in a capacity requiring the attendance at a training class, the employee will be granted release time to attend the required training. Employees attending training during their regularly scheduled work hours must request in writing to their appointing authority for approval to use release time to attend such training. Alternately, they may elect to attend a training class conducted at a time that does not fall within the employee's work schedule.

ARTICLE 6. PAID LEAVES (Cont'd)

- C. Subject to the discretion of their appointing authority to grant or deny the employee's request to participate in the Employee Poll Worker Program, based on the need of the service, a regular employee is qualified for approval as follows:
1. The employee has successfully applied for and been selected and found qualified by the San Diego County Registrar of Voters to serve as a voluntary Poll Worker.
 2. The employee has made a request to their appointing authority for an absence from County employment for the employee's entire regularly scheduled work hours on Election Day to serve as a volunteer Poll Worker in San Diego County.
 3. On Election Day, the employee has fully executed their responsibilities as a Poll Worker and reported to their assigned polling place at the designated time, performing all the duties appointed by the County elections official and as required by applicable state and federal elections' laws, and remained on duty until the poll was properly closed and secured and until released by the County elections official.
 4. As a volunteer, the employee is entitled to receive the normal stipend paid by the Registrar of Voters to all volunteer Poll Workers: \$75, \$125 or \$150 based on the assignment. The stipend shall not be counted in any computation of the total wages or compensation paid the employee by his or her regular employment with the County.
- D. Any regular County employee who qualifies and is approved for the Employee Poll Worker Program will receive their regular pay while on paid leave from County employment for one (1) regularly scheduled workday that falls on the day of the election. Such employees will not be eligible for overtime as they are excepted from such compensation eligibility by the Fair Labor Standards Act (FLSA) because the work is voluntary, occasional and sporadic, and in a different capacity from their regular job classification.

Section 12. Paid Emergency Leave

During a public emergency, as declared by the Chief Administrative Officer, impacted employees may be granted paid emergency leave upon request by employees. Each eligible employee may be authorized to use up to 80 hours per fiscal year of emergency leave for qualifying activities. Emergency leave requests shall be subject to review and approval by the Deputy Chief Administrative Officer or designee. This leave shall not be available to any employee while on an approved leave of absence. The authorized paid leave hours are not eligible for cash payout or terminal payoff.

Section 13. Appeal of Disputes: Paid Leaves

ARTICLE 6. PAID LEAVES (Cont'd)

Unless otherwise specifically provided for in this Article, any disputes which arise concerning the application or interpretation of the paid leave provisions of this Agreement shall have recourse to the Grievance Procedure herein and shall not be appealable to the Civil Service Commission.

ARTICLE 7. UNPAID LEAVES

Section 1. Leave of Absence Without Pay

A permanent employee may be granted unpaid leave either with the right to return or without the right to return. Exception: No paid leave of any kind will be granted an employee who is on suspension as discipline.

A. Leave Without Pay with Right to Return

If leave without pay with right to return is granted, after such leave the employee shall be entitled to return to the same class in the same department as was occupied at the commencement of the leave. An employee shall not be required to exhaust all their vacation and compensatory time before commencing this type of leave.

At the discretion of the appointing authority, an employee may be granted:

1. Leave without pay for a maximum of sixty (60) workdays. Leave beyond sixty (60) days not to exceed one (1) year is subject to the approval of the Director of the Department of Human Resources. Personal leave may be authorized for pregnancy and childcare.
2. Temporary Appointment Leave. An employee may be granted leave without pay to accept a temporary appointment (includes provisional appointments) to a classified position in the same or another County department. Such leaves shall be for a maximum of twenty-six (26) biweekly pay periods. Such leaves shall be for a maximum of twenty-six (26) biweekly pay periods.

An employee granted leave without pay pursuant to this provision, if not offered an opportunity to return to the same class of position in the same department at the expiration of such leave, shall be provided additional leave until a position in their class and department is made available to them, provided that such employee shall have a right to the first vacancy in their class and department which occurs during such additional leave and provided further that such additional leave shall not exceed twenty-six (26) biweekly pay periods.

3. Leave without pay when certified by a medical doctor to be unable to perform the duties of the employee's position. Such leave shall be for the

ARTICLE 7. UNPAID LEAVES (Cont'd)

duration of the disability but not to exceed one (1) year. However, if an employee is unable to return to work at the end of one (1) year, the employee shall be placed on leave without pay without right to return for a maximum of one (1) year, as provided in Section 1.B below.

At the discretion of the appointing authority, and approval of the Director, Department of Human Resources, an employee may be granted:

4. Leave without pay for good cause, other than illness, up to twenty-six (26) biweekly pay periods. Good cause includes leave requested for Union activity. Such leaves may be extended a maximum of twenty-six (26) biweekly pay periods by the Director if circumstances warrant.

B. Leave Without Pay Without Right of Return

If leave without pay without right of return is granted, after such leave, the employee shall have no entitlement to return to the same class in the same department as they occupied at the commencement of the leave. The Director, Department of Human Resources, may, with proper justification, grant a leave without pay without right to return for a maximum of twenty-six (26) biweekly pay periods. An employee granted leave without pay pursuant to this provision, if not offered an opportunity to return to the same class of position in the same department at the expiration of such leave, shall be provided additional leave until a position in their class and department is made available to their, and provided further that such additional leave shall not exceed twenty-six (26) biweekly pay periods. Any employee who is not returned to County employment at the expiration of the initial leave without pay and who is not returned to County employment within the next succeeding twenty-six (26) biweekly pay periods shall be deemed to be absent without leave.

C. Leave Without Pay - Staff to Elected Official

The Director, Department of Human Resources, may grant a leave without pay to a classified employee for an indefinite period of time to accept an unclassified position as staff to an elected official. This leave may be either with or without the right of return. The employee shall not be required to exhaust all their vacation and compensatory time before commencing this type of leave.

D. Cancellation of Leave Without Pay

If an employee violates the conditions upon which leave without pay is granted, the Director, Department of Human Resources, may cancel said leave. In such instances, the employee may be deemed to be absent without leave on the date designated by the Director.

E. Denial of Leave

ARTICLE 7. UNPAID LEAVES (Cont'd)

Any question arising out of the denial of leave without pay shall be decided by the Director, Department of Human Resources.

Section 2. Voluntary Furlough

A. Short Term

Notwithstanding any other provisions of this Article, the appointing authority, on approval of the Chief Administrative Officer, for good cause may grant a permanent or probationary employee a voluntary leave of absence without pay with right of return to the same position subject to the following conditions:

1. Leave must be taken in increments of one full regular workday for the eligible employee (e.g., 8, 9, 10, or 12 hours).
2. Such leave shall be available only during a period or periods of time designated by the Board of Supervisors as times of economic hardship.
3. The amount of leave time taken during the period authorized by the Board of Supervisors shall not exceed the total number of hours in one regular pay period for the eligible employee.
4. Credits toward paid leave and holiday eligibility shall accrue as though the employee were on paid status.
5. Time on this special unpaid leave shall apply toward time in service for completion of probation and toward seniority for purposes of layoff.
6. Such leave is available only to employees who are on paid status the entire day before as well as the entire workday after the work furlough days.
7. Employees on other leave without pay shall not be eligible for work furlough.

B. Long Term

Upon determination by the appointing authority that work force reductions may be necessary in the department, the appointing authority, with the approval of the Director, Department of Human Resources, may grant a corresponding number of permanent employees leave without pay with right of return to the same class in the same Service/division in the department in which the leave was granted for up to twenty-six (26) biweekly pay periods subject to the following conditions:

1. The employee shall not be required to use accumulated vacation and compensatory time off prior to taking this type of leave.

ARTICLE 7. UNPAID LEAVES (Cont'd)

2. In the event that there is no vacancy upon expiration of the leave, the employee may displace an employee in the same class who has fewer layoff points. In the event that there is no vacancy, and no employee in the same class with fewer layoff rating points, an additional leave of up to twenty-six (26) biweekly pay periods shall be granted during which the employee, if still physically fit, may fill the first vacancy which occurs in the same class.
3. The employee who is granted this type of leave shall continue to accrue seniority for purposes of calculating layoff rating points in the same manner as if on paid leave.
4. It is understood that employees granted this type of leave will not be eligible for unemployment compensation benefits while on leave.
5. It is understood that employees granted this type of leave will not accrue sick leave or vacation credits while on leave.
6. It is understood that the County's share of health insurance premiums for the employee will not be paid during this type of leave, but that the employee may continue such coverage at their own expense.

Section 3. Family Medical Leave

In general, FMLA entitles qualified employees to up to twelve (12) weeks of leave in a twelve (12) month period for the birth, adoption or placement for foster care of a child, to care for the newborn, to care for a spouse or an immediate family member with a serious health condition, or when unable to work because of a serious health condition. Employers covered by the law are required to maintain any pre-existing health coverage during the leave period and, once the leave period is concluded, to reinstate the employee to the same or an equivalent job. The FMLA, together with the implementing regulations under the Code of Federal Regulations Part 825, and the CFRA, together with the implementing regulations promulgated by the Fair Employment and Housing Commission and the provisions of Compensation Ordinance Section 4.3.1 are hereby incorporated in this Memorandum of Agreement.

A. Definition

Family Medical Leave is unpaid time off which may be granted to an eligible employee for certain qualifying events. Family Medical Leave shall be in accordance with the federal Family and Medical Leave Act of 1993 ("FMLA"), Public Law 103-3, 107 Stat. 6 (29 USC 2601 et seq.) as well as California Family Rights Act of 1991 ("CFRA") pursuant to Govt. Code Section 12945.2, administrative regulations promulgated by the California Fair Employment and Housing Commission, subject to the conditions set forth below under this Article.

ARTICLE 7. UNPAID LEAVES (Cont'd)

B. Eligibility

Family Medical Leave shall apply to all biweekly rate employees who have been employed by the County for at least twelve (12) months and for at least one thousand two hundred fifty (1,250) hours of service during the twelve (12) month period immediately preceding the commencement of the leave and who meet all the eligibility requirements of the FMLA or the CFRA.

C. Conditions

1. The employee shall give notice to the appointing authority of the need for FML by completing the required forms.
2. The requested leave will be counted against the employee's annual FMLA and California Family Rights Act ("CFRA") entitlement as well. This notice shall refer to the leave as "FML".
3. If an employee is requesting leave for more than three (3) days due to their own serious health condition or a serious health condition of a family member or registered domestic partner (a domestic partner listed on an "Affidavit for Enrollment of Domestic Partners" or a State "Certificate of Registered Domestic Partnership" submitted to employee benefits), they must provide medical certification on the appropriate form, as provided by the County. If an employee does not submit a medical certification, FML may not be granted. Under certain circumstances, recertification of the serious health condition may be required.
4. The employee is required by the County of San Diego to substitute accrued vacation or other applicable paid leave in lieu of FML unpaid leave if the employee is eligible for the paid leave according to the County's paid leave provisions. Such paid leave usage will be counted against the employee's FML duration entitlement.
5. The County will continue to make its regular contributions toward insurance premiums for up to twelve (12) weeks of FML in order to maintain insurance benefits. The employee will be required to continue to pay their share of their regular insurance premium payments during FML. During FML unpaid leave, these payments must be made by check or money order to the County's Employee Benefits Division twice monthly. Premium payments may be made in advance or the County will recover these payments from the employee upon their return to work.
6. The employee will be required to provide a fitness-for-duty certification before returning to work, unless the appointing authority determines that the

ARTICLE 7. UNPAID LEAVES (Cont'd)

certification is not necessary as more fully set forth in County Compensation Ordinance Section 4.3.1.

7. Following FML leave, the employee is entitled to return to the same or an equivalent job upon return from leave. However, should the employee exhaust their FML leave and continue on some other form of County unpaid leave, they may not be entitled to return to their previous position.
8. The employee may be liable for the payment of health insurance premiums paid by the County during their FML leave if the employee does not return to work for at least thirty (30) days after taking FML leave as more fully set forth in County Compensation Ordinance Section 4.3.1.

Section 4. Appeal of Disputes: Unpaid Leaves

Any disputes which arise concerning the application or interpretation of unpaid leave provisions of this Agreement shall have recourse to the Grievance Procedure herein and shall not be appealable to the Civil Service Commission.

ARTICLE 8. ALLOWANCES FOR WORK-RELATED EXPENDITURES

Section 1. License Reimbursement

The County shall reimburse any permanent employee, who works at least eighty (80) hours per biweekly period, for the cost of renewing any license or certificate the employee is required to possess as a condition of employment by the County, which the employee is required to renew during the term of this Agreement.

This reimbursement shall not cover any costs to the employee of becoming eligible for, or initially obtaining, such license. Reimbursement shall also not apply to any license necessary for the legal operation of vehicles or mechanical equipment.

Section 2. Uniforms, Work Clothes, Work Equipment and Articles

- A. The County agrees to supply all protective clothing, protective equipment (including back belts) and protective supplies determined by management to be necessary for the employee to perform their job.

This Section is not designed to reduce or increase any current benefits as to issuance of uniforms and work clothes or other work equipment now supplied by the County.

Upon request, management agrees to discuss with the Union, specific clothing needs where such tasks may result in unforeseen damage to clothing which is normal business attire for the classification. Unresolved issues may be submitted

ARTICLE 8. ALLOWANCES FOR WORK-RELATED EXPENDITURES (Cont'd)

by the Union to the Safety Committee and, if still unresolved, submitted to the grievance procedure.

B. Initial Issue

Eligible employees in the classifications listed under Section 2.C "Uniform Allowance", when hired or newly assigned to a position requiring them to wear a uniform, shall receive, within thirty (30) days of hire or assignment, an initial allowance toward the purchase of required uniforms in the amount as provided in Section 2.C below.

C. Uniform Allowance

If an employee in an eligible Bargaining Unit is on leave (paid or unpaid) during Payroll 4 and has sufficient hours in the previous year to qualify for a Uniform Allowance maintenance payment in accordance with the chart below, that payment will be made when the employee returns to active County service. If an eligible employee is active in Payroll 4 but on leave (paid or unpaid) in Payroll 5, the maintenance payment will be made when the employee returns to active County service. If an employee is in an eligible Bargaining Unit in Payroll 4 but terminates County service or transfers to an ineligible Bargaining Unit in Payroll 5, that employee is not entitled to receive the maintenance payment, as that employee is no longer required to wear a uniform.

For maintaining and/or replacing required uniforms and equipment, the County shall, on the payday for Payroll 05 of each year, pay a uniform maintenance allowance to employees who are in an eligible class in Payroll 04 of that year. This allowance will be included in the paycheck of the appropriate period as defined above.

Exception: Employees who are furnished uniforms at no cost shall not be covered by this uniform allowance provision.

Employees who receive a uniform allowance are required to wear a uniform at all times.

The amount of the allowance shall be computed based on paid service as follows:

<u>% of Required Service in Paid Status</u>	<u>Allowance</u>	
Over 75% thru 100%	Three-thirds	(3/3)
Over 50% thru 75%	Two-thirds	(2/3)
Over 25% thru 50%	One-third	(1/3)
25% and less	Zero	(-0-)

ARTICLE 8. ALLOWANCES FOR WORK-RELATED EXPENDITURES (Cont'd)

For purposes of computing the correct payment amount, three-thirds (3/3) of the uniform allowance is as follows for the listed eligible classes:

<u>Class No.</u>	<u>Title</u>	<u>Three Thirds (3/3)</u>
004615	Certified Nurse Assistant	\$500
004618	Psychiatric Technician	\$500
004625	Licensed Vocational Nurse	\$500
004626	Sheriff's Detentions Licensed Vocational Nurse	\$500

D. Hard-Toe Shoes / Non-Slip Safety Shoes

Employees in the following classifications shall be reimbursed three hundred dollars (\$300) upon proof of purchase of departmental-approved hard-toe shoes or non-slip safety shoes. Employees may accrue up to three (3) years' worth of reimbursement for the purchase of safety footwear. Employees who do not spend three hundred dollars (\$300) in the previous fiscal year shall have up to six hundred dollars (\$600) available in the second year. Employees who do not spend three hundred dollars (\$600) in each of the two (2) previous fiscal years shall have up to nine hundred dollars (\$900) available in the third year. Maintenance after purchase and reimbursement will be the responsibility of the employee. A portion of the reimbursement allowance can also be used for shoe repair.

Work Location:

Jail Pharmacies

Hard-Toe Shoe Eligible Class:

004260 – Pharmacy Technician

Non-Slip Safety Shoe Eligible Class:

004318 – Histology Technician

Section 3. Private Mileage and Use of County Cars

A. Private Mileage

1. Certification. Certification determines whether an employee is eligible to drive on County business or not. The Department Head may authorize an eligible employee either to receive reimbursement at the rate in Section 3.A.3 below for miles driven on County business in the employee's private vehicle; to drive a County car on County business; or to use a County pool car on County business. Recertification confirms whether an employee is eligible to drive on County business or not.

ARTICLE 8. ALLOWANCES FOR WORK-RELATED EXPENDITURES (Cont'd)

2. Rationing. In the event a gasoline rationing/allotment program is mandated, the County will not require an employee to use his or her personal allocation for County business.
3. Rate of Reimbursement. Employees who use their personal vehicle for County business shall be reimbursed on a monthly basis at the Internal Revenue Service (IRS) reimbursement rate for mileage. In the event the IRS increases the reimbursement rate for mileage, the County will adjust the mileage reimbursement rate to equal the new IRS rate as soon as practical, not to exceed sixty (60) days from the effective date of the IRS increase.
4. Reimbursement to County for Use of County Vehicle. This provision reinforces County policy that a County vehicle shall not be used for personal business.

An employee who uses a County vehicle for transportation from their home to the employee's headquarters or to their home from the employee's headquarters shall reimburse the County at the rate per mile as established in Section 3.A.3 above, for the use of County vehicle.

Such reimbursement shall be:

- a. Calculated by multiplying the number of round-trip miles between the employee's headquarters and home by the rate in Section 3.A.3 above multiplied by the number of days the employee worked in a pay period.
- b. Deducted from the employee's biweekly warrant, and
- c. Waived only upon written authorization from the Chief Administrative Officer.

The administration of this provision shall be subject to the rules and regulations of the Auditor and Controller.

B. Use of County Cars

1. Certification. See Section 3.A.1.
2. The County may require an employee to use a County vehicle when the employee drives on County business.
3. County vehicles may be equipped with Global Positioning Satellite (GPS) equipment or other equipment which tracks the location, speed, and

ARTICLE 8. ALLOWANCES FOR WORK-RELATED EXPENDITURES (Cont'd)

direction of the vehicle for County documentation, analysis, and use.

C. Reimbursement Schedule for Travel Outside San Diego County

Employees shall be paid in accordance with the rates set forth on the schedule adopted by resolution of the Board of Supervisors for trips on County business outside the County of San Diego, but within the State of California.

Section 4. Parking and Transportation

A. Parking

This section does not guarantee the provision of free parking spaces for employees. County parking lots, where available, will have the spaces contained therein designated in the following priority:

1. Disabled
2. Public
3. Carpools
4. County-owned vehicles
5. Official County business - transient
6. County employees

Employees who participate in carpools (two (2) or more persons per vehicle, four (4) days per week minimum) shall be entitled to preferential parking spaces, when available.

B. Transportation Reimbursement for Certain Downtown Locations and Bus Pass Reimbursement

The County shall reimburse all employees paid on a biweekly basis except those on an "hourly" or "special rate" pay basis for costs incurred in traveling to and from work, as follows:

1. Up to one hundred dollars (\$100) reimbursement per month for each eligible employee who purchases a San Diego Metropolitan Transit System (MTS) pass (which includes trolley usage), or North County Transit District pass or Coaster pass, or similar transit pass. Employees are eligible to participate in the Transit Pass Program on the first day of the month following their date of hire. An employee will not be reimbursed for any amount in excess of the actual cost of the pass; or
2. Three-hundred dollars (\$300) reimbursement per month for each eligible employee who incurs parking expenses at the below locations; or

ARTICLE 8. ALLOWANCES FOR WORK-RELATED EXPENDITURES (Cont'd)

3. Two hundred dollars (\$200) reimbursement per month for each eligible employee who incurs expense as a participant in the County Ride-Sharing Program through SANDAG at the below locations.

Applicable work locations for 2 and 3 above: 101 W. Broadway; 220 W. Broadway; 225 Broadway, 330 W. Broadway; 625 Broadway; 233 "A" Street; 110 W. "C" Street; 1409 Fourth Avenue; 964 Fifth Avenue; 1501 6th Avenue; 1130 10th Avenue; 1173 Front Street; 734 W. Beech Street and other locations certified to the Auditor and Controller by the Chief Administrative Officer. Eligibility for (b), (c) and (d) above is to be determined through certification by the appointing authority that the employee has incurred expense under the conditions stated above in at least the amount specified. The administration of transportation reimbursements are subject to the rules and regulations of the Auditor and Controller.

Employees who receive a transit and parking reimbursement, the total shall not exceed three-hundred dollars (\$300).

Section 5. Employee Occupied County-Owned Residences

The parties agree to the provisions of the Board of Supervisors Policy G-14 on EMPLOYEE OCCUPIED COUNTY-OWNED RESIDENCES as adopted by the Board of Supervisors on May 1, 1990.

Section 6. Meals in County Facilities

Charges to employees for meals furnished by County departments, except where employees are provided free meals while on duty, shall be:

\$2.10 per meal when purchased individually.

\$2.00 per meal when purchased in books of ten.

Sheriff's Department:

Only those employees who are assigned to work within the jail shall be able to obtain meals within the jail in order to maintain the security of this locked facility.

Section 7. Repayment of Specialized Training Expenses

- A. The County may recover specialized training expenses from an employee who terminates employment within one (1) year of completion date of such training consistent with the following schedule of reimbursement:

ARTICLE 8. ALLOWANCES FOR WORK-RELATED EXPENDITURES (Cont'd)

<u>Completion Date</u>	<u>Reimbursement</u>
Within 3 months	100%
After 3 months – before 6 months	50%
After 6 months – before 12 months	25%
After 1 year	0%

- B. In cases where specialized training is to be made available, the Appointing Authority shall include in the request for training authorization a signed agreement between the County and the employee which provides that training costs in excess of one thousand (\$1,000) for any single training session or related series of training sessions will be reimbursed to the County if the employee voluntarily terminates prior to one (1) year for any reason other than death or disability retirement.
- C. Training costs shall be calculated to include:
1. Travel expenses
 2. Meals and lodging expenses
 3. Registration or tuition expenses
 4. Books and other related materials expenses
- D. At the request of the Appointing Authority, the Chief Financial Officer may consider a reduction of, or a complete release from, the employee's obligation if extreme hardship can be demonstrated in writing.
- E. Specialized training is determined by the Appointing Authority, and generally does not include conferences or training that is required for performing the basic functions and duties of employee's classification.
- F. Further, this provision shall not apply to training with no net cost to the County by virtue of being covered by an offsetting grant or other reimbursement.

ARTICLE 9. EMPLOYEE BENEFITS

Section 1. Retirement

The County shall pay the rate prescribed for employer contributions into the General Retirement Fund in accordance with the law and the rules and regulations governing such employer contributions. The Board of Supervisors shall adopt the employee retirement contribution rates recommended by the Retirement Board within ninety (90) days after the beginning of the immediately succeeding fiscal year from the date the recommendation is made.

Retirement benefits for employees hired on or after March 8, 2002 or such later date, shall be those established for "Tier A" of the General Retirement Program for eligible

ARTICLE 9. EMPLOYEE BENEFITS (Cont'd)

employees.

Employees hired before March 8, 2002 will receive "Tier A" retirement benefits unless the employee exercises the right to "opt out" of the "Tier A" program. Those who "opt out" of the "Tier A" program will receive Tier I retirement benefits.

After March 8, 2002, employees electing the General members enhanced retirement formula "Tier A" shall pay via payroll deduction, the amount prescribed by the rate established for each employee's contribution for "Tier A" into the appropriate fund in accordance with the law and rules and regulations governing such employee contributions.

Retirement benefits for employees hired on or after August 28, 2009 but before December 01, 2012 and those employees otherwise allowed for by State Law, shall be those established for a "Tier B" program for eligible employees.

"Tier B" shall consist of the following benefits:

Formula	2.6% @62 (Gov. Code § 31676.12)
Final Average Compensation	Highest 3-year Average
Minimum Retirement Age	55
COLA	Maximum 2%

Except as allowed for by State Law, retirement benefits for employees hired on or after December 01, 2012, shall be for "Tier C" eligible employees.

Formula	2.5% @67 (Gov. Code § 7522.20)
Final Average Compensation	Highest 3-year Average
Minimum Retirement Age	Age 52
COLA Maximum	2%

Retirement benefits for employees hired on or after a date determined by the Board of Supervisors, but no sooner than July 1, 2018, shall be those established for a new "Tier D" program for eligible employees.

"Tier D" shall consist of the following benefits:

Effective	On or after July 1, 2018
Formula	1.62% @ 65
Final Average Compensation	Highest 3-year Average
COLA	Maximum 2%

The implementation of this Retirement Tier is contingent upon the adoption of resolutions and an ordinance by the Board of Supervisors, which implement the provisions of Tier D (described above) applicable to general members who become new members, as defined by Government Code section 7522.04(f), in County positions on or after a date specified

ARTICLE 9. EMPLOYEE BENEFITS (Cont'd)

in the applicable resolution. Except as mandated by law, during the term of this Agreement, the County will not modify the retirement contribution offsets or retirement benefits agreed to herein for Tiers A, B or C.

All employees enrolled in General Tier D retirement (established July 1, 2018), will receive a retention premium of 2.5% for 15 years of service with the County of San Diego and an additional 2.5% for 20 years of service with the County of San Diego and an additional 5% for 25 years of service with the County of San Diego.

The employer and employee contribution rates are subject to annual San Diego County Employees Retirement Association actuarial reviews and establishment of rates.

The County is committed to conducting a public study with a report back to the Board of Supervisors that will calculate the cost, including contracting with an actuarial, if necessary, for placing all current Tier D employees into Tier C and all new employees into Tier C.

A. Retirement Offset

1. Each employee shall pay, via payroll deduction, the amount prescribed by the rate established for each employee's contribution for the appropriate General Benefit Tier into the appropriate fund in accordance with the rules and regulations governing such employee contributions excepting that the County will contribute the below rates but no more than the employee's established rate, to the fund on behalf of the General employee covered by this Agreement. In the event that the employee's rate is less than the rate indicated below, the employee shall not be credited with the difference.

Effective June 9, 2017, the County's retirement contribution offset shall be eliminated.

Tier C:

No Offset.

Upon termination, for all tiers listed above, employees shall have no vested right in the amount of retirement funds contributed by the County on their behalf.

2. a. One-half Retirement Offset: Effective June 19, 1998 through completion of at least five (5) years of continuous service in the retirement system, employees shall receive one-half of the retirement offset provided for in Section 1.A.1 above.
- b. Full Retirement Offset: Upon completion of at least five (5) years of continuous service in the County retirement system, employees covered by (a) above, shall receive the full retirement offset

ARTICLE 9. EMPLOYEE BENEFITS (Cont'd)

established in Section 1.A.1 of this Article.

- c. Notwithstanding Section 1.A.2 (a) and (b) hereinabove, the County has the right to:
 - i. determine which classification(s), if any, shall be exempted from this provision;
 - ii. implement such determinations as the County deems advisable.

- B. The County and the SEIU, Local 221 acknowledge that all provisions of this Agreement, including Article 9, Section 1 "Retirement", together with those other matters within the scope of representation, are subject to renegotiation upon the expiration of this Agreement to the extent provided by law.

Section 2. Insurance/Flexible Benefit Plan

Eligibility: Employees employed on a full-time (80-hour biweekly) basis shall be eligible for insurance benefits. Employees employed on a part-time basis and who are regularly scheduled to work one-half time or more (40 hours or more in an 80-hour biweekly pay period) and paid on a biweekly pay basis shall be eligible for insurance benefits.

A. Flexible Benefits Plan

A flexible benefits plan, which is in accordance with Section 125 of the Internal Revenue Code, was implemented for eligible employees covered by this Agreement on October 1, 1990.

1. Plan Design. The flexible benefits plan is a cafeteria-style benefits program wherein the County makes a contribution toward the Flexible Benefits Plan for each eligible employee to be allocated during the employee's active employment. The County contribution is distributed by the employee among the menu of benefit options listed below, the specific details and administration of which are set forth in the plan brochures:

"Core" Benefits:

- Health insurance
- County basic life and AD&D insurance

Optional Benefits:

- Dental insurance
- Vision insurance
- Supplemental life insurance

ARTICLE 9. EMPLOYEE BENEFITS (Cont'd)

- Supplemental accidental death and dismemberment insurance (AD&D)
- Flexible spending accounts for pre-tax reimbursement of qualified medical and/or dependent day care expenses. Account credits must be used during the plan year in which they are earned for expenses incurred during the same plan year.
- The plan may be modified upon written notice by the County.

This plan includes for eligible employees pre-tax contributions for all monies paid toward health, dental, vision and/or voluntary AD&D plans.

2. Coverage.

- a. All eligible employees are required to have the following minimum "core" benefits for the employee only:
 - County health insurance unless properly waived
 - County basic life and AD&D insurance
- b. Coverage by County Spouse: An eligible County employee married to another eligible County employee may elect health insurance coverage as a dependent under the spouse's primary plan. In such a case, the employee covered as a dependent will have the "employee only" County contribution amount available to apply toward the employee's Flexible Benefits Plan during the employee's active employment.
- c. Proof of Coverage: Employees who submit satisfactory "Proof of Health Insurance Coverage" may elect not to be covered by the County's health insurance plans. This election may only be made during the County's open enrollment period or during the year as the result of a qualifying "change in status" as defined by Section 125 of the Internal Revenue Code. For employees waiving primary participation in a County-sponsored health plan, the County's contribution will be deposited into the employee's Flexible Spending Account.
- d. Domestic Partner: An employee may elect to cover a Registered Domestic Partner or Non-registered domestic partner under the County's health, dental or vision plans. To cover a Registered Domestic Partner, the employee must submit a copy of the State Registration Certificate to Employee Benefits. Any premium paid by the County on behalf of the Registered Domestic Partner or the Registered Domestic Partner's dependent(s) will be considered taxable income for Federal taxes pursuant to the provisions of the Internal Revenue Code but will not be considered taxable income for

ARTICLE 9. EMPLOYEE BENEFITS (Cont'd)

State taxes, pursuant to the California Revenue and Taxation Code. To cover a Non-registered domestic partner or the non-registered domestic partner's dependent(s), the employee must meet and agree to the specifications set forth on an "Affidavit for Enrollment of Domestic Partners." The employee must submit the affidavit to the Employee Benefits Division of the Department of Human Resources. Any premium paid by the County on behalf of the domestic partner or the domestic partner's dependent(s) shall be considered taxable income for Federal and State taxes to the employee with domestic partner coverage pursuant to the provisions of the Internal Revenue Code and the California Revenue and Taxation Code. Employees should contact their tax professionals for further explanation of how their income taxes will be impacted.

3. County Contribution Toward Flexible Benefits Plan. Insurance premium costs shall be borne by the employee excepting that the County shall make the following contribution toward the Flexible Benefits Plan (which includes health insurance). The employee's insurance premium costs will be reduced by the amount the employee elects to distribute to his or her insurance premium costs from the County's contribution toward the Flexible Benefits Plan. The County's contribution toward the Flexible Benefits Plan shall be:

Effective January 1, 2026: 6% increase

	Per Month	Approximate Annual
Employee Only	\$924.00	\$11,088.00
Employee + 1	\$1,402.00	\$16,824.00
Employee + 2 or more	\$2,041.00	\$24,492.00

Effective January 1, 2027: 6% increase

	Per Month	Approximate Annual
Employee Only	\$979.00	\$11,748.00
Employee + 1	\$1,486.00	\$17,832.00
Employee + 2 or more	\$2,163.00	\$25,956.00

Effective January 1, 2028: 6% increase

	Per Month	Approximate Annual
Employee Only	\$1,038.00	\$12,456.00
Employee + 1	\$1,575.00	\$18,900.00
Employee + 2 or more	\$2,293.00	\$27,516.00

4. Effective Dates of Eligibility Under The Flexible Benefits Plan. The effective date of eligibility under the Flexible Benefits Plan for new employees shall

ARTICLE 9. EMPLOYEE BENEFITS (Cont'd)

be the first day of the month following month of hire provided that the employee has completed and returned all enrollment forms within the month of hire. If completed forms are not received by the end of the month of hire, benefits will be effective the first day of the month following receipt of completed forms. All forms must be received in the Employee Benefits Division within thirty (30) days of hire in order for benefits to commence. Eligibility shall terminate on the last day of the month in which an employee last had paid service provided that the employee's portion of the health insurance premium is paid for such period.

Employees who do not submit completed enrollment forms within forty-five (45) days of hire will be offered the County's least costly health plan under each medical provider.

Notwithstanding the above, eligibility for all flexible benefits plan features which are in addition to health insurance shall be thirty (30) days after the effective date on which health insurance coverage begins.

5. Employee Insurance Coverage During Leaves of Absence

- a. Life Insurance. Employees on leave without pay for any reason, including suspension, may continue their life insurance coverage for up to six (6) full months.

Employees choosing to continue their life insurance may do so for up to six (6) months while on leave. Premiums must be paid by the end of the month in which the employee had coverage.

Employees may pay all premiums required for the entire six (6) month leave period in advance. In the event an employee who is on leave without pay does not pay premiums in advance of the end of the month, the coverage shall be discontinued. Such employees shall be entitled to re-apply upon return to work subject to medical insurability acceptable to the insurance provider.

- b. Medical Insurance (Includes Health Insurance) During Leaves of Absence. During leave without pay, and in accordance with the Federal Consolidated Omnibus Budget Reconciliation Act (COBRA) of 1986 (Pub. L. 99-272), employees may continue their health insurance coverage for up to eighteen (18) full months following the month in which the leave commenced.

In the event an employee who is on leave without pay does not pay medical insurance premiums in advance, the coverage shall be discontinued. Such employees shall be automatically re-enrolled in

ARTICLE 9. EMPLOYEE BENEFITS (Cont'd)

the same health plan enjoyed previous to leave without pay, within thirty (30) days from the date they return to work.

Effective date of coverage will be the first day of the month following receipt of enrollment forms in the Employee Benefits Office. With certain health plans, re-enrollment is contingent upon medical insurability.

The commencement of leave without pay shall be considered a "qualifying event" as defined under COBRA by virtue of the employee's reduction in working hours. Employees who elect coverage under COBRA by choosing to continue their medical insurance shall pay one hundred two percent (102%) of the applicable premium and shall be subject to the same administrative requirements as all other COBRA group plan members. Premiums will be calculated and paid by the employee at least one (1) month in advance.

- c. The administration of these benefits is subject to the rules and requirements of the Department of Human Resources.
- 6. Flex credits not designated for eligible services are placed in the employee's health FSA. IRS regulations establish annual maximum limits for flexible credits which may be rolled over to an FSA. An employee is not entitled to flexible credits that, when rolled over to an FSA, exceed the maximum limits allowed by law. Any employee who is expected to have flexible credits rolled over to an FSA that will exceed the maximum limits shall have their bi-weekly flex credit contributions adjusted to an amount, that when calculated on an annual basis, will be equal to the maximum allowed by law.

Notwithstanding the above paragraph, if an employee experiences a "qualifying event" as defined by IRS and HIPAA Regulation, or has a triggering event that impacts flex credits, that employee will be allowed to change their status and have their flex benefits recalculated so as to maximize or recoup any retroactive flex benefits previously adjusted, in order to realize the maximum value of the flex benefit contribution, subject to IRS limitations.

B. Life Insurance

The County's Flexible Benefit Plan shall include as a "Core" Benefit, Life Insurance for each eligible employee in the amount of ten thousand dollars (\$10,000) for the employee and two thousand dollars (\$2,000) for each dependent.

C. Deferred Compensation

ARTICLE 9. EMPLOYEE BENEFITS (Cont'd)

Employees shall be eligible to participate in the Deferred Compensation Program provided and administered by the County or the County's selected administrative agent (or agency).

Section 3. Health Plan Task Force

A joint union-management committee with equal representation of management and the Union shall be established. SEIU, Local 221 shall have four (4) representatives on this Task Force.

This Task Force shall be a standing committee and will meet on a mutually-agreed upon schedule (at least quarterly) to consider issues of health care delivery to employees.

This Task Force shall study activities which have the potential of limiting health plan costs without shifting costs to workers or otherwise reducing levels of benefits or quality of care. The Task Force shall develop recommendations for measures to hold insurance carriers, administrators and hospitals and physicians more accountable for controlling health care costs.

Any changes to the existing health/life insurance programs would be subject to the meet and confer process. In no event, during the term of this Agreement will there be a reduction in flex credit contribution by the County or change in benefits unless mutually agreed upon by the parties.

ARTICLE 10. PERSONNEL PRACTICES

Section 1. Personnel Files

An employee, or a Union representative with the written consent of the employee, may inspect that employee's personnel file with the exception of all material obtained from other employers and agencies at the time that employee was hired. Employees shall normally request such files forty-eight (48) hours in advance of such inspection.

An employee shall be entitled to read any statement, written by the employee's supervisor or departmental management, on their work performance or conduct if such statement is to be filed. No such statement shall be filed before all County appeal rights are exhausted. If such a statement is inadvertently filed before all County appeal rights are exhausted, the employee may request sealing of the applicable portions of their file by the Civil Service Commission. The request for sealing may be made after a decision on the appeal has been rendered. All such statements on which filing is delayed pending completion of the County appeal process, shall be filed upon the rendering of a decision, if such decision upholds the statement or charges against the employee in whole or, if upheld in part, it shall be filed as amended. The employee shall acknowledge reading such material by affixing their signature on the actual copy to be filed, with the understanding that such

ARTICLE 10. PERSONNEL PRACTICES (Cont'd)

signature merely signifies that the employee has read the material to be filed and does not necessarily indicate agreement with its content. If the employee refuses to initial, the supervisor will sign, noting the refusal of the employee to initial. Any employee shall have the right to rebut in writing any material placed in their personnel file and such rebuttal shall be added to the file.

Disciplinary action includes a written reprimand, suspension, demotion, or discharge. If the department takes disciplinary action against an employee, the department, upon request of the employee, will furnish the employee a copy of all documents or written statements used by the department as a basis for its action. All correspondence of commendation shall be entered as a permanent part of an employee's personnel file, except where they are shown to be frivolous. In that case, they shall be returned to the employee. At the time of conferences, meetings, or hearings held for the purpose of disciplinary action as defined in the paragraph above or which the employee believes may result in disciplinary action, the employee shall have the right to representation, including Union representation.

Any document that was mistakenly placed in the employee's personnel file shall be removed from the personnel file by the Department of Human Resources upon the written request of the employee and the employee's appointing authority.

Any employee shall have the right to rebut in writing material placed in their personnel file and such rebuttal shall be added to such file.

Section 2. Dismissal During Probation

Probationary employees will be given as much notice as is possible of their dismissal during probation either through the performance report or other written notification. In the event that emergency circumstances exist in which the immediate removal of an employee is essential to avert harm to the County or to the public, or in which the employee has threatened harm to the County or public, the appointing authority may remove the employee immediately.

Section 3. Legal Representation

Upon request of an employee and subject to any limitations provided by law, the County will provide for the defense of any civil action or proceeding initiated against the employee by a person or entity other than the County in a court of competent jurisdiction on account of any act or omission occurring within the course and scope of their employment as an employee of the County.

Nothing herein shall be deemed to require the provision of such defense where the discretion to provide or not provide such defense is vested in the County pursuant to the provisions of the California Government Code, now and as amended or where the act or omission was not within the scope of the employee's employment, or the employee acted

ARTICLE 10. PERSONNEL PRACTICES (Cont'd)

or failed to act because of actual fraud, corruption or actual malice, or where the provision of such defense would create a conflict of interest between the County and the employee.

Nothing herein shall be construed to grant to any employee any rights or privileges in addition to those provided in the said Government Code.

Section 4. Layoff Procedure

A. General

When the Board of Supervisors determines it is necessary through lack of work or funds, to reduce the number of employees in any class covered by this Agreement, the appointing authority of the department concerned shall notify the Director in writing of the number of employees to be laid off, the class title, and the date the employees are to be laid off. Upon receipt of such notice, the Director shall give to the appointing authority, the names of the employees who should be first laid off in accordance with this procedure.

B. Exceptions

1. Sub-organizational Layoff. When the appointing authority so requests, the Chief Administrative Officer may authorize an appointing authority to lay off employees within a division, office, section, institution or other subdivision of an office, department or institution instead of laying off employees from the office, department or institution as a whole. In such case, the foregoing provisions shall be applied to the division, office, section, institution or other subdivisions within which the Chief Administrative Officer has authorized the layoff. Prior to such layoff, the appointing authority shall provide the Union with notice and, upon request, shall meet on the impact of the layoff with the Union to discuss this matter and alternatives to such layoff.
2. Required Specialized Skills. When the appointing authority so requests, employees who perform required services and possess specialized knowledge, and/or skill not possessed by other employees in the Department and which are necessary to the operation of the Department, may be excepted from layoff, as authorized by the Civil Service Commission pursuant to a finding that such exception from layoff is in the public interest.

C. Notice of Layoff

1. Department of Human Resources Notice to Department and to Union.

Prior to the occurrence of a layoff, the Director, shall provide written notice to the Union when the Department is notified of any employees covered by this Agreement, who are identified for layoff. This notice shall list all persons

ARTICLE 10. PERSONNEL PRACTICES (Cont'd)

in the affected class including the number, class title, seniority rating, and date on which affected employees are to be laid off.

2. Appointing Authority Notice to Employees. Upon receipt of the layoff list, the appointing authority shall prepare and serve a Notice of Layoff. The notice shall contain the following information:
 - a. The effective date of layoff;
 - b. The seniority rating of the employee computed by the Director;
 - c. The seniority ranking of the employee on the layoff list for the particular class involved in the layoff;
 - d. The total number of layoffs for the particular class;
 - e. A statement of the computation of seniority ratings and rankings;
 - f. A copy of the complete layoff list compiled by the Director showing the seniority rating for each employee on the layoff list;
 - g. A statement that the employee has the opportunity to contact the Director or designated representative no later than five (5) business days after receipt of the Notice of Layoff to inspect the records relating to the computation of the layoff list including the employee's seniority rating and ranking, and to meet with the Director or designated representative regarding any corrections related to such list, rating, or ranking. The employee shall be informed that failure to contact or meet with the Director or designated representative within the prescribed period will be deemed a waiver of any objections that might have been raised regarding the list, rating, or ranking;
 - h. A statement that the layoff will be effective on the date indicated unless the appointing authority advises the employee in writing otherwise prior to the effective date and time set forth on the notice;
 - i. A copy of provisions of Rule XIV of the Rules pertaining to layoff.

D. Approval and Service of Notice

The Notice of Layoff shall be approved by County Counsel prior to its distribution to any employee. The Notice of Layoff shall be served, either personally or by mail, on an employee at least thirty (30) calendar days prior to the effective date of the layoff.

ARTICLE 10. PERSONNEL PRACTICES (Cont'd)

E. Order of Layoff

Except for permanent employees who volunteer to be laid off, the order of layoff within the class and in the department shall be in the following order (the appointing authority may lay off a volunteer for layoff at any point in this order):

1. Provisional Employee. Definition: An employee who has not completed a probationary period and who has not been appointed to their present class from an eligible list.
2. Certified Temporary Employee. Definition: An employee who has not completed a probationary period and has been temporarily appointed from an eligible list for a specified period.
3. Probationary Employee. Definition: An employee who has been appointed to a permanent position from an eligible list and is currently serving, but who has never completed, a probationary period.
4. Permanent Employee. Definition: An employee who has completed a probationary period or a permanent employee who is serving a probationary period in the same or a different class.

Permanent employees shall be laid off according to the layoff ratings, lowest ratings first. The order of layoff within categories 1, 2, and 3, and for permanent employees with equal layoff ratings, shall be at the appointing authority's discretion. Employees on leave shall be laid off or demoted in lieu of layoff as if they were active employees.

F. Seniority

Seniority is the employee's total hours of continuous County service. All service of a blanketed-in employee shall, for the period prior to classification to the position, be credited for seniority purposes whether or not it was continuous. All seniority is lost upon resignation or dismissal. Any employee who has gained permanent status and is laid off, shall, if reinstated, regain their seniority credit possessed at the time they were laid off.

G. Calculation of Layoff Rating

1. Continuous-service-date to May 23, 1986 ("historical" layoff rating). The purpose of this "historical" layoff rating is to calculate employees' service credit for purposes of the past to the date of the last full pay period beginning May 9, 1986. These points will constitute employee's layoff rating for the past, to which the points calculated for prospective implementation (standard layoff rating) will be added as provided below:

ARTICLE 10. PERSONNEL PRACTICES (Cont'd)

Historical layoff rating: One (1) point for each hour of continuous (unbroken) service from last date employee was hired into the classified service (80 points for each full biweekly pay period).

2. Standard layoff rating. One (1) point for each hour of paid service (excludes all unpaid leaves or periods of suspension but includes short-term voluntary work furlough), after the day specified in paragraph (1) above.
3. Formula for combining historical and standard layoff ratings. Employees in classes identified for layoff shall have their seniority calculated as follows to combine historical and standards ratings:

Total historical ratings: _____ Hours
Plus: standard rating: _____ Hours
Total: _____ Hours/Points

The total of these two ratings shall constitute the employee's official layoff rating.

H. Demotion in Lieu of Layoff

The appointing authority shall determine by class, subject to review by the Director, whether demotion shall be afforded employees as an option in lieu of layoff.

At the request of the appointing authority, a permanent employee shall, in lieu of layoff, be afforded the option of demotion within the same department to a position in a lower class, provided that no such demotion shall in turn require the layoff or demotion from such lower class of any employee whose layoff rating is at least as high as that of the demoting employee. A probationary employee may be afforded the opportunity to accept a demotion within the same department to a position in a lower class provided no such demotion shall in turn require the layoff of any employee in the lower class. Such probationer shall not become permanent in the lower class by this action except by completing a new full probation period in such lower class.

I. Cash in Lieu of Compensatory Time Off

The payment of cash in lieu of compensatory time off for an eligible employee who is laid off shall be in accordance with Article 5.

J. Eligibility to be Placed on Reinstatement List

A permanent employee who is laid off, demoted in lieu of layoff, or whose compensation ordinance position is to be deleted as a result of the Board of

ARTICLE 10. PERSONNEL PRACTICES (Cont'd)

Supervisors having had a second reading of an Ordinance amendment to delete the position, shall have their name placed on the reinstatement list for the class from which the employee is, or is to be, laid off or demoted in lieu of layoff. Employees shall be on the reinstatement list for three (3) years except that an employee who three (3) times refuses an offer of reinstatement to the class from which they were laid off, or to a class of equal status, or fails to respond to an offer of reinstatement, shall have their name removed from the reinstatement list following said refusal. In addition, if the employee on the reinstatement list is appointed to a class from which they were laid off, or to a different class of equal to or greater status than the reinstatement list class, then their name shall be removed from the reinstatement list. An employee who accepts an offer of reinstatement to the class from which they were laid off shall also be removed from the reinstatement list upon the date of reinstatement. The placement on the reinstatement list shall be determined in the same manner as for the order of layoff except in the inverse order thereof.

Employees on the reinstatement list shall have the first right of reinstatement to any vacancies in any department for the class for which they are eligible for such reinstatement, subject to the following:

1. A new probationary period shall not be required of an employee reinstated to a department from which they were laid off.
2. A new probationary period shall be required of an employee reinstated to a different department than that from which they were laid off, except that failure of probation shall return the employee to the reinstatement list. In no event shall such failure of probation extend the employee's placement on the reinstatement list beyond three (3) years from the date of placement on it.
3. A reinstated employee will regain their seniority credit possessed at the time they were laid off, which shall count for purposes of vacation accrual rate and step increase. In addition, the employee's sick leave balance (except for that portion for which the employee was paid cash at the time of layoff), and compensatory time off balance accrued as of layoff, shall be reinstated.

Section 5. Performance Evaluations

Upon issuance of the employee performance evaluation by the immediate supervisor and upon discussion with the employee, the employee shall have five (5) workdays in which to consider the performance evaluation before signing it. During this period the employee may consult with the Union and/or prepare a written statement to be included with the performance evaluation. The employee shall be entitled to a photocopy of the evaluation at the time of signing.

ARTICLE 10. PERSONNEL PRACTICES (Cont'd)

Should an employee feel that an evaluation is unjust or incorrect, said employee may appeal at the department level and shall have the right to representation at any meeting or hearing held. An unbiased hearing officer shall be appointed from within the Department and, absent the consent of the employee, shall be outside of the line of authority.

When a change is made in a performance evaluation, a new evaluation form with all changes incorporated shall be prepared and forwarded in place of the original.

All departments shall follow DHR Policy 1003.

Section 6. Smoking

The administration and regulation of smoking in County facilities shall be in accordance with the amended Ordinance (New Series), County of San Diego Administrative Manual/Board of Supervisors Policy as adopted by the Board of Supervisors and administered by the Chief Administrative Officer.

Section 7. Drug and Alcohol Use Policy

- A. The County may revise the Drug and Alcohol Use Policy prior to the expiration of this MOA and shall provide an opportunity for the Union to meet and confer over the revised policy.
- B. These revisions shall not pertain to random drug testing other than what is currently required by law.

Section 8. Committees

A. Departmental Committee

- 1. The parties agree to establish a departmental Labor Management Committee to be composed of a coordinator and four (4) employee representatives and one (1) staff representative from the Union and five (5) representatives from the County. The Committee shall address issues concerning all departments employing Health Services Unit employees.
- 2. The Committee shall meet at least quarterly, or upon the written request of either party, for the purpose of discussing matters of mutual concern. Grievances and adverse actions shall not be discussed at such meetings. Matters subject to the duty to bargain and not appropriately discussed in another forum, such as the Safety Committee, may be discussed. However, the Labor Management Committee shall not have the authority to add to, amend, or modify this Memorandum of Agreement.

ARTICLE 10. PERSONNEL PRACTICES (Cont'd)

3. During the term of this Agreement, the subject of workload and Employee Safety shall be a standing issue. Other issues to be discussed at said meetings shall be submitted to the Committee Coordinator along with the names of resource people, if any, for an agenda prior to the meeting. If additional resource people are needed, a reasonable number may be called to the meeting, subject to their availability. Management will respond within 30 days, when possible, to agenda items.
4. Meetings. The Labor Management Committee shall be authorized to meet on County premises and on County time, not to exceed two (2) hours per meeting.

B. Safety Committee

The County and the Union agree that safe working conditions are the mutual responsibility of each employee and supervisor. Each employee has the responsibility to immediately report an unsafe working condition to their supervisor. The supervisor has the responsibility to investigate an allegation that a working condition is unsafe. The parties agree that the following procedure shall be utilized in promoting a safe work environment for all employees:

1. All employees shall be entitled, through an appropriate forum, to participate in the development of safety programs.
2. The County shall provide a list of all safety officers, their department, addresses, and phone numbers to the Union. Such list shall be kept current by the County.
3. No employee shall be obligated to work in a facility or worksite, with any machinery or on equipment which is not safe.
5. Any employee who believes that an unsafe condition exists shall report such condition verbally to the supervisor immediately upon discovery of such condition. An employee may bring a Union representative as long as it does not interfere with the immediate reporting of the safety issue. The employee shall report such condition to the supervisor in writing as soon as possible. After receipt of a written report, the supervisor shall have the responsibility to remedy the situation or to seek an opinion from qualified personnel in the County whether an unsafe working condition exists. If a determination is made that an unsafe working condition exists, corrective action process shall be initiated as soon as possible.
6. If the supervisor fails to respond or refuses to initiate the corrective action process, the employee may present the written report to their Union steward, or if no steward is available, the Union field representative. Such

ARTICLE 10. PERSONNEL PRACTICES (Cont'd)

Union officer shall be entitled to communicate with the appropriate safety officer(s) or, subsequently, the appointing authority's representative to seek a resolution of the issue.

7. A disagreement between the employee and the supervisor as to whether or not an unsafe working condition exists may be addressed pursuant to the Grievance Procedure. Such grievance shall be processed in an expeditious manner.
8. The county shall provide adequate Personal Protective Equipment (PPE) in sufficient supply on-site on an ongoing basis to keep employees safe. If an employee believes there is insufficient PPE, they shall have the right to immediately notify their supervisor.

C. Facility Committee

1. The parties agree to establish three (3) Facility Labor Management committees: Edgemoor, San Diego Psychiatric Hospital and Polinsky. Each committee is to be composed of a coordinator and two (2) employee representatives and one staff representative from the Union and (3) representatives from the County.
2. Each facility committee shall meet at least every other month.
3. In addition, a facility meeting may be called at the written request of either party, and upon mutual consent, to deal with issues that may arise in other facilities in the Health & Human Services Agency and the Sheriff's Department.
4. Grievances and adverse actions shall not be discussed at such meetings. Matters subject to the duty to bargain and not appropriately discussed in another forum, such as Safety Committee, may be discussed. However, the Labor Management Committee shall not have the authority to add to, amend, or modify this Memorandum of Agreement.
5. During the term of this Agreement, the subject of workload and Employee Safety shall be a standing issue. Other issues to be discussed at said meetings shall be submitted to the Committee Coordinator along with the names of resource people, if any, for an agenda prior to the meeting. If additional resource people are needed, a reasonable number may be called to the meeting, subject to their availability. Management will respond within 30 days, when possible, to agenda items.
6. Meetings: The Labor Management Committee shall be authorized to meet on County premises and on County time, not to exceed one (1) hour per meeting.

ARTICLE 10. PERSONNEL PRACTICES (Cont'd)

D. Collaborative Solutions Committee

The County and the Union share a commitment to promoting and supporting our workplace and creating an environment that values and utilizes the contributions of our employees.

The parties will establish a committee to further these discussions and make appropriate recommendations.

The Committee will be formed consisting of eight (8) employees from various SEIU represented bargaining units, a minimum of one (1) SEIU representative, five (5) Management, and one (1) Labor Relations. This committee shall be established 90 days after the ratification of the agreement, and shall meet every other month, up to 3-hours or more as needed by mutual agreement to discuss topics that may include:

Budget Transparency
Engineering Efficiency
Employee Engagement
Childcare Options

A formal agenda will be agreed upon one week prior to each meeting.

E. Contracting-in Committee

The County and the Union shall form a joint labor-management Contracting-in Committee to discuss contracting work needed for the County and to explore steps to contract-in that may provide better services.

The Committee shall engage in discussions to:

- Examine barriers that have previously led to contracting out and identify solutions to eliminate those barriers.
- Identify opportunities for contracting-in.
- Explore specific contracts that may be brought in-house and establish a potential target timeframe for each.
- Address other issues or topics as mutually agreed upon.

The Committee shall meet as frequently as needed, with work release time provided subject to operational needs.

F. Health Care Committee

ARTICLE 10. PERSONNEL PRACTICES (Cont'd)

Establish a yearly committee that employees can discuss health care rates. The first meeting shall be after the County has shared upcoming Employee Benefits Plan Summary changes with SEIU from the providers.

G. Perspective Partnership Committee

This committee is intended to explore opportunities for executive management to visit the numerous work locations throughout the County to learn more about the important work employees perform.

H. Detention Health Care Committee

The joint detention Health Care Committee shall collaborate on Detention Health Care staffing levels.

Section 9. Detentions Staffing

Establish a 24-hour line within the Sheriff's Department to call in the event of concerns regarding Detentions staffing issues within 60 calendar days of Board Adoption.

Section 10. Employee Recognition Program

Employee Recognition Programs may be instituted in County departments. The purpose of such programs will be to recognize exemplary employees and improve public service through enhanced motivation. The establishment, disestablishment, administration and regulation of all employee recognition programs shall be at the discretion of the Chief Administrative Officer. Such programs as are established shall not be subject to appeal under the Grievance Procedure of this Agreement.

Section 11. Alternate Work Schedule Changes

If an employee's alternate work schedule is changed to address performance issues, the employee will be given the reason(s) for the change. The employee will also be given goals to achieve and a timeline for resuming their alternate schedule.

Section 12. Protective Policy

- A. This Policy shall only apply to employees employed by the Health & Human Services Agency.
- B. When an employee is personally threatened by an individual(s) related to a case due to job-related reasons, the employee may request that the Agency or Department conduct a prompt investigation to determine whether any one or more of the following actions would be appropriate:

ARTICLE 10. PERSONNEL PRACTICES (Cont'd)

1. Case re-assignment;
 2. Temporary transfer to other duties, if available;
 3. Other actions as appropriate.
 4. If the investigation shows that the personal threat interferes with the employee's performance of their job duties, the Agency or Department may recommend that the County file injunctive Court action against the threatening individuals(s) in conformance with Code of Civil Procedure Section 527.6 prohibiting harassment.
- C. When an employee believes that they are working with a potentially dangerous person, the employee must notify their supervisor of such a belief and the reasons therefore. At the request of the employee, the Agency or Department shall consider providing support personnel for the employee during the time they are working with such a person in the course and scope of the employee's duties. No employee shall be required to visit a residence or other location without police back up if information available indicates weapons are present, or recent activity which is likely to pose a threat to personal safety of the employee.
- D. When a supervisor or manager becomes aware that an individual(s) within the scope of an employee's work-related responsibility, or another employee at the work site, is considered threatening or dangerous to that employee or other identifiable employees, the supervisor or manager shall, as soon as practically possible, inform an employee(s), who has/have a work-related need to know.
- E. Each employee providing field services in the community and not exclusively in an alternative office setting with an assigned desk phone, will be provided with a fully functioning cellular phone while in the field which may be used to call for assistance from other county personnel, law enforcement, medical personnel and/or anyone else whose assistance may be required in a critical situation.

Section 13. Voluntary Transfers

Performance Appraisals and Disciplinary Actions will be considered on a case-by-case basis and may be a factor of denial but will not automatically disqualify an employee for a voluntary transfer.

Section 14. Involuntary Reassignments

For purposes of this section, an involuntary reassignment shall be defined as when an employee's work location is permanently changed, within a department, from one work location to another work location.

ARTICLE 10. PERSONNEL PRACTICES (Cont'd)

1. The County maintains its right to reassign employees.
2. The County shall provide a minimum of one pay-period notice when reassigning employees, unless in urgent cases, in which case, the County shall endeavor to provide as much notice as possible.
3. When the County or a County Department deems it necessary to reassign an employee or group of employees; it shall first seek volunteers from among qualified, eligible employees that meet operational needs before involuntarily reassigning the employee or group of employees.
4. Employees who are on probation are not eligible to request a voluntary reassignment.
5. Nothing in this provision shall be construed to delay the implementation of involuntary reassignments.
6. In accordance with Departmental practices, employees will remain responsible for informing the Department of their desire to be reassigned and identify the desired location(s).
7. Any employee who is reassigned whether voluntarily or involuntarily (excluding administrative transfers) shall not be restricted from applying for or being awarded any position for which there is a posted vacancy.
8. Employees who are involuntarily reassigned, including internal reassignments and administrative transfers, shall have the first opportunity to fill a posted vacancy occurring in the program and location from which they were involuntarily transferred if:
 - a. the employee has requested a reassignment back to the originating program and location; and,
 - b. the reassignment was not made as part of a mandatory rotation; and,
 - c. 6 months has passed from the date of the involuntary reassignment; and,
 - d. the reassignment back to the originating program and location does not negatively impact the operations of the Department.

Unless other extenuating circumstances exist that impact the operations, and in accordance with section 8 a-d above, if more than one employee was involuntarily reassigned on the same date, the appointing authority shall determine which employee fills the vacancy.

ARTICLE 10. PERSONNEL PRACTICES (Cont'd)

9. Subject to the above provisions, the decision of the Appointing Authority shall be final.

Section 15. Employment Related Medical Exams

After October 08, 2012, all employees who are promoted into a safety sensitive position shall be subject to the provisions of County Human Resources Policy #105 Employment Related Medical Examinations.

Section 16. Training

The County and SEIU will hold a joint training at County facilities for up to thirty (30) employees up to four times a year.

Section 17. Telework

The County prioritizes the health and safety of employees while also maximizing effective and efficient work arrangements, maintaining exemplary customer service, and furthering the County's sustainability goals by reducing the carbon footprint of our operations.

Telework schedules include variations in when, where, and/or how work is done. Telework must be planned and structured to emphasize the long-term rather than the short-term goals of the department. All telework and alternate work schedules must be approved in advance in accordance with all applicable rules, agreements, and governing documents.

Telework and alternate work schedules are not an entitlement or reward, nor are they a temporary arrangement for a different schedule. Telework schedules may not be possible for every staff member, or for every assignment or function. All telework and alternate work schedule must be approved in advance in accordance with all applicable rules, laws, agreements, and governing documents.

Factors for Developing a Departmental Teleworking Plan

Not all positions or job classifications may be appropriate for telework arrangements. The factors considered when developing and reviewing the departmental Teleworking Plan, the following items should be considered when determining which positions may be eligible for a telework arrangement that include, at a minimum:

1. Nature of work performed, including confidentiality of records and interactions with customers
2. Efficiency of work processes.
3. Effectiveness of existing task.

ARTICLE 10. PERSONNEL PRACTICES (Cont'd)

4. Impact on ability to provide quality customer service.
5. Utilization of office space or space savings.
6. Technology readiness of department such as equipment, infrastructure, and support. Impact to employee retention.
 - a. Financial impact on the county and department
 - b. Utilization of teleworking best practices models created during the pandemic
 - c. Support the County's sustainability goals

Application of Teleworking Plan

1. Consistency and transparency in application of teleworking plans
2. Clear notification of approval/denial of teleworking requests
3. Ensure that the technology and security responsibilities of the department and the employee include setting forth appropriate measures to protect confidential information
4. Continued assessment of employees using existing performance standards, expectations, and measures.
5. The approval or removal of teleworking cannot be used as a disciplinary measure.
6. Employees with alternative work schedules may be eligible to request a teleworking agreement.

Telework Committee

The County and the Union shall establish a regular meeting to discuss the Departmental Teleworking Plans.

Topics to discuss may include:

1. Consistency in application of teleworking plans, criteria and areas to consider when implementing a longer-term teleworking plan. Including, communication from management to employees on the department teleworking plans, criteria, operational and flexibility considerations for transparency and understanding for all.

ARTICLE 10. PERSONNEL PRACTICES (Cont'd)

2. Connection to the County culture and departmental culture.
3. Applicable countywide criteria areas for a teleworking program.
4. The applicable criteria for an employee's participation in the department's telework program. Not all positions or job classifications may be appropriate for telework arrangements and departments have the discretion to determine an employee's participation in telework.
5. The process of how employees will be notified of their eligibility and approval/denial for telework consistent with all policies. If denied, the information/criteria used to evaluate then to be provided to employees on reasons the request was not approved.
6. The financial responsibility of the department with respect to telework program costs.
7. The resources needed by the department and employees for completing work at home, considering health and safety, technology equipment and security.
8. The technology and security responsibilities of the department and the employee including setting forth appropriate measures to protect confidential information, for both electronic and paper records, that may be taken from the office to alternate work locations. Including storage of technology.
9. Expectations to upper management/supervisors/managers on advising employees that they will continue to be assessed using existing performance standards, expectations, and measures.
10. Clear communication that teleworking employees will be eligible for the same opportunities as employees not participating in telework, including assignments, development opportunities, promotions, and awards/recognition.
11. Information on the procedure for modification or termination of a telework agreement.
12. The goals of the department's telework program in addition to the County wide policy and sustainability goals.
13. Consideration of telework for all possible positions in which telework can promote flexibility for employees while providing quality customer service to the community we serve.

ARTICLE 10. PERSONNEL PRACTICES (Cont'd)

Each department shall have a written telework plan.

The Union shall identify up to seven (7) employees and a minimum of one SEIU representative to participate. Management will identify up to four (4) representatives and one labor relations representative. The committee shall be authorized to meet on a monthly basis for up to two (2) hours or more by mutual agreement.

Employee Right to request Telework Agreement

Employees shall have the opportunity to request a teleworking agreement that is consistent with the county and departmental teleworking policy and the employer will aspire to approve all reasonable requests. The decision to approve a telework agreement shall be subject to approval by the department head, and/or the employee's supervisor. If denied, the information/criteria used to evaluate the request will be provided to employees in writing on reasons the request was not approved.

If the telework agreement is denied, the employee has the right to appeal this decision within 30 days of denial to labor relations by submitting a written appeal through the union. Labor Relations will consult with the department. After consulting with Labor Relations, the appointing authority will make a final determination.

If an existing teleworking agreement is removed, the employee has the right to appeal this decision within 30 days of denial to Labor Relations by submitting a written appeal through the union. Labor Relations will consult with the department. After consulting with Labor Relations, the appointing authority will make a final determination.

This appeal process is not subject to the appeal process in Article 11: Grievance Procedure.

Alternative Work Schedules:

- a. 9/80 Work Schedule: A regular, fixed full-time work schedule that is four, nine-hour workdays per work week and one, eight-hour workday every other work week. The work week shall be designated to begin exactly four hours into the employee's regular eight-hour workday which shall be the same day of the week as the employee's alternating regular day off. The work week may also be designated to begin exactly four hours into the regular nine-hour workday that is the same day of the week as the employee's alternating regular day off, provided the regular eight-hour workday occurs in the same work week as the employee's alternating regular day off.
- b. 4/10 Work Schedule: A regular, fixed full-time work schedule that is four, ten-hour workdays in a seven, consecutive-day work week.

ARTICLE 10. PERSONNEL PRACTICES (Cont'd)

- c. 3-12 hr./4-hr. Work Schedule. A regular, fixed full-time work schedule that is three, 12-hour workdays per work week and one, four-hour workday per work week.

Procedure for Requesting a Change in Regular Work Schedule. An employee can request to change from a standard work schedule to an alternative work schedule, or from one alternative to another alternative work schedule, or from an alternative to a standard work schedule, by submitting a Work Schedule Change Request to their immediate supervisor.

Section 18. Artificial Intelligence (AI): Commitment to Ethical AI Use and Joint Agreement on Impact

- A. The County and the Union share a commitment to the ethical and responsible use of Artificial Intelligence (AI) technologies, guided by the principles adapted from the Federal Blueprint for an AI Bill of Rights (2022):
 - 1. Safety and Effectiveness: Employees and clients shall be protected from unsafe or ineffective AI-related systems.
 - 2. Equity in Design: Employees and clients shall not face discrimination from algorithms; systems must be designed and implemented in an equitable manner.
 - 3. Data Protection: Employees and clients shall be safeguarded against abusive data practices. Protections will be built into AI-related systems.
 - 4. Transparency: Employees shall be informed when an automated system is in use. They should understand how and why these systems contribute to specific outcomes.
 - 5. Job Preservation: It is the goal to enhance efficiency for county employees, not to replace SEIU bargaining unit jobs.
 - 6. Opt-Out and Support: Where appropriate, employees shall have the ability to opt out of automated systems and will have access to a designated representative who can promptly address and remedy any issues they encounter.

All uses of AI must uphold the rights and interests of all employees, ensuring the privacy of employees is respected and protected,

The County and the Union agree that the process outlined herein shall be a means of resolving all disputes pertaining to AI technology that impacts wages, hours, and terms and conditions of employment.

The County and the Union support AI technological advancement, recognizing its necessity for an expanding economy, while also acknowledging the potential for job displacement, occupational shifts, and changes to employees' working conditions brought about by AI technology. To navigate these realities, the parties agree with the following:

ARTICLE 10. PERSONNEL PRACTICES (Cont'd)

1. Interactive Meetings: The County and the Union shall schedule meetings as part of the information-sharing process to ensure interactive discussions, allowing for clarifying questions and collaborative input.
2. Post-Review Consultation: The Parties may schedule an additional meeting after the review to discuss potential modifications and adaptations that can foster positive work environments.

Discipline

Any data collected by AI that may be used for disciplinary purposes must be corroborated by evidence that is not collected through AI.

ARTICLE 11. GRIEVANCE PROCEDURE

This grievance procedure shall be applied in resolving grievances filed by employees covered by this Agreement.

A. Definition

A grievance is defined as an allegation by an employee or a group of employees that the County has failed to provide a condition of employment which is established by this Agreement or by a departmental Policy or Procedure Manual provided that the enjoyment of the condition of employment is not made subject to the discretion of the Department Head or the County. This grievance procedure shall not apply to matters:

1. Over which the Civil Service Commission has jurisdiction;
2. Covered by the Labor Relations Ordinance;
3. Concerning Performance Evaluation Reports;
4. Concerning any other subjects, unless the subject is covered by the expressed terms of this Agreement or any portion of a departmental Policy or Procedures Manual that relates specifically to wages, hours, and other terms and conditions of employment.

B. Stale Grievance

A grievance shall be void unless filed in writing within forty-five (45) calendar days from the date upon which the County is alleged to have failed to provide a condition of employment which has been established by this Agreement, or within forty-five (45) calendar days from the time an employee might reasonably have been expected to have learned of the alleged failure. In no event shall a grievance

ARTICLE 11. GRIEVANCE PROCEDURE (Cont'd)

include a claim for money relief for more than the forty-five (45) day period plus such reasonable discovery period.

C. Informal Discussion with Employee's Supervisor

Before proceeding to the formal grievance procedure, an employee shall discuss their grievance with their immediate supervisor in private and attempt to work out a satisfactory solution. If the employee and their immediate supervisor cannot work out a satisfactory solution, the employee may then choose to represent themselves individually, or they may request the assistance of a representative, or a steward who has been designated pursuant to Article 2, Section 5, entitled "Stewards" in reducing to writing and formally presenting the grievance.

D. Formal Written Grievance to Employee's Supervisor

If the employee chooses to formally pursue their grievance, they shall present the written grievance to their immediate supervisor within ten (10) calendar days after the date upon which the grieving employee informally discussed the grievance with the supervisor. The written grievance shall specify the Article, Section, and/or Subsection of this Agreement which is alleged to have been violated by the County, and shall specify dates, times, places and persons, and other facts necessary to a clear understanding of the matter being grieved. The immediate supervisor shall return a copy of the written grievance to the employee with their answer thereto in writing within then (10) calendar days after receipt of the written grievance. If the grievance is not resolved at this level, the employee shall have ten (10) calendar days from receipt of the supervisor's answer within which to file an appeal to the next level.

E. Grievance to Middle Management

The Middle Manager shall have ten (10) calendar days in which to review and answer the grievance in writing after receipt. At the employee's option, a grievance meeting shall be held at this level. The employee and their representative or steward may be present at and participate in any such meeting. Nothing in this Section shall preclude the employee's Shop Steward and SEIU staff representative from both attending this meeting. If the grievance is not resolved at this level, the employee shall have ten (10) calendar days from receipt of the written answer within which to file an appeal to the Department Head. The time limit at this level may be extended by mutual agreement between Management, and the employee or their representative.

F. Grievance to Department Head

The Department Head, or the Department Head's designee, shall have ten (10) calendar days in which to review, and answer the grievance in writing. Unless waived by mutual agreement of the employee or their representative and the

ARTICLE 11. GRIEVANCE PROCEDURE (Cont'd)

Department Head or the Department Head's designee, a meeting is required at this level and the employee and their representative shall have the right to be present and participate in such a meeting. The time limit at this level may be extended by mutual agreement between the Department Head, or the Department Head's designee, and the employee or their representative.

G. Waiver of Appeal Steps

If the grievance is not resolved after the immediate supervisor has answered it in writing, the grievant and the Department Head, or the Department Head's designee, may by mutual agreement waive review of the grievance at the Middle Management level and proceed to present the grievance to the Department Head.

H. Binding Arbitration of Grievances

In the event that the grievance is not resolved by the Department Head, the Union may, within thirty (30) calendar days after receipt of the decision of the Department Head or the Department Head's designee, made pursuant to paragraph F, request that the grievance be heard by an arbitrator. A grievance involving a letter of warning shall not be subject to arbitration.

I. Informal Review by Labor Relations Office

Prior to the selection of the arbitrator and submission of the grievance for hearing by said arbitrator, the Labor Relations Office shall informally review the grievance and determine whether said grievance may be adjusted to the satisfaction of the employee. The Labor Relations Office shall have ten (10) calendar days in which to review and seek adjustment of the grievance.

J. Selection of Arbitrator

The arbitrator shall be selected by mutual agreement between the Labor Relations Office and the grievant or their representative. If the Labor Relations Office and the grievant or their representative are unable to agree on the selection of an arbitrator, they shall jointly request the State Mediation and Conciliation Service to submit a list of five (5) qualified arbitrators. The Labor Relations Office and the grievant or their representative shall then alternately strike names from the list until only one (1) name remains, and that person shall serve as arbitrator.

K. Duty of Arbitrator

Except when an agreed statement of facts is submitted by the parties, it shall be the duty of the arbitrator to hear and consider evidence submitted by the parties and to thereafter make written findings of fact and a disposition of the grievance which shall be binding. The decision of the arbitrator shall be based solely on the interpretation of the appropriate provisions of the Memorandum of Agreement

ARTICLE 11. GRIEVANCE PROCEDURE (Cont'd)

applicable to the grievance, and they shall not add to, subtract from, modify or disregard any of the terms or provisions of the Agreement.

The provisions for arbitration are not intended and shall not be construed to empower an arbitrator to change any condition of employment, specifically covered by the Memorandum of Agreement, or to revise, modify or alter, in any respect, any provision contained in the Agreement.

L. Payment of Costs

Each party to a hearing before an arbitrator shall bear his own expenses in connection therewith. All fees and expenses of the arbitrator shall be borne one-half by the County and one-half by the grievant.

M. Effect of Failure of Timely Action

Failure of the employee to file an appeal within the required time period at any level shall constitute an abandonment of the grievance. Failure of the County to respond within the time limit at any step shall result in an automatic advancement of the grievance to the next step.

N. SEIU Rights

1. In the event that an employee chooses to represent themselves, or arranges for representation independent of the Union, the County shall make no disposition of a grievance which is inconsistent with the terms and conditions of this Agreement.
2. In the event an employee shall elect to go to arbitration independently, the Union shall have the right to be a full and equal party to such proceeding for the purpose of protecting the interests of its members under the terms of this Agreement.
3. In the event the Union determines that an inconsistent award has been made, the Union on its own behalf, may file a grievance for the purpose of seeking to amend such disposition.

O. Inter-Departmental Grievance

When an alleged violation is raised which may impact employees in more than one department, a group of employees or the Union may initiate a written grievance on behalf of a class or category of employees directly to Labor Relations for consideration. The Labor Relations Office shall determine if the matter is appropriate to be heard at a lower level. If the matter is not appropriate for lower-level discussion, the grievance will be considered by Labor Relations. If the Labor Relations Office determines that the matter should be handled within a single

ARTICLE 11. GRIEVANCE PROCEDURE (Cont'd)

department, the matter will be referred to that department where the grievance procedures described in this Article will be followed. Determination by the Labor Relations Office is final and is not subject to the Grievance Procedure.

ARTICLE 12. EMERGENCY

Nothing herein shall limit the authority of management to make necessary changes during emergencies. However, management shall notify the Union of any such changes as soon as possible. Emergency assignments shall not extend beyond the period of the emergency. Emergency is defined as a substantial likelihood that serious harm would be experienced unless immediate action is taken.

Public Emergency Order Not to Report to Normal Work Location and Authorization of Compensation

- A. Eligibility. Employees serving in positions designated biweekly are eligible for compensation authorized by this section, except as provided in subsection (f) of this section. Eligible employees under this section are employees who are ordered by their appointing authority to not report to their normal assigned work location pursuant to this section, and who come within the meaning of the following definitions:
1. Employees who serve in positions that are not designated as "Key COOP Staff" or "Contingency COOP Staff", as defined in their department's Continuity of Operations Plan (COOP), and who may or may not be directed by their appointing authority to work at home or an alternate work location during an emergency.
 2. Employees who serve in positions that are designated as "Key COOP Staff" or "Contingency COOP Staff" as defined in their department's COOP, and who are directed by their appointing authority to work at home or an alternate work location during an emergency.
- B. Authorization and Public Emergency Justification for Order Not to Report to Normal Work Location.
1. Chief Administrative Officer (CAO) Authorization for Order Not to Report to Normal Work Location. If the CAO activated the County's COOP, the CAO may authorize County appointing authorities, including both elected and appointed County officials to order eligible employees to not report to their normal assigned work locations.
 2. Public Emergency Justification. The justification for the CAO's authorization to the appointing authorities, pursuant to this section, shall be based upon the CAO's determination that the public health and safety requires minimal to no travel on the local roads and highways,

ARTICLE 12. EMERGENCY (Cont'd)

or social distancing of members of the public and County employees.

- C. Authorization for Appointing Authorities to Order Eligible Employees Not to Report to Normal Work Location and to Direct Eligible Employees Whether to Work at Home or Alternate Work Location. Pursuant to this section, appointing authorities are authorized to order eligible employees to not report to their normal assigned work location only if the CAO authorizes such order pursuant to subsection (b) above. When the CAO authorizes such an order, the appointing authority may determine which eligible employees shall be ordered to not report to their normal assigned work location, and shall direct such employees whether to perform their assigned duties, as follows:
1. Employees in Positions Not Designated as Key COOP Staff or Contingency COOP Staff. When the appointing authority orders eligible employees, who serve in positions that are not designated as Key COOP Staff or Contingency COOP Staff, to not report to their normal assigned work location, the appointing authority's order shall also include direction to the employees that they either: (i) must continue to perform their regular work duties, to the extent possible, at their home (or alternate location as specified in subsection (c)(4)) during their regularly scheduled hours while the order under this subsection is in effect, or (ii) are not required to perform their regular work duties because it is not possible to perform such duties outside their normal work locations.
 2. Employees in Positions Designated as Key COOP Staff or Contingency COOP Staff. When the appointing authority orders eligible employees, who serve in positions that are designated as Key COOP Staff or Contingency COOP Staff, to not report to their normal assigned work location, the appointing authority's order shall also include direction to the employees that they must continue to perform their regular work duties, to the extent possible, at their home (or alternate location as specified in subsection (c)(4)) during their regularly scheduled hours while the order under this subsection is in effect.
 3. Period of Time for Order Not to Report to Normal Work Location. The period of time during which an appointing authority is authorized to have in effect any order not to report to a normal assigned work location shall:
 - a. commence on or after the day the CAO activates the County's COOP, and
 - b. terminate on or before the day the CAO deactivates the County's COOP, as determined by the appointing authority by designation of such time period for each eligible employee that is ordered not to report to their normal work location.

ARTICLE 12. EMERGENCY (Cont'd)

4. Alternate Work Location. An appointing authority may order some or all eligible employees pursuant to this agreement to perform work during their regularly scheduled hours at their home, an alternate work location, including other County facilities, or any other location approved by the appointing authority.
- D. Authorization and Calculation of Compensation. Eligible employees under this section are authorized to be compensated pursuant to the following calculation:
1. The calculation of the payment authorized by this subsection shall be based upon the number of hours in the employee's established regularly scheduled standard work day that the eligible employee was scheduled to work during the period of time the employee was ordered not to report to their normal assigned work location pursuant to subsection (c), regardless of whether the employee performed work.
 2. The calculation of payment will not include any scheduled or anticipated overtime.
 3. Compensation paid pursuant to this agreement shall not count as hours worked for purposes of calculating overtime, except for those hours which the eligible employee performed work.
- E. Early Departure or Late Arrival. For emergency related reasons, following the activation of the County's COOP, an appointing authority: (1) may order eligible employees, who are currently working, to leave their normal work location before the scheduled end of their assigned work shift, or (2) may order eligible employees, who are not currently working, to arrive at their normal work location later than the scheduled beginning of their assigned work shift. Eligible employees who are ordered to leave early or arrive late pursuant to this subsection shall be paid for their scheduled hours not worked as provided in this agreement.
- F. Exceptions. This section shall not apply to employees who were on authorized paid leave of absence (e.g., vacation, sick leave, compensatory time off, or other paid leave) during all or a portion of any of the days specified in subsection (c). Such employees shall be compensated pursuant to the paid leave of absence provisions applicable to their absence from work during the days specified in subsection (c). This section also shall not apply to employees who were on authorized leave without pay during all or any portion of any of the days specified in subsection (c) since such employees would not have worked on these days regardless of the emergency conditions. This section may be waived by the appointing authority for good cause.

ARTICLE 13. OBLIGATION TO SUPPORT

ARTICLE 13. OBLIGATION TO SUPPORT (Cont'd)

The parties agree that subsequent to the execution of this Memorandum and during the period of time said Memorandum is pending before the Board of Supervisors for action, neither the Union nor management, nor their authorized representative or any member of its Executive Board will appear before the Board of Supervisors or meet with members of the Board of Supervisors individually to advocate any amendment, addition, or deletion to the terms and conditions of this Memorandum. It is further understood that this Article shall not preclude the parties from appearing before the Board of Supervisors nor meeting with individual members of the Board of Supervisors to advocate or urge the adoption and approval of this Memorandum in its entirety.

ARTICLE 14. AGREEMENT, MODIFICATION, WAIVER

- A. This Memorandum sets forth the full and entire agreement of the parties regarding the matters set forth herein, and any other prior or existing understanding or agreements over these matters between parties, whether formal or informal, are hereby superseded or terminated in their entirety.
- B. Except as specifically provided herein, it is agreed and understood that the parties hereto reserve the right, upon mutual agreement, to meet and confer in good faith with respect to any subject or matter covered herein or with respect to any other matters within the scope of representation, during the term of this Memorandum.
- C. No agreement, alteration, understanding, variation, waiver, or modification of any of the terms or provisions contained herein shall in any manner be binding upon the parties hereto unless made and executed in writing by all parties hereto and, if required, approved and implemented by the County Board of Supervisors.
- D. The waiver of any breach, term or condition of this Memorandum by either party shall not constitute a precedent in the future enforcement of all its terms and provisions.

ARTICLE 15. PROVISIONS OF LAW

This Memorandum is subject to all current and future applicable Federal, State, and local laws, regulations and the Charter of the County of San Diego. All ordinances, rules and regulations enacted by the Board of Supervisors, Civil Service Commission, Labor Relations Ordinance, or other County commission or board having independent rule-making authority shall be subject to the appropriate revisions, amendments and deletions necessary to conform with the purpose, intent and application of the provisions of the Memorandum.

If any part or provision of this Memorandum is in conflict or inconsistent with such applicable provisions of Federal, State or local laws or regulations, or is otherwise held to

ARTICLE 15. PROVISIONS OF LAW (Cont'd)

be invalid or unenforceable by any tribunal of competent jurisdiction, such part or provision shall be suspended and superseded by such applicable law or regulations, and the remainder of the Memorandum shall not be affected thereby.

If any Article, part or provision of this Agreement will operate to withhold or prohibit the receipt of any State or Federal funds, such Article, part, or provision shall be suspended to the extent that the Article, part or provision operates to withhold or prohibit the receipt of such funds. In such instance, the County and Union will immediately meet and confer to discuss alternative proposals submitted by either party.

ARTICLE 16. PROHIBITION OF JOB ACTION

Notwithstanding any other provision of this Memorandum of Agreement to the contrary, both parties and each employee in a classification represented by the Union agree that:

- A. The unimpaired continuation of County services is of paramount importance to County residents. Therefore, during the term of this Memorandum of Agreement and for a ninety (90) calendar day period following the expiration of the term of this Memorandum of Agreement or conclusion of the full impasse process (Article IV, Section 4, of the San Diego County Labor Relations Ordinance) whichever occurs later, neither the Union nor any employee represented by the Union shall cause, authorize, engage in, or sanction any type of job action which results in less than the full and faithful performance of the duties of employment.
- B. An employee who engages in any activity prohibited in Subsection A herein above, shall not be entitled to any wages or County-paid benefits whatsoever for the period of the job action. To effectuate this provision, the County may, subject to reasonable notification and opportunity to state, in writing, the employee's position, make payroll adjustments in individual employee's warrants.
- C. In addition to the administrative adjustments authorized by Subsection B hereinabove, the County reserves the right to take appropriate disciplinary action for such job action including, but not limited to, discharge.
- D. If the Board of Supervisors, by majority vote, determines to its satisfaction, that Subsection A hereinabove has been violated by the Union the County may take such action(s) as it deems appropriate.
- E. The Union, its representatives, and represented County employees shall comply with the provisions of this Memorandum of Agreement and shall make every effort toward inducing all employees in this unit to fully and faithfully perform their duties. In the event of any activity prohibited by Subsection A hereinabove, the Union, its representatives, and represented County employees agree to take appropriate necessary steps to assure compliance with this Memorandum of Agreement.

ARTICLE 16. PROHIBITION OF JOB ACTION (Cont'd)

- F. During the period referenced in Subsection A above, the County will not take action to lock out employees covered by this Agreement.

ARTICLE 17. RE-OPENER PROVISIONS

A. Revisions to Civil Service Rules and Procedures

Notwithstanding any other provisions of this Agreement (with specific reference to Article 14), the Union or the County agree to meet and confer with the other party upon request regarding revisions to Civil Service Rules and procedures and to re-open the following provisions of this Agreement, if necessary:

1. Article 4, Section 1, Wages, except that no employee's wages will be reduced as a result of revisions to Civil Service Rules.

B. Enterprise Resource Project (ERP) – Modernization of Business Systems

Notwithstanding any other provisions of this Agreement (with specific reference to Article 14), the Union agrees to meet and confer with the County upon request regarding matters within the scope of representation pertaining to implementation of ERP software applications and IT issues and to re-open the following provisions of this Agreement, if necessary:

1. Article 4, Section 1, Wages, except that no employee's wages will be reduced as a result of implementation of the Enterprise Resource Project.

C. Health Plan Task Force

A joint union-management committee with equal representation of management and the Union shall be established. SEIU, Local 221 shall have four (4) representatives on this Task Force.

This Task Force shall be a standing committee and will meet on a mutually-agreed upon schedule (at least quarterly) to consider issues of health care delivery to employees.

This Task Force shall study activities which have the potential of limiting health plan costs without shifting costs to workers or otherwise reducing levels of benefits or quality of care. The Task Force shall develop recommendations for measures to hold insurance carriers, administrators and hospitals and physicians more accountable for controlling health care costs.

Any changes to the existing health/life insurance programs would be subject to the meet and confer process. In no event, during the term of this Agreement will there

ARTICLE 17. RE-OPENER PROVISIONS (Cont'd)

be a reduction in flex credit contribution by the County or change in benefits unless mutually agreed upon by the parties.

D. Wages Reopener

In order to reopen negotiations during the term of this MOU for the limited purpose of negotiating bargaining unit members' hourly rates, San Diego County residents must vote to institute a document transfer tax ("DTT"), a sales tax measure (STM) or other ballot measure that generates revenue for the County's General Fund in 2026.

The County and SEIU agree to a wage re-opener. Negotiations shall not begin until at least 30 calendar days after the measure is certified by the Board of Supervisors. If neither the DTT, STM, or other General Fund-revenue generating measure is not placed on the ballot in any 2026 election, the reopener shall not be triggered and the Memoranda of Agreement shall set forth the full and entire agreement of the parties regarding the matters set forth herein, and any other prior or existing understanding or agreements over these matters between parties, whether formal or informal, are hereby superseded or terminated in their entirety. This re-opener does not apply for any changes in fees, grants or other mechanisms that may increase revenue for the County.

Nothing contained herein guarantees the employees covered by the Memoranda of Agreement will receive any increase in salaries for the 2026 – 2028 fiscal years. The County and SEIU agree not to discuss any other salary issues, including but not limited to reclassification of positions or compensation study adjustments, during the meeting and confer discussions of a wage re-opener pursuant to this term.

ARTICLE 18. RENEGOTIATION AND FUTURE EQUITY PROCESS

In the event the Union desires to meet and confer in good faith on the provisions of a successor memorandum, it shall serve upon the County its written request to commence meeting and conferring in good faith for such successor memorandum.

Negotiations shall begin at a time mutually agreeable to the parties; but in any event, not less than ninety (90) days prior to the expiration of the contract.

Upon request of either party, no more than six months prior to the expiration of the current MOA, the parties can meet and confer over the composition of the bargaining team.

Understanding the importance of attracting and retaining a qualified workforce, the Union and the County will evaluate achieving full equity for these classifications in the next successor contract negotiations. The parties shall devote their first two bargaining sessions of the successor negotiations to this subject and shall continue to negotiate over

ARTICLE 18. RENEGOTIATION AND FUTURE EQUITY PROCESS (Cont'd)

the subject thereafter if further sessions are required. The parties also agree to appoint a mediator to assist them in the negotiations over this subject and shall schedule the mediator as needed. The mediator shall be mutually selected by the parties and the Union and County shall equally share the costs and fees of the mediator.

The County shall complete and issue an equity study ("2024 Equity Study") no later than January 1, 2025. The County will consult with the Union regarding the scope, methodology, classifications and comparators of the equity study. The County commits that in future contracts, it shall conduct an equity study in the same manner, which shall be completed and issued no later than six months prior to the expiration of the contract.

ARTICLE 19. IMPLEMENTATION

This Memorandum constitutes a mutual recommendation to be jointly submitted to the County Board of Supervisors. It is agreed that this Memorandum shall not be binding upon the parties either in whole or in part unless and until:

- A. The Board of Supervisors acts, by majority vote, formally to approve and adopt said Memorandum.
- B. The Board of Supervisors acts to appropriate the necessary funds required to implement the provisions of this Memorandum which require funding.

The County shall act in a timely manner to make the necessary changes in ordinances, resolutions, rules, policies and procedures to implement and conform to this Agreement.

Jointly submitted and recommended this 24th day of June, 2025.