

MEMORANDUM OF UNDERSTANDING  
December 10, 2019 – December 9, 2024

COUNTY OF RIVERSIDE  
AND  
RIVERSIDE SHERIFFS' ASSOCIATION CORRECTIONS UNIT

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## DEFINITIONS

Anniversary date shall mean the date upon which a merit increase in salary becomes effective under the provisions of the MOU.

Continuous Service, Continuous Employment, and Similar Terms shall mean the continuing service of a permanent employee in a continuing payroll status, without interruption except for authorized leave of absence.

Demotion shall mean a change of employment without intervening loss of working days from a position allocated to a given salary plan/grade to a position of a different class allocated to a lower salary plan/grade, whether in the same or a different department.

Full Time Employee shall mean employees whose positions require the number of hours usual or prescribed for normal permanent County employment. All positions shall be full time unless otherwise designated or unless the compensation is fixed upon the basis of part time work.

New Employee shall mean an employee who is hired from outside County of Riverside employment.

New Member is defined by California Government Code section 7522.04(f). It defines "new member" as follows:

- (1) An individual who becomes a member of any public retirement system for the first time on or after January 1, 2013, and who was not a member of any other public retirement system prior to that date.
- (2) An individual who becomes a member of a public retirement system for the first time on or after January 1, 2013, and who was a member of another public retirement system prior to that date, but who was not subject to reciprocity under subdivision (c) of Section 7522.02.
- (3) An individual who was an active member in a retirement system and who, after a break in service of more than six months, returned to active membership in that system with a new employer.

Part Time Employees shall mean employees in positions which are designated part time or for which compensation is fixed upon a basis of part time work.

Pay Period means fourteen (14) calendar days from Thursday (starting at midnight Wednesday) to midnight of the second (2<sup>nd</sup>) Wednesday thereafter.

Permanent Employee means a regular employee who has completed the initial probationary period in a position, not including any incumbent of an at-will position.

Position shall mean any office or employment to which a group of duties and responsibilities is assigned or delegated by competent authority, the performance of which requires the full time or part time employment of one person.

Probationary Employee means a regular employee who has not completed the initial probationary period as designated in this Agreement, in a paid status in a position following initial employment. Probationary employee also means a regular employee who has not

completed the required probationary period as designated in this Agreement, in a paid status in a position to which they have been promoted, transferred or demoted following completion of the initial probationary period.

Promotion shall mean a change of employment without intervening loss of working days from a position allocated to a given salary plan/grade to a position of a different class allocated to a higher salary plan/grade whether in the same or different department. The appointment of an employee to a position allocated to a higher salary plan/grade because of professional registration achieved by the incumbent shall not be deemed a promotion but a change in salary allocation.

Reclassification shall mean the reallocation of a position to a different class by a change of title and position specification, but does not necessarily involve a change of salary plan/grade.

Regular employee means a holder of a regular position.

Regular Position means a position established by the Salary Ordinance on an ongoing basis.

Transfer shall mean a change of employment without intervening loss of working days from a position allocated to a given salary plan/grade to a position of a different class allocated to the same salary plan/grade in the same department, or to a position of the same class, or a different class allocated to the same salary plan/grade, in a different department.

Working Day means each day on which an employee performs a normal working shift, and including holidays as specified herein which fall on days of a normal working shift.

ARTICLE I  
TERM

Section 1. TERM

This Memorandum of Understanding (“MOU” or “Agreement”) sets forth the terms of agreement reached between the County of Riverside, (“County”) and the Riverside Sheriffs’ Association (RSA or “Association”) as the Exclusive Employee Organization for employees in the representation unit described under Article II. This MOU is in effect from December 10, 2019 to December 9, 2024. As the parties negotiated language modifications for this MOU in 2021, the effective date of modifications to this MOU will be as specifically provided by the provisions the parties agreed to add, delete or modify in their MOU. However, the parties agree that unless specifically addressed in this MOU, neither an employee nor the County will be provided retroactive adjustments to any terms and conditions of employment based on the changes made to this MOU.

Pursuant to Section 3500 *et. seq.* of the Government Code of the State of California the representatives of the County of Riverside and the Riverside Sheriffs’ Association met and conferred on salaries, benefits and working conditions. As a result of that process, in accordance with Government Code section 3505.7, the Riverside County Board of Supervisors approved this MOU on December 10, 2019.

Section 2. SUCCESSOR AGREEMENT

In the event either party desires to negotiate a successor MOU, such party shall, no more than six (6) months prior to the expiration of the current terms and conditions of employment, request to commence negotiations.

ARTICLE II  
RECOGNITION

CORRECTIONS UNIT

<u>JOB CODE</u>	<u>CLASS TITLE</u>
37502	Coroner Corporal
37512	Coroner Corporal A
37513	Coroner Corporal B
52212	Correctional Corporal
52220	Correctional Corporal - 84
52217	Correctional Corporal-S
52222	Correctional Corporal-S - 84
79731	Correctional Counselor
79730	Supervising Correctional Counselor
52210	Correctional Deputy I
52200	Correctional Deputy I - 84
52211	Correctional Deputy II
52201	Correctional Deputy II - 84
52216	Correctional Deputy II-S
52203	Correctional Deputy II-S - 84
37899	Correctional Deputy Trainee

The above classifications may also have an "OS" = "offset" designation. All OS classifications expire on July 12, 2023.

This MOU shall also be automatically applicable to any classifications in the Corrections Unit for which the RSA has become appropriately recognized.

ARTICLE III  
WAGES

A. Effective December 19, 2019, the following modifications will occur:

1. Two percent (2%) will be added to the top of the range for all non-OS classifications in the Unit.
2. Two percent (2%) will be added to the top of the range for classifications in the Unit for employees in OS Classifications.
3. The three bottom steps will be eliminated for all classifications in the Unit. All employees who are at Steps 1, 2 and 3 will move to the rate of current Step 4. That rate will become the minimum of the range. Their anniversary date will be adjusted to the first day of the pay period which includes December 19, the date they moved to the range at what was previously step 4.
4. All employees who are not at steps 1-3 or at the top of the range shall receive a four percent (4%) anniversary adjustment and their anniversary date shall be adjusted to the first day of the pay period which includes December 19.



5. All employees who are at the top of the range shall receive the applicable increase in items 1-2 above and shall have their anniversary date adjusted to the first full pay period in July of 2020.
  6. All employees who are beyond the range as of December 18, 2019 in the OS classifications shall receive the applicable increase identified in item 2 above and their anniversary date shall be adjusted to the first full pay period in July of 2020.
- B. Effective July 2, 2020, two percent (2%) will be added to the top of the range for all classifications in the Unit.
  - C. Effective July 15, 2021, three percent (3%) will be added to the top of the range for all classifications in the Unit.
  - D. Effective July 14, 2022, three percent (3%) will be added to the top of the range for all classifications in the Unit.
  - E. Effective July 13, 2023, the following increases will occur:
    1. Three percent (3%) will be added to the top of the range for all classifications in the Unit except for OS classifications.
    2. On the effective date of this increase, OS classifications shall be merged with the non-OS classifications.

ARTICLE IV  
MEET AND CONFER DURING THE TERM OF THE MOU

During the term of this MOU, if either party requests to meet and confer on topics within the scope of representation that are not addressed within this MOU, the parties agree that they will do so promptly. If the topic is addressed in the MOU, any meet and confer requires the parties to agree to meet and confer.

ARTICLE V  
WORKWEEK, OVERTIME AND PREMIUM PAY

Section 1. WORK PERIOD/WORKWEEK AND WORK SCHEDULES

A. Work-Period/Workweek

Work Period: For employees who qualify for the partial overtime exemption under section 207(k) of the FLSA because they engage in law enforcement activities, they shall have an FLSA work period of 14 days. If an employee is assigned to 3/12.5 work schedule described below, he/she shall have a 28-day work period as provided by Section 207(k).

Workweek: For employees in the unit who do not qualify for the partial overtime exemption under Section 207(k) of the FLSA because they are not engaged in

law enforcement activities as defined, they have a seven (7) day FLSA workweek which is 168 regularly recurring hours.

B. Work Schedules

1. Types of Work Schedules: Employees in this bargaining unit may be assigned to work a 5/40, 9/80, 4/10, 3/12 or 3/12.5 work schedule at the discretion of each employee's supervisor. The following describes the available work schedules.

- a. The 5/40 schedule (five eight-hour days per workweek).
- b. The 9/80 schedule (four nine-hour days per workweek and one alternating eight-hour day/regular day off). Employees who have an FLSA workweek (as opposed to those on a 14 day FLSA Work Period) have a work week designated as beginning four hours after the start time on their alternating eight-hour work day.
- c. The 4/10 schedule (four ten-hour days per work week).
- d. The 3/12 schedule (three twelve-hour days per work week and one alternating eight-hour day every other week). Employees who have an FLSA workweek (as opposed to those on a 14 day FLSA Work Period) have a work week designated as beginning four hours after the start time on their alternating eight-hour work day.
  - i. Employees may also be assigned to work seven (7) twelve (12) hour shifts (referred to as the 3/12-4/12 work schedule) during the 14 day FLSA work period.
  - ii. Correctional Deputies who are assigned to an assignment which provides 24/7 staffing coverage shall be employees in the classifications of Correctional Deputy I-84, Correctional Deputy II-84, Correctional Deputy II-S-84, Correctional Corporal-84, and Correctional Corporal S-84. These employees shall work a 3/12 – 4/12 work schedule, eighty-four (84) hours per fourteen (14) day FLSA work period, 2,184 regularly scheduled hours per year. These employees shall receive their straight time base rate (not overtime) for their regularly scheduled hours worked (including those leave hours that the parties have agreed count as hours worked) between 80 and 84 hours each fourteen (14) day FLSA work period.

The hourly rate for eighty (80) hour and eighty-four (84) hour classifications at both the ranks of Correctional Deputy and Correctional Corporal shall be the same. The annual compensation for eighty-four (84) hour classifications shall be five percent (5%) higher than the eighty (80) hour classifications since the eighty-four (84) hour classifications shall be scheduled to work five percent

(5%) more hours than the eighty (80) hour classifications.

- iii. The Department reserves the right to move employees between the eighty (80) hour and the eighty-four (84) classifications (within their current classification) described in subparagraph (a) above. This includes moving employees from the eighty (80) hour to the eighty-four (84) hour classification and from the eighty-four (84) to the eighty (80) hour classification. Unlike special assignments that the parties have addressed in Article V, Section 3H below, the eighty (80) and eighty-four (84) hour schedule assignments are not special assignments. Rather, they are employees' assignments based on the employees' work schedules. That an employee assigned to work an eighty-four (84) hour schedule earns five percent (5%) more annually does not entitle the employee to challenge, grieve or appeal a decision to assign them to an eighty (80) hour schedule if determined by the Department to be necessary.
  - e. The 3/12.5 schedule (three twelve and one-half hour days each week and one ten hour day in the twenty eight (28) day work period). Only employees who perform law enforcement activities may be assigned this work schedule.
2. Changes to Work Schedules - No change shall be made to an employee's particular type of work schedule (i.e., 5/40, 9/80, 4/10, 3/12 or 3/12.5) more than once every thirty (30) days and the employee will be provided with at least fourteen (14) days' notice of any such change. No change shall be made to an employee's work schedule (i.e., the hours of work within his/her particular type of work schedule) unless that employee has received five calendar (5) days advance notice provided that the giving of such notice may be suspended while the following circumstances exist:
- a. Staffing levels are projected to be abnormally low for at least one (1) work shift.
  - b. The Sheriff's Department is operating under an emergency condition.
  - c. The employee is promoted or transferred to a new work location or assignment.
  - d. The schedule change is needed to separate employees during the investigation of an incident or complaint (e.g., a harassment complaint).

The requirement of giving advance notice of a work schedule change (to the hours of work) shall be satisfied by posting the change on the official bureau or station work schedule; provided that, in addition, every effort shall be made

to afford the employee with at least five (5) days advance actual notice. The Sheriff's Department shall post an official work schedule at each bureau and station.

Nothing in this Section 1(B)(2) will limit the Department from making temporary schedule changes when needed to fill behind employee absences or for any of the causes listed above.

C. Time for Donning/Doffing

Employees shall be properly dressed at the beginning of their work shift. Uniformed employees are permitted to don and doff their uniforms, including appropriate safety equipment, before coming to work. The County encourages the prudent wear of appropriate cover wear (i.e. nondescript cover-shirt or jacket) while traveling in uniform to and from the workplace. Any time spent dressing at the workplace is deemed for the convenience of the employee, and such time is not compensable.

D. Meal Periods

All employees are entitled to a thirty (30) minute lunch period without compensation provided the following conditions apply:

- The employee is completely relieved of all duties; and
- The employee is free to leave his/her work place.

In the event the employee is not completely relieved of all duties and free to leave his/her work place during his/her thirty (30) minute lunch period, such time shall be considered as time worked and subject to the provisions of Section 2 (A) below.

A lunch period longer than thirty (30) minutes shall be at the discretion of the employee's supervisor as appropriate for the assigned work schedule.

Section 2. OVERTIME

- A. Overtime Work Defined. For employees engaged in law enforcement activities subject to the Section 7(k) partial overtime exemption, overtime work is authorized work in excess of eighty (80) hours per fourteen (14) day FLSA work period, with the following exceptions: 1) Employees assigned to a 3/12-4/12 work schedule will receive overtime compensation at time and one half for all hours worked in excess of eighty-four (84) hours in a 14 day FLSA work period, and 2) any employees assigned to a 3/12.5 work schedule as defined above in Section 1, will receive overtime compensation for hours worked in excess of 160 hours in a 28-day FLSA work period (including those leave hours that the parties have agreed count as hours worked). For the other employees in the unit, overtime work is work authorized in excess of forty (40) hours per each employee's defined FLSA workweek. For all work schedules, leave time, with the exception of sick leave counts as hours worked for purposes of calculating eligibility for overtime compensation. Sick leave does not count as hours worked for purposes of calculating eligibility for overtime. An employee is not authorized

to work overtime hours if on any form of leave. For example, an employee on vacation may not receive vacation and also work overtime for the same hours or on the same calendar day.

B. Rate at Which Overtime is Paid

1. For employees engaged in law enforcement activities subject to the Section 7(k) partial overtime exemption:

Overtime shall be paid at either the employee's base hourly rate of pay or the FLSA regular rate of pay as follows:

- a) For employees scheduled to work eighty (80) hours in the 14-day FLSA work period, if they take no leave time during the work period, their hours worked between 80 and 86 hours shall be paid at the employee's base hourly rate of pay. All hours worked above 86 shall be paid at the regular rate of pay.
- b) For employees scheduled to work eighty (80) hours in the 14-day FLSA work period, since leave time (with the exception of sick leave) counts as hours worked, any hours worked including the use of leave time between 80 and 86 hours shall be paid at the base hourly rate of pay. All hours worked, including the use of leave time (with the exception of sick leave) above 86 hours shall be paid at the regular rate of pay. For example, an employee who works 70 of their 80 hours in the work period, takes a vacation shift of ten (10) hours, and then works an additional ten (10) hour overtime shift shall be paid six (6) hours of overtime at the base hourly rate and four (4) hours of overtime at the regular rate of pay.
- c) For employees scheduled to work eighty-four (84) hours in the 14-day FLSA work period, if they take no leave time during the work period, their hours worked between 80 and 84 hours are not overtime. Their hours worked between 84 and 86 hours shall be paid at the base hourly rate of pay. All hours worked above 86 shall be paid at the regular rate of pay.
- d) For employees scheduled to work eighty-four (84) hours in the 14-day FLSA work period, since leave time (with the exception of sick leave) counts as hours worked, any hours worked including the use of leave time between 84 and 86 hours shall be paid at the base hourly rate of pay. All hours worked, including the use of leave time (with the exception of sick leave) above 86 hours shall be paid at the regular rate of pay. For example, an employee who works 72 of their 84 hours in the work period, takes a vacation shift of twelve (12) hours, and then works an additional twelve (12) hour overtime shift shall be paid two (2) hours of overtime at the base hourly rate and ten (10) hours of overtime at the regular rate of pay.

- e) For employees scheduled to work a 3/12.5 work schedule as defined above in Section 1, if they take no leave time during their 28-day work period, their hours worked between 160 and 171 hours shall be paid at the base hourly rate of pay. All hours worked above 171 shall be paid at the regular rate of pay.
- f) If an employee is scheduled to work a 3/12.5 work schedule as defined above in Section 1, since leave time (with the exception of sick leave) counts as hours worked, any hours worked including the use of leave time between 160 and 171 hours shall be paid at the base hourly rate of pay. All hours worked, including the use of leave time (with the exception of sick leave) above 171 hours shall be paid at the regular rate of pay. For example, an employee who works 147.5 of their 160 hours in the work period, takes a vacation shift of twelve and one half (12.5) hours, and then works an additional twelve and one half (12.5) hour overtime shift, shall be paid eleven (11) hours of overtime at the base hourly rate and one and one half (1.5) hours of overtime at the regular rate of pay.

2. For the other employees in the unit, overtime work is work authorized in excess of forty (40) hours per each employee's defined FLSA workweek.

- a) If they take no leave time during the workweek all hours worked above 40 shall be paid at the regular rate of pay.
- b) Since leave time (with the exception of sick leave) counts as hours worked, any hours worked including the use of leave time above 40 hours in the workweek shall be paid at the regular rate of pay. However, if an employee works hours outside of their regular shift and also uses sick leave in the same workweek, the employee shall only receive overtime (paid at the regular rate of pay) if their total hours worked with the exclusion of sick leave hours, exceed 40 in the workweek.

C. Exceptions:

- 1. Except in emergency situations (as declared by the Department head or designee) and court appearances, employees who have been pre-scheduled for vacation or compensatory time off shall not be ordered to work overtime if said overtime interferes with scheduled vacation or compensatory time off.
- 2. Extra Duty Pay for Special Detail Assignments. The Sheriff is authorized to use the services of as many regular employees of the department as may be necessary for law enforcement purposes, by way of additional employment, during hours in which they would otherwise be off duty whether in either an unpaid or preapproved paid status (for the purposes of this provision preapproved paid status shall mean use of vacation, compensatory, or holiday time banks), at one and one-half (1 ½) times the actual rate of pay for a Correctional Deputy II so employed. This is special detail work and does not count as hours worked for the County for

the purpose of calculating overtime.

The Sheriff is authorized to employ as many temporary employees as may be necessary for the purposes herein-above specified and under the same conditions, except that the rate of compensation shall be the hourly rate applicable to 13.55% above the minimum of the salary plan/grade for a Correctional Deputy II or other equivalent salary plan/grade for services other than those of a Peace Officer.

D. Authorization for Overtime Work. Performance of overtime work may be authorized by the Department head or a designated subordinate. It shall not exceed sixteen (16) hours in any work day for any employee without prior approval, except in case of public emergency or calamity or immediate hazard to life or property.

E. Department Record. Each Department head shall keep complete and detailed records of the attendance and pay status of each employee. This shall include actual hours of overtime work for each employee in each work week or work period, with justification in each case, and shall also include compensatory time off.

The initial record, any secondary records, such as a summary of the work week or of the pay period, or other compilation from the initial record, and the departmental copy of the attendance report for each pay period together with any subsequent correcting reports, shall be preserved and retained in a condition to be audited for the three most recent full fiscal years, and thereafter until any official inquiry concerning the same has been finally concluded.

F. Reporting and Calculation. Actual hours of overtime work shall be reported on each attendance report. The Riverside County Auditor-Controller's Office shall maintain the record of overtime credit at one and one-half (1 ½) times such actual hours. Actual hours of compensatory time off shall be reported on each attendance report. If payment is to be made, the number of hours of overtime credit to be paid for shall be specified.

G. Compensation for Overtime Work. Employees in the unit shall be entitled to overtime compensation at time and one half for any overtime worked as defined in subparagraph A above.

1. At the expiration of each prescribed pay period, any overtime earned shall be paid to the employee or the employee may elect to accumulate compensatory time off benefits (except if the overtime was the obligation of a third party in which case it must be paid) up to a maximum one hundred and twenty (120) hours. Any accumulated compensatory time off benefits in excess of one hundred and twenty (120) hours at the end of any pay period shall automatically be paid. An employee may not accrue compensatory time off for overtime worked when the County receives reimbursement, like a grant or contract where the County must show payment made for time worked to receive reimbursement. The foregoing is not intended to apply to regular overtime worked for contract cities.

Upon separation, the employee shall be paid for all remaining, unused compensatory time at its then current value.

2. Accumulated compensatory time of one hundred and twenty (120) hours or less may be taken in compensatory time off and this method of reducing accumulated compensatory time is encouraged. The accumulated compensatory time off benefits may only be utilized by mutual agreement of the employee and the Sheriff or a designee.
  3. Accumulated compensatory time in the "compensatory time bank" shall be retained until the "compensatory time bank" has been exhausted or paid. With approval of the County Executive Officer, accumulated compensatory time of one hundred and twenty (120) hours or less may be paid.
  4. An employee with accumulated compensatory time of one hundred and twenty (120) hours or less may, and if requested by the Department Head, shall, no later than the next working day, specify the dates of at least two (2) working days during the next succeeding pay period that the employee desires to take as compensatory time off. The Department Head may authorize compensatory time off for all or any portion of the dates specified. Unless otherwise agreed to by the employee, the Department Head shall not authorize compensatory time off of less than one (1) hour during any working day. If an employee, after being requested by the Department Head, refuses or neglects to specify the time desired to be taken as compensatory time off as herein provided, the Department Head may schedule compensatory time off for the employee.
- H. Fringe Benefits not Affected by Overtime. Overtime work shall not count as hours worked for purposes of increasing vacation or sick leave benefits, nor shall it be a basis of advancing completion of required period for probation or merit increase .
- I. Declared Disaster. In the event and during the period of an officially declared disaster affecting any portion of the County of Riverside, and notwithstanding any other provision of this Agreement, the following provisions shall apply:
- a. Any Officer, in order to perform the work of their department or a civil defense function, may employ emergency employees without reference to the salary or classification plans at rates which appear to be prevailing for the type of work to be performed at the time of their employment.
  - b. For the same purpose, any Officer may employ their current employees at hourly rates equivalent to their current compensation basis.
  - c. Any employee who reports to their regular or a designated place of employment or to a civil defense assignment shall be deemed to be employed in their usual position in a regular paid status. Any employee who without adequate reason for absence under the terms of this Agreement who fails to so report shall be deemed absent without authority and shall not be paid during such absence.



### Section 3. PREMIUM PAY

All premium pay provided under this Section shall be compensated only for time actually worked in the assigned premium capacity, unless otherwise provided. Employees must be in a paid status to receive premium pay.

Employees have no property rights to premium pay assignments and such assignments are within the discretion of each Commander.

- A. Standby Duty. Whenever placed by the Department Head specifically on standby duty, an employee otherwise off duty shall be compensated for such duty by an additional payment equal to one (1) hour straight time pay for each eight (8) hours of standby duty. Said compensation shall be in addition to the employee's regular salary entitlement. Standby duty compensation shall cease when the employee reports to work.

An employee is not on standby duty merely due to the assignment of a take home vehicle. Employees must specifically be assigned to standby duty in order to receive the premium as provided.

1. Employees assigned to standby are subject to the following requirements:
  - a. Refrain from intoxicants or other activities which might impair the ability to perform assigned duties;
  - b. Arrange their personal affairs to ensure their immediate response to a call out; employees are accessible and en-route within thirty (30) minutes of notification; and
  - c. Notify his/her supervisor immediately if he/she is unable to be on standby due to an unforeseen emergency.

- B. Call-Back. Except as hereinafter otherwise provided, an employee called back to work to meet an emergency, whether or not they are in a standby duty status, shall be paid for a minimum of one (1) hours' work.

- C. After Hours Call-Outs. Any employee, who is called in for duty outside of his/her normal duty hours, whether or not they are on standby duty, shall receive compensation beginning at the time they receive the phone call, regardless of whether they must don a uniform or personal safety equipment at their home. At the completion of their call-out assignment, employees will continue to be compensated until they return to their worksite to unload their vehicles, and doff their uniforms and personal safety equipment. Employees will not be compensated for time spent commuting from their worksite to their residence. If permitted by their supervisor, employees may return directly home from the call-out location, instead of returning to their worksite. Those choosing this option will be compensated for the lesser travel time between their home or back to their duty station.

1. An exception to the above is in situations where employees have been called out for an assignment greater than fifty (50) miles from their official worksite and must travel a substantial distance to return home. In such instances, employees will be compensated for the amount of time actually required to return directly

home once released from the scene.

D. Court Callback. Notwithstanding any other provisions of this MOU, any current employee who is called back to attend Court in relation to a matter arising from their employment relationship with the County at a time when they otherwise are off duty, shall receive a minimum of two (2) hours of compensation. A shift shall not be extended for the purpose of avoiding the payment of the two (2) hours of compensation provided herein.

1. Employees attending Court on a single day that are concurrently subject to more than one (1) subpoena (to include different courtrooms or locations) shall only be entitled to Court Callback compensation of two (2) hours per day plus any additional time spent in Court on the same day compensated at the appropriate regular duty rate.
2. Should an employee start a regular or overtime shift or begin using leave prior to the completion of Court Callback compensated time they are no longer considered "off-duty" and shall only receive Callback compensation from the start of Court through the start time of the shift.
3. Off-duty employees required to testify via telephone for DMV and other similar hearings shall only be paid for the actual time spent on the phone or thirty (30) minutes; whichever is greater.

E. Bilingual Premium. Employees who are assigned work on a regular and continuing basis in a position that requires a second language to effectively meet the service demands of the County's customers are eligible for this premium.

The parties acknowledge that having a bilingual workforce is beneficial to the provision of services provided by members of the unit.

1. Administration

- a. The Human Resources Director designates the languages eligible for bilingual premium.
- b. Requests for bilingual certification shall be forwarded to the County Human Resources Department for evaluation and appropriate skill level determination.
- c. The County Human Resources Department reserves the right to verify on an annual basis whether employees receiving bilingual pay are eligible for the bilingual pay and to determine the appropriate level of bilingual pay. Any employee determined as ineligible for the bilingual pay shall have the bilingual pay ceased the first full pay period following the determination made by County Human Resources.

2. Eligibility Requirements:

- a. Successfully pass a bilingual proficiency examination administered by the County Human Resources Department;
- b. Possess an appropriate proficiency certification from the County Human Resources Department for the skill level:
  1. Level 1: Basic Oral/Reading Examination  
Involves reading and speaking in both English and a second language
  2. Level 2: Written Examination  
Involves reading, speaking, and writing in both English and a second language
  3. Level 3: Complex Level Written Examination  
Involves reading, speaking, and writing in both English and a second language using medical or legal terminology in a specific medical or legal environment (i.e., hospital, courtroom, etc.)

3. Testing

- a. Employees receiving bilingual pay (at any level) will be subject to the eligibility requirements as identified above. Testing shall be done while employees are in paid status. Employees who are unable to certify their bilingual skills shall have the bilingual pay removed the first full pay period following the failed exam.
- b. Employees who are not certified will be required to successfully pass the requisite examination to receive the bilingual pay. Failure to possess a certification will result in loss of bilingual pay.
- c. To ensure that employees are maintaining their bilingual skills, employees eligible for bilingual pay may be required to retest every two (2) years to continue to receive the pay.

4. Compensation

Employees who are eligible for bilingual pay will receive compensation as follows:

- a. Level 1: Forty Dollars (\$40.00) per pay period.
- b. Level 2: Sixty Dollars (\$60.00) per pay period.
- c. Level 3: Eighty dollars (\$80.00) per pay period.

- F. Corrections Transportation Premium: Eligible employees shall be entitled to a premium of one dollar and twenty-five cents (\$1.25) per hour for hours worked transporting inmates in an authorized County bus or other vehicle requiring a valid Class "B" license as described below. The parties agree that this premium

pay only applies to the operator of the inmate transport vehicle.

This premium shall apply to an entire shift when an employee is scheduled to perform duties in a County bus or other vehicle requiring their possession of a Class "B" license or learner's permit and the employee is not subsequently reassigned to duties that do not require a Class "B" license or learner's permit. Employees reassigned during a shift shall receive the premium for only those hours actually worked assigned to operate an inmate transport vehicle.

Employees not scheduled to operate a County bus or other vehicle requiring their possession of a Class "B" license or learner's permit and who subsequently are reassigned to perform such duty shall receive the premium for only those hours actually assigned performing duties that require a Class "B" license or learner's permit (i.e., assigned to operate an inmate transport vehicle).

This differential does not apply to vacation, sick leave, Workers' Compensation leave, holiday pay, or any other non-working status.

G. Education Incentive:

1. Bachelor Degree

Any employee who possesses or earns a bachelor's degree from an accredited university or college shall be paid a premium equivalent to two and a half percent (2.5%) of the employee's base hourly wage rate for all hours actually worked, not exceeding eighty (80) (or effective June 16, 2022, eighty-four (84) hours if regularly scheduled hours are eighty-four (84) hours per pay period, upon presentation of proof that the employee holds such degree.

2. Master's Degree

Master's Degree – Any employee who possesses or earns a Master's degree from an accredited university or college shall be paid a premium equivalent to five percent (5.0%) of the employee's base hourly wage rate for all hours actually worked, not exceeding eighty (80) (or effective June 16, 2022, eighty-four (84) hours if regularly scheduled hours are eighty-four (84) hours per pay period, upon presentation of proof that the employee holds such degree.

H. Special Assignments. Any employee shall be entitled to specialty pay, where applicable, in addition to their regular hourly rate as follows:

It is expressly understood that specialty assignments are subject to rotation and removal from such duties at the discretion of the Department.

Removal from a specialty pay assignment is not a grievable issue under the Grievance Procedure unless it is alleged that the removal was a disciplinary or punitive action in which case the matter may be heard in the Disciplinary procedure.

With the exception of the Canine special assignment, the following specialty pay does not apply to vacation, sick leave, Workers' Compensation leave or holiday pay.

The provisions for Training Officer and Canine below apply when such assignments have been authorized or verified by the Department Head or designee in writing.

1. Training Officer. Any employee assigned to this duty shall be compensated at the rate of one dollar and twenty-five cents (\$1.25) per hour, plus overtime rates where applicable, for all time actually worked as a Training Officer; i.e., when a trainee is actually assigned.

2. Canine Pay

a. Canine Duty Pay

Any employee assigned to Canine duty shall be compensated at the rate of one dollar and twenty-five cents (\$1.25) per hour, plus overtime rates where applicable, for all time assigned to Canine duty, including vacation, sick leave, holiday pay and Workers' Compensation leave, provided, however, that this differential shall not be paid during any leave where the individual is no longer responsible for caring for the dog.

b. Canine Compensation for Off-Duty work

i. Employees assigned to canine duty shall be paid for the off-duty care, feeding and grooming of their canine and the routine, off-duty canine-related maintenance of their canine. The County and the Association have considered the time that canine officers typically spend on off-duty canine care, and determined it to be seven (7) hours per pay period.

ii. Employees assigned to canine duty shall be paid seven (7) hours per pay period of overtime rate of pay based on the canine care salary rate. In addition, these employees are not permitted to work more than seven (7) hours per period on off-duty canine duties as the County is not paying for more than seven (7) hours per pay period and employees are not permitted to work off the clock. The canine care salary rate shall be \$15.00 per hour paid at time and one half.

iii. In addition to the seven (7) hours of pay per pay period described in the preceding paragraph, these employees shall be paid for off-duty veterinary visits and extraordinary off-duty care, provided that, absent an emergency, the employee shall obtain supervisor approval for such care and shall provide appropriate payroll documentation.

- iv. An employee on any leave who does not have responsibility for the Canine will not receive the canine compensation provided herein.

3. John Benoit Detention Center Premium

Employees permanently assigned to the John Benoit Detention Center (JBDC) shall receive a premium of two and one half percent (2.5%) the employee's base rate of pay per hour, plus overtime rates where applicable, for time actually worked at JBDC. This premium is only available to those employees whose regular work assignment is at JBDC, not to those who are temporarily assigned to JBDC (e.g., for a day or more to cover for an employee on leave).

4. Armed Correctional Deputy. Any correctional deputy assigned to this duty, by his/her supervisor, shall be compensated two dollars (\$2.00) per hour, plus overtime rates where applicable, for all time actually worked in an armed position; i.e., when the employee is assigned to an area which requires an armed staff member within a jail facility. If assigned to a position outside of a jail facility, the employee will qualify for the premium pay if there is a nexus to their duties, as determined by his/her supervisor; i.e., background investigator making a home visit, or assigned to duties that require a Correctional Deputy to supervise a work crew offsite.

A correctional deputy who has been granted sworn status per CA Penal Code 830.1(c) shall only be entitled to this specialty pay when assigned as an Armed Correctional Deputy. However, such employees shall not lose their sworn status when not assigned as an Armed Correctional Deputy.

The loss of the ability to possess or carry a firearm will prohibit employee from being assigned as an Armed Correctional Deputy. If an employee subsequently regains the ability to possess or carry a firearm, the employee may request to have the Armed Correctional Deputy assignment restored. Restoration will be solely at the discretion of the Sheriff's Department.

ARTICLE VI  
PAY PRACTICES

Payroll System.

- 1. Dates for increases in leave accruals, probationary periods, anniversary dates, merit increases, merit increases , and similar events shall be based upon service hours in a paid status (not inclusive of overtime)
- 2. Leave accruals, i.e. sick leave and vacation, require that the employee is in a paid status during the pay period to receive the accrual for that pay period.

3. Some other benefits will be granted even though the employee is in a paid status for only one day during the pay period (e.g., Benefit Trust Contribution).
4. Paid Status shall mean compensation paid to an employee for regular hours worked, from accrued leave banks such as vacation, sick, holiday, and/or comp time, or for time spent on leave per Labor code section 4850. Payments received for disability such as Short-term or Long-term disability or Workers' Compensation TTD shall not be considered being in a paid status and shall not entitle an employee to earn leave accruals (including holiday), or to the benefit credit contributions.
5. The pay date is the "second Wednesday following the end of the pay period".

Section 1. MERIT INCREASES

- A. Effective on December 19, 2019, the parties agree that employees will no longer be eligible for step increases (which were 2.71% per step) but rather for merit increases as the step system was eliminated. Every merit increase shall be four percent (4%) of the employee's existing base salary, except that when there is less than four percent (4%) to achieve the maximum of the salary range, it shall be to the maximum of the salary range in the employee's classification. The compensation of every person employed in a regular position shall be considered for increase upon their anniversary date as set forth below, unless otherwise provided.

The first anniversary date as a result of an original appointment shall be the first day of the pay period following the completion of two thousand eighty (2080) hours in a paid status in the position not including overtime.

The first anniversary date as a result of promotion or reclassification which involved a salary increase shall be the first day of the pay period following the completion of one thousand forty (1040) hours in a paid status in the position not including overtime.

Re-employment at a rate other than that of the minimum of the range of a salary plan/grade shall be considered an original appointment for purpose of fixing the anniversary date.

The second anniversary date shall be the first day of the pay period following the completion of an additional two thousand eighty (2080) hours in a paid status, not including overtime, and subsequent anniversary dates shall occur at like intervals.

The provisions of this section shall be subject to other specific provisions of this MOU concerning change of anniversary dates.

- B. Two (2) pay periods before the anniversary date of each employee holding a regular position, except as to an employee compensated at the maximum of the range, the Human Resources Director shall inform the Department Head in

writing on an appropriate form that the employee will be eligible for salary increase.

Prior to the anniversary date the Department Head, after review with the employee involved, shall inform the Human Resources Director in writing on the appropriate form whether or not they allow the increase. If the increase is disallowed, the form shall contain the signature of the employee acknowledging notice of the disallowance and the reasons therefore. The Human Resources Director shall promptly act on each increase allowed and the employee shall be paid at the increased rate from the anniversary date. If, through error, the anniversary date of an employee is overlooked or a notice herein required is delayed or omitted, a resulting failure to increase the compensation may be cured by then taking the action hereinabove required, provided the same is completed within the next two (2) pay periods after said action should have been taken, and the employee shall be paid at the increased rate from the anniversary date. If the Department Head disallows such increase, they shall review the matter at least quarterly, and may allow the increase effective on the first day of any pay period after that in which the increase could have been allowed. The responsibility for submitting a written allowance of increase, after disallowance, shall be with the Department Head. The anniversary date shall be postponed until an increase is allowed. Such salary increases shall be given only on the affirmative decision of the Department Head, which shall be made only on the basis of continued satisfactory performance in the position.

## Section 2. NEW EMPLOYEES

Except as otherwise provided by this Agreement, a new employee shall be appointed at the minimum of the range of the salary plan/grade. A Department Head may specify a higher range placement of the salary plan/grade for an employee who is newly hired, reemployed, rehired, or promoted, than the placement on the range which would be called for under this MOU. This discretion applies to regular and temporary promotions, but does not apply to transfers, demotions, or promotions through reclassification.

In addition, the County Executive Officer, on recommendation of the Human Resources Director, may specify that the incumbent of any position shall occupy a different placement on the range on the salary plan/grade for the class. Such action shall automatically fix a new anniversary date on the first day of the pay period following the completion of two thousand eighty (2080) hours (not inclusive of overtime) in a paid status after the resulting change of salary.

## Section 3. REEMPLOYMENT

- A. Upon recommendation of the employing Officer and approval of the Human Resources Director a former regular employee may be re-employed in the same class or position which they previously occupied, at the same placement on the range of the salary plan/grade as the range placement applicable at the time of termination, provided the individual was terminated in good standing.
- B. Whenever a former regular employee is or has been re-employed within six (6) years after termination he/she may, on recommendation of the employing Officer and with the approval of the Human Resources Director and the County



Executive Officer, be allowed the accrued sick leave not exceeding the amount thereof which was lost and to earn vacation at the rate at which he or she was earning at the time of termination. The anniversary date for range adjustment may be expressly fixed, subject to limitations as provided in this MOU to allow credit for all or a portion of the applicable period of service prior to said termination.

1. The above change to Article VI, Section 3B does not result in a change to Article VIII, Section 1H which provides as follows: The term "continuous service" is as defined in the definition section above. An employee who leaves County employment for more than ninety (90) days and returns to the County would not have "continuous service" for purposes of this provision.
2. If an employee who is rehired pursuant to Article VI, Section 3B was previously employed in the unit in an Offset (OS) classification (the same classification in which he/she left), he/she shall return to a non-OS classification and placed on the salary range at the rate the employee was earning when he/she left County employment.

- C. Reemployment of Retired Persons. An employee who is retired under the California Public Employees' Retirement System and who is receiving retirement benefits shall not be employed or reemployed in any position for compensation without the prior written approval of the Human Resources Director. Consistent with the requirements of the California Public Employees' Retirement System for discontinuance of retirement benefits, the retiree may be employed or re-employed.

The Human Resources Director may allow the employment or reemployment for up to one hundred and twenty (120) working days or nine hundred and sixty (960) hours in any fiscal year, without loss of benefits, as specified in the law. The law permits the temporary employment only during an emergency to prevent stoppage of public business, or because the restored employee has skills needed in performing specialized work of limited duration. During the employment or reemployment the retiree is to be paid at a rate not less than the minimum, nor more than that paid other employees performing comparable duties.

When a retiree under the California Public Employees' Retirement System is employed or re-employed, the retirement status must be specified in the documentation of appointment to a permanent or temporary position.

#### Section 4. PROMOTION AND TRANSFER

- A. Promotion

On promotion, the new salary shall be at the rate on the new salary plan/grade which is five and a half percent (5.5%) higher than that paid on the salary plan/grade of the former position, unless the new salary plan/grade will not support such a rate increase, in which event the new rate shall be at the maximum of the range of the promoted salary plan/grade.

The effective date of all promotions shall coincide with the first day of the pay period. The anniversary date shall be determined as provided in Article VI Section 1.

B. Transfer

An employee who is transferred shall maintain his/her same salary. The anniversary date of an employee who is transferred shall not change.

C. No Obligation to Resign

An employee who transfers or promotes within the County shall not be required to resign from the County as a condition of accepting the transfer or promotion.

Section 5. DEMOTION

A. On demotion, the salary shall be placed at a rate that will result in five and a half percent (5.5%) reduction in compensation on the demoted salary plan/grade as was applicable to the previous salary plan/grade. The effective date of all demotions shall coincide with the first day of the pay period. The anniversary date shall be determined as if the date of demotion were the date of employment.

1. Permanent employees who, are on promotional probation and, voluntarily return to a previously held classification may return to the range placement of the previously held classification from which they promoted.
2. Except as provided for in this Article in Section 7, permanent employees who are not serving a promotional probation may request, subject to Department approval, to voluntarily demote to a job classification for which they previously held status, i.e., passed probation. The employee will be placed on the range where he/she was on at the time the employee left that classification or will be placed at a rate that will result in a five and a half percent (5.5%) reduction in compensation, whichever will result in a lesser loss of compensation to the employee.

Demotion under this section shall be with the mutual agreement of the employee and involved Department Head(s) and an opening must exist.

The effective date of all demotions shall coincide with the first day of the pay period. The anniversary date shall be determined as if the date of demotion were the date of employment.

Section 6. RECLASSIFICATION

- A. The salary of an incumbent of a position reclassified to a class on the same salary plan/grade shall not change. The anniversary date shall not change.
- B. The salary of an incumbent of a position reclassified to a class on a higher salary plan/grade shall be at the rate which is five and one half percent (5.5%) higher, than that paid on the salary plan/grade of the former position, where the new

salary plan/grade is able to accommodate the increase. If the salary plan/grade of the reclassified classification is unable to accommodate the increase the rate shall be to the top of the range of the reclassified classification. The anniversary date shall be determined as provided in Article VI Section 1.

- C. The salary of an incumbent of a position reclassified to a class on a lower salary plan/grade shall not change unless such salary would exceed the maximum of the new salary plan/grade, in which event it shall be reduced to the maximum of the range. The anniversary date shall not change.
- D. The effective date of a reclassification shall coincide with the first day of a pay period.

#### Section 7. TEMPORARY PROMOTION

A regular employee may be promoted on a temporary basis to fill a vacant position as a result of a leave of absence of the incumbent of that position, or pending appointment of another person to that position. Such promotion is designated "temporary promotion". The salary of an employee temporarily promoted shall be determined as if the temporary promotion were an original appointment to the position.

When the absence ceases or the vacancy is filled, the employee shall return to their regular position, and their salary and anniversary date shall be redetermined as if the temporary promotion had not occurred. Any merit increase that would have been due in his/her regular position shall be allowed.

#### Section 8. CLASSIFICATION PROCEDURE

The County Salary Ordinance provides that the Human Resources Director has responsibility for initiating classification studies and recommending changes to the Classification Plan.

As part of the responsibility, and within the limits of the Human Resources Classification Division the following procedure will apply to employees of the Corrections Unit:

If a Department Head has twice refused to refer to the Human Resources Department an employee's written request for a classification review of the specific position, the employee may prepare a written request for a classification review to RSA. RSA may refer such written request to the Human Resources Director.

The Human Resources Director shall take one of the following actions: (1) refer the request to the Classification and Compensation Division for study; or (2) return the request to RSA with an explanation for non-action. Note: Requests referred to the Classification and Compensation Division are subject to the same discretionary judgments regarding priority as other requests. The decision of the Human Resources Director as to whether to take no action or to study the classification shall not be subject to a grievance.

#### Section 9. CONFORMANCE TO PLAN

No regular employee shall be assigned to exercise the powers or perform the duties of any classification other than their own classification for an accumulated period of four hundred and eighty (480) hours or more during any one (1) calendar year. Such accumulated hours of such

assignment(s) shall be credited toward qualifying experience for possible promotion only when such assignments have been authorized or verified by the Department Head or designee in writing. It is understood and agreed that employees may be worked out of class in either higher or lower classifications provided however that employees may not be worked out of class, (up or down), for more than four hundred and eighty (480) hours per calendar year.

ARTICLE VII  
GENERAL PERSONNEL PROVISIONS

Section 1. PROBATION

- A. Initial Probationary Status. Each regular employee shall be in an initial probationary status from the effective date of their initial employment in a position in a paid status until the required initial probationary period, and any extension, is completed without separation from County employment.

Computation of the initial probationary period in a paid status does not include overtime, standby, on-call or military leave of absence. A regular employee who has not completed the initial probationary period, serves at the pleasure of the department head and may be released from employment without cause. These employees are not entitled to the review procedure provided for in this Agreement.

No break in service (i.e., if an employee leaves County employment and then subsequently returns) shall be used to determine successful completion of a probationary period or eligibility for any other status contingent upon continuous service with the County.

- B. Length of Initial Probation. The length of the initial probationary period in a paid status (not inclusive of overtime) :

Correctional Deputy Trainee/Correctional Deputy I*	3120 hours
Correctional Deputy II*	1040 hours only if they completed probation as a Deputy Sheriff
Correctional Deputy Lateral	2080 hours
All other classes in the Corrections Unit	2080 hours

\*Per Article VII, Section F below, once an employee satisfactorily completes three thousand one hundred and twenty (3,120) hours (not inclusive of overtime but inclusive of both their time as a Correctional Deputy Trainee and Correctional Deputy I) in paid status, or if the employee's probationary period is extended, upon successful completion of the extended initial probation, the employee will complete their probationary period and their classification will be changed to Correctional Deputy II. If this occurs, the employee has completed probation and there is no further probation as a Correctional Deputy II.

The only time a Correctional Deputy II will serve a probation is if they become a Correctional Deputy after having first completed their initial

probationary period as a Deputy Sheriff. That employee will be placed in the classification of Correctional Deputy II, not Correctional Deputy I and will serve a probationary period of one thousand and forty (1,040) hours.

A Correctional Deputy Trainee is an at-will classification and does not pass probation in the classification of Trainee. However, as addressed above, once a Correctional Deputy Trainee becomes a Correctional Deputy I, the regular hours worked as a Correctional Deputy Trainee are counted towards completion of the 3120 hour probationary period.

For employees on probation at the time of the Board of Supervisors' approval of this MOU on June 14, 2022, they shall be subject to the probationary periods set forth above. However, to ensure that no employee will pass probation solely because of the changes to the probationary periods (e.g., an employee who was on a 3120 hour probation at the time of Board approval of the MOU whose probation will be converted to a 2080 probation) the County reserves the right to extend the probation of any such employees by up to six (6) months if done by submitting the probationary extension form to Human Resources by July 5, 2022. If the probationary extension form is not submitted to Human Resources on or before July 5, 2022, then the employee's probation is completed per the terms of the MOU, and the employee will no longer be on probation. For all employees who start their initial probation after the Board of Supervisors approval of this MOU on June 14, 2022, the above probationary periods shall apply.

- C. Extension of Initial Probation. The initial probationary period of an employee may be extended by the Department Head with the approval of the Human Resources Director. Extensions of an initial probationary period must be approved by the Human Resources Director or a designee in writing at least eighty (80) hours before the end of the existing initial probationary period. The employee must be notified in writing of the extension prior to the expiration of the existing initial probationary period.

The initial probationary period may be extended in five hundred and twenty (520) hours increments twice. For example, the three thousand one hundred and twenty (3120) hour probationary period may be extended once to three thousand six hundred and forty (3640) hours or twice to four thousand one hundred and sixty (4160) hours. If an employee changes classification by promotion, transfer or demotion during initial probation, extensions may also be made in the class into which the employee promoted, transferred or demoted.

- D. Initial Probationary Period Affected by Change in Class. Except as provided in Article VI Section 7, an employee who has not completed the initial probationary period, and who promotes or transfers to another class, will serve a new initial probationary period equivalent to the required length of initial probation for the class to which the employee promotes or transfers. An employee who has not completed the initial probationary period, and who demotes to another class, will serve a new initial probationary period equivalent to the required length of initial probation for the class from the date of the demotion.

- E. Probation of Permanent Employees following Change in Class or lateral Transfer: All regular employees of the County who promote, demote, or transfer must serve a probationary period equivalent to 1,040 hours. This probationary period can be extended by an additional 1,040 hours. The decision to extend this probation is not subject to the filing of a grievance or a challenge.

For employees on probation following a promotion, demotion or transfer at the time of the Board of Supervisors' approval of this MOU on June 14, 2022, they shall be subject to the probationary period of 1,040 hours. However, to ensure that no employee will pass probation solely because of the changes to the probationary periods (e.g., an employee who was on a 3120 hour probation at the time of Board approval of the MOU whose probation will be converted to a 1040 hour probation) the County reserves the right to extend the probation of any such employees by up to six (6) months if done by submitting the probationary extension form to Human Resources by July 5, 2022. If the probationary extension form is not submitted to Human Resources on or before July 5, 2022, then the employee's probation is completed per the terms of the MOU, and the employee will no longer be on probation.

During the probationary period in a paid status following a promotion, transfer or demotion, a regular employee who held permanent status at the time of the promotion, transfer or demotion shall, upon the department head's request, be returned to a position in the previously held classification in the former employing department. If the return involves a change in class, the salary range placement shall be the same range placement at which the employee held immediately prior to the promotion, transfer or demotion, and the employee's anniversary date shall be determined as if the date of demotion were the date of employment. The effective date of all return to former classifications shall coincide with the first day of the pay period. Computation of the probationary period in a paid status does not include overtime, standby, on-call or military leave of absence.

1. Any employee that completes the process to change classification from Deputy Sheriff to Correctional Deputy (as set forth in the Law Enforcement Unit MOU), who has successfully completed a probationary period as a Deputy Sheriff, does not have to serve another initial probationary period of three thousand one hundred twenty (3120) hours in paid status not including overtime, but rather will serve a probationary period of one thousand forty (1040) hours.

F. Correctional Deputy Trainee

1. The hourly rate for classification of Correctional Deputy Trainee will be exactly five and one half percent (5.5%) below the minimum of the range for the classification of Correctional Deputy I.
2. Completion of initial probation and movement on the salary range:
  - a. When an employee is hired as a Correctional Deputy Trainee, they will start their initial probationary period of three thousand one hundred and twenty (3,120) hours (not inclusive of overtime) in paid status.

- b. When the employee successfully completes the basic Correctional Deputy academy that takes approximately three (3) months, the employee's classification will become Correctional Deputy I (a local safety classification) and they will remain on their initial probationary period. At this time, the employee will receive the five and one half percent (5.5%) increase in compensation by being placed at the beginning of the range of the Correctional Deputy I.
  - c. When the employee completes one thousand and forty (1,040) hours (not inclusive of overtime) in paid status in the classification of Correctional Deputy I (which does not include any of the time as a Correctional Deputy Trainee), the employee will receive a four percent (4%) anniversary adjustment. The employee will still be on their initial probationary period.
  - d. When the employee satisfactorily completes three thousand one hundred and twenty (3,120) hours (not inclusive of overtime but inclusive of both their time as a Correctional Deputy Trainee and Correctional Deputy I) in paid status, or if the employee's probationary period is extended, upon successful completion of the extended initial probation, the employee will complete their probationary period and their classification will be changed to Correctional Deputy II. At this time, the employee will be promoted to the Correctional Deputy II and will receive an increase pursuant to the promotional language of the MOU.
  - e. Upon completion of probation, when the employee satisfactorily completes an additional one thousand and forty (1,040) hours in paid status the employee will receive a four percent (4%) anniversary adjustment in their classification of Correctional Deputy II.
3. The Parties agree that if an employee becomes a Correctional Deputy after having first completed their initial probationary period as a Deputy Sheriff, that employee will be placed in the classification of Correctional Deputy II, not Correctional Deputy I. Per the Parties' MOU, that employee will serve a probationary period of one thousand and forty (1,040) hours.
- G. Employment of Relatives. Except as otherwise provided herein, no person shall be denied the opportunity for employment or continued employment because such person is related to any person presently employed by the County of Riverside. In no instance, shall a County officer or employee execute direct supervision over or initiate or participate in decisions (including but not limited to initial employment, retention, promotion, or work assignments) specifically pertaining to another County employee who is related within the first degree of consanguinity whether by blood or marriage. Whether by blood or marriage shall mean husband, wife, father, mother, brother, sister, son, daughter, son-in-law, daughter-in-law, father-in-law, mother-in-law, brother-in-law, sister-in-law.

## Section 2. RETIREMENT

### A. For "Classic Member" Safety Employees

1. Retirement Formula: The County contracts with CalPERS to provide the 3% at 50 (Tier 1) retirement formula for all safety employees hired before August 23, 2012 as set forth in California Government Code Section 21362.2. For employees hired on or after August 23, 2012 who are not "new members" as defined in the PEPRA, the County contracts with CalPERS to provide the 2% at 50 (Tier 2) retirement formula as set forth in California Government Code Section 21362.
2. Retirement Benefit Calculation Period: The County's contract with CalPERS provides for the "Single Highest Year" retirement benefit for which "classic member" employees hired prior to August 23, 2012 in the unit are included per Government Code section 20042. The retirement benefit is based on the highest annual compensation for the one year during the employee's membership in CalPERS. For employees hired on or after August 23, 2012 who are classic members as defined, final compensation will be based on the highest annual average compensation earnable during the three consecutive years of employment immediately preceding the effective date of his or her retirement or any other three consecutive year period chosen by the employee as set forth in Government Code section 20037.
3. Payment of Employee/Member Contribution: Classic members pay their 9% Member Contribution. The County has adopted the CalPERS resolution in accordance with IRS Code section 414(h)(2) to ensure that the employee contribution is made on a pre-tax basis.

### B. For "New Members" As Defined By the Public Employees' Pension Reform Act of 2013 (PEPRA)

1. Retirement Formula: Unit members who are defined as "new members" under the PEPRA, are covered by the 2.7%@ 57 formula (Tier 3) provided for by the Public Employees' Retirement Law at Government Code section 7522.25(d).
2. Retirement Benefit Calculation Period: For unit members defined as "new members" under the PEPRA such employees' final compensation will be based on the highest annual average compensation earnable during the three consecutive years of employment immediately preceding the effective date of his or her retirement or any other three consecutive year period chosen by the employee as set forth in Government Code section 7522.32(a).
3. Payment of Employee/Member Contribution: New member employees are responsible for paying the employee contribution of one-half of the normal cost of the plan, as defined by CalPERS, through a payroll deduction. This amount will be determined by CalPERS in the future. The County has adopted the CalPERS resolution in accordance with IRS



Code section 414(h)(2) to ensure that the employee contribution is made on a pre-tax basis.

C. Optional Benefits

1. 1959 Survivor Allowance – Indexed Level. The provisions of Section 21574.5 of the California Public Employees’ Retirement Law shall apply to safety employee members.
2. Pre-Retirement Optional Settlement 2 Death Benefit. The provisions of Section 21548 of the California Public Employees Retirement Law (Pre-Retirement Optional Death Benefit) shall be applicable to safety employee members of the Corrections Unit.

D. For “Classic Member” Miscellaneous Employees. The following provisions are applicable to County miscellaneous employees in the Corrections Unit whose classifications are so designated by their CalPERS member category.

1. Retirement Formula: The County contracts with CalPERS to provide the 3% at 60 (Tier 1) retirement formula for all miscellaneous employees hired before August 23, 2012 as set forth in California Government Code Section 21354.3. For employees hired on or after August 23, 2012 who are classic members as defined, the County contracts with CalPERS to provide the 2% at 60 (Tier 2) retirement formula as set forth in California Government Code Section 21353.
2. Retirement Benefit Calculation Period: The County’s contract with CalPERS provides for the "Single Highest Year" retirement benefit for which “classic member” employees hired prior to August 23, 2012 in the unit are included per Government Code section 20042. The retirement benefit is based on the highest annual compensation for the one year during the employee's membership in CalPERS. For employees hired on or after August 23, 2012 who are classic members as defined, final compensation will be based on the highest annual average compensation earnable during the three consecutive years of employment immediately preceding the effective date of his or her retirement or any other three consecutive year period chosen by the employee as set forth in Government Code section 20037.
3. Payment of Employee/Member Contribution: Classic members pay their 8% (for employees in the 3% at 60 formula) and 7% (for employees in the 2% at 60 formula) Member Contribution. The County has adopted the CalPERS resolution in accordance with IRS Code section 414(h)(2) to ensure that the employee contribution is made on a pre-tax basis.

E. For “New Members” (Miscellaneous Employees) As Defined By the Public Employees’ Pension Reform Act of 2013 (PEPRA)

1. Retirement Formula: Unit members who are defined as “new members” under the PEPRA, are covered by the 2%@ 62 formula (Tier 3) provided for by the Public Employees’ Retirement Law at Government Code

section 7522.20(a).

2. Retirement Benefit Calculation Period: For unit members defined as “new members” under the PEPPRA such employees’ final compensation will be based on the highest annual average compensation earnable during the three consecutive years of employment immediately preceding the effective date of his or her retirement or any other three consecutive year period chosen by the employee as set forth in Government Code section 7522.32(a).
  3. Payment of Employee/Member Contribution: New member employees are responsible for paying the employee contribution of one-half of the normal cost of the plan, as defined by CalPERS, through a payroll deduction. This amount will be determined by CalPERS in the future. The County has adopted the CalPERS resolution in accordance with IRS Code section 414(h)(2) to ensure that the employee contribution is made on a pre-tax basis.
- F. All Members. The following provisions are applicable to both safety and miscellaneous employees covered under the provisions of this MOU.
1. Post-Retirement Survivor Allowance. Pursuant to the provisions of Sections 21624 and 21626 of the Public Employees’ Retirement Law, an allowance may be continued to a surviving spouse upon the death of a member after retirement.
  2. Purchase of Military Service Credit as Public Service. Pursuant to Section 21024 of the Public Employees’ Retirement Law, an employee may elect to purchase up to four (4) years of service credit for any continuous active military or merchant marine service prior to employment provided, however, that the employee must contribute an amount equal to the contribution for current and prior service that the employee and the County would have made with respect to that period of service.

### Section 3. ELECTRONIC FUND DEPOSIT OF PAYROLL

Employees shall be required to receive payroll funds by electronic deposit. Employees shall receive a Statement of Earnings (pay stub) through an electronic pay advice system. The electronic pay advice system will permit employees to view/print current and previous bi-weekly pay advice/stubs. If an employee is unable to view or print their pay stub their department payroll representative will print one (1) for the employee.

The County shall make every reasonable effort to resolve payroll errors within one (1) pay period.

### Section 4. VACATION CHANGE NOTICE

No change shall be made to an employee's scheduled use of any earned vacation benefits unless that employee has received thirty (30) days advance written notice provided that the giving of such notice may be suspended while the following circumstances exist:

- A. Staffing levels are projected to be abnormally low for at least one (1) work shift.
- B. The Sheriff's Department is operating under an emergency condition. An emergency condition is defined as any specific unusual occurrence, unusual event or situation, such as, but not limited to, localized natural disasters, riots or extended breaches of the peace that require additional staffing of personnel to control the situation.

Section 5. VETERANS PREFERENCE

The Human Resources Administration is designated a merit system. Appointments, promotions, demotions, transfers and dismissals shall be made on the basis of merit and ability. Each officer shall appoint all necessary employees allowed for their department by this ordinance only from among persons certified to them by the Human Resources Director as eligible for the respective positions. The Human Resources Director shall determine the methods of evaluating the qualifications of applicants. The methods shall be practical in nature and may involve any combination of written test, oral test, performance test, rating of education, training and experience and shall take into consideration a system of veterans preference as may be adopted by the Board of Supervisors, by resolution. The veterans preference program shall be administered by the Human Resources Director.

Section 6. PERSONNEL FILES

The Department shall comply with California Labor Code 1198.5 entitled "Employee Inspection of Personnel File" and with the Public Safety Officers' Procedural Bill of Rights Act, California Government Code 3305 and 3306, which govern comments adverse to interest and response to adverse comments entered into personnel file.

The rights provided for in the California Labor Code and the Public Safety Officers' Procedural Bill of Rights Act are not superseded, waived or in any other manner diminished by any term or condition of this Memorandum of Understanding.

Section 7. SAFETY COMMITTEE

In accordance with County Resolutions regarding the Safety Committee, effective July 1, 1993, such committee shall include the President of the Association or a designee. The RSA representative shall be a voting member at the regularly scheduled monthly meeting.

Section 8. PERSONAL SECURITY

An officer who is wounded or seriously injured as the result of a criminal act by another during an incident arising from or directly related to the performance of his/her law enforcement duties, shall, upon the determination of the ranking officer in charge at the crime scene, or upon reasonable request and approval by his/her unit commander, be provided with a sworn guard during his/her period of hospitalization until such time as it is determined that a threat to the officer no longer exists.

Section 9. RETIREMENT IDENTIFICATION CARD

An Armed Correctional Deputy who retires honorably from the Sheriff's Department shall be entitled to receive a "retired" identification card at the time of his/her retirement as follows:

- A. Identification cards shall bear the identification number assigned to an employee during his/her active duty service.
- B. As a tribute to a retired employee, his/her identification number shall also be "retired" and thereafter shall not be reused or reassigned to any other employee.

#### Section 10. MAINTAINING A DRIVER'S LICENSE

Employees in the bargaining unit must maintain a valid and appropriate class of Driver's License for the type of vehicle being operated, from their home of domicile state and proof of insurance equal to or greater than required by the State of California. For employees whose home or domicile state is other than California, they are required to promptly (i.e., within seven (7) calendar days) inform their supervisor in writing of any change in the status (e.g., if their license is suspended, revoked or expires without being renewed by the employee) of their license.

### ARTICLE VIII LEAVE PROVISIONS

#### Section 1. SICK LEAVE

- A. Sick leave shall accrue at all times when the employee is in a paid status.

Every regular employee shall accrue sick leave with pay on a daily basis and computed at the rate of four (4) hours per pay period. All employees may accumulate accrued sick leave with no maximum accrual.

- B. Use of accrued sick leave is for the purpose of medical or dental care for self and/or family member.
  - 1. The Department may require certificate of a physician, dentist or legally authorized person to provide health care services on the same level as a physician or other proof of illness satisfactory to the Department Head. Such certificate shall include the following: a written statement signed on a form used by a physician, dentist, or other legally authorized person to provide health care services on the same level as a physician, or their authorized representative, stating the day(s) of the illness, and a statement that the employee's illness prevents their being able to come to work; and may be required by the Department Head, County Executive Officer, or their designees, when in their judgment good cause exists for believing the employee may be abusing their sick leave privilege.
  - 2. Family sick leave is defined to mean a spouse, child, domestic partner, or child of a domestic partner, parent, brother or sister (including step-relatives and in-laws of the same categories), grandparent or grandchild of the employee. A "domestic partner" for the purpose of this section must meet the requirements of Section 297 of the California Family Code and must have filed a "Declaration of Domestic Partnership" with the California Secretary of State.

3. Sick leave may be used for absence reasonably required by complications of pregnancy, continuing through delivery and reasonable period of recovery therefrom, to be determined in accordance with a written report or reports of the employee's health care provider, specifying the expected date of delivery and the date that the employee should cease work. In the event the Department Head believes there are unusual circumstances, or that the full performance of the employee's work without undue hazard is such as to require a longer period of absence, and on the Department Head's written request to the Human Resources Director, the determination of the period shall be subject to review and change by a physician employed or provided by the County, including a medical examination of the employee if required by such physician. In no event shall an employee return to work after pregnancy prior to a date to be fixed by her physician in a signed statement that she is physically able to perform the duties of her position.
- C. An employee off work or contemplating to be off work due to illness or accident for an extended period of two (2) weeks or more shall provide a comprehensive health statement as to length of illness from the employee's health care provider stating any duties an employee cannot perform, any restrictions or light duty requirements.
  - D. In the absence of a more stringent departmental policy, an employee reporting off work for such leave usage shall call their department within one (1) hour before or after the scheduled shift start.
  - E. Every regular employee and officer shall be able to use accrued vacation, compensatory time or holiday time when sick leave has been exhausted due to extended illness verified by a doctor's statement.
  - F. Accrued sick leave of any person whose employment is permanently terminated shall automatically be canceled. However, any employee whose employment is terminated while they are on sick leave shall continue to be compensated for the duration of the illness to the extent of the accrued sick leave, but after such termination shall derive no other benefits under this Agreement which result from being in a paid status. Unless the employee shall have retired, payment for sick leave continuing after termination shall be conditioned upon prior receipt of a physician's certificate or other adequate written proof of illness, and in the event of any doubt as to future duration of the illness may be paid on biweekly increments as used.
  - G. If an employee receives a layoff notice, payment for sick leave shall continue conditioned upon receipt of a physician's certificate or other adequate written proof of illness given to the County prior to payment, and payment shall not continue beyond the exhaustion of accrued sick leave.
  - H. Payout for Sick Leave. Upon retirement, disability retirement or death of an employee, and subject to the provisions of any applicable agreement between the County and the Public Employee's Retirement system, unused accumulated sick leave shall be paid at the following rates up to the amounts set forth in the cap:

<u>Years</u>	<u>Percent</u>	<u>Cap</u>
5 years or more up to 15 years of continuous service hours	50%	960
15 years or more of continuous service hours	100%	960

The term “continuous service” is as defined in the definition section above. An employee who leaves County employment for more than ninety (90) days and returns to the County would not have “continuous service” for purposes of this provision.

Payment resulting from death shall be made to the persons entitled to otherwise, in accordance with the Probate Code.

Section 2. BEREAVEMENT LEAVE

Accrued sick leave, not exceeding five (5) working days may be used by a regular employee in an active payroll status, compelled to be absent from duty by reason of the death, or critical illness where death appears imminent of the employee’s father, father-in-law, mother, mother-in-law, brother, sister, spouse, child, domestic partner, or child of a domestic partner, grandparent, grandchild and step-relationships to above.

Note: For purposes of this section a “domestic partner” shall be as that defined in Section 297 of the California Family Code.

Section 3. FITNESS FOR DUTY

When the Department Head or designee orders an employee off work due to an asserted illness, the employee may either:

- A. Elect to be absent from work because of the illness:
- B. Request at County expense, to be referred to a County designated health care provider or, to obtain a certificate stating the employee is able to return to work without impairing the health of the public, the employee’s health, or the health of the other employees in the department.
- C. Be examined by a physician or other person legally authorized to provide health care services of the employee's choosing at the employee’s expense, in the specialty designated by the County Employee Health Medical Director, to obtain a certificate stating the employee is able to return to work without impairing the health of the public, the employee’s health, or the health of the other employees in the department.

If the employee is ordered off work due to an asserted illness there shall be an entitlement to utilize sick leave benefits and to receive full pay. In the event an employee has no accrued sick leave balance, the employee may utilize vacation, compensatory time, or holiday benefits with full pay or receive a leave of absence without pay, in accordance with the provisions of this Agreement and Department policy.

Should the health care provider determine that the employee was able to work during the shift from which they were ordered off work, the employee shall not be charged with such absence and shall receive full pay for that shift.

#### Section 4. LEAVE WITHOUT PAY/OFFICIAL LEAVE OF ABSENCE

A Department leave without pay or an Official leave of absence without pay may be granted for the following reasons: A. Illness or disability when sick leave has been exhausted; B. Pregnancy; C. To take a course of study which will increase the employee's usefulness on return to the County; D. Personal reasons acceptable to the authority whose approval is required.

- A. Department Leave. Department leave without pay from one up to four hundred and eighty (480) hours once in any one (1) calendar year period may be granted to any employee by the Department head. Such leave shall be reported as Leave Without Pay via the Department's payroll. The Department head may require the leave without pay to be for a specified period of time and appropriate conditions may be imposed, such as providing sufficient medical documentation or other evidence substantiating the leave as required by the Department Head.

An employee on leave without pay for illness or disability reasons will be required to present a return to work statement from the attending physician releasing the employee to duty, prior to being allowed to return to work.

- B. Official leave of absence. A Regular employee may request an Official leave of absence exceeding four hundred and eighty (480) hours, but not exceeding one (1) year,). Official leave of absence may be granted upon written request by or on behalf of the employee, specifying the period and the reason, upon the written recommendation of the Department Head and with the written approval of the Human Resources Director. Application must be made on a form supplied by the Human Resources Department in advance of the effective date of the leave, unless circumstances make such advance request impossible. If the Human Resources Director disapproves the request, it shall be so endorsed and returned to the Department, who may present it to the Board of Supervisors. The Board's action shall be final. Any Official Leave of Absence granted shall be for a specified period and appropriate conditions may be imposed such as the employee providing sufficient medical documentation or other evidence documenting the leave as required by the Human Resources Director or a designee.

Such leave may be extended upon further written request containing justification; therefore, such request for extension is to be processed in the same manner as the original request. In the case of a request for an extension due to illness or disability, updated information of the same kind submitted for the original request will be required.

Nothing herein shall prevent the earlier return to duty by the employee, except the Department may require two weeks advance notice of the employee's intention to return.

An employee on leave without pay for illness or disability reasons will be required to present a return to work statement from the attending physician releasing the employee to duty, prior to being allowed to return to work.

The Human Resources Director shall be promptly notified of the return of any employee from an official leave of absence without pay. The Board of Supervisors shall have the right to cancel or revoke a leave of absence previously granted.

#### Section 5. MILITARY LEAVE

Absences on account of military duty are governed by provisions of the law.

#### Section 6. JURY DUTY

- A. An employee who is called for jury duty shall be compensated (as though he or she was working) for those hours of absence due to the jury duty that occurs during the employee's regularly scheduled working hours.
- B. If a unit member is required to be absent from work to report for jury duty, the employee will notify his/her supervisor of the absence as soon as possible, including, a phone message the night before if the employee finds out via a phone recording that he/she must report the next day.
- C. An employee on jury duty must either return to work after the jury service is done for the day if there are still four hours or more left on his/her shift or call in to his/her supervisor and ask to use leave to cover the rest of his/her shift. If there are less than four (4) hours left on the employee's shift, the employee will be considered to have completed his/her shift and remain on paid status for the remainder of the scheduled shift and does not need to return to work.
- D. An employee who is called to jury duty on a non-working day will not receive compensation or be authorized to change their schedule as a result of being called to jury duty.
- E. An employee who is scheduled for a swing or graveyard shift on a day he/she is called to jury service will be authorized to request change his/her work hours in order to report to jury service under the same provisions of a-c above.
- F. An employee who is called to jury duty will not be subject to working his/her full graveyard or swing shift if there is not a minimum of eight (8) hours before or after assigned jury duty. If there is less than eight (8) hours between the end of a shift and the start of jury duty, an employee will be permitted to leave his/her shift early to allow for a minimum break of eight (8) hours. If there is less than eight (8) hours between the end of jury duty and the start of their shift, an employee will be able to delay his/her usual start time to ensure a eight (8) hour break in between. In this event, the employee's usual end time will remain the same. For any additional time taken off before or after jury duty, an employee will be required to utilize paid accrued time subject to supervisor approval.



- G. Any employee called as a witness arising out of and in the course of County employment, shall be deemed to be on duty and there shall be no loss of salary, but any witness fees received shall be paid into the County Treasury, together with any mileage allowed if they use County transportation.
- H. Employees who are absent as a witness in a private matter shall not be entitled to be paid during such absence. However, they may use leave accruals other than sick leave for such an absence.

Section 7. VOLUNTARY TIME BANK

- A. Definition of eligible employees: Only employees in budgeted ("Regular") positions within the Corrections Unit are eligible to participate in the Riverside County Voluntary Time-bank Policy.
- B. Definition of catastrophic illness or injury. Catastrophic illness or injury is a severe illness or injury which is expected to incapacitate the employee for an extended period of time and which creates a financial hardship because the employee has exhausted all accumulated leave. Catastrophic illness or injury is further defined as a debilitating illness or injury of an immediate family member (i.e., the spouse, son, daughter, step-son, step-daughter, foster-son, foster-daughter, parents, grandparents, brother or sister of the employee or any other person living in the immediate household of the employee) that results in the employee being required to take time off from work for an extended period to care for the family member creating a financial hardship because the employee has exhausted all accumulated leave.
- C. Conditions and procedures under which a Time-bank for catastrophic illness/injury may be established.
  - 1. Only the department head, upon concurrence from the Human Resources Director, may request establishment of a Time-bank for an employee within the department who is suffering a financial hardship due to a catastrophic illness or injury.
  - 2. When the department head has determined that an employee would benefit from the establishment of a Time-bank, the department head will contact the employee to determine if the employee desires to participate in a Time-bank program. If the employee desires to participate in the Time-bank program, the department head will contact the Human Resources Department and recommend the establishment of the program.
  - 3. The Time-bank will be established on behalf of an individual employee. The bank will accept donations of leave from one or more donors.
  - 4. The Time-bank will be operated by the Human Resources Department. The department head will take actions to help ensure that individual employee decisions to donate or not donate to a Time-bank are kept confidential and that employees are not pressured to participate.

5. On establishing a Time-bank program, the Human Resources Department should ensure that only credits that are necessary are donated. All donations are not retrievable.

D. Conditions under which leave credits may be donated to a Time-bank.

1. Any employee may donate vacation or holiday accrual. Sick leave and compensatory time may be not donated.
2. Donations of vacation or holiday accrual must be in increments of eight (8) hours or more and drawn from one (1) bank only.
3. The donation of leave hours is irreversible. Should the person receiving the donation not use all donated leave for the catastrophic illness/injury, any balance will remain with that person or will be converted to cash upon that person's separation.
4. An employee may not donate leave hours which would reduce their accrued leave balances of vacation, holiday accrual, compensatory time, or sick leave to less than one hundred sixty eight (168) hours.
5. Donated leave shall be changed to its cash value and then credited to the recipient in equivalent hours at the recipient's base hourly rate of vacation or administrative leave.
6. Employees will use a provided form to submit donations directly to the Human Resources Department. Adjustment to donor and recipient's paid leave balance will be made.

E. Conditions under which leave credits in a Time-bank may be used.

1. Only the employee for which the Time-bank has been established may receive leave credits from the Time-bank. Such leave credits shall be added to the employee's vacation balance.
2. The affected employees will provide verification of the (or immediate family member's) illness or injury on an Attending Physician's Statement to Support Leave or Return from Leave while using time donated under this program.
3. The use of donated credits may be for a maximum of twelve (12) continuous months for any one catastrophic illness.

F. Steps to be taken by the department to establish a Time-bank program: A department head who decides that the department will participate in a Time-bank program will arrange with the Human Resources Department for the establishment of the Time-bank for the individual. The procedure to be followed must include:

1. Receipt of written approval from the employee to announce the need for a Time-bank transfer.

2. Notify the Human Resources Department of the need for the program and coordinate the program's establishment.
3. Require that employee donations be made directly to the Human Resources Department to ensure that employee's decision to donate or not donate is kept confidential.
4. Immediately investigate any allegations of pressure or coercion in the solicitation of donations for the Time-bank and take appropriate action.

G. The Human Resources Department will:

1. Control the Time-bank program.
2. Receive from the employee benefiting from the Time-bank proof of eligibility and a signed agreement allowing publication of the employee's situation.
3. The employee benefiting from the Time-bank and the Human Resources Department will agree on the content of the publicity.
4. Publicize the establishment of the Time-bank program. The notice will inform all employees of:
  - a. The establishment of the voluntary program.
  - b. Their opportunity to donate.
  - c. How donations are submitted.
5. Notify the department head immediately if the program cannot be established and the reason(s).
6. Immediately investigate any allegations of pressure or coercion in the solicitation of donations for the Time-bank and take appropriate action.

It is agreed that the use of the holiday bank for donation of time shall be applicable to this agreement subject to reopener should it be determined by the County that such use is abused or it is an administrative problem.

Section 8. PREGNANCY LEAVE

The County will follow the provisions of the California Pregnancy Disability Leave law contained in the Fair Employment Act. Employees will be required to produce proof of disability caused by pregnancy to be eligible for the leave and benefits provided by the law.

Section 9. RELEASE TIME FOR THE PRESIDENT OF ASSOCIATION AND SECONDARY POSITION

- A. The Association shall have the option to cause the County to release the Association president for full time work with the Association, while remaining on the County payroll. The Association shall be obligated to reimburse the County.

The reimbursement amount for presidential leave shall be based on actual costs for salary and benefits, with a detailed breakdown of these costs provided to the Association at least on a quarterly basis. No overtime will be paid for work performed on behalf of the Association. Said funds shall be paid by the Association upon receipt of bill. Work performed by the President of the RSA for the RSA does not constitute outside employment for which permission of the County is required.

The Association shall afford to the County thirty (30) days advance notice whenever (1) there is a change in the identity of the president who is to be released; (2) it desires to suspend its option to secure release time for its president; and (3) it desires to reinstate the option.

- B. The Association shall also have the option to cause the County to release a secondary position (who may come from the LEU or Corrections bargaining unit) for full time work with the Association, while remaining on the County payroll. The Association shall be obligated to reimburse the County. The reimbursement amount for the secondary position leave shall be based on actual costs for salary and benefits, with a detailed breakdown of these costs provided to the Association at least on a quarterly basis. No overtime will be paid for work performed on behalf of the Association. Said funds shall be paid by the Association upon receipt of bill. Work performed by the secondary position of the RSA for the RSA does not constitute outside employment for which permission of the County is required.
- C. Nothing in this section shall prohibit the president of the Association and/or the employee working in the secondary position who is released from electing to work for the County during the period covered by the exercise of the option subject to and with the approval and consent of the Department Head. The president and/or the employee working in the secondary position shall receive from the County appropriate compensation for any such work. During the period covered by the exercise of the option, the County may not require the president and/or the employee working in the secondary position to perform any such duties.
- D. Association agrees to indemnify, defend, save and hold harmless, County, its officers, agencies, servants and employees of and from any and all liability, claims, demands, debts, suits, actions and cause of action, including wrongful death arising out of or any manner connected with the performance of services by the President of Association and/or the employee working in the secondary position, and/or the their agents, servants or employer, for Association.
- E. Where the president of the Association and/or the employee working in the secondary position is a sworn peace officer, that individual(s) shall be prohibited from taking official action in that capacity during the time while they are released to work for the Association, except under the following circumstances:
  - 1. Where there is an on-sight criminal offense.
  - 2. Where the President's and/or the employee working in the secondary position's duties as a peace officer are immediately needed or required.

3. Where the president and/or the employee working in the secondary position is working for the County in an authorized capacity as a sworn peace officer, in accordance with paragraph B above.

#### Section 10. RELEASE TIME FOR REPRESENTATIVES

Authorized representatives of the Association shall be entitled to release time for the purpose of traveling to and from and appearing at RSA Board meetings.

During each fiscal year such authorized representatives' cumulative release time (for the entire unit and not per person) with pay shall not annually exceed eighty (80) hours and any excess hours shall be either without pay or charged against the authorized representative's appropriate paid leave banks. This provision sunsets on June 30, 2022.

Effective July 1, 2022, release time for conducting RSA business is modified to one (1) hour for each member of the bargaining unit. The number of members of the unit will be determined each year on July 1 and for each fiscal year starting on July 1, RSA will have that number (based on the number of members' of the unit on July 1) of hours available to use as release time for the fiscal year. The release time hours do not carry over to other fiscal years. Each July 1, the County will determine the number of members of the LEU and Corrections bargaining units and that is the number of hours that can be used by RSA in that fiscal year for release time for RSA business related to the LEU and Corrections units. The release time does not have cash value and cannot be cashed out.

Each time an authorized RSA representative uses this release time, they are require to record their time using the appropriate payroll code for the use of this release time. In addition, requests to use release time must be approved in advance of its use by an employee's supervisor. Employees should provide as much notice as possible to ensure that their absence from work can be accommodated.

Each quarter, the County agrees that it will provide RSA with information as to how much of this release time has been used.

Release time authorized for the purposes of conducting RSA business shall not combined with other release time specifically requested and granted by RSO.

For labor negotiations, members of the negotiations team shall receive release time for the time in negotiations as well as one hour before and after the negotiations meeting. This release time is not part of the eighty (80) hours described in the previous paragraph.

### ARTICLE IX VACATION

#### Section 1. VACATION

- A. Subject to the limitations and exemptions of this section, every regular employee shall be entitled annually to the following number of working hours of vacation with pay in accordance with the record of their completion of continuous years of service:

Zero (0) through three (3) years (0 through 6,240 hours) in a paid status, eighty (80) hours each year:

Years four (4) through nine (9) (6,248 through 18,720 hours) in a paid status, one hundred and twenty (120) hours each year;

Years ten (10) or more (18,728 hours or more) one hundred and sixty (160) hours each year;

Vacation shall accrue daily at the rate appropriate to the year of service. All bargaining members' accrued vacation time may be accumulated to not more than a maximum of seven hundred (700) hours, and may be taken only at a time or times agreeable to the Department Head. Except as hereinafter provided, no earned vacation shall accrue in excess of the maximum accumulation. An employee shall not be able to take vacation for a period exceeding the maximum number of hours in their bank. Upon the written request of a Department Head showing reasonable necessity and good cause, submitted prior to the accumulation of the maximum vacation entitlement, the Board of Supervisors may by order temporarily enlarge for a specific employee or officer the maximum accumulation, by extending the period of additional vacation accrual for not more than three months, unless a different period shall be specified in the order.

- I. Any person whose employment is terminated shall be entitled to pay for all earned vacation as determined under the provisions of this agreement. For the purpose of this paragraph, vacation shall be deemed earned to the date of termination. While such terminal vacation pay shall be chargeable to the salary appropriation of the department, the position shall be deemed vacant and may be filled provided funds are available therefore. If sufficient funds are available, terminal vacation pay may be paid in full in advance at the time of termination; otherwise, all or part thereof may be paid at the same time as if it were regular compensation and the employee had not been terminated.
- J. With the exception of Extra Duty as specified in Article V, Section 2.A.3., or when directed to work under an emergency condition, no person shall be permitted to work for compensation for the County during their vacation, except with prior approval of the Board of Supervisors and the Department Head. For purposes of this section, the period of vacation will be deemed begun when the first use of vacation leave starts until the next time the employee reports to work a regular work shift, inclusive of regular days off.
- K. A regular part-time employee shall accrue vacation in the same proportion that their working hours bear to the normal working hours of a full-time position. The same proportion shall apply in determining payment of earned vacation on termination.
- L. A previous period or periods of County employment which are interrupted in such a manner as to disqualify such period or periods from being considered in computing continuous service under the provision of this Agreement, may be included in such computation, in full or in part, upon the request of the head of

the department employing the person involved, and approval by the Board of Supervisors.

ARTICLE X  
HOLIDAYS

Section 1. PAID HOLIDAYS

- A. Only employees in a current paid status, shall be eligible for paid holidays.
- B. County Holidays
- January 1, New Year's Day
  - Third Monday in January, Martin Luther King, Jr.
  - February 12, Lincoln's Birthday
  - Third Monday in February, Washington's Birthday
  - Last Monday in May, Memorial Day
  - July 4, Independence Day
  - First Monday in September, Labor Day
  - Second Monday in October, Columbus Day/Indigenous Peoples' Day
  - November 11, Veterans' Day
  - Fourth Thursday in November, Thanksgiving Day (unless otherwise appointed)
  - Friday following Thanksgiving
  - December 24 and 31 when they fall on Monday
  - December 25, Christmas Day
  - December 26 and January 2, when they fall on a Friday
  - Friday preceding January 1, February 12, July 4, November 11 or December 25, when such date falls on Saturday; the Monday following when such date falls on a Sunday.
- C. A new employee whose first working day is the day after a paid holiday shall not be paid for the holiday.
- D. An employee who is terminating employment for reasons other than paid County retirement, and whose last day as a paid employee is the day before a holiday, shall not be paid for that holiday.
- E. An employee who is in an unpaid status for either the regularly scheduled working day before the holiday, or the regularly scheduled working day after the holiday shall not be paid for that holiday.
- F. A regular part time employee shall only receive holiday pay for the holiday or portion thereof which coincides with their regularly scheduled working hours.
- G. A full time employee who requests or is given the County designated holiday off shall receive holiday pay in the amount of eight (8) hours. Employees will be required to use benefit hours for any difference between holiday hours and regular shift hours.

- H. A full time employee whose regularly scheduled day off falls on a County designated holiday shall be paid for such holiday at their regular rate of pay not to exceed eight (8) hours.
- I. A full time employee whose regularly scheduled working day falls on a County designated holiday, and who works on that holiday shall be paid at their regular hourly rate for the time actually worked, plus eight (8) hours of holiday pay.

ARTICLE XI  
REIMBURSEMENT PROGRAMS

Section 1. LIVING QUARTERS, MEALS, OR LAUNDRY SERVICE

Rates for maintenance, including living quarters, meals, or laundry service, furnished by the County to any employee, shall be fixed by a resolution of the Board of Supervisors from time to time. Payment therefore shall be made by a deduction from compensation, or by performance of additional services, as may be determined by the Board of Supervisors.

Section 2. MEALS

No charge for meals shall be made where the same are furnished for the convenience of the County, such as for employees at County institutions who are required by the nature of their duties to take their meals in connection with such employment, and cooks and kitchen helpers when working an eight (8) hour shift for the convenience of the County shall be furnished one (1) meal without charge in every department or institution of the County where kitchen facilities are maintained and meals regularly prepared. No person shall receive maintenance at any institution unless on duty at such institution.

Section 3. REIMBURSEMENT RATES FOR MEALS

Reimbursement rates for meals will be subject to County of Riverside Board of Supervisors Policy entitled REIMBURSEMENT FOR GENERAL TRAVEL AND OTHER ACTUAL AND NECESSARY EXPENSES.

Section 4. GENERAL PROVISIONS

Nothing herein shall prohibit the furnishing of meals on a cost basis where necessary or convenient. It shall be the duty of each officer to make certain that the provisions of this section are complied with as to all employees, departments and institutions under their control and to keep the Auditor properly informed as to any payroll deductions required hereunder.

Section 5. MOVING EXPENSES-CURRENT EMPLOYEES

Upon the written request of an employee, the Department Head, and the County Executive Officer, may authorize payment of all or part of the actual and necessary expenses incurred for moving the household and immediate family of the employee from one part of the County to another, when the headquarters of the employee is permanently changed for the convenience of the County. Such authority shall be obtained in advance of the move, shall be subject to such reasonable conditions as the County Executive Officer may require, shall specify the maximum amount authorized and shall not be granted more than once in any one (1) year



period for any one (1) employee, nor for any employee until he/she has been continuously employed by the County for at least one (1) year preceding the authorization. If the employee voluntarily terminates employment with the County within one (1) year of the payment of the expenses set forth herein, the employee shall, within thirty (30) days of the effective date of the voluntary termination of employment with the County, reimburse the County the full amount of any payment received by the employee for the expenses set forth herein.

#### Section 6. REIMBURSEMENT FOR DAMAGED CLOTHING OR PROPERTY

Reimbursement for damaged clothing or property shall be made in accordance with Board of Supervisors' policy #C-5.

#### Section 7. EXTRADITION PAY – ARMED CORRECTIONAL DEPUTIES ONLY

Extradition Staff assigned to extradite prisoners to or from another jurisdiction shall be paid:

- A. For all hours spent with the prisoner in their custody;
- B. For waiting time, if upon arriving at the other jurisdiction at the assigned time for pick-up of the prisoner they are required to wait for the release of the prisoner, provided that they first advise the Department of the delay and are instructed to wait, but in no event shall waiting time exceed their regular daily hours of work;

With respect to travel without the prisoner in their custody to or from the other jurisdiction to either pick up the prisoner or to return to Riverside County after having delivered the prisoner:

- 1. For all travel time spent driving, provided that they are instructed to drive to pick up or deliver the prisoner, less normal commuting time and meal time;
  - 2. for all hours spent traveling if the assignment doesn't involve an overnight stay, less normal commuting time and meal time; or
  - 3. On a a day when the employee is not scheduled to work, if the assignment involves an overnight stay and they travel as a passenger on an airplane, train, boat, bus, or automobile, less normal meal time. The Deputy Sheriff shall not perform any productive work for the Department while traveling as a passenger unless expressly authorized to do so by a Department supervisor, or as required by law.
- C. At applicable overtime rates in the event that the extradition assignment causes them to exceed their maximum number of hours of work in their defined FLSA workweek or work period.
  - D. When an overnight stay is necessary, lodging shall be provided by single occupancy accommodations (one employee per room).

#### Section 8. MILEAGE REIMBURSEMENT

Employees who are required to use their personal vehicles for County business shall be reimbursed at the Internal Revenue Service (IRS) standard mileage rate. Adjustments to the

rate, if any, shall be made pursuant to the IRS rate effective January 1 of each year and mileage claimed on or after that date shall be reimbursed at that new rate.

## ARTICLE XII GRIEVANCE PROCEDURE

### Section 1. INTENTION

It is the intent of this procedure that grievances be settled at the lowest possible administrative level.

### Section 2. GRIEVANCE DEFINITION

Except as outlined below, a "grievance" is a dispute - the solution of which is wholly or partially within the province of the County to rectify - that involves the interpretation or application of the MOU; or existing (a) Ordinances, (b) rules, (c) regulations, or (d) policies concerning wages, hours, and other terms and conditions of employment. Where a grievance affects more than one (1) employee, RSA may file a grievance by identifying the affected employees, either by name or some other method that makes their identity clear. A grievance does NOT include:

1. Matters reviewable under some other County administrative procedure;
2. Matters for which the solutions of which would require the exercise of legislative power, such as the adoption or amendment of an Ordinance, rule, regulation, or policy established by the Board of Supervisors;
3. Matters involving the termination of a probationary employee;
4. Matters involving the appeal of a dismissal, demotion, reduction in compensation, suspension, or any other action taken for disciplinary reasons against a permanent employee, pursuant to the provisions of Article XIII; and,
5. Matters involving a departmental performance evaluation (1) with respect to permanent employees, including those in a promotional probationary status, if the evaluation rating overall is satisfactory (or competent) or better or (2), with respect to employees in their initial probationary period.

### Section 3. FREEDOM FROM REPRISAL

No employee shall be subject to coercion or disciplinary action for discussing a request or complaint with his/her immediate Supervisor, or for the good faith filing of a grievance petition.

### Section 4. EMPLOYEE REPRESENTATION

An employee is entitled to representation in the preparation and presentation of a grievance at any step in the grievance procedure. An employee who is a member of RSA may only be represented by RSA.

Reasonable access to work areas by representatives of RSA shall be in accordance with Section 20 of the Employee Relations Resolution. The grievant(s) and one representative are

entitled to be released from work for a reasonable period of time in order to present the grievance. No person hearing a grievance petition need recognize more than one representative for grievant(s) unless, in the opinion of the person hearing the petition, the complexity of the grievance requires more than one representative in order to fully and adequately present the matter.

#### Section 5. CONSOLIDATION

Grievance petitions involving the same or similar issues, filed by employees in the same representation unit, may be consolidated for presentation at the discretion of the person hearing the petitions.

#### Section 6. RESOLUTION

Any grievance petition settled at any point during the grievance-arbitration procedure shall be final and binding on the parties to the settlement.

#### Section 7. WITHDRAWAL

Any grievance petition may be withdrawn by filing party at any time, without prejudice.

#### Section 8. TIME LIMITS

Grievance petitions shall be processed from one step to the next within the time limit prescribed in each of the steps. Any grievance petition for which a disposition is not made at any step within the time limit prescribed, or any extension which may be agreed to, may be referred to the next step in the grievance procedure, with the next time limit to run from the date when time for disposition expired. Any grievance petition not carried to the next step by RSA within the prescribed time limits, or such extension which may be agreed to, shall be deemed resolved upon the basis of the previous disposition.

#### Section 9. RESUBMISSION

Upon consent of the person hearing the grievance petition and RSA, a petition may be resubmitted to a lower step in the grievance procedure for reconsideration.

#### Section 10. EXTENSION OF TIME

The time limits within which action must be taken or a decision made as specified in this procedure may be extended by written consent of the parties.

#### Section 11. STEPS IN THE GRIEVANCE PROCESS

The following procedure shall be followed:

- A. Discussion with Supervisor. Prior to filing a written grievance petition, the employee(s), or the employee's representative, shall first take the matter up with the immediate Supervisor or the appropriate person in management if the immediate Supervisor is not in a position to remedy the concern. The Supervisor shall give a prompt response where it is possible to do so. The employee and the Supervisor are each entitled to the presence of a silent observer to the

employee-Supervisor discussion. If a group of employees is involved then the group is entitled to a silent observer. An observer who interrupts or participates in the discussion may be excluded from the discussion by either the employee(s) or the Supervisor. Grievances filed by RSA on its own behalf may be filed in writing without any prior discussion with supervision.

- B. Submission of Written Grievance. All grievance petitions shall be filed within fifteen (15) working days after the occurrence of the circumstances giving rise to the grievance, or within fifteen (15) days of the discovery of the circumstances giving rise to the grievance, or when the those circumstances reasonably should have been discovered, otherwise the right to file a grievance petition is waived and no grievance shall be deemed to exist. RSA shall submit the grievance petition to the Human Resources Department on the form prescribed by the Human Resources Director. No grievance petition shall be accepted for processing until the grievance petition is complete. The Human Resources Department shall forward a copy of the grievance petition to the appropriate Department Head(s).
- C. Grievance Meeting. Within fifteen (15) working days after submission of the grievance petition, the Department Head, or a designee, and the Employee Relations Division Manager, or a designee, shall meet with RSA to discuss the grievance. No later than fifteen (15) working days thereafter, the Employee Relations Division Manager, or a designee, shall render a written decision.
- D. Demand for Arbitration. If a grievance is not resolved through the grievance meeting, a demand for arbitration may be presented in writing to the Employee Relations Division Manager or a designee within ten (10) working days after receipt of the decision of the Employee Relations Division Manager, or a designee.

## Section 12. ARBITRATION

- A. After submission of a demand for arbitration, the parties shall attempt to agree on an arbitrator. The parties shall maintain an "Arbitrator Strike List." Arbitrators may be added or deleted from the "Arbitrator Strike List" only by mutual agreement of the parties. If the parties are unable to agree, then an arbitrator will be selected by the parties alternately striking names from the "Arbitrator Strike List" until one (1) name remains who shall serve as the arbitrator. The parties agree that an arbitrator must be selected within sixty (60) calendar days of the County sending a letter to the RSA indicating that the County is ready to select an arbitrator. If the RSA does not contact the County within that sixty (60) day period, the grievance is considered withdrawn.
- B. If either party wishes to have a transcript of the arbitration proceedings, the requesting party will be solely responsible for all costs associated with the transcript. If both parties request a transcript the cost will be shared equally.
- C. The expenses of the arbitrator, if any, shall be shared equally by the parties. Each party shall make arrangements for and pay expenses of witnesses who are called by such party, except that any County employee called as a witness shall be released from work without loss of compensation or other benefits to attend

the arbitration hearing. Such arrangements shall be made through the Employee Relations Division Manager, or a designee, with the employee's Department Head at least two (2) working days in advance of the hearing date.

- D. The location of the hearing will be determined by mutual agreement of the parties; or in the absence of such an agreement, at a neutral location set by the Hearing Officer.
- E. All grievances filed by RSA shall be heard and discussed in the grievance procedure up to and including the grievance meeting; no grievance shall be rejected from the grievance procedure. In the event that the County maintains that the issue is not subject to arbitration the issue of arbitrability shall be resolved by an Arbitrator selected by mutual agreement of the parties but who will not hear the underlying dispute. In the event that the arbitrator finds that the grievance is arbitrable, the parties shall select a different arbitrator to hear the underlying dispute.
- F. If the arbitrator sustains the grievance, a remedy shall be fashioned that does not conflict with the provisions contained in this MOU. No arbitrator shall have any power to alter, amend, modify, or change any of the terms of this agreement or shall exceed the authority provided to him by this agreement.
- G. Arbitration proceedings shall be conducted pursuant to the Labor Arbitration Rules of the American Arbitration Association, unless the parties agree that the proceedings may be conducted pursuant to the Expedited Labor Arbitration Rules of the American Arbitration Association.
- H. The rules of privilege shall be effective to the same extent that they are now or hereafter may be recognized in civil actions. In addition, communications between Human Resources Department employees, non-attorney advocates, Management or employees of County departments involved in an arbitration concerning personnel matters and communications between the union representative and the employee who is the subject of a personnel action shall be confidential and not subject to disclosure in a hearing.
- I. Any arbitration expense incurred as the result of a postponement or cancellation of a hearing shall be borne by the postponing or canceling party.
- J. The decision of the Arbitrator shall be final subject to the right of either party to seek judicial review by filing a writ per the appropriate section of the California Code of Civil Procedure.
- K. Unless mutually agreed, proceedings conducted at any step of the grievance-arbitration procedure shall be private.

ARTICLE XIII  
DISCIPLINE, DISMISSAL, AND REVIEW

Section 1. PERMANENT STATUS

Each employee who has completed an initial probationary period, and any extension, has permanent status. No employee with permanent status shall be disciplined or dismissed without good cause.

Section 2. DISCIPLINARY CAUSE

Any of the following acts of an employee who has permanent status shall be good cause for dismissal, demotion, reduction in compensation, suspension, or any other action taken for disciplinary reasons:

- a. Dishonesty;
- b. Incompetence;
- c. Inefficiency or negligence in performance of duties;
- d. Neglect of duty;
- e. Insubordination;
- f. Willful violation of an employee regulation prescribed by the Board of Supervisors or the head of the department in which the employee is employed;
- g. Absence without leave;
- h. Conviction of either a felony, or any offense, misdemeanor or felony, involving moral turpitude, or any offense in connection with or affecting the employee's duties other than minor traffic violations. Conviction means a plea of guilty or nolo contendere or a determination of guilt in a court of competent jurisdiction;
- i. Discourteous treatment of the public or other employees;
- j. Political activity in violation of federal or state law;
- k. Physical or mental unfitness to perform assigned duties;
- l. Making a material misrepresentation in connection with obtaining or maintaining employment or position;
- m. Conduct either during or outside of duty hours which adversely affects the employee's job performance or operation of the department in which they are employed.
- n. Failure to maintain the license, registration, certificate, professional qualifications, education, or eligibility required for the employee's classification when the failure of the employee to maintain such requirements adversely affects the employee's ability to perform their job or the performance of the department. The department shall prescribe procedures to insure that employees affected by the requirements are informed of them.
- o. Substance abuse in violation of the County of Riverside Alcohol and Drug Abuse Policy.
- p. Violation of the County Anti-Violence in the Workplace Policy.

The parties agree that during the term of this MOU, both sides have the right to reopen negotiations on the subject of a discipline matrix. However, neither party has the right to

advance the negotiations to an impasse. As such, during the term of this MOU, any agreement(s) on a discipline matrix require a mutual agreement of the parties.

### Section 3. REDUCTION IN COMPENSATION

Reduction in compensation shall be for no more than 13 pay periods.

If an employee who is issued a reduction in compensation accepts the discipline (i.e., agrees to waive their right to appeal the discipline) they have the right to use their accrued paid leave (except for sick leave) for some or all of the amount time of the period of the reduction in compensation.

If an employee does not have enough accrued paid leave to cover the period of the reduction in compensation or chooses to use accrued paid leave in an amount that is less than the entire period of the reduction, the employee will shorten the period of the reduction in compensation by the amount of accrued paid leave used.

### Section 4. CORRECTIONAL DEPUTIES PROCEDURAL BILL OF RIGHTS

Correctional Deputies will be afforded the protection of Government Code 3300, and subsequent sections, commonly referred to as the Peace Officer's Procedural Bill of Rights.

### Section 5. OBLIGATION TO MAINTAIN A DRIVER'S LICENSE

#### A. Driver's License

Employees who are required to possess a valid California Nevada, and/or Arizona driver's license shall possess the appropriate license for the class of vehicle to be operated as a condition of continued employment. The employee must notify the Department of the restrictions and /or any and all changes in license status (i.e. suspended, etc.). If the change restricts the employee's legal ability to drive, regardless of current assignment, the employee shall be deemed to have applied for an unpaid leave of absence for up to thirty (30) calendar days, during which time the employee shall take all reasonable steps to have his/her license and privilege to drive reinstated. If upon the expiration of the thirty (30) days the employee has failed to have his/her license and privilege to drive reinstated, he/she will be deemed to have applied for and obtained an additional unpaid leave of absence during which the Department may take action to separate the employee from employment for failure to maintain minimum qualifications of the position. For the temporary loss of a driver's license, the employee will either be placed on paid administrative leave or modified duty at the Department's discretion. The determination to deny modified duty shall be final. The Department retains the discretion to take action to separate the employee from employment for failure to maintain minimum qualifications of the position if the employee cannot get their driver's license reinstated.

- B. An employee's loss of the legal privilege to operate a motor vehicle for more than thirty (30) days shall be deemed cause for separation from employment for failure to maintain minimum qualifications of the position.

## Section 6. DISCIPLINARY APPEAL PROCEDURE/GENERAL

Any notice required to be given by this Procedure shall be in writing and shall be deemed served when personally delivered to the person to whom it is directed or when deposited in the United States mail, registered or certified postage prepaid, and addressed to the designated recipient at the recipient's last known address.

- A. As used in this Procedure, "disciplinary action" means dismissal, demotion, reduction in compensation, suspension, or any other action taken for disciplinary reasons, that directly affects the wages, hours, or working conditions of a permanent employee.
- B. Unless otherwise specified, as used in this Procedure, "Department Head" includes the Department Head or a designated subordinate.
- C. The Employee Relations Division Manager or above may for good cause extend the time for performance of any act required or permitted by this Procedure, upon written request prior to expiration of the time fixed. Powers of the Employee Relations Division Manager may be exercised by a designated subordinate.

## Section 7. NOTICE OF DISCIPLINARY ACTION

- A. Intent Letter. For permanent employees written notice of intent to take disciplinary action shall be served on the affected employee, except as herein after provided at least seven (7) working days prior to the effective date of the action and shall include:
  - 1. A description of the action(s) to be taken and the expected effective date(s);
  - 2. A clear and concise statement of the specific grounds and particular facts upon which the disciplinary action is based;
  - 3. A statement that a copy of the materials upon which the action is based is provided unless there is a legal reason it cannot be provided; and
  - 4. A statement informing the employee of the right to respond either verbally or in writing, to the Department Head prior to the effective date of the disciplinary action(s).
- B. Implementation Letter
  - 1. A statement informing the employee of the disciplinary action(s) taken, the effective date(s) of the action(s), and that the action is being taken for the acts specified in the letter of intent; and
  - 2. A statement informing the employee of the right to appeal within ten (10) working days of the date the letter is served on the employee;



## Section 8. INVOLUNTARY LEAVE OF ABSENCE

Pending investigation by the department of an accusation against an employee involving misappropriation of public funds or property, being under the influence of controlled substances (illegal drugs or prescription drugs without a prescription) at work, mistreatment of a patient or inmate at a County facility, or an act which would constitute a felony or a misdemeanor involving moral turpitude, the department head may place the employee on an involuntary leave of absence prior to providing notice of intent to discipline the employee.

- A. If the notice of intent of disciplinary action is not served on or before the date such a leave is terminated, the employee shall be deemed to have been on paid administrative leave.

## Section 9. APPEALS

Any employee may appeal any disciplinary action taken against the employee. The appeal shall be in writing and filed with the Employee Relations Division Manager within ten (10) working days after the date of notification of action against which the appeal is made. An appeal shall:

- A. Be accompanied by a copy of any notice of disciplinary action served on the employee;
- B. A brief statement of the facts and reasons for the appeal; and
- C. A brief statement of the relief requested.

## Section 10. AMENDED NOTICE OF DISCIPLINARY ACTION

- A. At any time before an employee's appeal is submitted to the Hearing Officer for decision, the Department head may, with the consent of the Employee Relations Division Manager, serve on the employee and file with the Employee Relations Division Manager an amended or supplemental notice of disciplinary action.
- B. If the amended or supplemental notice presents new causes or allegations, the department shall process said notice in accordance with Section 8 above. However, the employee shall not be required to file a further appeal. Any objections to the amended or supplemental causes or allegations may be made orally or in writing at the hearing.

## Section 11. WAIVER

If an employee fails to appeal the disciplinary action within the time specified in the notice of discipline, or after appealing, withdraws the appeal, the right to review is waived.

## Section 12. HEARING PROCEDURE

- A. The parties shall maintain an Arbitrator Strike List from which hearing officers shall be selected. The inclusion or removal of names from the list shall be by mutual agreement of the parties. The parties shall attempt to mutually agree on an arbitrator. Should the parties be unable to mutually agree upon an arbitrator,

then they shall alternately strike names from the Arbitrator Strike List until one (1) name remains.

- B. The hearing shall be set at the earliest possible date, taking into consideration the availability of the parties. The County or RSA may postpone or cancel a hearing on reasonable notice to the employee, the Department Head, and their respective representatives.
- C. Unless represented by counsel, the appellant may be represented only by an attorney retained by RSA, RSA Legal Defense Trust or an RSA staff representative.
- D. It shall be the duty of any County Officer or employee to attend a hearing and testify upon the written request of either party, or the Hearing Officer, provided reasonable notice is given to the department employing the officer or employee. The Department shall arrange for the production of any relevant County record. The Hearing Officer is authorized to issue subpoenas. The parties shall endeavor to exchange witness lists and exhibits within a week before the hearing. However, failure to do so will not cause any exhibits or witnesses to be precluded from the hearing.
- E. All appeal hearings involving a dismissal or demotion of an employee shall be reported by a stenographic reporter. All other appeals need not be reported but either the employee or the Department Head may, at his own expense, provide a reporter for the hearing.
- F. The expenses of the Hearing Officer and hearing shall be shared equally by the parties. Each party shall make arrangements for and pay expenses of witnesses called by such party, except that any County employee called as a witness shall be released from work without loss of compensation or other benefits to appear at the disciplinary hearing.
- G. The location of the hearing will be determined by mutual agreement of the parties; or in the absence of such an agreement, at a neutral location set by the Hearing Officer.
- H. Within thirty (30) days following the submission of the appeal, the Hearing Officer shall submit written findings of fact, conclusions of law, and the decision to the parties together with a copy of the appeal and a summary of the evidence taken at the hearing. Either party may request that the Hearing Officer to issue a decision in less than thirty (30) days. The decision of the Hearing Officer shall be final subject to the right of either party to seek judicial review under Section 1094.5 of the California Code of Civil Procedure.
  - 1. The Hearing Officer shall confine his/her decision to issues raised by the statement of charges and responses and render a decision based on the written MOU between the parties. If the Hearing Officer finds that the misconduct occurred but the level of discipline imposed was excessive, the Hearing Officer may, sustain, modify, or rescind an appealed disciplinary action imposed by the Department Head.

2. In the case of suspension/reduction in compensation or demotion, if the action is modified or rescinded, the appellant shall be entitled to restoration of pay and/or fringe benefits in a manner consistent with the Hearing Officer's decision. Restoration of retirement benefits is limited to that allowed by Cal-PERS regulations.
3. In the case of dismissal, if the Hearing Officer finds the order of dismissal should be modified, the appellant shall be reinstated to paid leave status in a position in the classification held immediately prior to dismissal subject to forfeiture of pay and fringe benefits for any period of suspension imposed by the Hearing Officer. The appellant may not be reinstated to full duty until after successful completion of the reinstatement review. This will include a live scan evaluation, DMV review of the appellant as well as any agency specific requirements consistent with POST regulations.
4. If the Hearing Officer finds the order of dismissal should be rescinded, the appellant shall be reinstated to paid leave status in a position in the classification held immediately prior to dismissal and shall receive pay and fringe benefits for all of the period of time between the dismissal and reinstatement. Restoration of retirement benefits is limited to that allowed by Cal-PERS regulations. The appellant may not be reinstated to full duty until after successful completion of the reinstatement review. This will include a live scan evaluation, DMV review of the appellant as well as any agency specific requirements consistent with POST regulations.
5. The County shall not be liable for restoring pay and fringe benefits for any period(s) of time the appellant was reduced or removed from duty which results solely from the appellant's request for written briefs in the arbitration proceedings.

This section will not be applicable where both parties mutually agree to submit briefs.

6. Restoration of pay and benefits shall be subject to deduction of all unemployment insurance and outside earnings which the appellant received since the date of dismissal which would not have been earned had the appellant not been disciplined. Where unemployment insurance is deducted from the restoration amount, the employee shall not be required to make further restitution. The appellant shall supply such outside employment earning records during the period of time in question when requested. The parties need not address damages or mitigation unless, and until after, a decision necessitates presentation of evidence on these issues.
7. The employee and the Department Head shall have these rights:
  - a. To call and examine witnesses;
  - b. To introduce exhibits;

- c. To cross-examine opposing witnesses on any matter relevant to the issue, even though the matter was not covered in the direct examination;
  - d. To impeach any witness regardless of which party first called the witness to testify; and
  - e. To rebut any derogatory evidence.
8. The hearing shall be a private proceeding among the County, the employee and the employee organization. Attendance of others during the proceeding will be at the discretion of the arbitrator.

### Section 13. APPEAL PROCESS FOR MINOR DISCIPLINE

The following administrative appeal process is established pursuant to Government Code § 3304.5. This procedure shall not apply to disciplinary actions for which employees already are entitled to receive an appeal hearing for disciplinary transfer, reduction in compensation, suspension, demotion and dismissal. Rather this process is for written reprimands and any other “punitive action” (i.e., non-property interest (no loss of money) discipline) as defined by the Public Safety Officers’ Procedural Bill of Rights Act.

#### A. Right to Administrative Appeal Under this Procedure

- 1. Any employee who is subjected to punitive action (within the meaning of Government Code § 3303) other than dismissal, demotion, reduction in compensation, suspension or disciplinary transfer, shall be entitled to receive an administrative appeal under this procedure. The employee shall not be entitled to appeal the action prior to its imposition, i.e., an employee shall not be entitled to receive a hearing akin to a *Skelly* hearing or other pre-disciplinary appeal hearing prior to imposition of the punitive action.

#### B. Notice of Appeal

- 1. Within ten (10) calendar days of receipt by an employee of notification of punitive action as set forth above, the employee shall notify the Human Resources Director in writing of his/her intent to appeal the punitive action.
- 2. The notice of appeal shall specify the action being appealed and the substantive and procedural grounds for the appeal.

#### C. Hearing Officer

- 1. The Department Head shall have twenty-one (21) calendar days from receipt of the notice of appeal to designate himself/herself as the hearing officer or appoint a neutral hearing officer who is not embroiled in the controversy, i.e., a person who did not initiate or authorize the action in question.

2. The hearing officer appointed shall serve in an advisory capacity and shall be responsible for making recommended findings of fact and issuing an advisory decision to the Sheriff or his/her designee. The Sheriff or his/her designee may adopt, modify, or reject the hearing officer's recommendations and advisory decision and the decision shall be final and binding.

D. Burden of Proof/Persuasion

1. If the action being appealed does not involve allegations of misconduct (i.e., allegations that the employee has violated one or more federal, state, or local laws, and/or County or Department regulations, procedures, or rules) the limited purpose of the hearing shall be to provide the employee the opportunity to establish a record of the circumstances surrounding the action. The County's burden shall be satisfied if the County establishes that the action was reasonable, even though reasonable persons might disagree about whether the action was the best one under the circumstances.

For example, if the Department effected a non-disciplinary transfer of a correctional deputy out of a premium pay assignment with the intent of affording other correctional deputies the opportunity to work in the assignment, the decision would not be subject to being overturned as long as it was reasonable, even if one or more persons might disagree with the decision.

2. If the punitive action involves charges of misconduct, (i.e., allegations that the employee has violated one or more laws, regulations, procedures, or rules), the County shall have the burden of proving by a preponderance of the evidence the facts which form the basis for the charge of misconduct and the burden of persuasion that the punitive action was reasonable under the circumstances.

For example, if an employee received a written reprimand for unauthorized absence from work then the County would bear the burden of proving that the employee was absent from work without authorization and that a written reprimand was reasonable under the circumstances.

E. Conduct of Hearing

1. The formal rules of evidence do not apply, although the hearing officer shall have discretion to exclude evidence which is incompetent, irrelevant or cumulative.
2. The parties may present opening statements.
3. The parties may present evidence through documents and testimony.
  - a. Witnesses shall testify under oath.

- b. The hearing officer shall issue subpoenas for documents or testimony upon reasonable request of the parties.
  - c. There shall be no ex parte communications between the hearing officer and the parties or persons with respect to the subject of the appeal.
- 4. The parties shall be entitled to confront and cross-examine witnesses.
  - 5. Following the presentation of evidence, if any, the parties may submit oral and/or written closing argument for consideration by the hearing officer.

Section 14. EVIDENCE AND PROCEDURES APPLICABLE TO ALL HEARINGS.

- A. Hearings need not be conducted according to technical rules of evidence. Any relevant evidence shall be admitted if it is the sort of evidence on which responsible persons are accustomed to rely in the conduct of serious affairs.
- B. Hearsay evidence shall be admitted and may be used for the purposes of supplementing or explaining any direct evidence, but shall not be sufficient in itself to support disciplinary action as defined in Section 1.a. herein, unless it is the type of hearsay admissible over objection in a civil action. The rules of privilege shall apply to the same extent to which they are recognized in civil actions.
- C. Irrelevant and unduly repetitious evidence shall be excluded.
- D. The rules of privilege shall be effective to the same extent that they are now or hereafter may be recognized in civil actions. In addition, communications between Human Resources Department employees, non-attorney advocates, Management or employees of County departments involved in an arbitration concerning personnel matters and communications between the union representative and the employee who is the subject of a personnel action shall be confidential and not subject to disclosure in a grievance hearing.
- E. Oral evidence shall be taken only on oath or affirmation.
- F. Any employee not testifying in his/her behalf may be called and examined as on cross-examination.
- G. The intention of the parties is that appeals and arbitrations be adjudicated as efficiently and economically as possible.

ARTICLE XIV  
ANTI-STRIKE CLAUSE

It is hereby agreed that the Riverside Sheriff's Association (RSA) shall not take part in, nor call, sanction, foster, nor support any strike, work stoppage, slow-down, sick-in, nor interference with the County's operation during the term of this MOU.

Should a strike, sick-in, picketing, boycott or any other interruption of work occur, the County shall notify the Riverside Sheriff's Association (RSA) of the existence of such activity and the Association will take all reasonable steps to terminate such activity and induce the employees to return to work.

## ARTICLE XV LAYOFF AND REINSTATEMENT

### Section 1. DEFINITION OF SENIORITY

Seniority shall be defined as the length of an employee's continuous service with a County department in a regular position, and shall be determined within each department from the day each employee was officially appointed to the department, provided, however, that any regular employee who, as a result of promotion, transfer, or voluntary demotion is appointed to a regular position in another department, shall for purposes of layoff, carry seniority previously acquired over to the new department.

Whenever more than one (1) employee in a department has the same number of day's seniority, the seniority of each employee as it relates to the others shall be determined by the Department Head.

Seniority shall continue to accrue during vacation, sick leave, layoff not exceeding two (2) years, any authorized leave of absence of less than three (3) months, or any call to military service for the duration of the call to duty. Seniority shall not accrue during any other break in continuous service, but seniority earned prior to the break in continuous service will not be lost.

Except as otherwise herein provided in Section 3 of this Article, an employee shall lose seniority upon resignation, retirement, termination, or failure to return to work from layoff within seven (7) days after being notified to return by certified or registered mail addressed to the employee at their last address filed with the Human Resources Department.

### Section 2. REDUCTION IN FORCE

When it becomes necessary to reduce the work force in a department, the Department Head shall designate the job classification and number of employees to be eliminated within their department or division, institution or other organizational unit of their department identified in the department sections of this ordinance, in making a reduction in the work force. No regular employee shall be laid off in any job classification if there are temporary employees or seasonal employees in an active status in the same job classification within the department.

Any reduction in the number of regular employees holding a job classification designated by a Department Head shall be made by layoff of employees in the following order of employment status:

- Temporary promotion employees;
- Probationary new employees;
- Probationary transfer employees, probationary promotional employees and permanent employees.

Layoffs of employees within each category of employment status shall be based primarily on length of continuous service within the department with the employee with the shortest seniority being laid off first. An employee may be laid off out of seniority when a less senior employee possesses essential skills necessary to the operation of the department subject to the approval of the Human Resources Director. Written notice shall be given employees laid off out of seniority of such fact.

After consultation with the Human Resources Director or a designee, the Department Head shall give notice to each regular employee affected by a reduction in force and to the recognized employee organization that represents the affected employee's representation unit, at least fourteen (14) days prior to the effective date of the action. A list containing the names of the employees to be laid off shall at the same time be given to the Human Resources Director. The notice shall include:

- The reason for layoff;
- The effective date of the action;
- The rules governing retention on the Departmental Reinstatement List; and
- If laid off out of seniority.

If an employee has previously held permanent or probationary status in another job classification within the department, and was not removed therefrom for disciplinary reasons, such employee shall, upon request, be given a transfer or demotion within the department to such other classification in lieu of layoff unless such action cannot be accomplished without authorization of another position or displacement of an employee with greater seniority. The affected employee must request such transfer or demotion within seven (7) days of written notification of layoff by personal delivery or mailing of a certified letter.

### Section 3. REASSIGNMENT

An employee who would otherwise be terminated for failure to accept reassignment may terminate and be placed on the Departmental Reinstatement List if both of the following conditions exist:

- The employee is being reassigned to a position previously occupied by an employee who was laid off within twenty (20) working days of the effective date of the reassignment; and
- If the new work location is more than forty (40) miles from the employee's current work location or the employee's home, whichever is closer.

An employee who chooses to terminate and have their name placed on the Departmental Reinstatement List under this section shall notify the department in writing of the decision at least three working days prior to the effective date of reassignment. Such termination shall be on the same date as the reassignment would have been effective.

### Section 4. DEPARTMENTAL REINSTATEMENT LIST

- A. The name of every regular employee who is laid off, or transfers or demotes to a formerly held classification in the same department for longer than one (1) pay period due to a reduction in force shall be placed on a Departmental Reinstatement List. Vacancies to be filled within a department shall be offered,



first in order of seniority, to individuals named on the Departmental Reinstatement List who at the time of the reduction in force, held a position in the same job classification within the department as the vacancy to be filled.

The department, for reasonable cause, may require a reinstated employee to serve a probationary period of six (6) months (approximately one thousand forty (1040) hours).

- B. Prior to the effective date of layoff, every employee given notice of layoff for a period of time longer than one (1) pay period, may schedule an employment counseling session with the Human Resources Department in order to determine those job classifications and locations within the County of Riverside for which the employee meets employment eligibility requirements and desires to be considered for employment.
- C. Individual names may be removed from the Department Reinstatement List for any of the following reasons:
  - 1. The expiration of two years from the date of placement on the list.
  - 2. Reemployment with the County in a regular full-time position in a department other than that from which the employee was laid off.
- D. Failure to report to work within seven days of mailing of a certified letter containing a notice of reinstatement to a position which is less than forty miles from the last work location or the employee's home, whichever is closer.
- E. Failure to respond within seven days of mailing of a certified letter regarding availability for employment.
- F. Request in writing to be removed from the list.

#### Section 5. STATUS ON REEMPLOYMENT.

A regular employee who has been laid off or terminates in lieu of reassignment and is reemployed in a regular position within two (2) years from the date of layoff or termination shall be entitled to:

- A. Restoration of all sick leave credited to the employees' account on the date of layoff or termination.
- B. Continuation of seniority if reemployed by the same department from which the employee was laid off or terminated.
- C. Restoration of seniority accrued prior to layoff shall be credited to the employee upon successful completion of the applicable probationary period when the employee is reemployed in another department.
- D. Credit for all service prior to layoff for the purpose of determining the rate of accrual of vacation leave.

- E. Placement in the salary plan/grade as if the employee had been on a leave of absence without pay if they are reinstated to the same job classification in the same department from which they were laid off or terminated.

For future merit increases, the employee's hours on the range within a salary plan/grade shall be the higher of:

1. The current hours on the range within the salary plan/grade of the current position held or;
2. The same number of hours on the range within the salary plan/grade of the position which he/she left.

ARTICLE XVI  
HEALTH INSURANCE AND OTHER BENEFITS

Section 1. RSA BENEFIT TRUST (HEALTH INSURANCE)

- A. Purpose. The County of Riverside, a political subdivision of the State of California, established a cafeteria plan, to be known as "The County of Riverside Flexible Benefits Program" (the "Plan"). The Plan was intended to qualify as a plan described in section 125 of the Internal Revenue Code of 1986. The Plan was established effective as of November 20, 1986, in order to provide eligible employees a means of choosing among various benefit programs on a favorable tax basis.
- B. Applicability of Plan. The provisions of the County of Riverside Flexible Benefit Plan are applicable to the employees of the County in current employment who are subject to this MOU, who are enrolled in a benefit program offered under the welfare Benefit Plan offered through the RSA Benefit Trust.
- C. Provision for Payment of Benefits. Payment of the costs of benefits which are provided under this Plan and MOU for participating employees comes from: County contributions of cash to the RSA Trust and to the extent additional funds are needed, with employee contributions of salary.
- D. It is the intent of the parties that the trust will be responsible for selecting and administering the medical, dental and vision benefits to be provided to bargaining unit members (hereinafter "employees") and the present and future bargaining unit retirees (hereinafter "retirees"). The parties acknowledge that the trust has negotiated with health care service plans or health insurers to provide health coverage for employees and retirees. The trust may from time to time review the health plan options it offers employees and retirees and consider instituting new options which shall include but not be limited to self-insurance. The County shall bear no responsibility for the health benefit plan options selected by the trust.
- E. The trust will administer the health benefit plans it selects, with trust administrative duties including, but not limited to conducting open enrollment periods, maintaining eligibility, responding to questions from participants, adding

and dropping participants and dependents, and coordinating with the County concerning these issues.

F. The parties agree that the health benefit plans selected and administered by the trust will be components of the County's Section 125 Plan.

G. The County agrees to maintain its administrative responsibilities with respect to issues of withholding, issuance of W-2s, and payroll deduction with respect to the section 125 plan and the health benefit plans offered by the trust.

RSA will bear full responsibility for transmitting the appropriate premium deduction and health related premium adjustments on a bi-weekly basis through an agreed upon electronic format. The County shall bear no responsibility or be required to reconcile or remedy any health premium shortages or overpayments with regards to RSA's collection of premiums, if the appropriate premiums or deductions are not properly transmitted to the County in an agreed format.

H. The County agrees to make an aggregate payment each month to the trust. The County's employer contribution toward the aggregate payment is set forth in Section 2 of this article. The County shall include in that aggregate payment those amounts deducted from employee salaries which represent the balance between the premiums of the plans selected by employees and the County's employer contribution per employee. The County shall also include in that aggregate payment the County's contribution of twenty five dollars (\$25.00) on behalf of each retiree enrolled in a major medical plan administered by the trust. The trust will be responsible for collecting from retirees the balance of the premiums due for the trust medical benefit plans in which the retirees are enrolled.

I. The County shall make bi-weekly aggregate payments to the trust, in which the payment dates shall correspond with the County's standard bi-weekly payroll schedule.

J. The parties agree that the premium for each health benefit plan administered by the trust shall include an amount for the reasonable costs of trust administration in an amount not to exceed five percent (5%) of the actual cost of single coverage under the lowest cost HMO plan.

K. The trust bears full responsibility for transmitting the appropriate premium payment to the relevant medical benefit plan provider or health insurer by the appropriate payment date. The trust will submit to the County on a timely basis evidence of payment by the trust of premiums to the outside medical benefit plan provider or health insurer upon request.

L. The RSA and the County agree to cooperate fully to resolve any administrative issues which may arise in the implementation and continuation of these MOU provisions.

M. The parties agree that the County's sole financial obligation with respect to the trust and the health benefit plans administered by the trust is to make the monthly aggregate payment set forth in paragraphs H and P of this section. In

the event the outside medical benefit plan provider or health insurer increases the premium for a health benefit plan administered by the trust, the County shall bear no responsibility for payment of any part of the increase.

- N. If for any reason the trust becomes insolvent or is otherwise unable to satisfy its obligations, the County shall bear no responsibility to remedy that situation other than to make the County payments set forth in this agreement.
- O. The parties agree to discuss the provisions of health benefits to employees and retirees in the event of the passage of federal legislation which prohibits the delivery of health benefits to employees and retirees through the trust.
- P. In addition to the above, the County shall contribute twenty five dollars (\$25.00) per bi-weekly pay period, times the number of employees represented in the Corrections Unit, to the RSA Benefit Trust.
- Q. Along with the Riverside County Auditor-Controller's Office, the parties have entered into a Financial Operations Agreement that further defines duties, responsibilities, and obligations in addition to and as outlined above, including but not limited to reporting and audit requirements. This Financial Operations Agreement (FOA) is hereby incorporated in its entirety as of the date this Memorandum of Understanding is approved by the Board of Supervisors and as may be amended from time to time.

## Section 2. CONTRIBUTIONS

- A. Effective December 19, 2019, the monthly contribution is one thousand and forty dollars (\$1,040.00).
- B. Effective July 2, 2020, the monthly contribution to the RSA Benefit Trust (Health Insurance) shall be increased from \$1,040.00 to \$1,140.00 per month per employee.
- C. Effective July 15, 2021, the monthly contribution to the RSA Benefit Trust (Health Insurance) shall be increased from \$1,140.00 to \$1,200.00 per month per employee.
- D. Effective July 14, 2022, the monthly contribution to the RSA Benefit Trust (Health Insurance) shall be increased from \$1,200.00 to \$1,300.00 per month per employee.
- E. Effective July 13, 2023, the monthly contribution to the RSA Benefit Trust (Health Insurance) shall be increased from \$1,300.00 to \$1,400.00 per month per employee.
- F. Effective as soon as administratively possible, the County will withhold twenty-five dollars (\$25) semimonthly (for 24 pay periods per year, i.e., the first two pay periods each month, which equals six hundred dollars (\$600) per year) from the Health Insurance contribution amounts described above for the purpose of contributing to the County's Voluntary Employees' Beneficiary Association (VEBA) and a 401(a) contribution to the County's Money Purchase Plan and will

contribute those funds on behalf of each Corrections bargaining unit member in a paid status as follows:

1. Fifteen dollars (\$15.00) semimonthly to the County's VEBA which is a postemployment health reimbursement arrangement (HRA) account. The funds are held in a non-profit, tax-exempt voluntary employees' beneficiary association (VEBA) trust authorized under Internal Revenue Code (IRC) § 501(c)(9). Upon separation of employment, participants in the VEBA Plan can submit reimbursements for eligible expenses governed by IRS Code Section 213(d) and are outlined in IRS Publication 502. Participants cannot withdraw the funds for any other purpose.
2. Ten dollars (\$10.00) semimonthly to the 401(a) Money Purchase Plan.

Employees shall enroll in a 401(a) account to be eligible for that contribution. In the event an employee has a valid 401(a) account and an election is not made to a provider, the County will choose the plan on behalf of the employee. In addition, neither the VEBA nor 401(a) contributions shall be paid retroactively.

At any time in the future, RSA may request that County modify the amount of the withholding described above for Health Insurance, from twenty-five dollars (\$25) semimonthly, per Corrections bargaining unit member, to a different amount to be contributed into the County's Voluntary Employees' Beneficiary Association (VEBA). If such a request is made, the County may request to meet with RSA to address any questions and ensure compliance with the law. The County also reserves the right to take a reasonable amount of time to implement the modification.

### Section 3. OTHER BENEFITS

- A. Long-Term Disability Insurance: The County will pay directly to RSA on or before the first date of each month an amount equal to fourteen dollars (\$14.00) times the number of eligible employees in the Unit per pay period excluding free pay periods (the third pay day for any month with three pay days). Those monies shall be applied by RSA toward the payment of premiums for long-term disability and other health and welfare benefits for those employees under a plan or plans selected by RSA.
- B. Deferred Compensation: The County shall accept lump sum payments of accumulated vacation, sick leave, holiday and compensation time upon retirement up to the maximum contribution total in any one (1) (calendar year) in accordance with the Internal Revenue Service (IRS) guidelines.
- C. Flexible Spending Accounts: Effective January 1, 2020 employees are permitted to contribute to the County's Healthcare and Dependent Care FSA to the maximum permitted by law. During open enrollment, employees will not know if the maximum permitted by law will be increased for the following calendar year because the IRS does not announce the following calendar year maximums for Healthcare and Dependent Care FSA contributions until November. If employees choose the maximum permitted by law, any increases permitted by IRS will be deducted from the employee for the following calendar year. If the employee chooses to deduct an actual dollar amount (as opposed to the

maximum permitted by law), the County will notify those employees of the IRS's increases for the following calendar year to give the employee to ability to choose to increase their deduction for the following calendar year up to the maximum permitted by law.

#### Section 4. REPORTING AND AUDIT

Additional Reporting Requested: The RSA Trust shall require and maintain appropriate documentation to substantiate the appropriate Status Event and application of the consistency rule for each election made outside of new hire/eligibility status or annual enrollment. The RSA Trust shall make such documentation available when requested by the County.

### ARTICLE XVII SENIOR PROGRAMS/PROMOTIONAL PROCEDURES

#### Section 1. SHERIFF'S DEPARTMENT CORRECTIONAL SENIOR PROGRAM

Effective December 19, 2019, the Sheriff's Department Correctional Senior Program will no longer admit new employees. As of December 19, 2019, employees in the program in the classifications of Senior Correctional Deputy or Senior Correctional Corporal (including whether employee has an "S" designation or works an 84-hour schedule) are grandfathered into the program. This means they are subject to all of the provisions of this Section of the MOU applicable to employees in the program.

#### Basic Provisions

- A. Employees who were designated to the Senior classification will retain their primary job functions except as department procedures allow for re-assignment and movement of personnel.
- B. Senior employees can expect added responsibilities as might be required by the Sheriff, which may include functional supervision, as designated, of other employees.
- C. Employees shall retain their Senior status through any re-assignment within the same corrections facility unless returned to their prior classification or if transferred to a different corrections facility.
- D. A Senior employee who is "involuntarily" transferred to a different correctional facility, will not lose their Senior classification.
- E. Corrections Seniors transferred internally between R.P.D.C. and Riverside University Health Systems (RUHS), will not lose their Senior status. In addition, any Corrections Senior transferred from any correctional facility to a specialty unit (i.e. Planning, Headcount Management Unit (HMU), Personnel, Ben Clark Training Center (BCTC) or Court Services) will not lose their Senior status.
- F. The President of the Association, if a Senior employee at the time of election, shall retain their Senior classification while serving as Association President.

The President may also be appointed to a Senior classification under the correctional facility assigned before serving as President, if eligible.

- G. Following reinstatement from dismissal and/or the setting aside/modification of a suspension, no employee shall be awarded service points for the time period of dismissal or suspension for use in subsequent promotional testing processes only.

Salary. A Senior received a five percent (5%) increase when they became a Senior.

Insignia. Senior employees shall wear upon the service uniform an identifying insignia as established by the Sheriff.

Demotions: Any employee designated to a Senior classification may be demoted at the discretion of the Sheriff for failure to maintain a level of exemplary performance. A demotion caused by job performance is grievable through the grievance procedures as set forth in this MOU. The burden of proof will rest with the employee to prove that there was an abuse of discretion on the part of the Department. The Association agrees that demotions caused by transfer are not a grievable matter.

#### Other Provisions

- 1. There is no limit as to the period of time that an employee appointed to the Senior classification can remain in that classification, unless transferred, promoted or demoted. The intent of the program was not to rotate the available Senior classification positions from employee to employee, but instead to reward individuals on a continuing basis for providing service in an exemplary manner.

#### Section 2. CORRECTIONAL CORPORAL, AND CORRECTIONAL SERGEANT PROMOTIONAL PROCEDURES EXAMINATION PROCESS

- A. The examination process for the Correctional Corporal classification shall include a written examination administered by the Human Resources Department with a weight of fifty percent (50%), and an evaluation of promotability conducted by the Sheriff's Department with a weight of fifty percent (50%). Ten percent (10%) of the promotability evaluation will include an evaluation of the candidate's education and experience. Candidates must attain a passing score on the written examination in order to compete in the promotability evaluation portions of the examination process.
- B. The Human Resources Department will compute the final combined, weighted score for the examination process for each candidate, based upon the two (2) elements of the process described above.
- C. The examination process for the Correctional Sergeant classification shall include a written examination administered by the Human Resources Department with a weight of twenty five percent (25%), an oral examination conducted by the Sheriff's Department with a weight of twenty five percent (25%), and an evaluation of promotability conducted by the Sheriff's Department with a weight of fifty percent (50%). Ten percent (10%) of the promotability evaluation will include an evaluation of the candidate's education and experience. Candidates must attain a passing

score on the written examination in order to compete in the oral examination and promotability evaluation portions of the examination process.

- D. The Human Resources Department will compute the final combined, weighted score for the examination process for each candidate, based upon the three (3) elements of the process described above.
- E. The County shall make every effort with respect to the written promotional examination to provide specific source or reference material from which questions and answers have been derived and shall communicate it to the candidates at the time of the examination announcement.
- F. Any candidate found sharing current written or oral examination questions or answers while the examination process is in progress will be immediately removed from the promotional process and be ineligible to participate in the then current promotional cycle in the same testing period.
- G. Applications must be complete upon submission. Any application that is submitted with missing information will be deemed incomplete and will not be accepted. It is the sole responsibility of the candidate to ensure they have provided a complete application prior to the application deadline.

#### Examination Process Results

- A. The Human Resources Department will notify all candidates by department email of their individual examination results including the score received on each examination and the final combined, weighted score.
- B. The Human Resources Department shall provide the Sheriff's department with a list of eligible candidates in descending order, based upon the combined, weighted scores. The list shall not contain actual scores, but will indicate those candidates having received tied scores who therefore occupy the same position on the list. The Sheriff's department shall post copies of the above list on each bureau and station bulletin board.
- C. The results of the examinations and evaluation of promotability shall not be grievable. However, a grievance can be filed if it is alleged that the promotional process itself was not followed.

Selection: The first selection for each position to be filled shall be made from top six (6) candidate groupings of those available for the assignment.

#### Availability:

- A. Amendments to a candidate's statement of availability must be made in writing on forms provided by the Sheriff's department. Not more than three (3) amendments will be allowed during the period for which the eligible list has been established.

Candidate's Right to Waive: Candidates may waive no more than two (2) offers of promotion. Waiver of a third (3<sup>rd</sup>) offer of promotion shall result in the candidate's name being removed from



the eligible list for the duration of the list.

ARTICLE XVIII  
EMPLOYEE ASSOCIATION DUES AND EMPLOYEE ORIENTATIONS

A. Authority to Deduct Dues from Members' Paychecks

The County will deduct dues from members of the Association and will remit it to the Association. The Association shall be responsible for informing the County's Auditor Controller's Office in writing of any new members or changes in the membership status of any Association members effective December 10, 2019. If a member desires to revoke, cancel, or change prior dues deduction authorization, such requests shall be directed to the Association.

Any employee in this Unit who has authorized Association deductions shall continue to have such dues deductions made by the County, provided that any employee in the Unit may terminate Association membership by submitting to the Association a signed request to cancel payroll dues deduction. If that occurs, the Association will advise the County's Auditor Controller's Office to cancel payroll dues deduction to the Association for such employee. Pursuant to Government Code section 1157.12(b), the Association shall hold harmless the County, its officers, and employees from any liability that may result from making, canceling, or changing requested deductions of which the Association was responsible for providing written notice to the County.

B. Employee Orientation

The County shall provide the Association with a minimum of 10 days' notice in advance of a new employee orientation and allow the Association access to the orientation. The notice will be provided by email to the Association Executive Board. The Association will provide up to date email addresses of their Executive Board members to the County Human Resources Department. The Association is permitted to have three (3) Association representatives at that orientation and will be permitted to have two and a half (2.5) hours with the employee(s). While the County will provide the Association with at least ten (10) days' notice when it can reasonably do so, there may be circumstances where the County cannot provide the ten (10) days' notice given an urgent hiring need which was not foreseeable. If the County provides an online employee orientation process, the Association shall have the right to incorporate up to a fifteen (15) minute presentation into that online orientation. If the County decides to do online onboarding it will let the Association know in advance, and provide the Association with the opportunity to meet and confer regarding the on-line onboarding process.

Notice to the Association shall be to the County email address of those persons designated in writing by the Association President of RSA. The designated persons may be updated as needed. The date, time, and place of the orientation shall not be disclosed to anyone other than the employees, the Association, or a vendor that is contracted to provide service for purposes of the orientation.

ARTICLE XIX  
LABOR/MANAGEMENT COMMITTEE

The County and RSA agree to a Labor-Management Committee, that may meet County-wide and/or bargaining-unit specific, and will meet as mutually agreed to discuss issues of mutual interest. The Association shall be allowed no more than three (3) employees in the unit to attend such meetings with release time.

ARTICLE XX  
UNIFORMS, EQUIPMENT AND PARKING

Section 1. RAIN GEAR

In assignments where unit employees may be subjected to inclement weather, adequate rain gear shall be provided to each shift.

Section 2. SAFETY VESTS

The Department will develop a policy for replacement of safety vests. Eligible employees may utilize a voucher system for vest replacement at the Department's vendor(s). Vests will have a minimum threat level IIIA to be issued to all Armed Correctional Deputies and any other Correctional Deputies deemed to need a vest by the Department. The employees will be responsible for any cost exceeding the current cost of the department's standard issue safety vest at the time of replacement.

Section 3. BATONS

The Sheriff may, at their discretion, change the type of batons issued to RSA members, so long as all meet and confer obligations are fulfilled prior to such change taking place.

Section 4. PERSONAL WEAPONS

Armed Correctional personnel shall be permitted to use department approved personal weapons, with the understanding that the Sheriff's Department accepts no responsibility for the cost, care, replacement, or repair of any personal weapons used in the course of an employee's duties.

Section 5. UNIFORMS

- A. Each employee shall be issued uniforms.
- B. The County shall report the monetary value of the uniforms to CalPERS. The monetary value of issued uniforms is not issued as a cash payment to the employee. The monetary value of uniform amounts range from \$95 to \$925 per calendar year depending on classification/assignment.
- C. Effective July 2, 2020, employees in the classifications of Correctional Deputy, Correctional Deputy II, Senior Correctional Deputy, Correctional Corporal and Senior Correctional Corporal shall receive a uniform allowance of \$400 per year paid at \$15.81 per pay period for 26 pay periods.

1. Effective the same date, the Department will continue to provide the initial issuance of uniforms. Employees will be responsible for the replacement of uniforms or supplemental uniforms.
2. Employees on probation in the classifications set forth above will not receive a uniform allowance.

Section 6. PARKING

Employees who choose to utilize County parking areas may be required to pay up to \$10 per month to park in County surface lots and up to \$55 per month to park in parking structures.


SIGNATURE PAGE

2019 - 2024  
RIVERSIDE SHERIFFS' ASSOCIATION  
CORRECTIONS UNIT  
MEMORANDUM OF UNDERSTANDING

FOR THE COUNTY OF RIVERSIDE

  
Steven Espinoza  
Assistant Director of Human Resources

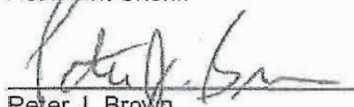
June 10, 2022  
Date

  
Dennis Vrooman  
Undersheriff

JUNE 9, 2022  
Date


  
Edward Delgado  
Assistant Sheriff

JUNE 9, 2022  
Date

  
Peter J. Brown  
Chief Labor Negotiator

June 8, 2022  
Date

FOR THE RIVERSIDE SHERIFFS' ASSOCIATION CORRECTIONS BARGAINING UNIT

  
William Young  
RSA, President

JUNE 9, 2022  
Date

  
Dave Brown  
RSA, Executive Director

JUNE 8, 2022  
Date

/s/ Elizabeth Silver Tourgeman  
Elizabeth Tourgeman  
RSA Negotiator

June 8, 2022  
Date