

MEMORANDUM OF UNDERSTANDING

2021-2027

BETWEEN THE

COUNTY OF RIVERSIDE

AND

RIVERSIDE COUNTY DEPUTY
DISTRICT ATTORNEYS ASSOCIATION

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DEFINITIONS

Arbitration Third Step hearing in the Grievance Process; grievance heard by an outside neutral third party (Arbitrator).

Anniversary date shall mean the date upon which an advance in salary (on the range) becomes effective under the provisions of this Memorandum of Understanding (MOU).

Business Day shall mean any day Monday through Friday, excluding weekends and County observed holidays.

Continuous service, continuous employment, and similar terms shall mean service of a permanent employee in a continuing paid status, without interruption except for authorized leave of absence.

Demotion shall mean a change of employment without intervening loss of business 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.

Employee as used in this MOU shall refer only to employees employed by the County in those classifications heretofore or hereafter included in the Prosecution Unit (Deputy District Attorneys, Deputy Child Support Attorneys, and Deputy County Counsel Attorneys) and the Deputy Public Defender Unit pursuant to the provisions of the Employee Relations Resolution of the County of Riverside.

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.

Holiday or paid holiday means any day on which County offices are not open for business, in accordance with County ordinance, other than Saturday or Sunday.

Paid Status shall mean compensation paid to an employee for regular hours worked, County paid time such as holiday, jury duty, and bereavement, or from accrued leave banks such as annual leave, vacation, sick, holiday, and/or comp time. Payments received for disability such as short term/long term disability or Workers' Compensation shall not be considered being in a paid status and shall not entitle employees to accrue leave accruals or flex credit contributions.

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 (2nd) Wednesday thereafter.

Permanent employee means a regular employee who has completed the initial probationary period in a 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, unless permission is granted for job sharing.

Probationary employee means a regular employee who has not completed the initial probationary period as designated in this MOU, 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 MOU, in a paid status in a position to which he/she has been promoted, transferred or demoted following completion of the initial probationary period.

Promotion shall mean a change of employment without intervening loss of business 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.

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 position means a position established under County Salary Ordinance No. 440 on an ongoing basis: as distinct from a seasonal or temporary position.

Regular employee means a holder of a regular position.

Step One (1) Meeting First Formal Step in the Grievance Process at the department level between a department representative and the employee, and/or a representative of the Riverside County Deputy District Attorneys' Association ("RCDDAA") or the Riverside County Attorneys' Association ("RCAA"), whichever is applicable.

Step Two (2) Meeting in the Grievance Process at the County Human Resources level; grievance is heard by a County Human Resources employee.

Transfer shall mean a change of employment without intervening loss of business 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 his/her normal working shift. It does not include Saturday or Sunday, or equivalent normal days off for persons regularly employed on other than the usual working week basis of Monday through Friday.

ARTICLE I
TERM

Section 1. Term

This Memorandum of Understanding (MOU) sets forth the terms of agreement reached between the County of Riverside (hereinafter referred to as County) and the Riverside County Deputy District Attorneys Association (RCDDAA) as the Exclusive Employee Organization for purposes of collective bargaining for employees in those representation units described under Article 2, Recognition. This MOU is in effect from January 1, 2021 through December 31, 2027.

Section 2. Reopener

Effective two (2) years from the effective date of this MOU, i.e., January 1, 2023, the Association is permitted to reopen negotiations. The Association may inform the County that it has triggered the reopener during any time in the six-month period prior to January 1, 2023. If the Association chooses to reopen, then both the Association and the County can reopen negotiations on any two topics (e.g., compensation or leave benefits). If the Association does not trigger the reopener by exactly two years from the effective date of the MOU (January 1, 2023), the MOU has not been reopened.

ARTICLE II
RECOGNITION

This MOU shall apply only to persons employed as Regular full-time or Regular part-time employees in the Prosecution Unit (which includes Deputy District Attorneys, Deputy County Counsel Attorneys and Deputy Child Support Attorneys) and the Deputy Public Defender Unit.

RCDDAA, as specified in Article I, Section 1, is the Exclusive Employee Organization for the purposes of collective bargaining. The Riverside County Attorneys' Association (RCAA) is the Exclusive Employee Organization of employees in the Deputy Public Defender Unit (DPDU) for all other purposes. Unless a provision in this MOU specifically limits its applications to a particular department, classification or in some other way, the provisions in this MOU apply to all members of the bargaining units.

ARTICLE III
FULL UNDERSTANDING, MODIFICATION, WAIVER, AND MANAGEMENT RIGHTS

- A. This MOU sets forth the full and entire understanding and any other prior or existing understandings by the parties, whether formal or informal, regarding any such matters are hereby superseded or terminated in their entirety.

Except as modified herein or as otherwise required by law, existing wages, hours and other terms and conditions of employment set forth in this MOU, the County Salary Ordinance No. 440 and related resolutions and regulations shall continue in

effect. The terms used herein shall have the same meaning as like terms used in the County Salary Ordinance No 440 and related resolutions and regulations.

- B. This MOU will be administered in its entirety in good faith during the full term. Except as otherwise provided in this MOU, all existing wages, hours and other terms and conditions of employment of employees represented by RCDDAA and/or RCAA that are within its lawful scope of representation shall remain in full force and effect throughout the entire term of this MOU.

Nothing herein shall limit the authority of Management to make necessary changes required during emergencies. However, Management shall notify the RCDDAA and/or RCAA of such changes as soon as practicable. Emergency is defined as an unforeseen circumstance affecting life or property requiring immediate implementation of the change.

- C. The County and Employee Rights provisions contained in sections 5 and 6 of the Employee Relations Resolution are incorporated herein by reference.

ARTICLE IV WORKWEEK AND PREMIUM PAY

Section 1. Workweek

Pay Period. The pay period shall be fourteen (14) calendar days which shall include two (2) FLSA workweeks.

Work Schedule. The normal work schedule is a 5/40 (five (5) days a week, eight (8) hours per day). The County Counsel and Department of Child Support Services have approved an option for their employees to work an alternative work schedule. The County Counsel and Department of Child Support Services shall have discretion as to whether an employee in their respective offices may no longer be able to maintain an alternative work schedule. If the County Counsel and/or Department of Child Support Services exercise the discretion to have an employee go back to the 5/40 work schedule, the employee will be provided with thirty (30) calendar days advanced notice.

A Department Head with prior approval of the County Executive Officer and the Human Resources Director may establish or eliminate a different bi-weekly work schedule after giving a one (1) pay period written notice to RCDDAA or RCAA.

Attorneys are considered exempt from the overtime provisions of the Fair Labor Standards Act (FLSA). If an attorney is absent for one (1) or more full days, it is expected that the employee report the leave bank or absence without pay to be deducted for the absence. However, employees are expected to work a minimum of forty (40) hours per week. Except for statutorily protected leaves of absences, there is no requirement to report deductions of leave banks for partial days of work. Employees will only have to submit timesheets if they are reporting full day absences, partial day protected leave absences, or claiming mileage reimbursement.

Section 2. Records

Department Record. Each Department Head shall keep complete and detailed records as to the attendance and pay status of each employee. Employees will not be required to report regular work days except to the extent required by a grant. Their time will default to eighty (80) hours unless there is a deduction from a leave bank or absence without pay for a full day absence, or partial day protected leave absences, or the employee needs to report mileage reimbursement. For such employees, the daily record in a paid status shall be kept with no entry except for annual leave, compensatory time off, vacation, holiday, sick leave, leave of absence, absence without pay and like items (e.g. jury duty, bereavement, etc.).

- A. Declared Disaster. All employees of the County are considered disaster service workers. 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 contained herein, the following provisions shall apply:
1. Any Department Head, in order to perform the work of his/her department or a civil defense function, may employ emergency employees.
 2. For the same purpose, any Department Head may employ on a paid overtime basis his/her current employees at hourly rates equivalent to their current compensation basis.
 3. Any employee who reports to his/her regular or a designated place of employment or to a civil defense assignment shall be deemed to be employed in his/her usual position in a paid status. Any employee who without adequate reason for absence under the terms contained herein who fails to so report shall be deemed absent without authority and shall not be paid during such absence.
 4. The Board of Supervisors may authorize payment on a paid overtime basis at the rate of one and one-half times the hourly rate equivalent to the employee's then current compensation basis for those employees set forth in Appendix I of County Salary Ordinance No. 440, and who are required to perform emergency services during a County-declared emergency. "Emergency Services" as used in this subsection, shall be such services as the Board of Supervisors finds to constitute such, at the time it authorized the payment thereof.

Section 3. Premium Pay

- A. Standby Professional Call Duty. Whenever authorized by the Board of Supervisors by Resolution, and when placed by the Department Head specifically on standby or professional call duty, an employee otherwise off duty shall be paid one (1) hour pay for eight (8) hours of such duty beyond the regular work period in addition to the regular salary. Notwithstanding any other provision of this MOU, Deputy District Attorneys required to be on standby status between the hours of 5:00 p.m. Friday to

8:00 a.m. Monday shall be compensated for such service by an additional payment equal to one (1) hour straight time pay for each eight (8) hours of standby service. Said compensation shall be in addition to said employee's regular salary entitlement. Notwithstanding any prior work practice to the contrary, said compensation shall cease when said employee reports to work.

A Deputy District Attorney shall be entitled to pay if the employee is called back to work beyond the regular work period when the employee is in a stand-by or professional call duty status. When an employee has been called out, he/she shall receive pay for all time in connection with that call out at the employee's regular rate of pay. This call out pay shall be in addition to the standby pay entitled pursuant to the previous paragraph.

Employees placed on standby duty are subject to the following requirements:

- a. Be ready to respond immediately to call-out work, or by a specific call time pursuant to operational requirements established by the employee's department;
- b. Remain in the general vicinity of their home or worksite during the standby period; and
- c. Refrain from intoxicants or other activities, which might impair the ability to perform assigned duties.

B. Pay out of Compensatory Time Off. Persons employed in the classes shown on Appendix I in Ordinance No. 440 shall, upon separation be paid for such accumulated compensatory time off which has not been taken as compensatory time off, not to exceed one hundred twenty (120) hours.

C. Bilingual Pay.

Scope.

The scope of this policy covers all full time and part time Employees who are assigned work on a regular and continuing basis that requires a second language to effectively meet the service demands of the County's customers.

Eligibility Factors.

Eligibility Factors require use of a second language at least five times per week or once per day for eligibility.

Skill Levels.

Definitions of Skill Levels:

Level 1: Basic Oral Communication
Employees at this level perform bilingual translation

Level 2: Task Completion
Employees at this level perform bilingual translation as well as written translation.

Level 3: Written translation, and medical and legal interpretation
Employees at this level perform complex verbal and written translation.

Compensation.

Employees who have qualified for bilingual compensation will receive additional compensation as follows:

Level 1: \$40 per pay period (\$0.50 per hour)
Level 2: \$60 per pay period (\$0.75 per hour)
Level 3: \$80 per pay period (\$1.00 per hour)

Testing Administration.

Oral and written examinations will be administered as follows:

Level 1: Basic oral/reading test
Level 2: Written
Level 3: Complex Level Written

Level 1: Administered by Human Resources Testing Center
Level 2: Administered by Human Resources Testing Center
Level 3: Administered by Human Resources Testing Center

All Deputy Public Defenders shall be permitted to test for any and all levels provided they meet the eligibility requirements.

Plan Implementation.

The Bilingual Pay Program will be administered by Human Resources.

All current County Employees receiving bilingual pay will continue to receive the rate of pay they are receiving, as long as they continue in their current position. Qualified Employees, whose positions are designated by Departmental Supervisors as requiring/desiring bilingual skills, are encouraged to test for higher skill levels if required by the department.

Designation of positions eligible to receive bilingual pay is the responsibility of the supervisor with the approval of Human Resources. All future recruitments for a position designated as such would include the requirement of bilingual skills.

Payment of bilingual pay will be pro-rated based on the hours actually worked.

- D. Extended Leave Program. The intent of this program is to provide Deputy District Attorneys with an opportunity to take extended leaves for educational, recreational, or other appropriate purposes.

Any Deputy District Attorney, after completion of four (4) years of service with the Office of District Attorney of the County of Riverside shall be permitted, during the Deputy's fifth (5th) year in a paid status, to take forty (40) consecutive business days off (320 hours) provided the Deputy has accrued sufficient leave time. Any Deputy Public Defender after completion of five (5) years of service in paid status with the Office of the Public Defender from the date of initial hire, shall be permitted to take thirty (30) consecutive business days off (240) hours by utilizing accumulated annual leave. Such time off will be taken at a time or times agreeable with the Department Head.

Every third (3rd) year in a paid status thereafter, any Deputy District Attorney or Deputy Public Defender shall be permitted to take thirty (30) consecutive business days (240 hours) provided the Deputy has accrued sufficient leave time. Such time off will be taken at a time or times agreeable with the Department Head.

- E. Special Assignment of Attorneys. The incumbent of a Deputy Child Support Attorney IV position, or a Deputy Public Defender IV position, or a Deputy County Counsel IV position who has demonstrated exceptional performance of the most difficult and responsible legal work assignments and who is assigned supervisory responsibilities over a unit within the division may be compensated at a rate which is five and one-half percent (5.5%) higher than that specified for such a position. Such additional compensation 1) shall be at the discretion of the Department Head, 2) shall not be deemed a promotion.

- F. Bar Dues. Each employee shall be reimbursed the actual cost annually for California State Bar dues. In addition, each employee in the Prosecution Unit shall be reimbursed up to \$150.00 per year for California District Attorney Association dues, each employee in the Deputy Public Defender Unit shall be reimbursed up to \$150 per year (in total) for any of the following membership dues - California Public Defenders Association ("CPDA"), California Attorneys for Criminal Justice (CACJ), Riverside County Bar Association (RCBA), and/or Desert Bar Association dues, and each attorney in the County Counsel's Office shall continue to have his/her Riverside County Bar Association dues paid by the County. In the event an employee leaves County service before the end of the calendar year, the County shall have the right to deduct from said employee's final pay warrant 1/12th of the amount contributed towards said employee's dues (as set forth above) for each full month remaining in the calendar year following conclusion of said employee's service. All employees will be required to sign a waiver per Labor Code section 224 that they will agree that the County can deduct a proportional amount of bar dues already paid on their behalf from their final paycheck when the employee leaves employment.

ARTICLE V
PAY PRACTICES

During the term of this MOU the County may transition to a new payroll system. As a result of any transition, the County will review business processes to ensure processes will be properly assimilated into the new payroll system. Through this review/assimilation it will likely reveal necessary changes to County business processes that may affect terms and conditions of employment. As such, the parties agree to a reopener provision during the term of the MOU to address any issues which may be caused by transition to a new payroll system provided that no changes in the terms and conditions of employment that are within the lawful "scope of representation" of RCDDAA can occur without the mutual agreement of the parties.

Section 1. Compensation – Range Adjustments

Effective March 11, 2021, the minimum salary of each classification's salary range will equal the base salary of step six of the pre-existing salary step plan. Employees who are below step six of their classification's salary plan/grade at the time of the conversion to the broadband salary range will receive an increase in pay to place the employee at the minimum salary of their classification's broadband salary range. The employee's merit anniversary date shall be reset to the effective date of the salary increase.

- A. Effective July 14, 2022, the maximum of the range for all classifications in a level III, IV, IV-S, IV-P, IV-T, and Deputy Public Defender V shall be increased by two percent (2%). Any employee who has been compensated at the maximum of the range for his/her classification for a year or more at the time of the addition, shall receive the two percent (2%) increase provided herein. For any employee who has not been compensated at the maximum of the range for a year or more, the increase provided under this provision shall be treated in the same manner as other anniversary date increases and shall be granted, or denied, pursuant to the Anniversary Date Increase provisions set forth in this MOU.

- B. Effective July 13, 2023, the maximum of the range for all classifications in a level III shall be increased by two percent (2%). On the same date, the maximum of the range for all classifications in a level IV, IV-S, IV-P, IV-T, and Deputy Public Defender V shall be increased by three percent (3%). Any employee who has been in a paid status at the maximum of the range for his/her classification for a year or more at the time of the addition, shall receive the two or three percent (2% or 3%) increase (depending on the employee's class) as provided herein. For any employee who has not been in a paid status at the maximum of the range for a year or more, the increase provided under this provision shall be treated in the same manner as other anniversary date increases and shall be granted, or denied, pursuant to the Anniversary Date Increase provisions set forth in this MOU.

- C. Effective July 27, 2023 the following shall occur:
 - 1. The salary range (both the minimum and maximum) for all classifications shall be increased by twelve percent (12%). On the same date, all

incumbents in all classifications shall be increased by twelve percent (12%). Anniversary dates will not be impacted by the increase.

2. After the twelve percent (12%) increase is added to the salary range (both the minimum and maximum), the minimum of the range for all level I classifications shall be increased to \$90,000/annually; any incumbent who is at a rate less than the new minimum will have their rate increased to the new minimum (\$90,000). Anniversary dates will not be impacted by the increase.
 3. After the twelve percent (12%) increase is added to the salary range (both the minimum and maximum), the minimum of the range for all III level classifications shall be increased to \$137,000/annually; any incumbent who is at a rate less than the new minimum will have their rate increased to the minimum (\$137,000). Anniversary dates will not be impacted by the increase.
 4. After the twelve percent (12%) increase is added to the salary range (both the minimum and maximum), the minimum of the range for all IV level classifications shall be increased by an additional three percent (3%); any incumbent who is at a rate less than the new minimum will have their rate increased to the new minimum. Anniversary dates will not be impacted by the increase.
- D. Effective July 11, 2024, the maximum of the range for all classifications in a level III shall be increased by three percent (3%). On the same date, the maximum of the range for all classifications in a level IV, IV-S, IV-P, IV-T, and Deputy Public Defender V shall be increased by four percent (4%). Any employee who has been in a paid status at the maximum of the range for his/her classification for a year or more at the time of the addition, shall receive the three or four percent (3% or 4%) increase (depending on the employee's class) as provided herein. For any employee who has not been in a paid status at the maximum of the range for a year or more, the increase provided under this provision shall be treated in the same manner as other anniversary date increases and shall be granted, or denied, pursuant to the Anniversary Date Increase provisions set forth in this MOU.
- E. Effective July 10, 2025, the maximum of the range for all classifications shall be increased by two percent (2%). Any employee who has been in a paid status at the maximum of the range for his/her classification for a year or more at the time of the addition, shall receive the two percent (2%) increase as provided herein. For any employee who has not been in a paid status at the maximum of the range for a year or more, the increase provided under this provision shall be treated in the same manner as other anniversary date increases and shall be granted, or denied, pursuant to the Anniversary Date Increase provisions set forth in this MOU.
- F. Effective July 9, 2026, the maximum of the range for all classifications shall be increased by three percent (3%). Any employee who has been in a paid status at the maximum of the range for his/her classification for a year or more at the time of the addition, shall receive the three percent (3%) increase as provided herein. For any employee who has not been in a paid status at the maximum of the range for a

year or more, the increase provided under this provision shall be treated in the same manner as other anniversary date increases and shall be granted, or denied, pursuant to the Anniversary Date Increase provisions set forth in this MOU.

Section 2. Anniversary Dates

- A. The compensation of every person employed in a regular position shall be considered for increase upon their anniversary date, except as herein otherwise provided.
- B. The first anniversary date as a result of an original appointment shall be the first day of the pay period following the completion of twenty-six (26) pay periods in a paid status in the position.
- C. 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 thirteen (13) pay periods in a paid status in the position with the following exception:
 - 1. The first anniversary date for employees who promote into the classification of Deputy District Attorney I shall be the first day of the pay period following the completion of twenty-six (26) pay periods in a paid status in the new position of Deputy District Attorney I.
- D. Re-employment at a rate other than that of the minimum of a 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 twenty-six (26) pay periods in a paid status and subsequent anniversary dates shall occur at like intervals.

- E. The provisions of this section shall be subject to other specific provisions of County Salary Ordinance No. 440 concerning change of anniversary dates.
- F. A unit member may have his/her anniversary increase postponed for the following reasons:
 - 1. If an employee has a combined total of sixty (60) days or more of leave of absence (paid or unpaid) during an employee's initial probationary period. If this occurs, the anniversary increase will be delayed by the length of the cumulative leave of absence; or
 - 2. The receipt of a performance evaluation with an overall substandard performance evaluation rating (for the District Attorney's Office this is defined as a rating of "one" on a scale of one (1) through five (5) until it is replaced by the District Attorney's Merit Based Compensation Program which provides that employees with a rating of a "one" or "two") shall have their anniversary increase suspended or denied. If an employee receives such an evaluation,

and if the Department Head disallows such increase, the Department Head 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 unless there is an affirmative decision of the Department Head to deny the 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 the Department Head allows the increase. If the increase is disallowed, the form shall contain the signature of the employee acknowledging notice of the disallowance and the reasons therefor.

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, including retroactively if necessary.

- F. Effective March 11, 2021, the parties agree to convert from payment of employees on salary steps to paying employees on salary ranges for each classification. Every anniversary increase shall be four percent (4%) of the employee's existing base salary, except 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 his/her classification.

Section 3. New Employees

Except as otherwise provided by this MOU, a new employee shall be appointed at the minimum of the range of the salary plan/grade. The Department Head with the prior approval of the Human Resources Director and the County Executive Officer may appoint a new employee in a specified class to anywhere on the range within the salary plan/grade if the employee has: (1) qualifications substantially greater than the minimum for the class; and (2) experience, which if it had been obtained in the position applied for, would have made the employee eligible for the advanced range placement proposed. When the Human Resources Director and the County Executive Officer authorize a position to be filled higher on the range than the minimum of the salary grade, the Human Resources Director and the County Executive Officer may also advance all incumbents of positions in the same class earning less on the range so authorized to the same placement on the range or higher on the range, fixing the minimum initial salary on such advanced placement on the range.

Section 4. Re-employment

- A. Upon recommendation of the employing Department Head and approval of the Human Resources Director a former regular employee may be re-employed in the same class of position which they previously occupied, at the same placement on the range of the salary plan/grade as was applicable at the time of his/her termination, provided he/she was terminated in good standing (i.e., not terminated for cause).
- B. Re-employment after military service shall conform to the requirements of the Military and Veterans Code and the Uniformed Services Employment and Reemployment Rights Act, but in other respects shall be in accordance with this MOU.
- C. Whenever a former regular employee is or has been re-employed within twelve (12) months after his/her termination he/she may, on recommendation of the employing Department Head and with the approval of the Human Resources Director and the County Executive Officer be allowed accrued sick leave, not exceeding the amount thereof which he/she lost at the time of his/her termination (50% of which will be converted to annual leave pursuant to Article VII, Section 1(O) – (unless the employee received sick leave payout upon retirement in which case there would be no restoration of sick leave) and his/her anniversary date for range advance may be expressly fixed, subject to other provisions contained herein relating to delay and disallowance thereof, by allowing credit for all or a portion of the applicable period of his/her service prior to said termination.
- D. Reemployment of Retired Persons. An employee who is retired under the State Employees Retirement Act 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 State Employees Retirement Act for discontinuance of retirement benefits, the retiree may be employed or re-employed.

The Human Resources Director may allow the employment or re-employment for up to 120 working days or 960 hours in any fiscal year, without loss of benefits, as specified in Section 21224 of the Government Code. That section 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 re-employment the retiree is to be paid at a rate not less than the minimum, or more than that paid other employees performing comparable duties.

When a retiree under the State Employees Retirement Act is employed or re-employed, his/her retirement status must be specified in the documentation of appointment to a permanent or temporary position.

Section 5. Promotion

On promotion, the salary shall be at a 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 where the new salary plan/grade is able to accommodate the increase; if the new salary plan/grade is unable to accommodate the increase, the rate shall be to the maximum of the new salary plan/grade. The effective date of all promotions shall coincide with the first day of a pay period. The anniversary date shall be determined in accordance with this Article.

Section 6. Transfer

On transfer, the salary shall be the same as that paid previously. The anniversary date shall not change.

Section 7. Demotion

- A. Demotion. An employee who demotes shall be placed at a location on the demoted salary range which will result in a five and one-half percent (5.5%) reduction in compensation where the new salary plan/grade is able to accommodate the decrease. If the salary plan/grade of the demoted classification is unable to accommodate the reduction, the rate shall be to the maximum of the range of the demoted classification. The anniversary date shall not change.
- B. Voluntary Demotion. Permanent employees holding permanent status at the time of promotion who, within one (1) year following a promotion, voluntarily demote to their previously held classification may return to the salary (plus any base salary increase occurring after that promotion, i.e., Cost of Living Adjustment) of the previously held classification from which they promoted. Demotion under this section shall be with the mutual agreement of the employee and involved Department Head(s) and an opening must exist. The anniversary date shall not change.
- C. The effective date of all demotions shall coincide with the first day of the pay period. Upon the effective date of the demotion, the employee shall relinquish all property rights to the higher-level classification if permanent status was attained in the lower classification.

Section 8. 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 of five and a 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

maximum of the range of the reclassified classification. The anniversary date shall be determined in accordance with Section 2B of this Article.

- 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. The anniversary date shall not change.
- D. The effective date of a reclassification shall coincide with the first day of a pay period.

Section 9. 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 his/her regular position, and his/her salary and anniversary date shall be re-determined as if the temporary promotion had not occurred. Any anniversary date increases which would have been due in their regular position shall be allowed.

Section 10. Difficult to Recruit

There shall be up to an additional increase (approximately 11%) which shall be reserved for those specific classifications in a specific Department designated by the Human Resources Director, subject to approval by the County Executive Officer, as "difficult to recruit." Further, different locations or regions may qualify for difficult to recruit designation or for different levels (*i.e.*, percentages) of compensation under a difficult to recruit designation. In addition, the County agrees to make every effort to give first consideration to existing employees who have indicated an interest in a specific position and/or location designated as difficult to recruit.

This designation shall be granted based upon a determination by the Human Resources Director, subject to approval by the County Executive Officer, on a specific classification and specific Department basis, that a serious recruiting or retention problem exists for specific classification(s) in a specific Department, or that the increases granted to subordinate "difficult to recruit" classifications in the specific Department has created serious compaction problems, and that a percentage increase (of approximately 11%) would assist the County in recruiting and retaining employees in the specific classification(s) in that specific Department. Advancements to any of these ranges in the specific Department shall not be automatic nor shall such a determination have any bearing on the same or similar classifications within the Department or in any other Departments with same or similar classifications. Upon such determination and approval, any increase granted pursuant to these provisions shall be implemented in the specific as follows:

- A. Upon prior authorization of the Human Resources Director, the initial salary placement for newly hired employees in the specific classification in the specific Department may be at any place on the salary range for his/her classification up to and including a place on the salary range established above.
- B. In the event the salary granted to a newly hired employee in the specific classification in the specific Department pursuant to sub-section (a) above exceeds that for any present permanent, regular full-time or regular part-time employee in the specific classification in the specific Department who is being compensated at the top of the salary range for that specific classification(s), such employee(s) shall be placed on the same salary range as that granted to the new employee.
- C. All other regular full-time and regular part-time employees assigned to the affected classification(s) in the specific classification in the specific Department, who have completed less than one year of service at the top, or at any other place on the salary range for that classification, may, upon a review of their qualifications and approval by the Human Resources Director, have their salary adjusted to an amount no less than the lowest salary received by a similarly qualified employee hired as the result of an open recruitment to fill a vacancy in that classification in the specific classification in the specific Department.

Notwithstanding, the paragraph above, if an employee newly hired into a "difficult to recruit" classification has less experience in the work of the classification and/or education/training applicable to the work of the specific classification than an incumbent employee in the same specific classification in the specific Department, the incumbent employees' wage will immediately be increased to the level of the newly hired employee.

- D. Subsequent merit increases for employees not compensated at the top of the salary range(s) for the specific classification in the specific Department affected by the provisions of this subsection may be granted pursuant to the standard procedures for step advances as set forth in the terms and conditions of employment. Employees may receive annual reviews as set forth in this MOU, but merit increases cannot be given beyond the maximum of the range as set forth in this MOU.

In the event the Human Resources Director determines the circumstances that created the recruiting or retention problems for any or all classifications in the specific classification in the specific Department no longer exist, he shall advise the County Executive Officer of his findings. If the County Executive Officer concurs, he shall declare the provisions described above inoperative for such specific classification(s). At that time, the salary for any employee compensated at a rate above that to which he or she would otherwise have been entitled shall be frozen and shall not be increased until the regular salary for the specific classification exceeds the rate established pursuant to the provisions described above.

Section 11. District Attorney Department Merit Based Compensation Program

- A. Effective March 1, 2021, employees in this unit who are employed with the District Attorney's Department shall be eligible to receive merit-based compensation as set

forth in this section. This Program is a pilot program for the duration of this MOU. Unless the parties otherwise agree in writing, this program shall expire on the last day of this MOU.

- B. This merit-based compensation program will be evaluated starting March 1, 2021. Between March 1, 2021 and February 28, 2023, all employees who are evaluated per this Program will not receive additional compensation based on the overall rating on their annual performance evaluation. Rather, the Program is being evaluated during the first twenty-four (24) months of this MOU by having all employees in the District Attorney's Department evaluated per the Program (as set forth below) without the compensation modifications which can be achieved per the Program starting with evaluations which are due on or after March 1, 2023.
- C. Starting with employee performance evaluations which are due on or after March 1, 2023 employees in the District Attorney's Department with at least two (2) years' of employment with Riverside County are subject to the following:
 - 1. Employees receive an overall rating on their performance evaluation with an evaluation rating of 1 through 5. The overall evaluation rating on the performance evaluation will impact the employee as follows:
 - a. Overall Evaluation Rating of 1 or 2: The District Attorney or his/her designee shall suspend or deny an anniversary increase if the employee is not at the maximum of his/her range.
 - b. Overall Evaluation Rating of 3: The employee shall receive an anniversary increase if the employee is not at the maximum of his/her range.
 - c. Overall Evaluation Rating of 4: The employee shall receive an anniversary increase if the employee is not at the maximum of his/her range and one and one half percent (1.5%) of base salary for performance pay. Base salary does not include overtime or any additional pay provided by this MOU. An employee at the maximum of his/her range will only receive the performance pay.
 - d. Overall Evaluation Rating of 5: The employee shall receive an anniversary increase if the employee is not at the maximum of his/her range and three percent (3.0%) of base salary for performance pay. Base salary does not include overtime or any additional pay provided by this MOU. An employee at the maximum of his/her range will only receive the performance pay.
 - 2. Payments for performance pay will be issued as a separate lump sum payment to an employee not later than four pay periods following the issuance of his/her performance evaluation with an overall evaluation rating of a 4 or 5. The parties agree that the final decision regarding performance

evaluations and overall scores will be solely within the District Attorney or their designee's discretion.

3. The parties agree that the performance pay provided for an overall evaluation rating of 4 or 5 is non-pensionable and will not be reported as compensation earnable or pensionable compensation to CalPERS. The parties have knowingly agreed to a "hybrid pay" which is a combination of longevity and performance to ensure this pay is not pensionable. The parties have added the two-year longevity requirement in part to ensure that this pay is not pensionable since the pay is not being offered to the entire group or class of employees in the District Attorney's Office. The parties believe that per the case of *DiCarlo v. the County of Monterey*, this pay is not pensionable. If CalPERS were to ever disagree, it would immediately trigger a reopener so that the parties can modify the provision to ensure that the pay is not pensionable.

ARTICLE VI 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, or military leave of absence. A regular employee who has not completed the initial probationary period, serves at the pleasure of the Department Head may be dismissed with or without cause and is not entitled to the review procedure provided for in Article XI of this MOU.

- B. Length of Initial Probation. For all employees in the bargaining unit except for employees employed in the District Attorney's Office, the length of the initial probationary period is thirty-nine (39) pay periods (approximately eighteen (18) months) in a paid status. Employees in the District Attorney's Office have an initial probationary period of fifty-two (52) pay periods (approximately twenty four (24) months) in a paid status.
- C. Extension of Initial Probation. The initial probationary period of an employee may be extended by the employing Department Head with the approval of the Human Resources Director. Extensions of an initial probationary period are discouraged and must be approved by the Human Resources Director or his designee in writing at least two (2) weeks before the end of the existing initial probationary period. Approval is made on a case-by-case basis and only for rare and extenuating circumstances. The employee must be notified in writing of the extension at least two (2) weeks before the end of the existing initial probationary period.

1. The initial probationary period may be extended for six (6) pay periods (approximately three (3) month increments) up to two (2) times. For example, a thirty-nine (39) pay period probationary period may be extended once to forty five (45) pay periods or twice to fifty-two (52) pay periods. 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.
2. The initial probationary period may be extended for any leave of absence (paid or unpaid) in excess of sixty (60) calendar days. If this occurs, the probationary period shall be delayed by the length of the leave of absence and the probationary period shall continue on the first day of the pay period following the return from leave.

D. Initial Probationary Period Affected by Change in Class. An employee who has not completed the initial probationary period, and who promotes, demotes, or transfers to another class, will serve the entire initial probationary period for the new classification. There will be no credit given for probationary time worked in the former classification. The following exception applies to this paragraph:

1. A Deputy District Attorney I who becomes a Deputy District Attorney II during his/her initial probationary period remains on the same initial probationary period.
2. A Deputy County Counsel I who becomes a Deputy County Counsel II during his/her initial probationary period remains on the same initial probationary period.
3. A Deputy Child Support Attorney I who becomes a Deputy Child Support Attorney II during his/her initial probationary period remains on the same initial probationary period.
4. A Deputy Public Defender I who becomes a Deputy Public Defender II during his/her initial probationary period remains on the same initial probationary period.

E. Probation of Permanent employees following change in class or lateral transfer. Except as provided below in subsection F, during the first thirteen (13) pay periods (approximately six (6) months) of service 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 the employee held status in the former employing department. If the return involves a change in class, the salary shall be the same salary which the employee held immediately prior to the promotion, transfer or demotion, and the employee's anniversary date will be re-determined based on the number of hours of service the employee had in the prior classification at the time of promotion, transfer or demotion. Computation of the

probationary period in a paid status does not include, standby, or military leave of absence.

1. Although subparagraph E above provides for a thirteen (13) pay period probationary period for employees who are promoted, transferred, or demoted from a position from which the employee held permanent status, an employee promoted, demoted or transferred into a classification in the bargaining unit from a classification outside the bargaining unit shall serve the equivalent of the entire initial probationary period for that classification as set forth in subparagraph B above.
2. District Attorney's Office Only: Employees in the District Attorneys' Office may enter the bargaining unit by being transferred, promoted or being hired after applying for a job while currently employed in another County of Riverside department. Such employees may also be hired from outside the County of Riverside into a classification in the Department at any level (Deputy District Attorney I, II, III, IV, IV-S, IV-T). As addressed in paragraph E1 above, such employees shall serve a twenty-four (24) month probationary period. For those employees hired from outside the County, if they do not successfully complete their probation, they are rejected from probation and no longer employed by the County.

For employees hired into the District Attorneys' Office from another bargaining unit (whether by transfer or promotion), if they are rejected from probation, and they held permanent status in their previously held classification in the former employing department of the County of Riverside, the following shall apply:

- a. If rejected from probation within the first twelve (12) months in paid status, such employee shall be entitled to return to his/her previously held classification in the former employing department of the County of Riverside.
- b. If rejected from probation after the first twelve (12) months in paid status, such employee shall not be entitled to return to his/her previously held classification in the former employing department of the County of Riverside.

By accepting a position in the District Attorneys' Office when the employee holds permanent status in another County Department, such employee understands and agrees that he/she has waived his/her property interest in his/her former County of Riverside classification. If rejected from probation after twelve (12) months, the employee will not have the right to return to his/her previously held classification.

- F. Probation of employees in the classifications of Deputy District Attorney IV-T
The probationary period for an employee in the classification of Deputy District Attorney IV-T (the "T" designation is for "trial lawyer") shall be twenty-six (26) pay

periods (approximately one (1) year) of continuous service in a paid status without interruption in the classification plus a case completion requirement of one (1) death penalty case and six (6) murder cases. Experience from any prosecutorial office can satisfy the Deputy District Attorney IV-T case completion requirement so it is not required that the Deputy District Attorney IV-T complete one (1) death penalty case and six murder cases in Riverside County only.

If two (2) or more defendants in a death penalty case or a murder case are tried with separate juries, a completed case shall be determined as one (1) case for each of the juries for the purpose of the case completion criteria. For example, if there are two (2) juries in one case then that case will be counted as the completion of two (2) cases. A completed death penalty case shall also be counted as a completed murder case. For example, a prosecutor would satisfy the criteria if he/she had completed two (2) death penalty cases and four murder cases because a death penalty case also serves as the completion of a murder case.

A completed case is defined for the purposes of this MOU as a case where the jury has begun deliberations in the guilt phase of the case regardless of whether the jury is later able to reach a verdict. A death penalty case is defined for the purposes of this MOU as a murder case in which death has been sought as a punishment.

If a Deputy District Attorney IV-T completes twenty-six (26) pay periods (approximately one (1) year) of continuous service in a paid status without interruption in the classification but does not complete the case completion requirement, the employee's probationary period will end upon completion of the case completion requirement. If a Deputy District Attorney IV-T is demoted before completion of the probationary requirements of the classification, the employee shall be returned to his/her previous held classification of Deputy District Attorney IV-S without a further probationary period if he/she has fifty-two (52) pay periods (approximately two (2) years) of combined continuous service in a paid status without interruption in the positions of Deputy District Attorney IV-S and Deputy District Attorney IV-T.

G. Probation of employees in the classifications of Deputy District Attorney IV-S

1. A Deputy District Attorney IV-S shall serve a fifty-two (52) week probationary period in paid status.
2. After the completion of the fifty-two (52) week probationary period, the Deputy District Attorney IV-S shall be permanent.
3. If the Deputy District Attorney IV-S is removed prior to the completion of the probationary period, the employee shall be returned to the classification the employee previously held status in. If the demoted Deputy District Attorney previously completed their IV level probationary period, the demoted Deputy District Attorney shall retain their permanent IV classification.

H. Probation of employees in the classifications of Deputy District Attorney IV-P

1. The District Attorney's Office needs discretion to be able to move some employees to a provisional classification equal to IV-S that will be used for Deputy District Attorneys below a IV-S who are assigned to quasi-leadership positions. Quasi-leadership positions include Lead DDA, Trial Team Leader, and Acting MDDA. A Deputy District Attorney IV-P shall be that position.
2. An appointment to a Deputy District Attorney IV-P shall be paid equivalent to a IV-S. The appointment to a IV-P shall be treated as a promotion pursuant to Article V, Section 5.
3. The position of a Deputy District Attorney IV-P is an at-will positional designation. A Deputy District Attorney who receives a IV-P positional appointment will be required to sign an at-will statement acknowledging that their IV-P position appointment is at the discretion of the District Attorney.
4. As an at-will appointment, the IV-P position does not have property rights. The District Attorney retains the discretion to move that employee to the classification the employee previously held status in prior to the appointment with or without cause. When the at-will appointment (i.e., the employee serves in the appointment at the pleasure of the District Attorney and does not have the ability to challenge or grieve removal from the appointment) ceases, the employee shall return to the previously held classification in which the employee held status, and his/her salary and anniversary date shall be re-determined as if the appointment had not occurred. Any merit increases which would have been due in his/her non at-will position shall be allowed. The effective date of the modification to the employee's compensation shall coincide with the first day of the next full pay period.

Section 2. Promotion to Deputy District Attorney II and Deputy District Attorney III

A. Promotion of Employees to the Classification of Deputy District Attorney II.

An employee who has completed twenty six (26) pay periods (approximately one (1) year) of experience as a Deputy District Attorney I in a paid status with the Riverside County District Attorney's Office will be eligible for promotion to the classification of Deputy District Attorney II. The employee with twenty six (26) pay periods (approximately one (1) year) experience as a Deputy District Attorney I in a paid status shall be promoted to the classification of Deputy District Attorney II on the first day of the pay period following twenty six (26) pay periods (approximately one (1) year) as determined in accordance with Article V unless the employee has received an overall substandard performance evaluation in writing at least thirty (30) days before the end of the twenty six (26) pay periods (approximately one (1) year) in a paid status served as a Deputy District Attorney I.

An "overall substandard performance evaluation" within the meaning of this Section 2 is defined as a rating of "one" or "two" on a scale of one through five.

Any decision to deny a promotion to the classification of Deputy District Attorney II will be reviewed within three (3) months after the denial. At that time, the employee shall be promoted to the classification of Deputy District Attorney II unless the employee has a received an overall substandard performance evaluation in writing during the three (3) month period. This process will continue until such time as the employee does not receive an overall substandard performance evaluation in writing, at which time the employee shall be promoted to the classification of Deputy District Attorney II.

B. Promotion of Employees to the Classification of Deputy District Attorney III.

A Deputy District Attorney II who has passed probation with the Riverside County District Attorney's Office shall be promoted to the classification of Deputy District Attorney III on the first day of the pay period following the completion of probation as determined in accordance with Article V. Any decision to deny a promotion to the classification of Deputy District Attorney III will be reviewed within three (3) months after the denial. At that time, the employee shall be promoted to the classification of Deputy District Attorney III unless the employee has a received an overall substandard performance evaluation in writing during the three-month period. This process will continue until such time as the employee does not receive an overall substandard performance evaluation in writing, at which time the employee shall be promoted to the classification of Deputy District Attorney III.

Section 3. Promotion to Deputy Public Defender II and Deputy Public Defender III

A. Promotion of Employees to the Classification of Deputy Public Defender II.

An employee who has completed twenty six (26) pay periods (approximately one (1) year) of experience as a Deputy Public Defender I in a paid status with the Riverside County Public Defender's Office will be eligible for promotion to the classification of Deputy Public Defender II. The employee with twenty six (26) pay periods (approximately one (1) year) experience as a Deputy Public Defender I in a paid status shall be promoted to the classification of Deputy Public Defender II the first full pay period following twenty six (26) pay periods (approximately one (1) year) in the Office as determined in accordance with Article V unless the employee has received an overall substandard performance evaluation in writing at least thirty (30) days before the end of the twenty six (26) pay periods (approximately one (1) year) in a paid status period served as a Deputy Public Defender I.

An "overall substandard performance evaluation" within the meaning of this Section 3 is defined as "does not meet expectations."

Any decision to deny a promotion to the classification of Deputy Public Defender II will be reviewed within three (3) months after the denial. At that time, the employee shall be promoted to the classification of Deputy Public Defender II unless the employee has a received an overall substandard performance evaluation in writing during the three (3) month period. This process will continue until such time as the

employee does not receive an overall substandard performance evaluation in writing, at which time the employee shall be promoted to the classification of Deputy Public Defender II.

B. Promotion of Employees to the Classification of Deputy Public Defender III.

All employees who occupy the classification of Deputy Public Defender II shall be promoted to the classification of Deputy Public Defender III the first full pay period after the completion of twenty-six pay periods in a paid status (approximately one (1) year of service) in that classification unless they have received an overall substandard performance evaluation in writing at least thirty (30) days before the end of that twenty six (26) pay periods (approximately one (1) year) period.

A decision to deny any such promotion shall be reviewed within three (3) months after the denial. At that time, the employee shall be promoted to the classification of Deputy Public Defender III unless the employee has received an overall substandard performance evaluation in writing during the three (3) month period. This process will continue until such time as the employee does not receive an overall substandard performance evaluation in writing, at which time the employee shall be promoted to the classification of Deputy Public Defender III.

Section 4. Retirement

The County contracts with the Public Employees' Retirement System for the provision of retirement benefits for the members of this Unit.

A. Retirement Formula:

1. Unit members hired on or before August 23, 2012, are covered by the 3% @ 60 formula provided for by the Public Employees' Retirement Law at Government Code section 21354.3. This benefit includes the one-year final compensation measurement period selected by the member, as set forth in California Government Code Section 20042.
2. Unit members hired after August 23, 2012, who do not meet the definition of "new members" as defined by the Public Employees' Pension Reform Act of 2013 (PEPRA), are covered by the 2% @ 60 formula provided for by the Public Employees' Retirement Law at Government Code section 21353. This formula applies to any member hired between August 23, 2012 and December 31, 2012 as well as any member hired after January 1, 2013 who is a lateral hire from another PERS agency, public agency with reciprocity or a member who has had less than a six month break in service from his/her previous public agency employment. This benefit includes the final compensation based upon the highest annual average compensation earnable during the 36 months of employment immediately preceding the effective date of his/her retirement or some other 36 consecutive month period designated by the retiring employee as set forth in Code Section 20037.

3. Unit members hired on or after January 1, 2013 who are defined as “new members” under the PEPRA, are covered by the 2% @ 62 formula provided for by the Public Employees’ Retirement Law at Government Code section 7522.20(a). This benefit includes the final compensation based upon the highest annual average compensation earnable during the 36 months of employment immediately preceding the effective date of his/her retirement or some other 36-month consecutive period designated by the retiring employee as set forth in Code Section 7522.32(a).

B. Employee Contributions to the Retirement System

1. Classic Member Employees (employees who are not new members as defined by the PEPRA) subject to the 3%@60 formula. Per Government Code Sec. 20692 the County has elected to pay the entire required member contribution (currently 8% of compensation earnable of pensionable income) as Employer Paid Member Contributions (“EPMC”). Pursuant to Government Code Section 20636(c)(4) the County has agreed to report the value of the EPMC to PERS as compensation earnable. Effective March 11, 2021, the County will no longer pay the required member contribution for classic member employees in the unit. On this date, EPMC will end and classic member employees in the unit will pay their required member contribution (currently 8% of compensation earnable of pensionable income). On this date, the County will no longer pay and report to CalPERS as compensation earnable the required member contribution as classic member employees will begin to pay that member contribution.
2. Classic Member employees subject to the 2%@60 Formula pay seven percent (7%) of compensation earnable as the CalPERS required member contribution.
3. New Member Employees subject to the 2%@62 Formula pay the statutorily mandated employee contribution rate of one half of the total normal cost.

C. Purchase of Military Service Credit as Public Service. Pursuant to Section 21024 of the Public Employees’ Retirement Law, the County has contracted with CalPERS for the optional benefit which permits an employee to elect to purchase up to four years of service credit for any continuous active military or merchant marine service prior to employment provided, however, that 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.

D. Cost-Sharing. In accordance with California Government Code Section 20516(f), employees shall contribute to CalPERS to fund a portion of the cost of the 3%@60 retirement formula an amount equal to eight percent (8%) of compensation earnable on a pre-tax basis. This provision is only applicable to those employees subject to the 3%@60 formula. Effective March 11, 2021 cost sharing will end as the classic

member employees subject to the 3%@60 formula above will pay their required member contribution.

- E. Maximum Retirement Benefit. In the event the Public Employees' Retirement Law is amended to allow such action, the County may elect to amend its contract with PERS to provide a maximum benefit of ninety percent (90%) of final compensation for employees hired on or after the effective date of the amendment.

Section 5. 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; provided, however, in no instance, shall a County Department Head or employee be within the chain of command or span of control (*i.e.*, over or initiate or participate in decisions) specifically pertaining to another County employee who is related within the first degree of consanguinity whether by blood or marriage or any familial relationship that management determines may lead to conflict. Familial relationships shall include, but not limited to, 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, grandparent, registered domestic partner and the equivalent relations to such registered domestic partner.

Should such relationship occur, the employee(s) may promote, transfer, or voluntarily demote to position(s) which the employee is eligible (if qualified) and selected to fill. The promotion, transfer or voluntary demotion must be accomplished by the employee within six (6) months. Otherwise the County shall involuntarily transfer or move to separate the employee from County employment.

Section 6. 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 County rate, if any, shall be made pursuant to the IRS rate effective January 1 of each year – or any subsequent mid-year adjustments - and mileage claimed on or after that date shall be reimbursed at that new rate.

Section 7. Electronic Deposit of Payroll Funds

- A. Employees shall be required to receive payroll funds by electronic deposit. It shall be the responsibility of employees to update their address of record with the Human Resources Department as required.
- B. Electronic Pay Advice. The County has an electronic pay advice system and will not mail pay advices. The electronic pay advice system permits employees to view/print current and previous bi-weekly pay advice/stubs.

ARTICLE VII
LEAVE PROVISIONS

Section 1. Annual Leave

A. Regular full-time and regular part-time employees covered under the provisions of this MOU shall not accrue vacation or sick leave. They shall, instead, earn Annual Leave according to each biweekly pay period of service commencing with the employee's initial anniversary date assigned to an employee during his/her latest period of County employment according to the following schedule. Absence without pay or time not worked or for payments received from outside the County's payroll system (e.g., disability or Workers' Compensation), and part-time employment shall cause said pay period's accrual of Annual Leave credits to be reduced on a pro-rata basis.

B. Accrual Rates.

<u>MONTHS OF SERVICE</u>	<u>BI-WEEKLY ACCRUAL</u>
(0 to < 36 months)	8.92 hours
(36 to < 108 months)	10.46 hours
(108 or more months)	12.00 hours

C. Annual Usage. During the first twenty-six (26) pay periods of employment, employees shall be encouraged to use no less than forty (40) hours of Annual Leave and, thereafter, employees shall be encouraged to use no less than eighty (80) hours of Annual Leave in each succeeding twenty-six (26) pay periods of employment. While on Annual Leave, sick leave, vacation, holiday leave, or compensatory time off (if previously accrued), an employee shall be in a paid status for purposes of leave accrual and receipt of benefits.

D. Maximum Accrual. All employees may accumulate annual leave to a maximum of 2,080 hours.

A regular employee who has been employed in a position, other than a position with the County of Riverside, which has prepared him/her for an assignment to a position in the Prosecution Unit or Deputy Public Defender Unit may, with prior approval of the Chief Executive Officer and the Human Resources Director at time of hire, receive credit for such previous experience in determining his or her Annual Leave accrual rate (and corresponding maximum accrual), including an immediate credit of Annual Leave time, and/or the period of time before Annual Leave may be taken.

E. Pay in Lieu of Annual Leave. Effective January 1, 2021 an employee who accrues Annual Leave pursuant to the provisions of this MOU may request to receive pay in lieu of up to eighty (80) hours of Annual Leave per fiscal year. Upon approval of his/her Department Head, such employee may receive pay in lieu of an additional eighty (80) hours of Annual Leave during the same fiscal year provided, however, no employee shall receive pay in lieu of more than 160 hours of Annual Leave in any fiscal year.

- F. Annual Leave Usage. Annual Leave may be used for personal reasons with the approval of the department head or designee or for illness or injury.
- G. Each department head shall be responsible for scheduling the Annual Leave periods of his/her employees in such a manner as to achieve the most efficient functioning of the department and of the County service. The appointing authority shall determine when Annual Leave will be taken.
- H. In addition, when unscheduled usage of Annual Leave occurs, verification of the reason(s) for absence may be required from the employee. Any person absent from work shall notify his/her department head on the first (1st) day of such leave and as often thereafter as directed by his/her department head.
- I. Any employee absent for a period of five (5) consecutive workdays due to illness or accident may, at the discretion of his appointing authority or the Human Resources Director, be required to have a physical examination by a County approved physician before returning to active duty. Such physical examination shall be performed by a physician designated by the Human Resources Director and shall be at County expense.
- J. Sections H and I above shall also apply to the use of existing sick leave accruals.
- K. Annual 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 personal physician, specifying the expected date of delivery and the date that the employee should cease work. In the event the agency/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 agency/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. The cost of this examination shall be paid by the County. 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.
- L. Medical Certification Program.
 - 1. When in the judgment of the department head good reason exists for believing an employee may be abusing Annual Leave, the employee shall be placed on notice in writing. The employee shall also be placed on a medical certification program and be allowed paid Annual Leave by producing a certificate of a physician, dentist, or other legally authorized person to provide health care services on the same level as a physician or proof satisfactory to the department head. Such certificate shall include a written statement signed by a physician, dentist, or other legally authorized person to provide

health care services on the same level as a physician, stating the day(s) of the illness/injury and that the illness/injury prevents the employee from being able to work.

- a. Employees on a medical certification program shall have their annual leave usage reviewed at least annually. If the review shows substantial improvement, they shall be removed from the category of having to provide the certificate for each absence.

M. Proof of Illness. An employee who is off work or contemplating to be off work due to illness or injury for an extended period of two (2) weeks or more shall provide a comprehensive health statement as to length of absence from the employee's health care provider stating any duties an employee cannot perform and any restrictions or light duty requirements.

N. Payoff Upon Retirement or Termination. Any regular employee who separates from County employment shall be credited with all accrued Annual Leave at the same rate as that received on the last day worked or last day of approved leave with pay.

O. Prior Sick Leave Accruals.

1. Effective October 27, 2005, current sick leave balances were frozen provided, however, that fifty percent (50% or (1/2)) of the sick leave balances for employees covered under the terms and conditions of this MOU were converted to Annual Leave, up to the maximum accrual permitted by this MOU. The remaining sick leave hours may be used until the sick leave is exhausted or, upon retirement, disability retirement, or death of the employee, it may be credited to the employee as provided under the provisions of subsection P below.
2. Any regular employee who transfers or promotes into a classification covered under the provisions of this MOU shall, at the time of such transfer/promotion, have his/her sick leave balance converted and/or frozen in the manner described above.

P. Payout for Unused Sick Leave. Upon service retirement, disability retirement, or death of an employee, and subject to the provisions of the agreement between the County and the Public Employees Retirement System, unused accumulated sick leave shall be credited at the rate of fifty percent (50%) of the current salary value thereof for each person who has had five (5) full years of continuous service in a paid status. The total credit shall not exceed a sum equal to 960 hours of full pay. Payment resulting from death shall be made to the persons entitled under the Probate Code. Eligibility for a credit under this section is made at the time of separation from County employment and not at a later date.

Upon termination of employment for any reason other than retirement, disability retirement or death, unused accrued sick leave shall be forfeited.

- Q. Prohibition Against Employment While on Annual Leave. No person shall be permitted to work for compensation for the County while on Annual Leave without prior approval of the Executive Office and his/her department head.
- R. Exception to Continuous Service. 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 Article 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 CEO or HR Director.

Section 2. Post-Employment Program

For each regular employee covered under this MOU who has five (5) years of regular County service, and who is separating from County employment, the County shall provide post-employment accounts wherein the payable value of qualifying final accrued leave balances will be deposited, up to the legal limit. Qualifying leave balances include annual leave, vacation, extra vacation, holiday balance, and the amount of sick leave payable pursuant to Article VII, Section 1P. This does not include compensatory time off for overtime. Special Pay Accounts are tax-deferred investment funds. The employee may also elect a Health Savings Account, designed to be free of taxes, and which may be used for future health care costs. A participant fee is charged for health savings accounts. Qualifying leave balances of a separating employee who does not make an election will default to a Special Pay Account, subject to the maximum limits established by the IRS.

Section 3. Bereavement Leave

The County agrees to allow up to five (5) business days of leave, three (3) of which will be County paid and the additional two (2) days to be deducted from the employees' accrued annual leave or sick leave. Eligible employees must be in a paid status and be 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, domestic partner (registered with the Secretary of State and providing a Declaration of Domestic Partnership, child, child of a domestic partner, grandparent, grandchild, or step-relationships of the same categories. The County has the right to require proper documentation in support of the requested leave.

Section 4. Fitness for Duty

A Department Head, or designee, with the approval of the Human Resources Director, may when in his/her judgment good cause exists to believe an employee cannot safely or effectively perform the essential functions of the position, order an employee off work. The employee shall be referred to a County approved physician or health care professional legally authorized to evaluate the employee's fitness for duty.

When the Department Head orders an employee off work, the County shall designate, within five (5) business days, a physician from the Southern California area who is a Board-certified specialist in the area of medicine to which the suspected malady pertains. If there

is no Board-certified specialist in the Southern California area, the County must expand the geographic area to include at least two Board-certified specialists. The designated physician may not be a Regular employee of the County of Riverside. If the employee is uncomfortable with the selected physician, the County will provide an alternative physician.

Once the County designates a physician, the employee shall be examined by that physician at County expense. In the event the physician is outside the Southern California area, the County shall pay the employee's reasonable transportation, lodging, and per diem meal costs. The Southern California area shall consist of the Counties of San Diego, Orange, Riverside, San Bernardino and Los Angeles.

When the Department Head orders an employee off work, the employee shall continue to earn full salary and all benefits, as though the employee were attending work as normally scheduled, while awaiting the County's list and while awaiting the physician's examination and report concerning fitness for duty.

Section 5. Department Leave of Absence/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) For personal reasons acceptable to the authority whose approval is required.
- A. Department Leave. Department leave without pay up to 480 hours 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 (where no medical diagnosis or specific medical information is required) or other evidence substantiating the leave as required by the Department Head.

An employee on leave of absence for illness or disability reasons will be required to present a return to work statement from the attending health care provider, prior to being allowed to return to work. Any release with restrictions may be allowed after it has been determined that the employee is able to perform the essential functions of their position, either with or without reasonable accommodation as required under the Americans with Disabilities Act, the Fair Employment and Housing Act, or through the County's return to work program.

- 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 year (2080 hours). Official leaves 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 Agency/Department Head, who may then 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 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 Head may require two weeks advance notice of the employee's intention to return.

An employee on leave of absence for illness or disability reasons will be required to present a return to work statement from the attending physician releasing the employee to full duty, prior to being allowed to return to work. Any release to less than full duty will be allowed only as accommodation as required under the Americans with Disabilities Act, the Fair Employment and Housing Act, or through the County's return to work program.

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 6. Military Leave

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

Section 7. Jury Duty

- A. Any employee who shall be summoned for attendance to any court for jury duty during normal working hours shall be deemed to be on duty and there shall be no loss of salary. Any employee who shall be 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 County transportation is used. Any

employee absent as a witness in a private matter shall not be entitled to be paid during such absence.

1. 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.
2. If an employee 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, text message, or email the night before if the employee finds out via a phone recording or on-line that he/she must report the next day.
3. 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.
4. An employee who is called to jury duty on a non-working day will not receive compensation or be authorized to change his or her schedule as a result of being called to jury duty.

ARTICLE VIII HOLIDAYS

Section 1. Paid Holidays

- A. Only regular and probationary employees in a 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
 - November 11, Veterans' Day
 - Fourth Thursday in November, Thanksgiving Day (unless otherwise appointed)
 - Friday following Thanksgiving Day
 - December 25, Christmas Day

Alternate Holidays.

- Friday preceding January 1, February 12, July 4, November 11 or December 25, in lieu of such dates, when such dates fall on Saturday;
- Monday following January 1, February 12, July 4, November 11 or December 25, in lieu of such dates, when such dates fall on a Sunday.

Additional Holidays.

- December 24 and 31 when they fall on Monday
 - December 26 and January 2, when they fall on a Friday
- 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 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.
- E. Any regular employee who is a member of the Prosecution Unit or the Deputy Public Defender Unit who is regularly scheduled to work on a paid holiday shall be paid at his regular rate for the time actually worked, and shall be entitled to equal time off in place of the holiday time worked. An employee with accumulated holiday credit may, and if requested by the Department Head shall, within seven (7) days, specify the dates of at least three (3) business days during the next two (2) succeeding pay periods that the employee desires to take as holiday compensatory time off. The Department Head may authorize compensatory holiday time off for all or any portion of the dates specified, but shall authorize at least one (1) of the three (3); provided however, that if in the Department Head's judgment, such day or days will create a demonstrable hardship to the department; in that event, the employee, within seven (7) days after notification by the Department Head, shall specify three (3) other business days, at least one (1) of which shall be granted. Unless otherwise agreed to by the employee, the Department Head shall not authorize time off less than eight (8) hours. If an employee, after being requested by the Department Head, refuses or neglects to specify the time they desire to take as compensatory holiday time off, as herein provided, the Department Head may schedule compensatory holiday time off for the employee.
- 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 not to exceed eight (8) hours of holiday.

ARTICLE IX
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 Department Head or 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. 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 Department Head 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 3. Moving Expenses-Current Employees

Upon the written request of a Department Head, with the written approval of the County Executive Officer, the Board of Supervisors may authorize payment of all or part of the actual and necessary expenses hereafter incurred for moving the household and immediate family of an 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 change, shall be subject to such reasonable conditions as the Board may require, shall specify the maximum amount authorized and shall not be granted more than once in any one year period for any one employee, nor for any employee until they have been continuously employed by the County for at least one year preceding the authorization. If the employee voluntarily terminates his or her employment with the County within one 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.

ARTICLE X DISCIPLINE, DISMISSAL, AND REVIEW

Section 1. Each employee who has completed his/her initial probationary period, and any extension, has permanent status.

Section 2. 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 he/she is employed.
- n. Off-duty conduct that has nexus to the employee's job which may impact the employee's skills or ability to perform the job
- o. 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 his or her job or the performance of the department. The department shall prescribe procedures to insure that employees affected by the requirements are informed of them.
- p. Substance abuse in violation of the Board of Supervisors' Alcohol and Drug Abuse Policy C-10.
- q. Violation of the Board of Supervisors' Workplace Violence, Threats and Securities Policy C-27.
- r. Violation of the Board of Supervisors' Non-Discrimination and Anti-Harassment Policy C-25.
- s. Violation of the Rules of Professional Conduct of the State Bar of California or California State Bar Act.

Section 4. Suspension of an employee shall not be for more than 40 working days.

Section 5. Reduction in compensation under this section shall consist only of a change within the salary range for a specified duration of one or more full pay periods, but not to exceed 13 pay periods.

ARTICLE XI DISCIPLINARY APPEAL PROCEDURE

Section 1. 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 last known address. Employees are responsible for ensuring that their address information is current in the Human Resources information system.

Employees shall have the right to have a RCDDAA representative, including outside counsel, present to provide advice and counsel at any meeting for which they are summoned in connection with allegations of misconduct or in the event actual discipline is being imposed. All references in this Article to RCDDAA will apply to RCAA with respect to employees in the Deputy Public Defender Unit.

- A. As used in this procedure, "disciplinary action" means dismissal, demotion, reduction in compensation, suspension or written reprimand in lieu of suspension (which shall for all purposes have the effect of the equivalent suspension) imposed for disciplinary reasons, which 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 Human Resources Director, or designee, 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 Human Resources Director, or designee, may be exercised by a designated subordinate.
- D. An employee who has been notified that he/she is the subject of an investigation or who has been placed on administrative leave may be ordered to refrain from discussing the subject of the investigation with any individual other than his/her association representative, legal counsel or an authorized investigator in order to preserve the confidentiality of the investigation, provided, however, that the employee shall not be precluded from discussing with coworkers and other individuals matters that are unrelated to the subject of the investigation.
- E. 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, and communications between the RCDDAA representative and the employee who is the subject of a personnel action shall be confidential and not subject to disclosure in the hearing.

Section 2. Administrative Leave of Absence

Pending investigation by the department head of an accusation or accusations against an employee alleging employee misconduct, the department head, with approval by the Human Resources Director, may place the employee on a paid administrative leave of absence. Except for investigations of issues that are also the subject of on-going criminal investigations, leave shall not extend beyond a maximum of one hundred eighty (180) days.

The administrative leave provisions of this Section do not apply to investigations related to, or resulting from, Fitness for Duty or Workers' Compensation related issues.

An employee placed on Administrative Leave pursuant to the provisions of this Section shall, unless otherwise directed, be required to contact his or her supervisor, or other designated party(ies) at the start of each shift he or she would otherwise have been required to work and shall be required to return to work within twenty-four (24) hours' notice by an authorized department representative. It is also the employee's responsibility to ensure the department has his or her current address and, telephone number.

Section 3. Notice of Disciplinary Action

- A. For permanent employees written notice of intent to take disciplinary action shall be served on the affected employee, except as previously provided, at least seven (7) business 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 attached or available for inspection upon request; 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. After considering the response or if the time to respond has elapsed without the employee responding, written notice that the disciplinary action will be implemented shall be served on the employee on or before the effective date of the action and shall include:
- C. 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
- D. A statement informing the employee of the right to appeal within ten (10) business days of the date the letter is served on the employee.

Section 4. Amended Notice of Disciplinary Action

- A. At any time before an employee's appeal is submitted to the neutral for decision, the department head may, with the consent of the Human Resources Director, or designee, serve on the employee and file with the Human Resources Director, or designee, an amended or supplemental notice of disciplinary action.
- B. If the amended or supplemental notice presents new causes or allegations, the employee shall be afforded a reasonable opportunity to prepare a (i.e., second *Skelly*) defense thereto and shall be provided with all of the information and materials described above in Section 3 A that relate to those new causes or

allegations. The proposed discipline shall not take effect until the employee has been afforded an opportunity to respond to those new causes or allegations in the manner set forth above in Section 3 B. 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 5. Appeals

Any employee may appeal any disciplinary action taken against the employee. The appeal shall be in writing and filed with the Human Resources Director, or designee, within ten (10) business days after the date of notification of action against which the appeal is made. An appeal shall:

- a. Be accompanied by a copy of intent and final decision 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 6. Waiver

If an employee fails to appeal the disciplinary action within the time specified, or after appealing, withdraws the appeal, the right to review is waived. Further, after an appeal is filed if the employee, or his/her representative, fails to take the next step to advance the appeal at any point in the process for thirty (30) days the appeal is deemed to be withdrawn and the right to review is waived.

ARTICLE XII GRIEVANCE PROCEDURE

A. General Provisions.

Section 1. Discussion of Request or Complaint

It is the intent of this procedure that grievances be settled at the lowest possible administrative level. Any employee who believes that they have a justifiable request or complaint shall discuss the request or complaint with their immediate supervisor in an attempt to settle the matter.

Section 2. Grievance Definition

Except as outlined below, a "grievance" is the subject of a written request or complaint, which has not been settled as a result of the discussion required by Section 1, initiated by an employee or RCDDAA on behalf of a specifically named employee or group of employees arising out of a dispute by an employee or group of employees concerning the application or interpretation of the specific terms and conditions set forth herein, Ordinance, rule, regulation, or policy concerning wages, hours, and other terms and conditions of employment. All references in this Article to RCDDAA will apply to RCAA with respect to

employees in the Deputy Public Defender Unit. All other matters are excluded from the grievance procedure including, but not limited to:

- A. Matters reviewable under some other County administrative procedure.
- B. Requests or complaints, the resolution of which is beyond the delegated authority of the Human Resources Director and which by law requires legislative action (*i.e.*, approval) by the Board of Supervisors.
- C. Requests or complaints involving the termination of a probationary employee, or the termination, suspension, demotion or written reprimand in lieu of suspension of a regular employee reviewable pursuant to other provisions of contained herein or written warnings, *i.e.*, written reprimands; directive, corrective, and corrective counseling memoranda.
- D. Requests or complaints initiated by an employee involving change in departmental performance evaluations, if the evaluation rating overall is satisfactory or better.

Section 3. Freedom From Reprisal

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

Section 4. Employee Representation/Union Rights

An employee is entitled to representation in the preparation and presentation of a grievance at any step in the grievance procedure, provided that an employee may be represented only by RCDDAA or RCAA. Reasonable access to work areas by RCDDAA representatives shall be in accordance with Section 20 of the Employee Relations Resolution. The grievant 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 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. Grievance Petition Form

All grievances shall be submitted to the Human Resources Department on the form prescribed by the Human Resources Director. No grievance petition shall be accepted for processing until the form is complete. Such grievance shall set forth the specific section(s) which have been allegedly violated.

Section 6. Survivorship of Grievance

A grievance petition filed by an individual current employee that involves an issue of financial reimbursement may, upon the employee's notice to RCDDAA, and subject to all applicable time limits, continue through the grievance process after the employee leaves employment with the County.

Section 7. 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 8. Resolution

Any grievance petitions resolved at any step of the grievance procedure shall be final and binding on the County and the grievant.

Section 9. Withdrawal

Any grievance petition may be withdrawn by the grievant at any time, without prejudice.

Section 10. 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 the grievant 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 11. Resubmission

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

Should either party determine that it is necessary to amend its argument at Step 1 or Step 2 of the grievance procedure, the grievance petition shall be remanded back for consideration at the previous step of the procedure. In the event such action occurs, the timelines set forth under Sections 14 (B) and (C) shall apply.

Section 12. Extension of Time

The time limits within which action must be taken or a decision made as specified in this procedure, except for Section 14, may be extended by written consent of the grievant and the person before whom disposition of the petition is pending.

Section 13. Grievance Resolution

With respect to whether issues are grievable, the County and RCDDAA agree to utilize a third party neutral (hereinafter referred to as a neutral) agreed to by the parties to settle questions of grievability and comply with his/her decisions on grievability. Both parties will abide by the neutral's decision.

The County agrees to cite specific reasons, including any applicable Articles or Sections of this MOU, or specific provisions or other procedures, that constitute the County's rationale for rejection of the grievance. RCDDAA, by this MOU, does not waive any of its rights to file grievances, unfair practice charges or other means to enforce this MOU in the future. The parties agree to meet in an attempt to resolve any future denials upon the request of RCDDAA.

Section 14. Steps

The following procedure shall be followed by an employee submitting a grievance petition:

- A. Discussion with Supervisor. Prior to filing a written grievance petition, the employee shall, within ten (10) business days from the date of the event leading to the grievance, discuss the matter with his/her immediate supervisor. 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. An observer who interrupts or participates in the discussion may be excluded from the discussion by either the employee or the supervisor.
- B. Step 1. The employee shall have fifteen (15) business days after the occurrence of the circumstances giving rise to the grievance to submit the grievance petition to the Human Resources Department. The Human Resources Department shall forward the petition to the grievant's Department Head. Within fifteen (15) business days after submission of the petition, the Department Head, or a designee, shall meet with the grievant and the grievant's representative, if any. No later than fifteen (15) business days thereafter, the Department Head, or a designee, shall render a written decision.
- C. Step 2. Failing to resolve the grievance at Step 1, the grievant shall submit a written request for review within ten (10) business days following the date the department head, or a designee, renders a decision. The Human Resources Director, or a designee, shall meet with the grievant and the grievant's representative, if any, within ten (10) business days of the submission of the request for review. No later than ten (10) business days thereafter, the Human Resources Director, or a designee, shall render a written decision.
- D. Step 3. Failing to resolve the grievance at Step 2, the grievant shall submit a written request for arbitration to the Human Resources Director, or designee, within ten (10) business days following the date the Human Resources Director, or a designee, renders a decision.
- E. The grievance shall thereafter be subject to advisory arbitration in the manner prescribed in Article XIII and a decision by the Board of Supervisors. The Board of Supervisors shall either accept or reject the neutral's decision or accept part of the decision and reject the rest, without further testimony from either party. If the Board rejects all or part of the neutral's decision, the Board shall state its reasons for rejection. The decision of the Board of Supervisors shall be final. Unless mutually

agreed, proceedings conducted at any step of the grievance procedure shall be private except the proceedings before the Board of Supervisors.

ARTICLE XIII
HEARING PROCEDURES

Section 1. Procedures Applicable to All Major Discipline and Step 3 Hearings

- A. Disciplinary appeals filed in cases of termination, demotion, suspension exceeding eighty (80) working hours, or pay reductions exceeding eighty (80) hours of gross salary and Step 3 advisory arbitration cases shall be heard by a third party neutral (“neutral”).
- B. The parties shall maintain a jointly negotiated list of no fewer than seven or more than eleven neutrals.
- C. Failing agreement of the parties, the neutral shall be selected by the striking method. The only remaining name after the striking process shall serve as the neutral. If unable to agree on who should strike first, the first name shall be struck by the party winning the toss of a coin. If the neutral chosen is unable to serve within a time frame acceptable to both parties, the last name struck will serve as the neutral.
- D. The expenses of the neutral shall be shared equally by the parties. The County shall bear the costs of the neutral in disciplinary cases where the employee is self-represented.
- E. All appeal hearings involving the dismissal of an employee and grievance arbitrations shall be reported by a stenographic reporter. All other hearings need not be reported but either the employee, RCDDAA, or the department may, at their own expense, provide a reporter for the hearing. 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 of the transcript and the reporter will be shared equally. All references in this Article to RCDDAA may apply to RCAA with respect to employees in the Deputy Public Defender Unit.
- F. 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 hearing. The District Attorney’s Office, the Public Defender’s Office and the County Counsel’s office may not preclude an employee who has been disciplined and is appealing that action from calling coworkers as character witnesses. Any retaliation against a RCDDAA represented employee who presents character witnesses or other witnesses in a judicial, quasi-judicial or administrative proceeding, or against any such witness, is prohibited. Employees found to be retaliating against another employee may be subject to disciplinary action up to and including termination.

- G. Any hearing expense(s) incurred as the result of a postponement or cancellation of a hearing shall be borne by the postponing or canceling party.
- H. It shall be the duty of any County Department Head or employee to attend a hearing and testify upon the request of either the department or neutral, provided reasonable notice is given the department employing the Department Head or employee. If RCDDAA or the employee wishes to arrange the release of County employees such arrangements shall be made through the Human Resources Director, or designee, with the employee's department at least two (2) business days in advance of the hearing date.
- I. The Human Resources Director, or designee, shall arrange for the production of any relevant County record. The neutral is authorized to issue subpoenas.
- J. The hearing shall be set by the Human Resources Director, or designee, and employee representative, or employee, within a reasonable period based on the neutral's availability and other scheduling factors.
- K. The hearings shall be conducted pursuant to the Voluntary 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.
- L. 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.
- M. 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 unless it is the type of hearsay admissible over objection in a civil action.
- N. Irrelevant and unduly repetitious evidence shall be excluded.
- O. 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, and communications between the RCDDAA representative and the employee who is the subject of a personnel action shall be confidential and not subject to disclosure in the hearing.
- P. Oral evidence shall be taken only on oath or affirmation. Any written statements, declarations, or affidavits admitted as evidence shall be made or sworn under penalty of perjury.
- Q. Employees not testifying in their behalf may be called and examined as on cross-examination.

- R. The employee/RCDDAA and the department shall have these rights:
1. To call and examine witnesses;
 2. To introduce exhibits;
 3. To cross-examine opposing witnesses on any matter relevant to the issue, even though the matter was not covered in the direct examination;
 4. To impeach any witness regardless of which party first called the witness to testify; and
 5. To rebut any derogatory evidence.
- S. The hearing shall be a private proceeding among the County, the employee and the employee organization except any proceedings before the Board of Supervisors.
- T. The employee and the department may be represented by counsel or other representative, provided, however, if the employee, unless represented by counsel, may be represented only by RCDDAA.
- U. The intention of the parties is that appeals or arbitration hearings be adjudicated as efficiently and economically as possible. Historically the parties have found that the use of outside legal counsel in the appeal/arbitration process can result in excessive delays, longer hearings, and increased costs. The parties to an appeal hearing or an arbitration hearing hereby commit to instructing their outside legal counsel to conform to the intention of this MOU and to take all necessary steps to expedite the appeal/arbitration hearing and minimize the cost of the hearing.

In cases involving hearings in excess of three (3) days the parties must engage in a case management process with the neutral. The case management meeting must be held at least thirty (30) days prior to the first scheduled date for the hearing and may be held telephonically. The neutral shall consider:

1. the simplification of the issues,
2. the possibility of obtaining admissions which might facilitate the hearing,
3. the quantum of damages, in the appropriate case,
4. any preliminary application by either party,
5. any other matters that may aid in the disposition of the action or the attainment of justice.

At the case management conference the neutral may, whether or not on the application of a party, order that:

1. a party file and deliver, within a fixed time, to each other party as specified by the neutral, any relevant documents,
2. any preliminary applications be brought within a fixed time or by a specified date,
3. a statement of agreed facts be filed within a fixed time or by a specified date,
4. a party deliver a written summary of the proposed evidence of a witness within a fixed time or by a specified date,

5. experts who have been retained by the parties confer, on a without prejudice basis, to determine those matters on which they agree and to identify those matters on which they do not agree,
6. the hearing be adjourned,

and, on making an order the neutral may give other directions that he/she thinks just or necessary.

If the neutral, upon application by either party to the hearing, determines that legal counsel for the other party has unnecessarily prolonged the hearing and/or increased the cost of the hearing beyond the reasonable expectations of the parties at the commencement of the hearing then the neutral is authorized to impose sanctions on the offending party including, but not limited to, ordering such offending party to pay all or part of the non-offending party's increased costs of the hearing, to pay all or part of the non-offending party's attorney fees, to pay all or part of the non-offending party's cost of the neutral, to pay all or part of the non-offending party's costs of the transcripts, or such other relief that the neutral deems appropriate in the circumstances.

- V. The neutral shall render findings sufficient to enable the parties to determine whether and on what basis they should seek review and, in the event of review, to advise a reviewing court of the basis for the neutral's decision. If the neutral fails to do so either party may request in writing within thirty (30) days of the issuance of the decision that the neutral render such findings.

Section 2. Procedures Applicable to Major Disciplinary Appeal Hearings Only

- A. Within 21 days following the submission of the disciplinary appeal, the neutral shall submit written findings of fact, conclusions of law, and the decision to the parties. The decision of the neutral 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.
- B. The neutral shall confine the decision to issues raised by the statement of charges and responses. The neutral shall act in judicial, not legislative manners. The neutral shall not amend, modify, nullify, ignore, add to or subtract from the provisions of this MOU but, rather, shall interpret and apply its terms.
- C. The neutral will not substitute his/her discretion and judgment for that of management for sustained charges unless the neutral finds that discrimination, unfairness, capriciousness, or arbitrary action by the County is proven.
- D. In the case of suspension/reduction in compensation or demotion, if the action is modified or rescinded, the appellant shall be entitled restoration of pay and/or fringe benefits in a manner consistent with the neutral's decision.
- E. In the case of discharges, if the neutral finds the order of discharge should be modified, the appellant shall be reinstated to a position in the classification held

immediately prior to discharge and receive pay and fringe benefits for all of the period of time between the discharge and reinstatement, subject to forfeiture of pay and fringe benefits for any period of suspension imposed by the neutral.

- F. 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 or his/her representative's request for written briefs in the arbitration proceedings.
- G. Restoration of pay benefits shall be subject to deduction of all unemployment insurance and outside earnings which the appellant received since the date of discharge which would not have been earned had the appellant not been disciplined. The appellant shall supply such outside employment earning records during the period of time in question when requested.

Section 3. Procedures Applicable to Advisory Arbitration Hearings Only

- A. Prior to the arbitration hearing, the grievant and the Human Resources Director, or designee, shall meet and attempt to prepare a joint statement of the issues which describes the existing controversy to be heard by the neutral. If the parties are unable to agree on a joint statement, each shall prepare a separate statement of issues.
- B. The neutral shall not decide any issue not within the statement of the issues submitted by the parties. This includes issues which have not been raised and considered at an earlier step of the grievance procedure.
- C. If the neutral sustains the grievance, a remedy shall be fashioned that does not conflict with the provisions contained in this MOU.

Section 4. Hearing Procedure - Minor Discipline

- A. When disciplinary action results in a suspension of eighty (80) working hours or less, a pay reduction equal to eighty (80) hours or less of gross salary, or a written reprimand in lieu of suspension of eighty (80) working hours or less, the appeal shall be determined under the following provisions:
 - 1. Appeals shall be heard by a third party neutral (referred to as a "neutral") as agreed to by the parties. The neutral's decision may be verbal or in writing. The neutral's decision shall be binding on both parties, neither of which shall have the right of further appeal.
 - 2. Only the employee and one (1) non-attorney representative and the department head or a designee and the Human Resources Director or a non-attorney designee shall take part in the presentation of any appeal, unless the employee is an attorney who is self-represented. Nothing herein shall prevent an attorney from testifying to facts of which the attorney has personal knowledge and that which the attorney may be competent to testify.

3. The appeal hearing and disposition of the appeal shall be informal, the object being to resolve the appeal promptly. The parties shall have the right to offer evidence by witnesses at the hearing subject to the discretion of the impartial party. The neutral may consult with witnesses informally and otherwise investigate the controversy.
4. The neutral may modify the disciplinary action, but in no event shall have the authority to increase the disciplinary action imposed to be greater than a 40 working day suspension.
5. The judgment of the neutral shall be rendered within five (5) business days of submission of the controversy to him/her. Provided, however, the parties may mutually agree to extend the time in which the judgment may be rendered.
6. The neutral's authority shall be limited to deciding the issues submitted by the parties. The neutral shall have no jurisdiction or authority to add to, delete from, or modify any written provisions of any terms and conditions of employment.
7. All costs for the service of the neutral, if any, including but not limited to, per diem expenses, travel and subsistence expenses, a transcript, and the cost of the hearing room will be borne equally by the County and RCDDAA. The County shall bear the costs of the neutral in cases where the employee is self-represented.

ARTICLE XIV
ON-THE-JOB INJURY OR ILLNESS

Section 1. An employee who suffers an injury or illness which entitled him/her to benefits under the Workers' Compensation Law, and for which he/she actually receives or obtains medical treatment, shall be entitled to full compensation for the first 10 calendar days during which he/she is necessarily absent from duty as the result of such injury or illness, without deduction on account of accrued sick leave or other accrued salary credits. If such absence continues thereafter, he/she shall be paid as salary the difference between the temporary disability payments due him/her under the Workers' Compensation Law and his/her regular compensation, to the extent of the value of his/her accrued sick leave, including, for this purpose, the values of his/her accrued annual leave, and vacation credit. If the employee so elects his/her compensatory time off for overtime may also be used. During a period of temporary disability and in the proportion that the employee is paid for the difference between his/her temporary disability payments and his/her regular compensation, he/she shall continue to accrue annual leave benefits at the regular rate.

The right is reserved to make later adjustments as between salary and disability benefits to conform to the Workers' Compensation Law, or to conform to later development of facts, including the right to recover any overpayment directly or from future earnings.

In the event of substantial doubt whether temporary disability payments are payable under the Workers' Compensation Law for the disability, or doubt as to the extent thereof, payment on account of sick leave shall be withheld, except to the extent authorized by this section, until the issue is determined either by assumption of liability by the compensation insurance carrier or by adjudication of liability.

ARTICLE XV
LAYOFF AND REINSTATEMENT

A. Seniority.

1. Definition of Seniority. Seniority shall be defined as the length of an employee's continuous service with the County, in a regular position, and is based on most recent date of hire.
2. Definition of Department. Department, for the purposes of this provision, shall be defined as an agency, department, or district of the County.
3. Whenever more than one employee in a department has the same most recent date of hire, seniority shall be determined in the following order: hours of service from the most recent date of hire, seniority in classification, and seniority in the department or agency.
4. Except as otherwise provided in this provision, an employee shall lose seniority upon resignation, retirement, termination, or removal from all departmental reinstatement lists. Seniority shall continue while an employee is on the layoff list.

B. Reduction in Force.

1. When it becomes necessary to reduce the work force in a department, the Department Head shall designate the job classification(s) to be affected and the number of employees to be eliminated within the department or other organizational unit of the department which is identified as a Section or Subsection in this MOU. 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. It is not the intention of the County to use per diem employees for a replacement of regular laid off employees.
2. 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:
 - (a) Temporary promotion employees (return to former class);
 - (b) Probationary new employees;
 - (c) Probationary transfer employees, probationary promotional employees and regular employees.

3. Layoffs of employees within each classification shall be based primarily on most recent date of hire, with the least senior employees 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. Employees laid off out of seniority shall be given written notice of this action.
4. 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 RCDDAA or RCAA, whichever is applicable, at least fourteen (14) calendar days prior to the effective date of the action. The list given to RCDDAA or RCAA shall include a seniority list of the affected classes showing previously held positions. A list containing the names of the employees to be laid off shall at the same time be given to the Human Resources Director. RCDDAA or RCAA shall be in receipt of the layoff notice 24 hours prior to the time the affected employees are notified. The official notice of layoff shall be given by the employing department. The notice shall include:
 - (a) The reason for layoff;
 - (b) The effective date of the action;
 - (c) If laid off out of seniority.
5. If an employee who has received official notice of layoff has previously held regular status in another 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) calendar days of written notification of layoff by personal delivery or mailing of a certified letter.
6. Regular employees who elect to demote under this provision shall be placed at the location in the new range that is at the salary they were receiving in the classification from which they demoted. provided such salary on the range shall not exceed present salary. If the salary plan/grade of the demoted classification is unable to accommodate the reduction, the rate shall be to the maximum of the range of the demoted classification.

An employee who has accepted a demotion in lieu of layoff shall not be placed on the Departmental Reinstatement List or the Priority Referral List.
7. RCDDAA or RCAA, whichever is applicable, will be provided a copy of the final layoff list.

C. Reassignment.

1. An employee not expecting to be laid off who is reassigned may, in lieu of reassignment, elect to be laid off and be placed on the Departmental Reinstatement List if both of the following conditions exist:
 - a) The employee is being reassigned to a position previously occupied by an employee who was laid off within twenty (20) business days of the effective date of the reassignment; and
 - b) 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.
2. An employee who elects to be laid off and have his/her name placed on the Departmental Reinstatement List under this section shall notify the department in writing of the decision at least three (3) business days prior to the effective date of reassignment. Such layoff shall be on the same date as the reassignment would have been effective. An employee who elects this option shall be placed on the Priority Referral List.

D. Employment Counseling Priority and Referral List.

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 for assistance in determining other employment opportunities within the County for which the employee may qualify.

1. An employee who has been given a layoff notice and who has not exercised his or her bump back right (i.e., the right to return to the classification in which the employee held status) or who has been laid off shall be placed on the Priority Referral List and referred first to any department requesting a recruitment for classifications from which the employees were laid off.
2. Employees who have been given layoff notices and who have not exercised their bump back right (i.e., the right to return to the classification in which the employee held status) or who have been laid off shall be referred first to departments requesting recruitment recruitments for all other classifications within the Prosecution Unit and/or the Public Defender Unit for which the employee meet the classification and position requirements. Evaluation of qualifications shall be based on the employee's most recent resume in the County's application system.
3. Departments are required to notify Human Resource in writing why these candidates are unacceptable before outside candidates will be referred.

E. Departmental Reinstatement List.

1. The name of every regular employee who is laid off for longer than one (1) pay period due to a reduction in force, or who is laid off in lieu of reassignment under subsection (C) above, shall be placed on Departmental Reinstatement Lists for all classifications of a currently equal or lower salary plan/grade in which the employee ever held regular status, provided the department is allocated any positions of such classification.
2. Any vacancy to be filled within a department shall be offered first, in order of greatest seniority, to individuals named on the Departmental Reinstatement List for the classification of the position to be filled.
3. An employee's name shall be removed from Department Reinstatement Lists, for specific classifications, for any of the following reasons:
 - (a) The expiration of two (2) years from the date of placement on the list.
 - (b) Failure to report to work within seven (7) business days of mailing of a certified letter.
 - (c) Containing a notice of reinstatement to a position which is less than forty (40) miles from the last work location or the employee's home, whichever is closer.
 - (d) Failure to respond within seven (7) business days of mailing of a certified letter regarding availability for employment. It shall be the responsibility of the employee to notify their Department Head, in writing, of the employee's current mailing address.
 - (e) Request in writing from the employee to be removed from the list.
4. Status on Reinstatement. Reinstatement is defined as recall by the same department, from a Departmental Reinstatement List, into a regular position. Upon reinstatement, the employee shall be entitled to:
 - (a) Restoration of all sick leave credited to the employees' account on the date of layoff.
 - (b) Continuation of seniority.
 - (c) Credit for all service prior to layoff for the purpose of determining the rate of accrual of annual leave.
 - (d) Placement on the salary plan/grade shall be at a the rate which is at the salary the employee was receiving in the former classification plus any base salary increase (i.e., Cost of Living Adjustment), with the employee's months in a rate being the same number of months which the employee had at the time of layoff.

F. Reemployment.

Status on Reemployment. Reemployment is defined as being employed within two (2) years following layoff by the same or other department into a regular position, other than that from which the employee had reinstatement rights. If reemployed the employee shall be entitled to:

1. Restoration of all sick leave credited to the employee's account on the date of layoff.
2. Continuation of seniority shall be credited to the employee upon successful completion of the applicable probationary period.
3. Credit for all service prior to a layoff for the purpose of determining the rate of accrual of annual leave.

G. Temporary Recall. Departments may elect to recall laid off employees in order of seniority from the reinstatement list, for a temporary period of not less than thirty (30) days and not to exceed 480 full time hours within a six-month period. Acceptance of temporary recall is at the discretion of the employee and will not affect the employee's status on the reinstatement list. Should the temporary recall extend beyond 480 full time hours, a permanent recall shall be effectuated, if sufficient work remains. The recalled employee shall be eligible for benefits under subsection E. (4) of this section.

H. The Human resources Department will provide to RCDDAA or RCAA, whichever is applicable, each quarter a list of employees by classification and date of hire.

In order to preserve public safety and ensure the District Attorney has the resources to prosecute crimes effectively, the County is committed to discouraging lay off within the Prosecution Unit and will encourage the District Attorney to use layoffs only as a last alternative.

ARTICLE XVI
VOLUNTARY TIME BANK

Section 1. Any department or employee requesting to establish a Time-bank shall follow the guidelines below:

A. Definition of eligible employees.

Only employees in budgeted ("Regular") positions within the Prosecution Unit and Deputy Public Defender Unit are eligible to participate in the Riverside County Voluntary Time-bank. Employees receiving disability payments or Workers' Compensation may be eligible for a prorated time-bank such that total payments do not exceed 100% of the employee's regular pay.

B. Definition of catastrophic medical condition.

Catastrophic medical condition is a debilitating medical condition which is expected to completely and totally incapacitate the employee for at least two (2) weeks and which creates a financial hardship because the employee has exhausted all of his/her accumulated leave at the time the application is submitted. Catastrophic medical condition is further defined as a debilitating medical condition of an immediate family member of the employee (*i.e.*, the spouse, registered domestic partner, child step-child, foster-child, child of domestic partner, parents, grandparents, or sibling of the employee, registered domestic partner or child of registered domestic partner) that results in the employee being required to take time off from work for at least two weeks to care for the family member creating a financial hardship because the employee has exhausted all of his/her accumulated leave at the time the application is submitted.

C. Conditions and procedures under which a Time-bank may be established.

1. The Human Resources Department will establish and administer all Time-Banks. The Human Resources Department will have authority to approve all Voluntary Time-Bank requests.
2. The employee or Department Head, upon concurrence from the Human Resources Director or designee, may request establishment of a Time-bank. Extensions to a Voluntary Time-Bank will require a separate approval by the Human Resources Department and Department Head.
3. 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.
4. An employee can only have one (1) Time-Bank established/opened at a time. The use of donated credits may be for a maximum of twelve (12) continuous months from the effective date of the established Time-Bank for any one (1) catastrophic medical condition.

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

1. Any employee may donate annual leave, vacation or holiday accrual. Sick leave and compensatory time may be not donated.
2. Donations of annual leave, vacation or holiday accrual must be in increments of eight (8) hours or more and drawn from one (1) bank only. Donated leave will only be applied to the recipient's annual leave after the recipient has exhausted his or her available leave balances. Donated leave will be transferred on a pay period by pay period basis.
3. The donation of leave hours that have been added to the recipient's leave balance are irreversible. Should the employee receiving the donation not use

all donated leave for the catastrophic medical condition, any balance will remain with that person or will be converted to cash upon that employee's separation.

4. An employee may not donate leave hours which would reduce his/her accrued leave balances of annual leave or holiday accrual to less than one hundred and sixty (160) hours.

Section 2. It is agreed that the use of the holiday bank for donation of time shall be applicable to this MOU subject to reopener should it be determined by the County that such use is being abused or it is an administrative problem.

ARTICLE XVII
APPEAL PROCEDURE
ACCIDENT REVIEW COMMITTEE

Section 1. Procedures

The following procedure shall be followed by the Accident Review Committee:

- A. The Accident Review Committee will make a determination if an accident is preventable or non-preventable in the absence of the employee.
- B. If the Accident Review Committee determines that the accident is non-preventable or operational, no appearance will be granted to an employee to appear before the committee.
- C. If the Accident Review Committee determines an accident is preventable, an employee may request an appeal to the determination and appear before the committee to present evidence and give testimony.
- D. Appeal of Accident Review Committee Determination.
 1. A notice of determination is sent to the employee by certified mail return receipt requested to his/her last known address if the accident is determined to be preventable. The notice of determination will include an employee's right to appeal the committee's find. The notice requirements shall be deemed completed upon the Accident Review Committee's mailing of the notice of determination to the employee.
 2. The employee shall submit a written request for review within ten (10) business days following the date of the receipt.
 3. An employee is entitled to representation during the presentation of this appeal.
 4. The Accident Review Committee shall review the evidence and testimony presented by the employee and/or his/her representative and make its final

determination. The final copy of the Accident Review Committee's determination will be sent to the employee's department and his/her representative or the employee.

5. If there is no appeal made within the stipulated time limits, the final copy of the Accident Review Committee's determination will be sent to the employee's department and the employee.
- E. The County will release the employee from work with pay for the actual time needed for his/her presentation. An employee is not entitled to preparation time or mileage paid by the County. In cases where the employee is in an outlying area, a presentation may be made by a telephone conference call with the Accident Review Committee at the employee's option.
- F. Employee is entitled to any information that the County uses upon which it bases its initial determination.

ARTICLE XVIII ALCOHOL AND DRUG ABUSE POLICY

The Board of Supervisors Policy C-10 was enacted to eliminate substance abuse and its effects in the workplace. The policy provides that employees shall not be under the influence of alcohol or drugs while on duty or on a standby or an on-call status; or consume alcohol or illicit drugs while on County property or at work locations or while on duty; or possess controlled substances or prescription drugs without a prescription while on duty. Employees shall not: manufacture, sell, provide, distribute, or dispense prescription drugs or controlled substances to any other employee or to any person while on duty unless authorized by law; or sell, provide, distribute, or dispense alcohol to any other employee while such employee is on duty.

Employees are expected to be familiar with and comply with Policy C-10.

For cause, management may condition further employment on successful passage of a drug or alcohol test.

ARTICLE XIX DISCRIMINATION COMPLAINT PROCEDURE

The County has established a strong commitment to prohibit and to prevent unlawful harassment and/or discrimination in employment, and has set forth a procedure for investigating and resolving internal complaints in Board of Supervisors Policy C-25. Employees are expected to be familiar with and comply with Policy C-25.

ARTICLE XX
FLEXIBLE BENEFIT PROGRAM

Section 1. County Contributions for Employees and Retirees

The County shall contribute two hundred and fifty six dollars (\$256.00) or the minimum PEMHCA amount required by CalPERS, whichever is greater, per month on behalf of each eligible current employee who retires, inclusive of his or her dependents enrolled in one of Riverside County's sponsored employee medical plans, toward the payment of premiums for health insurance under the PEMHCA.

Section 2. Flexible Benefits Credits

A. The County shall make the following contributions for employees in a paid status:

Employees who participate in a County sponsored medical plan shall receive: \$823.00 per month (\$411.50/bi-weekly for 24 bi-weeks/year). These amounts are inclusive of the amount set forth above (the higher of \$256.00 or the CalPERS statutory minimum).

1. Employees who choose to not participate in a County sponsored medical plan have the following options:

a) Employees whose last hire date is prior to November 4, 2010 and have other qualifying medical coverage shall be eligible for the Medical Waiver option to receive: \$575.40 per month (\$287.70/biweek for 24 biweeks/year).

1) Employees electing not to participate in a County sponsored medical plan and who qualify for the Medical Waiver option must provide evidence of group medical health plan coverage from their spouse/registered domestic partner or another qualifying group medical plan and sign a statement that they are enrolled and covered under another group medical health plan. For medical coverage, if an employee elects to opt out of coverage offered by the County, he/she must provide proof of "minimal essential coverage" as defined by the Affordable Care Act. In addition, employees shall complete/sign an acknowledgement that medical coverage was offered and declined. Evidence is defined as a current dated certificate of coverage, plan enrollment card, policy, etc. Notice of a Benefits Enrollment form electing the Medical Waiver option showing other qualifying group medical coverage shall be received by the Human Resources Department within sixty (60) days from date of hire, and annually during Open Enrollment.

b) Employees whose last hire date is on or after November 4, 2010 may decline medical coverage in writing as part of their election each plan

year. Employees who elect to decline medical coverage shall not receive flexible benefit credits.

2. Employees who fail to timely elect medical coverage or who decline medical coverage in writing will not be placed in a medical plan.
3. If any flexible benefit credits remain after deduction of elected benefits, remaining flexible benefit credits may be taken in cash.
4. Part Time Employees. Shall receive the percentage of the applicable County of Riverside Flexible Benefits Program contribution for full-time regular employees per month per employee set out below:
 - Employees working 20 to 29 hours per week: 50%
 - Employees working 30 to 39 hours per week: 75%

Section 3. Medical Subsidies

- A. The County agrees to subsidize the family and two-party monthly medical insurance premiums chargeable to employees participating in a County sponsored health care plan as follows:
 1. Effective January 12, 2023, employees with two-party coverage or family coverage shall receive a monthly medical subsidy of six hundred and eighty-eight dollars (\$688.00).
- B. The medical subsidies shall have no cash value.

Section 4. Optical Insurance

The County shall provide an optical insurance plan for Employees covered under the provisions contained herein, and their dependents.

Section 5. Long Term Disability Insurance

The County shall pay 100% of the premiums for all employees covered by this MOU under the Long Term Disability Plan maintained by the County for County Managers.

ARTICLE XXI ABANDONMENT/AUTOMATIC RESIGNATION

Absence without leave of any employee, whether voluntary or involuntary, for five (5) consecutive business days is an automatic resignation from County service provided the employee upon written Department notification does not respond to the Department and/or does not provide a satisfactory explanation for the absence; and the failure to obtain an approved leave. The notification to the employee must be in writing prior to the department finalizing the resignation and must contain an opportunity within three (3) business days of

service for the employee to respond. A second notice, after the time to respond has passed or after the employee has given an unsatisfactory explanation, must be sent to the employee stating the effective date of the abandonment/automatic resignation. Notices may be personally served or served by mail to the last known address of record of the employee and are complete upon mailing or hand delivery.

An employee may, within ten (10) calendar days of service of the second letter from the department, request in writing reinstatement from the County Human Resources Director. If denied by the Human Resources Director, the employee may file a further appeal with the Human Resources Director, or designee, within ten (10) business days from service of the denial of reinstatement. Reinstatement may be granted only if: the employee makes a satisfactory explanation for the absence and/or the failure to obtain an approved leave of absence to a third party neutral ("Arbitrator"), and the Arbitrator finds the employee is ready, able, and willing to resume the discharge of the duties of the position.

1. Appeals shall be heard by an Arbitrator. The Arbitrator's decision may be verbal or in writing. The decision of the Arbitrator shall be binding on both parties, neither of which shall have the right of further appeal.
2. Only the employee and one (1) non-attorney representative and the department head or a designee and the Human Resources Director or a non-attorney designee shall take part in the presentation of any appeal, unless the employee is an attorney, or is represented by an attorney who is also a member of RCDDAA. Nothing herein shall prevent an attorney testifying to facts of which the attorney has personal knowledge and that which the attorney may be competent to testify. All references in this Article to RCDDAA may apply to RCAA with respect to employees in the Deputy Public Defender Unit.
3. The appeal hearing and disposition of the appeal shall be informal, the object being to settle the appeal promptly by the parties. The parties shall have the right to offer evidence by witnesses at the hearing subject to the discretion of the impartial party. The Arbitrator may consult with witnesses informally and otherwise investigate the controversy.
4. The judgment of the Arbitrator shall be rendered within five (5) business days of submission of the controversy to him/her. Provided, however, the parties may mutually agree to extend the time in which the judgment may be rendered.
5. The Arbitrator's authority shall be limited to deciding the issues submitted by the parties. The Arbitrator shall have no jurisdiction or authority to add to, delete from, or modify any written provisions of any terms and conditions of employment.
6. All costs for the service of the Arbitrator, if any, including but not limited to, per diem expenses, travel and subsistence expenses, a transcript, and the cost of the hearing room will be borne by the County and RCDDAA.

ARTICLE XXII
SAFETY COMMITTEE

In accordance with County Resolutions regarding the Safety Committee, such committee shall include one representative of RCDDAA. The RCDDAA representative shall be a voting member at the regularly scheduled monthly meeting.

ARTICLE XXIII
COMPENSATION AND BENEFIT ADJUSTMENTS

- A. The County shall contribute \$50.00 biweekly on behalf of each employee to the 401(a) Money Purchase Plan. Effective March 11, 2021, this provision does not apply to employees who are defined as “new members” under the PEPRA who are subject to the 2%@62 retirement formula.
- B. County Contribution to 401(a) for “New Members” as defined by PEPRA
1. Effective March 11, 2021, any employees in the unit who are “New Members” as defined by PEPRA (i.e., those subject to the 2%@62 retirement formula) will receive up to a one percent (1.0%) of base salary matching County contribution to an IRS Code section 401(a) deferred compensation account. However, to receive the County matching contribution, the employee must participate with his/her own contribution to an IRS Code section 457(b) deferred compensation account. The County’s matching contribution (up to one percent (1%) of the employee’s base salary) to the employee’s 401(a) account will be conditioned on the employee contributing at least one percent (1%) to his/her 457(b) account. If the employee contributes less than one percent (1%) to his/her 457(b) account, the County contribution to the employee’s 401(a) will match the contribution the employee made to the 457(b) account.
 2. The County matching contribution will be made each pay period assuming the employee provides a contribution each pay period to his/her 457(b) account. If, in a particular pay period, the employee does not contribute to his/her 457(b) account, the County contribution to the 401(a) account will not be made for that pay period. In addition, if an employee contributes the maximum permitted by law to his/her 457(b) prior to the end of the calendar year, the County will not make a contribution to the 401(a) account for the remainder of that calendar year.
- C. During the term of this MOU, there shall be no adjustments to base salary except as may occur pursuant to Article 1 section 2.

ARTICLE XXIV
SEPARABILITY

It is understood and agreed that this MOU is subject to all present and future applicable Federal and State laws and regulations and the provisions hereof shall be effective and implemented only to the extent permitted by such laws and regulations. If any part of this MOU is in conflict or inconsistent with such applicable provisions of Federal or State laws or regulations, such part or provision shall be suspended and superseded by such applicable laws and regulations and the remainder of this MOU shall not be affected thereby and shall remain in full force and effect.

ARTICLE XXV
COUNTY TELECOMMUNICATING POLICY

The terms and provisions of the Board of Supervisors Policy K-3 regarding telecommunicating that is in force and effect at the time of the effective date of this MOU are incorporated by reference as though set forth in full.

ARTICLE XXVI
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 following the effective date of this Agreement. 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 on the effective date of this Agreement, or at any time subsequent to the effective date of this Agreement, 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 one Association

representative at that orientation and will be permitted to have approximately fifteen (15) minutes 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.

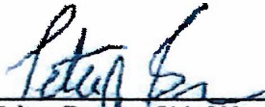
Notice to the Association shall be to the County email address of those persons designated in writing by the Association President of RCDDAA or RCAA. The designated persons may be updated as needed. The date, time, and place of the orientation shall not be disclosed to anyone other than the employees,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

SIGNATURE PAGE

Signed this 28th day of June, 2023, at Riverside, California

COUNTY OF RIVERSIDE

**DEPUTY DISTRICT ATTORNEYS
ASSOCIATION**



Peter Brown, Chief Negotiator




Elizabeth Tourgeman, Chief Negotiator



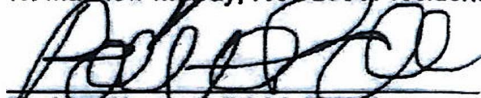
Steven Espinoza, Assistant Human Resources Director



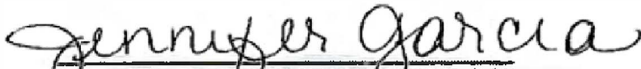
W. Matthew Murray, RCDDAA President



Clorissa Cacho, HR Division Manager



Paulette Norman, RCAA President



Jennifer Garcia, Chief Deputy District Attorney



Amy Gladini, Managing Deputy District Attorney



Lisa Pina, Administrative Deputy



Judith Gweon, Assistant Public Defender



Elizabeth Lawrence, Chief Deputy Child Support Attorney



Marcus Maltese, Deputy Director for Administration, DCSS