

# Memorandum of Understanding

between

**County of San Mateo**

and

**Law Enforcement Unit**  
(Non-Safety Classifications)

★ ★ ★

**June 8, 2014–December 29, 2018**

LAW ENFORCEMENT UNIT  
**Memorandum of Understanding**

<b>Table of Contents</b>
--------------------------

<i>Topics</i>	<i>Page</i>
Recognition.....	1
Union Security.....	1
Union Representatives.....	5
County Rights.....	5
No Discrimination .....	6
Salaries.....	6
Y" Rate Process .....	8
Days and Hours of Work.....	9
Overtime .....	9
Work Groups .....	10
Compensatory Time Off.....	10
Shift Differential.....	11
Application of Differential .....	11
On-Call Duty .....	11
Bilingual Pay .....	11
Tuition Reimbursement.....	12
Career Incentive Allowance .....	12
Layoff and Reemployment.....	13
Severance Pay.....	15
Holidays.....	15
Vacations .....	16
Sick Leave .....	17

Catastrophic Leave .....	19
Leaves of Absence.....	20
Disability Leave.....	21
Parental Leave .....	22
Military Leaves of Absence .....	23
Attendance in Court.....	23
Absence Without Leave .....	23
Educational Leave .....	23
Hospitalization and Medical Care.....	24
Dental Care.....	27
Vision Care.....	27
Change in Employee Benefit Plans.....	27
Life Insurance .....	28
Retirement Contributions .....	28
Long Term Disability Insurance.....	28
Uniform Allowance/Safety Equipment.....	29
Promotion .....	29
Reallocation of Position .....	30
Change of Assigned Duties .....	31
Pay for Work-Out-of-Classification.....	31
Probationary Period .....	31
Dismissal, Suspension Reduction in Step or Demotion for Cause.....	33
Grievances .....	33
Retirement Plan .....	36
Separability of Provisions.....	37
Past Practices .....	37

## **MEMORANDUM OF UNDERSTANDING**

The Deputy Sheriff's Association and representatives of the County of San Mateo have met and conferred in good faith regarding wages, hours and other terms and conditions, have exchanged freely information, opinions and proposals and have endeavored to reach agreement on all matters relating to the employment conditions and employer-employee relations of such employees. This Memorandum of Understanding (MOU) is entered into pursuant to the Meyers-Milias-Brown Act (Government Code Sections 3500 et seq) and has been jointly prepared by the parties. This MOU shall be presented to the County Board of Supervisors and, if appropriate, to the Civil Service Commission as the joint recommendations of the undersigned for salary and employee benefit adjustments for the period commencing June 8, 2014 and ending December 29, 2018.

### **Section 1. Recognition**

The Deputy Sheriff's Association (DSA), hereinafter referred to as the "Union", is the recognized employee organization for the Law Enforcement Unit, certified pursuant to Resolution No. 38586, adopted by the Board of Supervisors on May 16, 1978.

### **Section 2. Union Security**

#### **2.1 Dues Deduction**

The Union may have the regular dues of its members within the representation unit deducted from employees' paychecks under procedures prescribed by the County Controller. Dues deduction shall be made only upon signed authorization from the employee upon a form furnished by the County, and shall continue: (1) until such authorization is revoked, in writing, by the employee; or (2) until the transfer of the employee to a unit represented by another employee organization. Employees may authorize dues deductions only for the organization certified as the recognized employee organization of the unit to which such employees are assigned.

#### **2.2 Agency Shop**

- A. The Union agrees that it has the duty to provide fair and non-discriminatory representation to all employees in all classes in the units for which this section is applicable regardless of whether they are members of the Union.
- B. All employees in the representation unit, except supervisors as defined in Section 2.2 C. below, shall as a condition of employment either:
  - 1. Become and remain a member of the Union.
  - 2. Pay to the Union an agency fee which does not exceed an amount which may be lawfully collected under applicable constitutional, statutory, and case law (e.g., Hudson v. Chicago Teachers Union), which shall be less than the monthly dues made during the duration of this MOU. It shall be the sole responsibility of the Union to determine an agency fee which meets the above criteria.

OR

3. Do both of the following:
  - a. Present to the Union and the Controller a written declaration that the employee is a member of a bona fide religion, body, or sect which has historically held a conscientious objection to joining or financially supporting any public employee organization as a condition of employment; and
  - b. Pay a sum equal to the agency fee described above to one of the following three non-religious, non-labor, charitable funds that are exempt from taxation under Section 501 (c) (3) of the Internal Revenue Code: San Mateo County Code 30 Foundation, Concerns of Police Survivors (COPS), or California Peace Officers Memorial Fund.
- C. For purposes of this section, employees in the classifications of Supervising Criminalist and Supervising Deputy Coroner shall not be subject to the provisions of this Section 2.2 Agency Shop, but shall continue to be covered by Section 2.1 Dues Deduction. If, during the term of the agreement, a new supervisory classification is added to the bargaining unit, the County and the Association shall meet to discuss whether the classification will be subject to the provisions of this Section 2.2 Agency Shop based on the County's Employee Relations Rules.
- D. As a condition of employment, all new employees who are hired into non-supervisory classes covered by this MOU on or after the effective date of this Agency Shop provision as specified above, shall at the time of hire execute an authorization for the payroll deduction of one of the options specified in Paragraph B. 1, 2, and 3 above.
  1. If the form authorizing payroll deduction is not returned to the County Controller within 30 calendar days, the Controller shall so notify the Union, providing the employee's name, address and classification. The Union may then, in writing with a copy to the employee, direct that the Controller withhold the Agency Fee from the employee's salary and the Controller shall pay an equal amount to the Union.
  2. Within 10 working days of the date the Union directs that such Agency Fee be withheld, Union shall provide the County confirmation that the agency fee payor has been furnished a copy of the "Hudson Procedure".
- E. Those non-supervisory employees who elect membership in the Union shall continue to pay Union dues for the duration of this and each subsequent MOU. For a period of 110 to 90 days prior to the expiration of this and any subsequent MOU, any employee who is a member of the Union shall have the right to withdraw from the Union by discontinuing dues deduction and selecting one of the options specified in Section B above. Said withdrawal shall be communicated by the employee

during that period of time in writing to the County Controller to be delivered by certified mail and must be postmarked during the 110 to 90 day period.

- F. The Union shall provide the County a copy of its "Hudson procedure" for the determination and protest of its agency fees. The Union shall provide a copy of said "Hudson procedure" to every agency fee payor covered by this MOU as provided in Sections J.1.b. and J.2.c. below, and annually thereafter, and as a condition to any percentage change in the agency fee.
- G. If, after all other involuntary and insurance premium deductions are made in any pay period, the balance is not sufficient to pay the Union dues, agency fee, or charity fee required by this Section, no such deduction shall be made for the current pay period.
- H. The provisions of Paragraph B. and D. shall not apply during periods that an employee is separated from the representation unit, but shall be reinstated upon the return of the employee to the representation unit. For the purpose of this Paragraph, the term separation includes transfer out of the representation unit, layoff, and leave of absence without pay.
- I. Annually, the Union shall provide the Director of Human Resources Department (HRD) with copies of the financial report which the Union annually files with the California Employee Relations Board, the United States Department of Labor (Form LM-2), or the Union's balance and operating statement for the prior year. Failure to file such a report within sixty days after the end of its fiscal year shall result in the termination of all agency fee deductions without jeopardy to any employee, until such report is filed.
- J. Compliance
  - 1. New Employee (Non-Supervisory)
    - a. Any employees hired after the effective date of this Section 2.2 into a non-supervisory job class or position covered by this MOU shall be provided by the County with and shall execute an "Employee Authorization for Payroll Deduction" form selecting one of the following: 1) Union dues; 2) agency fee; or 3) if he/she qualifies, a fee equal to agency fee payable to one of three negotiated charities.
    - b. Every other week, the County shall furnish the Union with copies of all such authorization documents. Within 10 work days of receipt, the Union shall furnish all agency fee payors with copies of the Union's Hudson procedure and provide the County confirmation of mailing.
  - 2. Current Employees (Non-Supervisory)
    - a. An employee in a representation unit that has been granted Agency Shop in accordance with Section B. above in a non-supervisory job

class or position covered by this MOU shall be provided by the County with an "Employee Authorization for Payroll Deduction" form and a cover letter agreed to by the parties, via paycheck distribution.

- b. If the form authorizing payroll deduction is not returned to the County Controller within thirty calendar days after receipt of notice of the Agency Shop provision and the "Employee Authorization for Payroll Deduction," the Controller shall so notify the Union, providing the employee's name, address, class, and department. The Union may then, in writing, direct that the County withhold the agency fee from the employee's salary, in which case the employee's biweekly paycheck shall be reduced by an amount equal to the agency fee and the County shall pay an equal amount to the Union.
  - c. Within ten working days of the date it issues such direction that agency fees be withheld, the Union shall provide to the County confirmation that it has furnished each agency fee payor with a copy of the Union's "Hudson procedure."
- K. The Union shall indemnify, defend, and save the County harmless against any and all claims, demands, suits, orders, or judgments, or other forms of liability that arise out of or by reason of this union security Section, or action taken or not taken by the County under this Section. This includes, but is not limited to, the County's attorney's fees and costs.
- L. In the event that employees in a bargaining unit represented by the Union vote to rescind "Agency Shop" the provisions of Section 2.1 shall apply to dues-paying members of the Union.
- M. The County shall hand out agreed upon Union materials along with the Agency Shop forms.

#### Association Time Bank

If the County and Deputy Sheriff's Association (Sworn unit) agree to establish an Association Time Bank in the 2016 successor MOU between the parties, the agreement will extend to the LEU bargaining unit on a comparable basis per employee and proportionate to the smaller LEU bargaining unit.

### 2.3 Communications with Employees

The Union shall be allowed by County departments in which it represents employees use of available bulletin board space for communications having to do with official union business, such as times and places of meetings, provided such use does not interfere with department needs. The Union may distribute materials to unit employees through County mail distribution channels if approved by the HRD Director. This privilege may be revoked in the event of abuse after the Director consults with Union representatives. Any Union representative shall give the Department Head or his/her representative at least twenty-four hours advance notice when contacting department employees during the duty period of the



employees, provided that solicitation for membership and other internal union business shall be conducted only during the non-duty hours of all employees concerned. Prearrangement for routine contact may be made by agreement between the Union and the department head and when made shall continue until revoked.

**2.4 Use of County Buildings**

County buildings and facilities may be made available for use by County employees or the Union or its representatives in accordance with such administrative procedures as may be established by the County Manager or department head concerned.

**2.5 Advance Notice**

Except in cases of emergency as provided below in this subsection, the Union, if affected, shall be given reasonable advance written notice of any ordinance, resolution, rule or regulation directly relating to matters within the scope of representation proposed to be adopted by the County and shall be given the opportunity to meet with the appropriate management representatives prior to adoption. In cases of emergency when the foregoing procedure is not practical or in the best public interest, the County may adopt or put into practice immediately such measures as are required. At the earliest practical date thereafter the Union shall be provided with the notice described in the preceding paragraph and be given an opportunity to meet with the appropriate management representatives.

**Section 3. Union Representatives**

County employees who are official representatives of the Union shall be given reasonable time off with pay to meet and confer or consult with management representatives or to be present at hearings where matters within the scope of representation are being considered. The use of official time for this purpose shall be reasonable and shall not interfere with the performance of County services as determined by the County. Such representatives shall submit written requests for excused absences to Employee Relations at least two working days prior to the scheduled meeting whenever possible. Except by agreement with Employee Relations, the number of employees excused for such purposes shall not exceed three per Union or one per representation unit, whichever is greater, at any one time. If any employee's request for excused absence is not approved, such disapproval shall be subject to appeal to the County Manager whose decision shall be final. Supervisory employees shall not represent non-supervisory employees in a grievance procedure.

**Section 4. County Rights**

Except where modified by this MOU, the County retains the exclusive right to determine the methods, means and personnel by which County government operations are to be conducted; to determine the mission of each of its departments, boards and commissions; to set standards of service to be offered to the public; to administer the Civil Service system; to classify positions; to add or delete positions or classes to or from the salary ordinance; to establish standards for employment, promotion and transfer of employees; to direct its employees; to take disciplinary action for proper cause; to schedule work; and to relieve its employees from duty because of lack of work or other legitimate reasons. The exercise of County rights does not preclude employees or the Union from consulting or raising grievances on decisions which affect wages, hours and other terms and conditions of employment. The County reserves the right to take whatever action may be necessary in an emergency situation; however, the Union, if affected by the action, shall be promptly notified. The HRD Director shall, on request of either party, refer questions regarding the



interpretation of this Section which cannot be resolved between employee and management representatives to either the Board of Supervisors or the Civil Service Commission for hearing and final determination, depending on which body has authority over the matter in dispute. In no event shall such dispute be subject to the grievance procedure of this MOU.

### **Section 5. No Discrimination**

There shall be no discrimination because of race, creed, color, national origin, sex, sexual orientation, legitimate employee organization activities, or on the basis of any other classification protected by law against any employee or applicant for employment by the Union, the County, or anyone employed by the County. To the extent prohibited by applicable state and federal law there shall be no discrimination because of age. There shall be no discrimination against any handicapped person solely because of such handicap unless that handicap prevents the person from meeting the minimum standards established.

### **Section 6. Salaries**

- 6.1 The salary ranges for all employees in the Law Enforcement representation unit will be as set forth in the Exhibits attached hereto and made a part hereof.

As reflected in the Exhibits, salaries for all covered classifications shall be adjusted as follows:

Year One: Effective the first full pay period following ratification of the agreement by the bargaining unit, December 7, 2014, the base monthly salary for all classifications in the bargaining unit will increase by four percent (4%).

Year Two: Effective June 7, 2015, the base monthly salary for all classifications in the bargaining unit will increase by three percent (3%).

Year Three: Effective June 5, 2016, the base monthly salary for all classifications in the bargaining unit will increase by three percent (3%).

Year Four: Effective June 4, 2017, the base monthly salary for all classifications in the bargaining unit shall be increased by at least two percent (2%) and no more than three percent (3%) to be determined by the amount of 2016-2017 fiscal year average of Bureau of Labor Statistics San Francisco Bay Area Consumer Price Index (CPI) for all Urban Wage Earners and Clerical Workers.

- 6.2 The County and the Union have agreed to the following equity adjustments. The salary rate listed in the salary exhibits includes these increases.

- Effective the first full pay period following ratification of the agreement by the bargaining unit, December 7, 2014, the Deputy Coroner base monthly salary will increase by four percent (4%).
- Effective the first full pay period starting on or after July 1, 2018, the Deputy Coroner base monthly salary will increase by one percent (1%).

- 6.3 Except as herein otherwise provided, the entrance salary for a new employee entering County service shall be the minimum salary for the class to which appointed. When circumstances warrant, the HRD Director may, upon recommendation of the department

head, approve an entrance salary which is more than the minimum salary. The HRD Director's decision shall be final. Such a salary may not be more than the maximum salary for the class to which that employee is appointed unless such salary is designated as a Y rate by the Board of Supervisors.

6.4 Permanent and probationary employees serving in regular established positions shall be considered by the appointing authority on their salary anniversary dates for advancement to the next higher step in the salary schedule for their respective classes as follows. All increases shall be effective at the beginning of the next full pay period.

- (1) After completion of 1040 regular hours satisfactory service in Step A of the salary schedule, and upon recommendation of the appointing authority, the employee shall be advanced to the next higher step in the salary schedule for the class. If an employee is appointed at a step higher than the first step of the salary range for that class, the first merit increase shall be after completion of 2080 regular hours of satisfactory service.
- (2) After completion of 2080 regular hours satisfactory service in each of the salary steps above A, and upon recommendation of the appointing authority, the employee shall be advanced to the next higher step in the salary schedule for the class until the top of the range is reached.
- (3) If an employee completes the 1040 or 2080 hours in the middle of a pay period, the employee shall be eligible for an increase as follows:
  - if the merit increase period is completed during the first week of a pay period the increase will be made effective the start of the then current pay period.
  - if the merit increase period is completed during the second week of a pay period the increase will be made effective with the start of the next period.
- (4) Upon the recommendation of the appointing authority and approval by the HRD Director, employees may receive special merit increases at intervals other than those specified in this Section. The HRD Director's decision shall be final.

6.5 Employees shall be considered for salary step increases according to the date of their appointment or the revised salary adjustment hours balance. Changes in employees' salary because of promotion, upward reclassification, postponement of salary step increase or special merit increase will set a new salary adjustment hours balance for that employee, which balance shall be as stated in the preceding paragraph.

Employees who are rejected during the probationary period and revert to their former class shall return to the salary adjustment hours balance held in the former class unless otherwise determined by the HRD Director. The salary adjustment hours balance for an employee shall not be affected by a transfer, downward reclassification or a demotion.

A permanent employee accepting provisional employment in a higher or different class in the County Classified Service, who reverts to the former class, shall retain the salary

adjustment hours balance in the former class on the same basis as if there had been no such provisional appointment.

Salary range adjustments for a class will not set a new salary adjustment hours balance for employees serving in that class.

Upon recommendation of the appointing authority and approval of the HRD Director provisional, temporary, seasonal and extra help employees shall be advanced to the next higher step in the salary schedule upon completion of the periods of service prescribed in this Section, provided that their service has been satisfactory. Also, upon recommendation of the appointing authority and approval by the HRD Director, continuous service in a provisional, temporary, or extra help capacity shall be added to service in a regular established position for purposes of determining an employee's salary adjustment hours balance, eligibility for salary increases, and vacation and sick leave accrual. However, such service may not be added if it preceded a period of over twenty-eight consecutive calendar days during which the employee was not in a pay status, except when the employee is absent due to an injury or disease for which he/she is entitled to and currently receiving Worker's Compensation benefits.

**6.6 Salary Step When Salary Range Is Revised**

Whenever the salary range for a class is revised, such incumbent in a position to which the revised schedule applies shall remain at the step in the previous range, unless otherwise specifically provided by the Board of Supervisors.

**6.7 Salary Step After Promotion or Demotion**

When an employee is promoted from a position in one class to a position in a higher class and at the time of promotion is receiving a base salary equal to or greater than the minimum base rate for the higher class, he/she shall be entitled to the next step in the salary schedule of the higher class which is at least one step above the rate he/she has been receiving, except that the next step shall not exceed the maximum salary of the higher class. When an employee is demoted, voluntarily or otherwise, his/her compensation shall be adjusted to the salary prescribed for the class to which demoted, and the specific rate of pay within the range shall be determined by the HRD Director, whose decision shall be final; provided, however, that the Board of Supervisors may provide for a rate of pay higher than the maximum step of the schedule for the class, and designate such rate of pay as a Y rate.

**6.8 Reclassification of Position**

An employee in a position reclassified downward shall have the right to either (1) transfer to a vacant position in their present class in the same or another department, provided the head of the department into which the transfer is proposed agrees, or (2) continue in the same position in the lower class at a "Y" rate of pay when their pay is higher than the maximum step of the salary range for the lower class.

**6.9 "Y" Rate Process**

When an employee is reclassified downward, he/she shall continue in his/her present salary range, with cost of living adjustments, for two years, at which point the employee's salary shall be frozen ("Y" - rated) until the salary assigned to the lower class equals or exceeds

such "Y" rate. The "Y" rate provisions of this Section shall not apply to layoffs, demotions, or other personnel actions resulting in an incumbent moving from one position to another.

**6.10 Salary Step Defined**

For purposes of salary administration in this contract a step is defined as 5.74%.

**Section 7. Days and Hours of Work**

The standard work week for employees occupying full-time positions consists of 40 hours unless otherwise specified by the Board of Supervisors. The appointing authority shall fix the hours of work with due regard for the convenience of the public and the laws of the State and County. Employees occupying part-time positions shall work such hours and schedules as the Board and the appointing authority shall prescribe. Except as hereinafter provided, County offices shall be open for business from 8:00 a.m. to 5:00 p.m. every day except Saturdays, Sundays and holidays. With the County Manager's approval, department heads may make such changes to the schedule of office hours as public convenience or necessity may require.

All classifications who work via telephonic communication during non-working hours shall be compensated at their regular rate of pay for actual time worked rounded up to the nearest six-minute increment.

**Section 8. Overtime**

**8.1 Authorization**

All compensable overtime must be authorized by the appointing authority or designated representative prior to being worked. If prior authorization is not feasible due to emergency conditions, a confirming authorization must be made on the next regular working day following the date on which the overtime was worked. Overtime worked must be in the job class in which the person is regularly employed or in a class for which the employee is authorized higher pay for work in a higher class.

**8.2 Definition**

Except as otherwise defined herein, any authorized time worked in excess of a 40 hour weekly work schedule shall be considered overtime and shall be compensable at the rate of one and one-half times the overtime worked whether compensated by monetary payment or by the granting of compensatory time off. Extra help shall be paid at the overtime rate after having worked 40 hours during their normal work week, which is a fixed and regularly recurring period of 7 consecutive 24 hour periods. Only designated work groups are eligible for overtime as defined in this MOU.

Effective the pay period following Board approval of the successor MOU, for purposes of determining eligibility for overtime compensation for Sheriff's Office employees, only holiday time off on County-recognized paid holidays shall be considered time worked. All other absences with pay shall not be considered as time worked, except vacation and CTO shall count as hours worked when the employee is called back to work after regular hours pursuant to Section 8.4 of the MOU.

For Deputy Coroners, for the purposes of determining eligibility for overtime compensation, any absences with pay, except paid sick leave, shall be considered time worked.



The smallest increment of working time that may be credited as overtime is six (6) minutes. Portions of six (6) minutes worked at different times shall not be added together for the purpose of crediting overtime.

In recognition of the change in overtime calculation as described above, effective the first pay period following Board approval of the successor MOU, the salary ranges for Sheriff's Office employees will increase by one-half percent (0.5%).

### 8.3 Work Groups

The HRD Director shall allocate all job classes to the following described work groups for purposes of determining categories of employees to be compensated by monetary payment or comp time off. The Director's decision shall be final; provided that prior to changing the work group of an existing class covered by this MOU the Director shall notify the Union of the contemplated change and if requested, discuss with the Union the reasons for the work group change.

(1) Work Group 1: Employees in Work Group 1 are covered by the Fair Labor Standards Act (FLSA) and may be compensated for overtime worked either by monetary payment or by compensatory time off, at the option of the employee. Comp time which accrues in excess of 80 hours must be liquidated by monetary payment. All monetary payments for overtime must be paid not later than the next biweekly payroll following the pay period in which the overtime was worked. Should the County through some future Federal ruling be exempted from FLSA, the County shall revert to the base rate for the computation of overtime.

(2) Work Group 5: Employees in Work Group 5 are exempted from the Fair Labor Standards Act and may be compensated for overtime worked either by monetary payment or by compensatory time off, at the option of the employee. Compensatory time off which accrues in excess of 80 hours must be liquidated by monetary payment.

Note: Work Groups 2, 3 and 4 pertain to employees not covered by this Memorandum of Understanding.

### 8.4 Call-Back Pay

Employees required to report back to work during off-duty hours shall be compensated for a minimum of three (3) hours. Hours worked contiguous with the employee's regular shift shall not be subject to call back pay.

### 8.5 Compensatory Time Off

Utilization of compensatory time off shall be by mutual agreement between the department head and the employee. Accrued comp time must be used by employees in Work Group 2 prior to retirement or termination; otherwise, it shall be forfeited. The smallest increment of comp time which may be taken off is six (6) minutes.

An employee wishing to use their accumulated compensatory time must provide reasonable notice to their supervisor. If reasonable notice is provided, the request will only be denied if

the request is unduly disruptive to the operations of the department. Reasonable notice is defined as at least seven (7) calendar days. Requests for compensatory time off made with less than seven (7) calendar days' notice shall be granted at the discretion of the employee's supervisor.

### **Section 9. Shift Differential**

- 9.1 Shift differential pay, for the purpose of this Section, is defined as pay at a rate which is one step above the employee's base pay in the salary range for his/her class. If the base pay is at the top step, shift differential pay shall be computed at one step above such base pay.
- 9.2 Employees shall be paid shift differential for all hours so worked between the hours of 6:00 p.m. and 6:00 a.m.

### **Section 10. Application of Differential**

For employees who have been:

- (1) regularly working a shift described in Section 9, and/or
- (2) assigned to and regularly working a special job assignment enumerated in Exhibit A of this MOU, and/or
- (3) eligible for and receiving Career Incentive Allowance as provided in Section 14

for 30 or more calendar days immediately preceding a paid holiday, the commencement of a vacation, paid sick leave period, or comp time off, the applicable differential shall be included in such employee's holiday pay, vacation pay, paid sick leave or paid comp time. The vacation, sick leave, holiday and comp time off pay of an employee on a rotating shift shall include the differential such employee would have received had he/she been working during such period.

### **Section 11. On-Call Duty**

The Department Head may assign employees to "on-call" status. Employees shall be paid an hourly rate of \$4.40 for time in which they are required to be in an on-call status. Employees receiving call-back pay shall not be entitled to on-call pay simultaneously.

Criminalists and Forensic Specialists shall be assigned "on-call" status for one (1) week at a time and shall bid for "on-call" weeks based on Classification seniority. Classification seniority shall be defined as time in the existing classification plus time in a higher classification.

### **Section 12. Bilingual Pay**

A salary differential of \$42.50 biweekly shall be paid incumbents or positions requiring bilingual proficiency as designated by the appointing authority and HRD Director. Said differential shall be prorated for employees working less than full-time or who are in an unpaid leave of absence status for a portion of any given pay period. Designation of positions for which bilingual proficiency is required is the sole prerogative of the County and the decision of the HRD Director is final. The Union shall be notified when such designations are made.



### **Section 13. Tuition Reimbursement**

Employees may be reimbursed for tuition and related fees paid for taking courses of study in an off-duty status if the subject matter content is closely related to present or probable future work assignments, and limited to programs of instruction that correspond to courses offered by independent bona fide institutions of learning. Limits to the amount of reimbursable expense may be set by the HR Director with the County Manager's concurrence. There must be a reasonable expectation that the employee's work performance or value to the County will be enhanced as a result of the course. Courses taken as part of a program of study for a college undergraduate or graduate degree will be evaluated individually for job relatedness under the above-described criteria. The employee must both begin and successfully complete the course while employed by the County.

Employees must apply on the prescribed form with all information needed to evaluate the request to their department head who shall recommend approval or disapproval and forward the request to the HR Director whose decision shall be final. To be reimbursed the application must have been approved before enrolling in the course. If a course is approved and later found to be unavailable, a substitute course may be approved after enrollment. Upon completion of the course the employee must submit a request for reimbursement accompanied by a copy of the school grade report or a certificate of completion to the HR Department who shall, if the employee satisfactorily completes the course, forward it to the Controller for payment. Reimbursement will include the costs of tuition and related fees. The County will reimburse up to fifty dollars (\$50.00) per course for books and other required course materials (excluding laptops and other electronic devices) under conditions specified in the Tuition Reimbursement program. Reimbursement for books will only be made for community college, undergraduate level or graduate level courses.

### **Section 14. Career Incentive Allowance**

Employees in the Deputy Coroner class who have successfully completed a probationary period of one of those classes and hold permanent status, shall be eligible to receive an incentive equating to 2.5% of base pay per biweekly pay period in addition to all other compensation if they possess the intermediate Peace Officers Standards and Training (POST) Certificate, or 5% of base pay per biweekly pay period if they possess the Advanced POST Certificate issued by the Commission of Peace Officer Standards and Training of the California State Department of Justice. The permanent status requirement shall not apply to probationary employees who have laterally transferred to San Mateo County positions from other jurisdictions.

Supervising Criminalists, Supervising Forensic Specialists, Criminalists and Forensic Specialists who provide documentation that they possess a certification from the American Board of Criminalists, a Firearms Evidence and Identification certification from the Association of Firearm and Tool Mark Examiners, or a Latent Print certification from the International Association for Identification shall receive a certification differential in the amount of 5% for as long as they maintain said certification.

Supervising Criminalists, Supervising Forensic Specialists, Criminalists and Forensic Specialists who provide documentation that they possess a Crime Scene certification from the International Association for Identification shall receive a certification differential in the amount of 2.5% for

as long as they maintain said certification. The maximum allowable certification differential is 7.5%.

## **Section 15. Layoff and Reemployment**

### **15.1 Notice of Layoff**

The department head will give at least 14 days advance written notice to employees to be laid off unless a shorter period of time is authorized by the HRD Director.

### **15.2 Precedence by Employment Status**

No permanent employee shall be laid off while employees working in an extra help, seasonal, temporary, provisional or probationary status are retained in the same class unless that employee has been offered the extra help, seasonal, temporary or provisional appointment. The order of layoff among employees not having permanent status shall be according to the following categories:

- (1) Extra help or seasonal
- (2) Temporary
- (3) Provisional
- (4) Probationary

Layoffs shall be by job class according to reverse order of seniority as determined by total continuous County civil service, except as specified above.

The following provisions shall apply in computing total continuous service:

- (1) Time spent on military leave, leaves to accept temporary employment outside the County government and leave to accept a position in the unclassified service shall count as County service.
- (2) Periods of time during which an employee is required to be absent from his/her position due to an injury or disease for which he/she is entitled to and currently receiving Worker's Compensation benefits shall be included in computing length of service for purposes of determining seniority rights.
- (3) Time worked as an extra help or seasonal shall not count as County service.
- (4) Time worked in a permanent, probationary, provisional or temporary status shall count as County service. Part-time status shall count at the rate of one year of continuous employment for each 2080 straight-time hours worked.

If two or more employees have the same seniority, the examination scores for their present classes shall determine seniority.

### **15.3 Procedures**

- (1) Employees who are laid off may take a voluntary demotion within the Coroner's Office or the Sheriff's Office to a class in which the employee had prior probationary or permanent status provided such a position is held by an employee with less seniority.

- (2) Displaced employees may request the HRD Director to place their name on the promotional eligible list or open eligible list for any class for which, in the Director's opinion, the employee is qualified. The employee's name will be above the names of persons who have not been displaced, ranked in the order specified in 15.2.
- (3) Pursuant to the Civil Service Rules, an employee may with the approval of the HRD Director and the gaining department head demote or transfer to a vacant position for which he/she possesses the necessary skills and fitness.
- (4) At the sole discretion of the HRD Director, an employee may be allowed to transfer and displace a less senior employee in a position in which he/she had prior probationary or permanent status and which the Director determines is equivalent with respect to duties and responsibilities to the position the employee presently occupies.
- (5) A transfer is defined as a change from one position to another in the same class, the salary range of which is not more than 10.0% higher.
- (6) Part-time employees shall not displace full-time employees, unless the part-time employee has held full-time status in the class.
- (7) In addition to all other options, employees in classes at risk of being eliminated, as determined by the affected department head, may also be placed on the reinstatement list.

15.4 Names of Employees Laid Off to be Placed on Re-employment and General Eligible Lists: The names of employees laid off shall be placed on re-employment eligible lists as hereinafter specified. Former employees appointed from a re-employment eligible list shall be restored all rights accrued prior to being laid off, such as sick leave, vacation credits and credit for years of service. However, such reemployed employees shall not be eligible for benefits for which they received compensation at the time of, or subsequent to, the date they were laid off.

The departmental reemployment eligible list for each class shall consist of employees and former employees with probationary or permanent status who were laid off or whose positions were reclassified downward. The rank order on such lists shall be determined by relative seniority as specified in section 15.2. Such lists shall take precedence over all other eligible lists in making certifications to the department in which the employee worked. The general reemployment eligible list for each class shall consist of employees and former employees with probationary or permanent status who were laid off or whose positions were reclassified downward. The rank order on such lists shall be determined by relative seniority. Such lists shall take precedence over all other eligible lists, except departmental reemployment eligible lists, in making certifications on a County-wide basis.

The provisions of this subsection 15.4 shall not apply to employees who have accepted severance pay upon termination of employment.

**15.5 Abolition of Position**

The provisions of Section 15 shall apply when an occupied position is abolished resulting in a classified employee losing status in his/her assigned class in his/her assigned department.

**Section 16. Severance Pay**

If an employee's position is abolished and he/she is unable to displace another County employee as provided in Section 15, he/she shall receive one week of pay for each full year (2080 hours) of regular service to the County, up to a maximum of ten (10) weeks of pay and 50% of the cash value of his/her unused sick leave; provided that such employee shall be eligible for payment only if he/she remains in the service of the County until his/her services are no longer required by the department head. The County shall make every effort to secure comparable employment for the displaced employee in other agencies, and if such employment is secured, he/she will not be entitled to the aforementioned payment, which will be paid after the member's County employment ends.

The County will pay the County share of premium for six (6) months of medical coverage only for employees who are laid off. This coverage is contingent on the following conditions:

1. The employee has not refused a County job offer.
2. The employee is unemployed.
3. The employee continues to pay their share of the premium.

**Section 17. Holidays**

- 17.1 Regular full-time employees in established positions shall be entitled to take all authorized holidays at full pay, not to exceed eight hours for any one day, provided they are in a pay status on both their regularly scheduled workdays immediately preceding and following the holiday. Part-time employees shall be entitled to holiday pay in proportion to the percentage of full-time hours worked during the biweekly pay period which includes a holiday; e.g., if a part-time employee works 50% of the full-time hours in a pay period, the employee shall be paid for one-half for each holiday falling within that pay period.

- 17.2 The holidays in this County are:

- |                                  |                                      |
|----------------------------------|--------------------------------------|
| (1) January 1                    | (New Year's Day)                     |
| (2) Third Monday in January      | (Martin Luther King, Jr.'s Birthday) |
| (3) February 12 *                | (Lincoln's Birthday)                 |
| (4) Third Monday in February     | (Washington's Birthday)              |
| (5) Last Monday in May           | (Memorial Day)                       |
| (6) July 4                       | (Independence Day)                   |
| (7) First Monday in September    | (Labor Day)                          |
| (8) Second Monday in October     | (Columbus Day)                       |
| (9) November 11                  | (Veterans Day)                       |
| (10) Fourth Thursday in November | (Thanksgiving Day)                   |

- (11) Fourth Friday in November
- (12) December 25 (Christmas Day)
- (13) Every day appointed by the President of the United States or Governor of California to be a day of public mourning, thanksgiving or holiday. Granting of such holidays shall be discretionary with the Board of Supervisors.

If the Legislature or the Governor appoints a date different from the one shown above for the observance of one of these holidays, then San Mateo County shall observe the holiday on the date appointed by the Legislature or the Governor.

\* Effective February, 2001, the Lincoln's Birthday holiday shall be eliminated and replaced with a floating holiday (8 hours of holiday time) which will accrue on February 12. This provision shall not apply to Court workers who shall continue to observe Lincoln's Birthday as a holiday. Employees may elect to receive 8 hours of holiday pay in lieu of the above-cited 8 hours of holiday time. Such election must be made annually during the same pay period as the February 12 date.

- 17.3 If one of the holidays listed above falls on Sunday and the employee is not regularly scheduled to work that day, the employee's first regularly scheduled workday following the holiday shall be considered a holiday.
- 17.4 If any of the above holidays falls on a day other than Sunday and an employee is not regularly scheduled to work that day, or if an employee is required to work on a holiday, he/she shall be entitled to equivalent straight time off with pay. This equivalent straight time off is limited to 120 hours with any time earned in excess of 120 hours cashed out at the equivalent straight time rate. If an employee leaves County service with accrued hours, those hours will be cashed out.
- 17.5 Extra help are not entitled to holiday pay or time off with pay in lieu of pay.
- 17.6 Effective April 13, 2003, employees working on a holiday shall be compensated for such time worked at the rate of one and one-half (1-1/2) times the straight-time rate as provided in Section 8, Overtime.

## **Section 18. Vacations**

### **18.1 Vacation Allowance**

Employees, excluding extra help or as herein otherwise provided, shall be entitled to vacation with pay in accordance with the following schedules. Such accrual shall be pro-rated for any employees, except extra help, who work less than full-time during a pay period.

- (1) During the first 5 years of continuous service, vacation will be accrued at the rate of 4.0 hours per biweekly pay period worked.
- (2) After the completion of 5 years of continuous service, vacation will be accrued at the rate of 4.9 hours per biweekly pay period worked.



- (3) After the completion of 10 years of continuous service, vacation will be accrued at the rate of 5.9 hours per biweekly pay period worked.
- (4) After the completion of 15 years of continuous service, vacation will be accrued at the rate of 6.5 hours per biweekly pay period worked.
- (5) After the completion of 20 years of continuous service, vacation will be accrued at the rate of 6.8 hours per biweekly pay period worked.
- (6) After the completion of 25 years of continuous service, vacation will be accrued at the rate of 7.4 hours per biweekly pay period worked.
- (7) No employee may carry an accumulation of more than 52 pay periods' vacation accrual at any one time. However, employees may accrue unlimited vacation time in excess of the maximum when such vacation accrues due to remaining in a pay status during periods of illness or injury which precluded liquidating vacation credits earned in excess of the maximum allowed.
- (8) No vacation will be permitted prior to the completion of 13 full biweekly pay periods of continuous service.
- (9) Vacation may be used in increments of 6 minutes.
- (10) Extra help do not accrue vacation credits, except that the service of an employee in an extra help capacity may be included with service in a regular established position in computing vacation allowance for the purpose of this Section. However, such service in an extra help or seasonal capacity may not be included if it preceded a period of over 30 days during which the employee was not in a pay status.

#### 18.2 Vacation Schedule

The time at which employees shall be granted vacation shall be at the discretion of the appointing authority. Length of service and seniority of employees shall be considered in scheduling vacations and in giving preference as to vacation time.

#### 18.3 Vacation Allowance for Separated Employees

When an employee is separated from County service any remaining vacation allowance shall be added to the final compensation.

#### 18.4 Vacation Pay

Payment for vacation shall be at the base pay of the employee plus applicable differential, if any, as provided in Section 10.

### **Section 19. Sick Leave**

#### 19.1 Accrual

All employees, except extra help or seasonal, shall accrue sick leave at the rate of 3.7 hours for each biweekly pay period of full-time work. Such accrual shall be pro-rated for employees, except extra help or seasonals, who work less than full-time during a pay period. For purposes of this Section absence in a pay status shall be considered work.



## 19.2 Usage

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

- (1) The employee's illness, injury or exposure to contagious disease which incapacitates him/her from performance of duties. This includes disabilities caused or contributed to by pregnancy, miscarriage, abortion, childbirth and recovery therefrom as determined by a licensed physician, or, under the Kaiser plan, a licensed health care professional.
- (2) The employee's receipt of required medical or dental care or consultation.
- (3) The employee's attendance on an immediate family member who is ill.
- (4) The employee's preparation for or attendance at the funeral of a member of the immediate family.
- (5) The employee's attendance to an adoptive child for up to six weeks immediately after the arrival of the child in the home.

For this section immediate family means parent, spouse, domestic partner, son, daughter, sibling, mother-in-law, father-in-law, grandparents or grandchildren.

For the purpose of paragraph (4) above only, immediate family also includes son-in-law, daughter-in-law, grandparent-in-law, and sibling-in-law. Use of sick leave for this expanded definition is limited to a maximum of three days if travel is required.

## 19.3 Procedures for Requesting and Approving Sick Leave

When the requirement for sick leave is known to the employee in advance of the absence, he/she shall request authorization for sick leave at such time, in the manner hereinafter specified. In all other instances the employee shall notify his/her supervisor as promptly as possible by telephone or other means. Before an employee may be paid for the use of accrued sick leave, he/she shall complete and submit to his/her department head a signed statement, on a prescribed form, stating the dates and hours of absence and such other information as is necessary for the request to be evaluated. If an employee does not return to work prior to the preparation of the payroll, other arrangements may be made with the approval of the department head and the Controller.

The department head may require a physician's statement from an employee who applies for sick leave or make whatever investigation into the circumstances that appears warranted before taking action on the request.

## 19.4 Accounting for Sick Leave

Sick leave may be used in increments no smaller than 6 minutes. Payment for sick leave used shall be at the employee's base pay plus applicable differential, if any, as provided in Section 10.

19.5 Credits

When an employee who has been working in a seasonal or extra help category is appointed to a permanent position he/she may receive credit for such extra help or seasonal period of service in computing accumulated sick leave, provided that no credit shall be given for service preceding any period of more than twenty-eight consecutive days in which an employee was not in a pay status.

If an employee who has unused sick leave accrued is laid off and subsequently reemployed in a permanent position, such sick leave credits shall be restored upon reemployment. No portion of sick leave credits for which an employee received compensation at the time of or subsequent to the day of layoff shall be restored.

19.6 Incapacity to Perform Duties

If the appointing authority has been informed through a doctor's report of a medical examination that an employee is not capable of properly performing his/her duties, he/she may require the employee to absent himself/herself from work until the incapacity is remedied. During such absence the employee may utilize any accumulated sick leave, vacation, holiday and compensatory time.

19.7 Use of Sick Leave While on Vacation

An employee who is injured or becomes ill while on vacation may be paid for sick leave in lieu of vacation provided that the employee: (1) was hospitalized during the period for which sick leave is claimed, or (2) received medical treatment or diagnosis and presents a statement indicating illness or disability signed by a physician covering the period for which sick leave is claimed, or (3) was preparing for or attending the funeral of a member of the immediate family. No request to be paid for sick leave in lieu of vacation will be considered unless such request is made and the above substantiation is provided within the pay period during which the employee returns to work.

19.8 Sick Leave During Holidays

Paid holidays shall not be considered as part of any period of sick leave, unless the employee is scheduled to work on that holiday.

19.9 Catastrophic Leave

Leave credits may be transferred from one or more donating employees to another receiving employee under the following conditions:

- (1) The receiving employee is a permanent full or part-time employee whose participation has been approved by his/her department head;
- (2) The receiving employee or the receiving employee's spouse/domestic partner or direct family member has sustained a life threatening or debilitating illness, injury or condition. (The Department Head may require that the condition be confirmed by a doctor's report);
- (3) The receiving employee has or will have exhausted all paid time off;

- (4) The receiving employee must be prevented from returning to work for at least 30 days and must have applied for a medical leave of absence.

#### Transferring Time

Vacation and holiday time may be transferred by employees in all work groups. Comp time may be transferred only by employees in work groups 1, 4, and 5. Sick leave may be transferred at the rate of one hour of sick leave for every four hours of other time (i.e., holiday, vacation, or comp time). Donated time will be converted from the type of leave given to sick leave and credited to the receiving employee's sick leave balance on an hour-for-hour basis and shall be paid at the rate of pay of the receiving employee. Donations must be a minimum of 8 hours and thereafter in whole hour increments. The total leave credits received by the employee shall normally not exceed three months; however, if approved by the department head, the total leave credits received may be up to a maximum of one year.

Donations shall be made on a Catastrophic Leave Time Grant form signed by the donating employee and approved by the receiving employee's department head. Once posted, these donations are irrevocable except in the event of the untimely death of a Catastrophic Leave recipient. In that event, any excess leave will be returned to donating employees on a last-in-first out basis (i.e., excess leave would be returned to the last employee(s) to have donated).

#### Appeal Rights

Employees denied participation in the program by the department head may appeal to the HRD Director and the County Manager whose decision shall be final.

### **Section 20. Leaves of Absence**

#### **20.1 General**

Employees shall not be entitled to leaves of absence as a matter of right, but only in accordance with the provisions of law and the County Ordinance Code. Unless otherwise provided, the granting of a leave of absence also grants to the employee the right to return to a position in the same or equivalent class, in the same department as held at the time the leave was granted. The granting of any leave of absence shall be based on the presumption that the employee intends to return to work upon the expiration of the leave. However, if a disability retirement application has been filed with the County Board of Retirement a leave may be granted pending decision by that Board. Nothing in this Section 20 shall abridge an employee's rights under the Family and Medical Leave Act.

**Total Period of Leave:** Except for Disability Leaves as provided above and in Section 20.4 (2) (c), no leave of absence or combination of leaves of absence when taken consecutively, shall exceed a total period of 26 biweekly pay periods.

**Approval and Appeals:** Initial approval or disapproval of any leave of absence shall be by the department head; leaves of absence of more than two biweekly pay periods must also be approved by the HRD Director. Denials in whole or in part at the department head level may be appealed to the HRD Director whose decision shall be final.

#### **20.2 Benefit Entitlement**

Employees on leaves of absence without pay for more than one month shall not be entitled to payment by the County of their health, dental, life or long term salary continuation insurance premiums, except as provided hereinafter. Entitlement to County payment of premiums shall end on the last day of the month in which the employee was absent one full calendar month. An employee granted a leave of absence without pay due to his/her illness or accident shall be entitled to have one month's insurance premiums paid by the County for each year of County service, or major fraction thereof, to a maximum of 12 months payment of premiums.

20.3 Seniority Rights and Salary Adjustments

Authorized absence without pay for either: (1) a leave of absence for personal reasons; (2) a leave of absence on account of illness or injury not compensated through Worker's Compensation benefits; or (3) a leave of absence to fill an unexpired term in an elective office shall not be included in determining salary adjustment rights or any seniority rights based on length of employment.

20.4 Job Incurred Disability Leave

(1) Job Incurred Disability Leave With Pay

- (A) Definition: Disability leave with pay is an employee's absence from duty with pay due to disability caused by illness or injury arising out of and in the course of employment which has been declared compensable under the Workers' Compensation Law. Only permanent or probationary employees occupying permanent positions are eligible for disability leave with pay.
- (B) Payment: Payment of disability leave shall be at the base pay of the employee and shall be reduced by the amount of temporary disability indemnity received pursuant to Workers' Compensation Law.
- (C) Application for and Approval of Job Incurred Disability Leave With Pay: In order to receive pay for disability leave, an employee must submit a request on the prescribed form to the appointing authority describing the illness or accident and all information required for the department head to evaluate the request. The employee must attach a statement from a physician certifying to the nature, extent and probable period of illness or disability. No job incurred disability leave with pay may be granted until the State Compensation Insurance Fund or County Workers Compensation Adjustor has declared the illness or injury compensable under Workers Compensation Law and has accepted liability on behalf of the County, or the Workers Compensation Appeals Board has ordered benefits to be paid.
- (D) Length of Job Incurred Disability Leave With Pay: Eligible employees shall be entitled to disability leave for the period of incapacity as determined by a physician, but not to exceed a maximum of 90 calendar days for any one illness or injury. Holidays falling within the period of disability shall extend the maximum days allowed by the number of such holidays.

(2) Job Incurred Disability Leave Without Pay

- (A) Definition: Disability leave without pay is an employee's absence from duty without County pay due to disability caused by illness or injury arising out of

and in the course of employment which has been declared compensable under Workers' Compensation Law. Only permanent or probationary employees occupying permanent positions are eligible for disability leave without pay. Such leave is taken after the disabled employee has used up allowable disability leave with pay, as well as accrued credits for sick leave. At the employee's option, vacation and compensatory time off accruals may also be used.

- (B) Application for and Approval of Job Incurred Disability Leave Without Pay: To receive disability leave without pay an eligible employee must submit a request on the prescribed form to the appointing authority describing the illness or accident and all information required for the appointing authority to evaluate the request. The employee must attach a physician's statement certifying to the nature, extent and probable period of illness or disability.
- (C) Length and Amount of Job Incurred Disability Leave Without Pay: Job incurred disability leave without pay may not exceed 26 biweekly pay periods for any one injury. The combined total of disability leave with pay and disability leave without pay for one accident or illness may not exceed 32 biweekly pay periods.

#### 20.5 Leave of Absence Without Pay

- (1) Qualifying: Only permanent or probationary employees in permanent positions are eligible for leaves of absence without pay under this Section.
- (2) Granting of Leaves of Absence Without Pay: Appointing authorities may grant leave of absence without pay for personal reasons up to a maximum of two biweekly pay periods.
- (3) Leaves of Absence Without Pay for Non-Job Incurred Illness or Injury: Leaves of absence without pay for non-job incurred illness or injury, including disabilities caused or contributed to by pregnancy, miscarriage, abortion, childbirth and recovery therefrom may be granted for a maximum of 26 full biweekly pay periods. Such leaves will be granted only after all accrued sick leave has been used and must be substantiated by a physician's statement.
- (4) Parental Leave: An employee/parent of either sex may be granted a leave of absence without pay for the purpose of fulfilling parenting responsibilities during the period of one year following the child's birth, or one year following the filing of application for adoption and actual arrival of child in the home. Such leave shall be for a maximum period of 13 biweekly pay periods. Use of accrued vacation, sick, compensatory time or holiday credits shall not be a pre-condition for the granting of such parental leave.
- (5) Leaves of Absence Without Pay for Personal Reasons: Leaves of absence without pay on account of personal reasons may be granted for a maximum period of 13 full biweekly pay periods. Such leaves shall only be granted after all accrued vacation and holiday credits have been used.



20.6 Military Leaves of Absence

The provisions of the Military and Veterans Code of the State of California shall govern military leave of County employees.

20.7 Absence Due to Required Attendance in Court

Upon approval by the department head, any employee, other than extra help or seasonal, shall be permitted absence from duty for appearance in Court because of jury service, in obedience to subpoena or by direction of proper authority, in accordance with the following provisions:

- (1) Absence from duty will be with full pay for each day the employee serves on a jury or testifies as a witness in a criminal case, other than as a defendant, including necessary travel time. As a condition of receiving such full pay, the employee must remit to the County Treasurer, through the employee's department head, within 15 days after receipt, all fees received except those specifically allowed for mileage and expenses.
- (2) Attendance in Court in connection with an employee's usual official duties or in connection with a case in which the County of San Mateo is a party, together with travel time necessarily involved, shall not be considered absence from duty within the meaning of this Section.
- (3) Absence from duty will be without pay when the employee appears in private litigation to which the County of San Mateo is not party.
- (4) Any fees allowed, except for reimbursement of expenses incurred, shall be remitted to the County Treasurer through the employee's department head.

20.8 Absence Without Leave

- (1) Refusal of Leave or Failure to Return After Leave: Failure to report for duty after a leave of absence request has been disapproved, revoked or canceled by the appointing authority, or at the expiration of a leave, shall be considered an absence without leave.
- (2) Absence Without Leave: Absence from duty without leave for any length of time without an explanation satisfactory to the appointing authority is cause for dismissal. Absence without leave for four or more consecutive days without an explanation satisfactory to the appointing authority shall be deemed a tender of resignation. If within thirty days after the first day of absence without leave a person makes an explanation satisfactory to the Board of Supervisors, the Board may reinstate such person.

20.9 Educational Leave of Absence With Pay

Educational leave of absence with pay may be granted to employees under the conditions specified in this Section. In order to be granted educational leave of absence with pay employees must submit on the prescribed form a request to the appointing authority containing all information required to evaluate the request. The County may, after approval of an employee's application, grant leave of absence with pay for a maximum of 65 working days



during any 52 biweekly pay periods for the purpose of attending a formal training or educational course of study. Eligibility for such leaves will be limited to employees with at least 13 biweekly pay periods of continuous service and who are not extra help, temporary or seasonal. Such leaves will be granted only in cases where there is a reasonable expectation that the employee's work performance or value to the County will be enhanced as a result of the course of study. Courses taken as part of a program of study for a college undergraduate or graduate degree will be evaluated individually for job-relatedness under the above described criteria. The employee must agree in writing to continue working for the County for at least the following minimum periods of time after expiration of the leave of absence:

Length of Leave of Absence

44 to 65 workdays

22 to 43 workdays

6 to 21 workdays

Period of Obligated Employment

Fifty-two biweekly pay periods

Twenty-six biweekly pay periods

Thirteen biweekly pay periods

**20.10 Bereavement Leave**

The County will provide up to two days paid bereavement leave upon the death of an employee's parent, spouse, domestic partner, child or step-child. In addition, employees may utilize accrued sick leave pursuant to Section 19.2-4.

**Section 21. Hospitalization and Medical Care**

**21.1 Me Too Agreement:** Any agreements reached with the American Federation of State, County and Municipal Employees (AFSCME) regarding Hospitalization and Medical Care (Section 21), Dental Care (Section 22), and/or Vision Care (Section 23) shall be extended to this Memorandum of Understanding. The intent of this paragraph is to memorialize a "me-too" agreement regarding medical, dental and vision benefit changes entered into with AFSCME.

**21.2 Medical Insurance:**

**(a) Regular Employees Assigned to Work Eighty (80) Hours Per Pay Period:**

The County pays eighty-five percent (85%) of the total premium for Kaiser HMO, Blue Shield HMO or Kaiser High Deductible Health plans (employees pay fifteen percent (15%) of the total premium).

The County pays seventy-five percent (75%) of the total premium for Blue Shield POS plan (employees pay twenty-five percent (25%) of the total premium).

**(b) Regular Employees Assigned to Work Less Than Eighty (80) Hours Per Pay Period:**

For employees occupying permanent part-time positions, who work a minimum of 40, but less than 60 hours in a biweekly pay period, the County will pay one-half of the hospital and medical care premiums described above.

For employees occupying permanent part-time positions who work a minimum of 60 but less than 80 hours in a biweekly pay period, or qualify for health benefits under the Affordable Care Act (ACA), the County will pay eighty-five percent (85%) of the Kaiser High Deductible Health Plan (HDHP) or three-fourths of the hospital and medical care premiums described above.

(c) Cadillac Tax Reopener:

After July 1, 2017, the County may reopen with the Association to meet and confer regarding payment of "the Cadillac Tax" as described in the Affordable Care Act.

21.3 Sick Leave Converted to Medical Insurance Premiums at Retirement:

Employees whose employment with the County is severed by reason of retirement during the term of this Memorandum of Understanding shall be reimbursed by the County for their unused accrued sick leave at time of retirement on the following basis:

(a) Employees Hired Prior to July 10, 2011:

For employees who retire with less than fifteen (15) years of service with the County of San Mateo, the conversion rate for each eight (8) hours of sick leave will be four hundred forty dollars (\$440.00).

For employees who retire with at least fifteen(15) but less than twenty (20) years of service with the County of San Mateo, the conversion rate for each eight (8) hours of sick leave will be four hundred seventy two dollars and ninety-eight cents (\$472.98). This amount will be increased annually on January 1<sup>st</sup> by two percent (2%). Such contribution shall not exceed ninety percent 90% of the Kaiser Employee-only premium non-Medicare rate.

For employees who retire with twenty (20) or more years of service with the County of San Mateo, the conversion rate for each six (6) hours of sick leave will be five hundred thirty one dollars and forty-three cents (\$531.43). This amount shall be increased annually on January 1<sup>st</sup> by four percent (4%). Such contribution shall not exceed ninety percent (90%) of the Kaiser Employee-only premium non-Medicare rate.

(b) Employees Hired On or After July 10, 2011:

For employees who retire from service with the County of San Mateo the conversion rate for each eight (8) hours of accrued sick leave will be four hundred dollars (\$400). No inflation factor and no conversion at a lower number of hours based on years of service.

(c) Payment of Difference in Premium Cost: The County provides a specified contribution to retirees who have unused sick leave at the time of retirement. For each unused six (6) or eight (8) hours of sick leave at time of retirement the County will make a specified contribution, as defined above, to the monthly premium for the retiree. If the cost of the premium is greater than the County's contribution, the retiree pays the difference through their retirement pay warrant. If the cost of the premium is less than the County's contribution, the County will apply the difference to the retiree's Medicare Part B premium cost.

(d) Additional Sick Leave Credit Upon Disability Retirement: The County will provide up to a maximum of two hundred eighty eight and six tenths (288.6) hours of sick leave (three (3) years of retiree health coverage) to employees who receive a disability retirement. For example, if an employee who receives a disability retirement has one hundred (100) hours of sick leave at the time of retirement, the County will add another one hundred eighty eight and six tenth (188.6) hours of sick leave to his/her balance.

**21.4 Survivor Benefit:**

- (a) Surviving Spouse of Active Employee: The surviving spouse of an active employee who dies may, if the spouse elects a retirement allowance, convert the employee's accrued sick leave to the above specified limits providing that the employee was age fifty-five (55) or over with at least twenty (20) years of continuous service.
- (b) Surviving Spouse of Retiree: Should a retired employee die while receiving benefits under this section, the employee's spouse and eligible dependents shall continue to receive coverage to the limits provided above.

**21.5 Additional Sick Leave Credit Upon Service Retirement: Employees who retire from the County of San Mateo via service retirement will, upon exhaustion of accrued sick leave, be credited with additional hours of sick leave as follows:**

- With at least ten (10) but less than fifteen (15) years of service with the County of San Mateo – ninety-six (96) hours
- With at least fifteen (15) but less than twenty (20) years of service with the County of San Mateo – one hundred ninety-two (192) hours
- With twenty (20) years or more of service with the County of San Mateo – two hundred eighty-eight (288) hours

The County and the Unions shall convene a special committee within the first twelve (12) months following adoption of this agreement, to discuss the concept of elimination of the Additional Sick Leave Credit Upon Service Retirement, and establishing a County contribution to a Health Reimbursement Account. No changes will be made during the term of this MOU without written mutual agreement between the County and Association. This special committee provision shall expire on December 31, 2015, unless the parties mutually agree to continue the committee past the expiration date.

**21.6 Amount of Hours Converted Per Month: Employees may increase the number of hours per month to be converted up to a maximum of fourteen (14) hours of sick leave per month. Such conversion may be in one (1) full hour increments above a minimum of six (6) or eight (8) hours. The number of hours to be converted shall be set upon retirement and can be changed annually during open enrollment, or upon a change in family status that impacts the number of covered individuals (e.g., death of spouse, marriage and addition of spouse).**

**21.7 Out-of-Area Retirees**

Retirees who live in areas where neither Kaiser nor Blue Shield coverage is available, and who are eligible for conversion of sick leave credits to a County contribution toward health plan premiums, may receive such contribution in cash while continuously enrolled

in an alternate health plan in the area of residence. It is understood that such enrollment shall be the sole responsibility of the retiree.

This option must be selected either:

- 1) At the time of retirement or
- 2) During the annual open enrollment period for the County's health plans, provided the retiree has been continuously enrolled in one of the County's health plans at the time of the switch to this option.

Payment to the retiree will require the submission to the County of proof of continuous enrollment in the alternate health plan, which proof shall also entitle the retiree to retain the right to change back to any County-offered health plan during a subsequent open enrollment period.

An out-of-area retiree who has no available sick leave credits for conversion to County payment of health plan premiums may also select the option of enrollment in an alternate health plan in the area of residence, provided that no cash payment will be made to the retiree in this instance. Should such retiree elect this option during an open enrollment period, rather than at the time of retirement, s/he must have had continuous enrollment in a County-offered health plan up to the time of this election. Continuous enrollment in the alternate plan will entitle the retiree to re-enroll in a County-offered health plan during a subsequent open enrollment period.

- 21.8 Retiree Health Savings Plan: The County agrees to explore the feasibility of establishing a retiree health savings plan (Integral 115 Trust) in which the bargaining unit may elect to participate. The terms under which the retiree health savings plan (Integral 115 Trust) will operate will be determined through the joint Labor/Management Committee process.

## **Section 22. Dental Care**

The County shall continue to offer Delta Dental and County Dental Plan currently in effect.

## **Section 23. Vision Care**

The County shall provide vision care coverage for employees and eligible dependents. The County will pay the entire premium for this coverage.

## **Section 24. Change in Employee Benefit Plans**

- 24.1 During the term of the MOU, the County and Union shall investigate the feasibility of revising medical and/or dental coverage and/or plan(s) and strategies to integrate wellness program participation into benefit insurance cost structure including FSA debit cards. The Benefits Committee will be composed of County and labor representatives, not to exceed two (2) representatives from each participating labor organization and four (4) County representatives.
- 24.2 The Union agrees to participate in good faith discussions concerning the County's Health Plans. Both parties agree that revisions in Health Plans or in the contribution ratio between



the County and the employee may be necessary to retain an equitable relationship between the gross premium and the County/employee contribution to the premium.

- 24.3 Health plan changes that are initiated by the health plan based on either legislative/regulatory changes or health plan organization policy changes are provided to employers each year. These changes are typically not significant in terms of the numbers of individuals who are impacted by the change. For instance, they do not often include co-pay changes for outpatient or inpatient physician or facility services, prescription drug co-pays or major plan design co-pays. Where health plans initiate these kinds of changes to the contract, Employee Benefits will share with labor the specific changes health plans are communicating at the time of renewal, before implementing the change. Where the changes may be eliminated by the employer purchasing, at additional cost, a rider to cover the benefit, it is the County's desire to implement such changes without riders to keep its design in conformance with the health plans' book of business design, provide however, it will first meet and confer with the Union on any such matter.

### **Section 25. Life Insurance**

- 25.1 The County shall provide \$40,000 of life insurance for each employee and \$500 of life insurance for the employee's spouse and up to a maximum of \$500 of life insurance for each of the employee's children depending on age. The County shall provide an additional \$5,000 of life insurance payable to the employee's beneficiary if the employee's death results from an accident either on or off the job.
- 25.3 Employees, depending on pre-qualification, may purchase additional term life insurance to a maximum of \$500,000 for employee, \$250,000 for spouse, and \$10,000 for dependents.

### **Section 26. Longevity Pay**

Effective the pay period following Board adoption of this agreement, the County shall discontinue employer pick up of the employee's statutorily required retirement contribution.

Effective the pay period following Board adoption of this agreement, County pick-up shall be replaced with longevity pay as follows:

- One and one-half percent (1.5%) salary increase after the equivalent of ten (10) years of full time service (20,800 hours)
- An additional one and one-half percent (1.5%) salary increase (for a total of three percent (3%)) after the equivalent of twenty (20) years of full time service (41,600 hours)
- An additional one percent (1%) salary increase (for a total of four percent (4%)) after the equivalent of twenty-five (25) years of full time service (52,000 hours)

### **Section 27. Long Term Disability Insurance**

The County shall continue to provide its present long term income protection plan for permanent employees at no cost; provided, however, that in order to be eligible, employees must have been employed by the County for 3 or more years. The maximum monthly salary cap is \$2400. The County will extend coverage to all otherwise qualified permanent employees. Benefits for psychiatric disabilities that result from stress, depression or other life events are restricted to 2 years. However, a disability resulting from certain chronic

psychotic disorders or a disorder with demonstrable organic brain deficits can qualify for benefits payable up to the age of 65. For disabilities commencing on or after January 1, 1988, the 120 day disability period required to qualify shall no longer require continuous disability but shall be cumulative for any single medically verified illness or injury within a period of 6 full months from the date of the disability's onset. The onset date shall be defined as the first workday the employee was unable to work.

## **Section 28. Uniform Allowance/Safety Equipment**

- 28.1 The County will provide bulletproof vests to department personnel consistent with departmental general order.
- 28.2 Sheriff's Identification Technicians working in the Sheriff's Department who are required to wear uniforms shall receive a uniform allowance as follows: An initial payment of \$450 shall be made when the employee is hired by or transferred into a Division requiring uniforms. A maintenance allowance of \$450 shall be made each year on their anniversary date for current employees. The above payments shall be made on the employment or transfer anniversary date for new employees. Such payments are made for uniform needs for the preceding year and employees shall make any required purchases to maintain uniforms within 30 days of receipt of payment. Should the Sheriff's Department change its required uniform, the County shall meet and confer concerning such change and the cost of purchasing new uniforms.

## **Section 29. Promotion**

### **29.1 Examinations**

- (1) Open Examinations: Any person who meets the minimum qualifications for the job class may compete.
- (2) General Promotional Examinations: Permanent and probationary employees who have served at least 6 months in such status prior to the date of the exam are eligible to compete. Persons who have been laid off whose names are on a reemployment list are also eligible provided they had served at least 6 months prior to lay off.
- (3) Departmental Promotional Examinations: Permanent and probationary employees of the specific department in which a promotional opportunity exists who have served at least 6 months in such status prior to the date of the exam are eligible to compete. Persons who have been laid off whose names appear on the appropriate departmental reemployment eligible list are also eligible provided they had served at least 6 months prior to lay off.
- (4) Open and Promotional Examinations: Any person who meets the minimum qualifications for the job class may compete. In addition, any person competing in this type of an examination, and who meets the criteria described in (2) above, shall have 5 points added to the final passing score.
- (5) Veterans preference shall not apply to promotional examinations.



## 29.2 Promotional Eligible Lists

- (1) General Promotional Eligible Lists: The names of applicants successful in general promotional examinations shall be placed on general promotional eligible lists for the classes examined.
- (2) Departmental Promotional Eligible Lists: The names of applicants successful in departmental promotional examinations shall be placed on departmental promotional eligible lists for the classes examined.
- (3) These lists shall take precedence over General Eligible Lists.
- (4) If, at the time of termination, an employee's name appears on a promotional eligible list his/her name shall be removed from the promotional list and placed on the open competitive eligible list for that class in accordance with his/her final score.

## 29.3 Probationary Period

Permanent employees who are promoted to a higher class shall undergo the probationary period prescribed for the higher class, but shall have the right to demote to their former class in their former department if rejected during their probationary period if a vacancy in their former class exists. If no vacancy exists, such employees shall be placed in the longest standing vacancy, as determined by the requisition form date, County wide. If no vacancy exists, such employees shall displace the least senior employee as determined by Rule XVI. If no less senior position exists, then the employee shall be removed from County service.

## **Section 30. Reallocation of Position**

Upon reclassification of filled positions, the HRD Director shall determine whether the action constitutes an upward, lateral or downward movement of the level of the position.

- (1) Downward: The incumbent will be assigned to a vacant position in the same department in the same class previously held. In lieu of reassignment, incumbents may accept a demotion in the reallocated position. If neither of these options are exercised, the lay off procedure in the Civil Service rules will be employed.
- (2) Lateral: The status of the incumbent will remain unchanged in the class to which the position is reallocated.
- (3) Upward: The HRD Director will grant status to the incumbent when either: 1) there has been no essential change in the duties and responsibilities of the position during the individual's incumbency; or 2) there has been a gradual change in the duties and the incumbent has satisfactorily performed the higher level tasks for at least 6 months. If neither of the conditions listed above exist, the incumbent may be transferred, demoted, laid off or compete for the reallocated position as specified in the Civil Service Rules.

### **Section 31. Change of Assigned Duties**

No employee shall be required regularly to perform duties of a position outside of the class to which appointed. However, employees may be assigned temporarily duties outside their classes. In addition, under the conditions described in the Rules of the Civil Service Commission, a department head may temporarily assign to employees whatever duties are necessary to meet the requirements of an emergency situation.

### **Section 32. Pay for Work-Out-of-Classification**

When an employee has been assigned in writing by the department head or designated representative to perform the work of a permanent position having a different class and being paid at a higher rate, and if he/she has worked in such class for 5 consecutive workdays, he/she shall be entitled to payment for the higher class, as prescribed for promotions in subsection 6.6 of this MOU, retroactive to the first workday and continuing during the period of temporary assignment, under the conditions specified below:

- (1) The assignment is caused by the incumbent's temporary or permanent absence;
- (2) The employee performs the duties regularly performed by the absent incumbent and such duties are clearly not included in the job description of his/her regular class;
- (3) The temporary assignment to work out of classification which extends beyond twenty working days be approved by the HRD Director, a copy of the approval form to be given to the employee; and
- (4) A copy of the department head's written approval must be submitted in advance to HR. If HR does not approve pay for work in the higher class which exceeds 20 workdays, the employee will be so notified and have the opportunity to discuss this matter with the HRD Director whose decision shall be final.

### **Section 33. Probationary Period**

- 33.1 Probationary employees shall undergo a probationary period of 6 months unless a longer period is prescribed by the Civil Service Commission for their classes. Individual probationary periods may be extended with good cause upon request of the department head and concurrence of the HRD Director; however, no probationary period shall exceed 12 months except as stipulated below. If an employee is incapacitated due to medical conditions and is reassigned to work that is not part of his/her normal duties, the probation period for the primary job will be extended for the duration of the reassignment. The employee shall be notified in writing of the probationary extension at the time of the reassignment. Certain positions in the unit may have probation periods established by the Civil Service Commission of 18 months. If an employee is incapacitated due to medical conditions and is reassigned to work that is not part of his/her normal duties, the probation period for the primary job will be extended for the duration of the reassignment. If an employee is in a class that has an 18 month probation period there shall be no extension.

Time worked by an employee in a temporary, extra help, or provisional status shall not count towards completion of the probationary period. The probationary period shall start from the date of probationary appointment.

- 33.2 An employee who is not rejected prior to the completion of the prescribed probationary period shall acquire permanent status automatically. Former permanent employees appointed from a re-employment eligible list shall be given permanent appointments when reemployed. Permanent employees who are demoted to a lower class shall be given permanent appointments in the lower class.
- 33.3 An employee who is laid off and subsequently appointed as a result of certification from a general employment eligible list to a position in a different class than that from which laid off shall undergo the probationary period prescribed for the class to which appointed. Former probationary employees whose names were placed on a reemployment eligible list before they achieved permanent status shall start a new probationary period when appointed from a reemployment eligible list.
- 33.4 The appointing authority may terminate probationary employees at any time during the probationary period without right of appeal in any manner and without recourse to the procedures provided in Section 34, except when the employee alleges the termination was due to discrimination prohibited by county, state or federal statutes or regulations. If discrimination is alleged, the appeal or grievance shall be decided solely on the basis of whether or not the termination was due to discrimination; and unless it is determined that there was discrimination, the person or persons hearing the appeal or grievance shall not substitute their judgment for that of the appointing authority. In case of rejections during probationary periods, employees shall be given written notice, with reasons therefor, at once. The HRD Director may, upon request by an employee rejected during the probationary period, restore his/her name to the eligible list for that class. However, the employee's name shall not be certified to the department from which rejected without approval of the department head.
- 33.5 Permanent employees who transfer to another position in the same class shall not be required to undergo a new probationary period in the position into which transferred. Employees who transfer to a class in another series or in another department may be required by the department head to start a new probationary period. If unsuccessful in the new probationary period, the employee will be terminated from County service. If a new probationary period is a condition for transfer, the employee must sign a statement indicating an understanding of this fact prior to the effective date of the transfer. At the discretion of the HRD Director, examinations to demonstrate qualifications may be required before transfers between separate classes can occur.

If a new probationary period is in force, the employee shall have a 28 day window period from the date of transfer to elect to return to their former position. If an employee is rejected at a point beyond the window period and he/she had prior permanent status, he/she shall have the right to return to their former department if a vacancy exists. If no vacancy exists, such employees shall be placed in the longest standing vacancy, as determined by the requisition form date, County-wide. If no vacancy exists, such employees shall displace the

least senior employee as determined by Rule XVI. If no less senior position exists, the employee shall be removed from County service.

- 33.6 Probationary employees who are injured on the job shall have any time off work in excess of 30 days added to their probation period. If an employee has not completed at least 90 days of service, the probation period will start over when the employee returns to work.

#### **Section 34. Dismissal, Suspension Reduction in Step or Demotion for Cause**

The appointing authority may dismiss, suspend, reduce in step or demote any employee in the classified service provided the rules and regulations of the Civil Service Commission are followed. An employee may either appeal such dismissal, suspension or demotion to the Civil Service Commission or file a grievance in accordance with subsection 35.2. Appeal to the Civil Service Commission must be filed within the timelines established by the Commission rules. Grievances filed in accordance with subsection 35.2 must be filed within fourteen calendar days after receipt of written charges. No grievance involving demotion, suspension or dismissal of an employee will be entertained unless it is filed in writing with the HRD Director within 14 calendar days of the time at which the affected employee was notified of such action. An employee may not both appeal to the Civil Service Commission and file a grievance under subsection 35.2 of this MOU. A permanent classified employee may be dismissed, suspended or demoted for cause only.

#### **Section 35. Grievances**

- 35.1 A grievance is any dispute which involves the interpretation or application of any provision of this MOU, excluding those provisions of this MOU which specifically provide that the decision of any County official shall be final, the interpretation or application of those provisions not being subject to the grievance procedure.

- 35.2 Grievances shall be processed in the following manner:

(a) **Step 1. Department Head and/or the Designated Representative**

Any employee who believes that he/she has a grievance may discuss his/her complaint with such management official in the department in which he/she works as the department head may designate. If the issue is not resolved within the department, or if the employee elects to submit his/her grievance directly to the Union recognized as the representative of his/her class, the procedures hereinafter specified may be invoked, provided, however, that all complaints involving or concerning the payment of compensation shall be in writing to the HRD Director.

(b) **Step 2. Human Resources Director**

Any employee or official of the Union may notify the HRD Director in writing that a grievance exists, stating the particulars of the grievance and, if possible, the nature of the determination desired. Such notification must be received within 28 calendar days from the date of the employee's knowledge of the alleged grievance. Any grievances involving demotion, suspension or dismissal must be received within 14 calendar days of the above specified action. The HRD Director or his/her representative, who in the case of a grievance alleging discrimination shall be the Affirmative Action Coordinator, shall have 25 workdays in which to investigate the



merits of the complaint, to meet with the complainant and, if the complainant is not the Union, to meet also with Union officials, and to settle the grievance. No grievance may be processed under paragraph (c) below which has not first been filed and investigated in accordance with this paragraph (b).

(c) Step 3. Adjustment Board

If the parties are unable to reach a mutually satisfactory accord on any grievance which arises and is presented during the term of this MOU, the Union may advance the grievance to an Adjustment Board by submitting a written request to Employee Relations no later than 14 calendar days from written notice from Employee Relations that the grievance is denied at Step 2. The Adjustment Board shall be comprised of 2 representatives designated by the Union and 2 representatives designated by the County.

(d) Step 4. Arbitration

If an Adjustment Board is unable to arrive at a majority decision, either the Union or the County may require that the grievance be referred to an impartial arbitrator, if within 14 calendar days of the date upon which the Adjustment Board hearing was held, the moving party notifies the other in writing of its desire to arbitrate. The question shall be submitted to an arbitrator mutually agreed upon by the parties or, failing mutual agreement, to that arbitrator who is selected by lot from an agreed upon panel. The fees and expenses of the arbitrator and of the court reporter shall be shared equally by the Union and the County. Each party shall bear the costs of its own presentation, including preparation and post-hearing briefs, if any.

35.3 Scope of Adjustment Board and Arbitration Decisions

- (a) Decisions of Adjustment Boards and arbitrators on matters properly before them shall be final and binding on the parties hereto, to the extent permitted by the Charter of the County.
- (b) No adjustment Board and no arbitrator shall entertain, hear, decide or make recommendations on any dispute unless such dispute involves a position in a unit represented by the Union which has been certified as the recognized employee organization for such unit and unless such dispute falls within the definition of a grievance as set forth in subsection 35.1.
- (c) Proposals to add to or change this MOU or written agreements or addenda supplementary hereto shall not be arbitrable and no proposal to modify, amend or terminate this MOU, nor any matter or subject arising out of or in connection with such proposals, may be referred to arbitration under this Section. Neither any Adjustment Board nor any arbitrator shall have the power to amend or modify this MOU or written agreements or addenda supplementary hereto or to establish any new terms or conditions of employment.
- (d) If the HRD Director in pursuance of the procedures outlined in subsection 35.2 (b), or the Adjustment Board in pursuance of the provisions of subsection 35.2 (c)



resolve a grievance which involves suspension or discharge, they may agree to payment for lost time or to reinstatement with or without payment for lost time.

#### 35.4 Compensation Complaints

All complaints involving or concerning payment of compensation shall be initially filed in writing with Employee Relations. Only complaints which allege employees are not being compensated in accordance with the provisions of this MOU shall be considered as grievances. Any other matters of compensation are to be resolved in the meet and confer process if not detailed in the MOU which results from such meet and confer process shall be deemed withdrawn until the meet and confer process is next opened for such discussion. No adjustment shall be retroactive for more than 60 days from the date upon which the complaint was filed.

No change in this MOU or interpretations thereof (except interpretations resulting from Adjustment Board or arbitration proceedings hereunder) will be recognized unless agreed to by the County and the Union.

#### 35.5 No Strike

The Union, its members and representatives, agree that it and they will not engage in, authorize, sanction or support any strike, slowdown, stoppage of work, curtailment of production, concerted refusal of overtime work, refusal to operate designated equipment (provided such equipment is safe and sound) or to perform customary duties; and neither the Union nor any representatives thereof shall engage in job action for the purpose of effecting changes in the directives or decisions of management of the County, nor to effect a change of personnel of operations of management or of employees not covered by this MOU.

#### 35.6 County Charter and Civil Service Commission

- (a) The provisions of this section shall not abridge any rights to which an employee may be entitled under the County Charter, nor shall it be administered in a manner which would abrogate any power which, under the County Charter, may be within the sole province and discretion of the Civil Service Commission.
- (b) All grievances of employees in representation units represented by the Union shall be processed under this Section. If the County Charter requires that a differing option be available to the employee, no action under paragraph (b) of subsection 35.2 above shall be taken unless it is determined that the employee is not availing himself/herself of such option.
- (c) No action under Section 35.2 (b) shall be taken if action on the complaint or grievance has been taken by the Civil Service Commission or if the complaint or grievance is pending before the Civil Service Commission.
- (d) If any award by an Adjustment Board or arbitrator requires action by the Board of Supervisors or the Civil Service Commission before it can be placed in effect, the County Manager and the HRD Director will recommend to the Board of Supervisors or the Civil Service Commission, as appropriate, that it follow such award.

## **Section 36. Retirement Plan**

36.1 Employees hired before August 7, 2011. Effective March 13, 2005, the County implemented the 2%@55.5 retirement enhancement (Government Code Section 31676.14) for employees in Plans 1, 2 or 4.

The enhancement applies to all future service and all service back to the date of employment pursuant to the Board of Supervisor's authority under Government Code section 31678.2(a). Government Code section 31678.2(b) authorizes the collection, from employees, of all or part of the contributions by a member or employer or both, that would have been required if section 31676.14 had been in effect during the time period specified in the resolution adopting section 31676.14, and that the time period specified in the resolution will be all future and past general service back to the date of employment. Based on this understanding and agreement, employees will share in the cost of the 31676.14 enhancement through increased retirement contributions by way of payroll deductions and shall contribute 3% of compensation earnable as defined in SamCERA regulations. The County paid a general wage increase as set forth in Section 5.1 of this MOU, and it is understood and agreed that this wage increase will help employees pay the increased retirement contributions.

Implementation of the improvements to the retirement plans described in this section shall be made in accordance with the policies and practices of the Retirement Board and any disputes relative to implementation procedures shall be settled by the Retirement Board, whose decision shall be final.

Plan 3: Non-contributory plan, Plan 3 is closed to all employees hired on or after December 23, 2012. If an employee is already in Plan 3, the employee has the option to transfer to Plan 2 or 4 after providing the equivalent of five years of consecutive service (10,400 hours) to the County. These employees may elect to transfer by entering into an agreement with the San Mateo County Employees' Retirement Association (SamCERA) to pay all of the incremental employee and employer contributions that would have been required if the employee had been in Plan 2 or Plan 4 since the date of employment, plus interest.

36.2 Employees hired between August 7, 2011 and December 31, 2012. The retirement benefit options shall be:

Plan 5: 1.725% @ 58 (pre-enhancement tier) with no 3% cost share. Current Plan 4: 2% @ 55.5 (as described in 25.3 above) is closed to new employees hired on or after the effective date of the commencement of Plan 5. However, employees may transfer into Plan 4 after providing the equivalent of ten years (20,800 hours) of service in Plan 5, and entering into an agreement with the San Mateo County Employee's Retirement Association to pay all of the employee and employer contributions that would have been required if the employee had been in Plan 4 since the date of employment, plus interest.

Plan 3: Plan 3 is closed to all employees hired on or after December 23, 2012. If an employee is already in Plan 3 with the option to transfer to Plan 5 after providing the equivalent of five years of service (10,400 hours) to the County that option is for future Plan 5 service only. After providing the equivalent of ten years of service (20,800 hours) to the County, employees may elect to transfer to Plan 4 by entering into an agreement

with the San Mateo County Employees' Retirement Association (SamCERA) to pay all of the incremental employee and employer contributions that would have been required if the employee had been in Plan 4 since the date of employment, plus interest.

36.3 Employees hired on or after January 1, 2013. Employees hired on or after January 1, 2013 will be placed into Plan 5 or Plan 7 (2%@62) depending upon their legacy eligibility as determined by SamCERA.

#### 36.4 Retirement COLA Cost

Employees hired on or after August 7, 2011 will pay up to fifty percent (50%) of the Retirement COLA cost as determined by SamCERA.

Effective July 5, 2015, all employees will pay fifty percent (50%) of the Retirement COLA cost as determined by SamCERA. COLA costs are included in the Plan 7 statutory rate.

In recognition of the additional employee contribution to retirement COLA, effective the first full pay period following the ratification of the agreement, the salary ranges for all classifications in the bargaining unit will increase by one percent (1%).

### **Section 37. Separability of Provisions**

If any provision of this MOU is declared illegal or unenforceable by a court of competent jurisdiction, that provision shall be null and void but such nullification shall not affect any other provision of the MOU, all of which other provisions shall remain in full force and effect.


### **Section 38. Past Practices**

Continuance of working conditions and practices not specifically authorized by ordinance or by resolution of the Board of Supervisors is not guaranteed by this MOU.

Made and entered into this 4th day of December, 2014.

For the Deputy Sheriff's Association

  
Michael Jarvis

  
David Wozniak, DSA President

  
Doug Richardson

  
Amanda Munemitsu

  
Roger Fielding

For the County of San Mateo

  
John Maltbie, County Manager

  
Donna Vaillancourt, Human Resources Director

  
Nicole McKay, Employee Relations Manager

  
Alex Karagianes, Sheriff's Office

  
Jerry Cohn, Coroner's Office

# **BENEFITS SUMMARY**



## **Benefits Summary**

The following list summarizes the various benefit programs in effect for employees:

**MEDICAL (Active)** The County pays eighty-five percent (85%) of the total premium for Kaiser or Blue shield HMO or Kaiser High Deductible Health plans (employees pay fifteen (15%) of the total premium) and the County pays seventy-five percent (75%) of the total premium for Blue Shield POS(employees pay twenty-five percent (25%) of the total premium).

### **MEDICAL (Retiree)**

See sections 21.3-21.8

### **DENTAL**

All employees must participate in a plan.

**County Plan:** County pays 90% of premium

1st year of employment: \$100 cap on deductible  
60% UCR paid to dentists

2nd year of employment: No deductible  
85% UCR paid to dentists

Annual maximum of \$2500/person

If recommended by dentist and approved by plan, cleanings may be more frequent than every six (6) months; employees may appeal plan rejections - see Plan Description Booklet.

Effective January 1, 2007, Blue Shield will offer the following tooth replacement implant benefit:

- Replacement of any missing single tooth in the esthetic region of the upper teeth
- Annual maximum \$1,000/person
- Paid at 85% of the billed amount, subject to the \$1,000.00 annual maximum benefit.

**Delta Dental PMI:** See brochure.

### **VISION**

VSP: San Mateo County Plan B with \$10.00 co-pay each on examination and materials for employees and dependents. Premiums paid by County.

- Domestic partners and young adult dependents are included in the above plans. Children and young adult dependents of domestic partners are included.

- Grandchildren of custodial grandparents will be considered eligible dependents on all health, dental and vision plans provided there is documentation of primary responsibility and approval by the affected benefit plan. This will occur with or without formal adoption.

#### **LIFE INSURANCE**

County paid \$40,000 for employee / \$500 for spouse / up to \$500/child.

#### **LONG TERM DISABILITY**

County paid premiums. Must be employed by County 3 or more years to be eligible.

Maximum benefit: \$2400 monthly

#### **MEDICAL SPENDING ACCOUNT**

The County implemented an IRC Section 125 Medical Spending Account on January 1, 2004.

This is a summary of various benefit programs in effect for eligible employees. The descriptions are very general and are not intended to provide complete details about any or all plans. **Exact specification for all plans are provided in the official Plan Documents, copies of which are available from Payroll Specialists or the Human Resources Department, Benefits Division.** Where there is a difference between the description on these pages and the Plan Documents, the Plan Documents prevail. Please note that benefits are subject to change by the Plans and there is no guarantee that these benefits will be continued indefinitely. However, the County agrees to continue negotiated coverage as it currently exists unless such coverage is no longer offered by the plans.

## **EXHIBIT A**

1. Employees in the classes of Criminalist I/II, Forensic Specialist I/II, Sheriff's Identification Clerk, Sheriff's Property Officer I/II and Supervising Forensic Specialist shall receive Six Dollars (\$6.00) per biweekly pay period.
2. As a condition of employment, Direct Deposit shall be mandatory for all employees hired after June 24, 2000.
3. In the event that AFSCME Local 829 or SEIU Local 715 negotiate a termination of the employee retirement cost sharing provision, cost sharing will also be terminated for employees represented by the LEU on the same effective date as negotiated by AFSCME or SEIU.
4. The classifications of Deputy Coroner, Criminalist II, Forensic Specialist II and Property Officer II assigned to provide lead direction to others in their classifications shall receive a 5.74% differential for all hours worked in said assignment.
5. The union has indicated their desire to hold an election to modify the current Agency Fee structure to remove the exemption for supervisors. Should the union wish to pursue this election, they will be required to meet any and all legal requirements pertaining to this type of election, including those requirements described in the Employer/Employee Relations Policy. The County shall take any legally required action resulting from the election.
6. The County shall issue each employee one Flexible Spending Account (FSA) "Debit Card" with a value of two hundred dollars (\$200) on January 1, 2015.

## Salary Rates - Law Enforcement Unit

### Salaries

#### Law Enforcement Unit Salaries: 12/07/2014

Class Code	Class Title	Work Group	Pay Range	A	B	C	D	E
H029	CRIMINALIST I	5	4266	\$2,600.00	\$ 2,749.60	\$ 2,907.20	\$ 3,074.40	\$ 3,412.80
H028	CRIMINALIST II	5	5313	\$3,238.40	\$ 3,424.00	\$ 3,620.80	\$ 3,828.00	\$ 4,250.40
B121	CRIMINALIST II-U	5	5313	\$3,238.40	\$ 3,424.00	\$ 3,620.80	\$ 3,828.00	\$ 4,250.40
B122	CRIMINALIST I-U	5	4266	\$2,600.00	\$ 2,749.60	\$ 2,907.20	\$ 3,074.40	\$ 3,412.80
H131	DEPUTY CORONER	1	4471	\$2,625.60	\$ 2,776.00	\$ 2,935.20	\$ 3,103.20	\$ 3,576.80
H112	FORENSIC SPECIALIST I	1	3739	\$2,279.20	\$ 2,409.60	\$ 2,548.00	\$ 2,694.40	\$ 2,991.20
H111	FORENSIC SPECIALIST II	1	4154	\$2,532.00	\$ 2,676.80	\$ 2,830.40	\$ 2,992.80	\$ 3,323.20
H085	SHERIFF'S ID TECHNICIAN	1	3252	\$1,982.40	\$ 2,096.00	\$ 2,216.00	\$ 2,343.20	\$ 2,601.60
E106	SHERIFF'S PROP OFFCR I	1	2955	\$1,800.80	\$ 1,904.00	\$ 2,013.60	\$ 2,128.80	\$ 2,364.00
E105	SHERIFF'S PROP OFFCR II	1	3437	\$2,094.40	\$ 2,215.20	\$ 2,341.60	\$ 2,476.00	\$ 2,749.60
H132	SUPERVISING DPTY CORONER	5	4918	\$2,888.00	\$ 3,053.60	\$ 3,228.80	\$ 3,413.60	\$ 3,934.40
H027	SUPERVNG CRIMINLST-E	5	5898	\$3,595.20	\$ 3,800.80	\$ 4,019.20	\$ 4,249.60	\$ 4,718.40
H130	SUPERVNG FORENSIC SPEC-E	5	4645	\$2,831.20	\$ 2,993.60	\$ 3,165.60	\$ 3,347.20	\$ 3,716.00
H095	SUPRVNG SHERIFF'S ID TECH	5	3742	\$2,280.80	\$ 2,412.00	\$ 2,550.40	\$ 2,696.80	\$ 2,993.60

#### Law Enforcement Unit Salaries: 01/18/2015

Class Code	Class Title	Work Group	Pay Range	A	B	C	D	E
H029	CRIMINALIST I	5	4287	\$ 2,744.00	\$ 2,900.80	\$ 3,067.20	\$ 3,243.20	\$ 3,429.60
H028	CRIMINALIST II	5	5340	\$ 3,417.60	\$ 3,613.60	\$ 3,820.80	\$ 4,040.00	\$ 4,272.00
B121	CRIMINALIST II-U	5	5340	\$ 3,417.60	\$ 3,613.60	\$ 3,820.80	\$ 4,040.00	\$ 4,272.00
B122	CRIMINALIST I-U	5	4287	\$ 2,744.00	\$ 2,900.80	\$ 3,067.20	\$ 3,243.20	\$ 3,429.60
H131	DEPUTY CORONER	1	4471	\$ 2,861.60	\$ 3,025.60	\$ 3,199.20	\$ 3,382.40	\$ 3,576.80
H112	FORENSIC SPECIALIST I	1	3758	\$ 2,404.80	\$ 2,543.20	\$ 2,688.80	\$ 2,843.20	\$ 3,006.40
H111	FORENSIC SPECIALIST II	1	4175	\$ 2,672.00	\$ 2,825.60	\$ 2,987.20	\$ 3,158.40	\$ 3,340.00
H085	SHERIFF'S ID TECHNICIAN	1	3268	\$ 2,091.20	\$ 2,211.20	\$ 2,338.40	\$ 2,472.80	\$ 2,614.40
E106	SHERIFF'S PROP OFFCR I	1	2970	\$ 1,900.80	\$ 2,009.60	\$ 2,124.80	\$ 2,247.20	\$ 2,376.00
E105	SHERIFF'S PROP OFFCR II	1	3454	\$ 2,210.40	\$ 2,337.60	\$ 2,471.20	\$ 2,613.60	\$ 2,763.20
H132	SUPERVISING DPTY CORONER	5	4918	\$ 3,147.20	\$ 3,328.00	\$ 3,519.20	\$ 3,720.80	\$ 3,934.40
H027	SUPERVNG CRIMINLST-E	5	5927	\$ 3,793.60	\$ 4,011.20	\$ 4,240.80	\$ 4,484.00	\$ 4,741.60
H130	SUPERVNG FORENSIC SPEC-E	5	4668	\$ 2,987.20	\$ 3,159.20	\$ 3,340.00	\$ 3,532.00	\$ 3,734.40
H095	SUPRVNG SHERIFF'S ID TECH	5	3761	\$ 2,407.20	\$ 2,544.80	\$ 2,691.20	\$ 2,845.60	\$ 3,008.80



**Law Enforcement Unit**  
**Salaries: 06/07/2015**

<b>Class Code</b>	<b>Class Title</b>	<b>Work Group</b>	<b>Range</b>	<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>	<b>E</b>
H029	CRIMINALIST I	5	4416	\$ 2,826.40	\$ 2,988.00	\$3,160.00	\$ 3,340.80	\$ 3,532.80
H028	CRIMINALIST II	5	5500	\$ 3,520.00	\$ 3,721.60	\$3,935.20	\$ 4,161.60	\$ 4,400.00
B121	CRIMINALIST II-U	5	5500	\$ 3,520.00	\$ 3,721.60	\$3,935.20	\$ 4,161.60	\$ 4,400.00
B122	CRIMINALIST I-U	5	4416	\$ 2,826.40	\$ 2,988.00	\$3,160.00	\$ 3,340.80	\$ 3,532.80
H131	DEPUTY CORONER	1	4605	\$ 2,947.20	\$ 3,116.00	\$3,295.20	\$ 3,484.00	\$ 3,684.00
H112	FORENSIC SPECIALIST I	1	3871	\$ 2,477.60	\$ 2,619.20	\$2,769.60	\$ 2,928.80	\$ 3,096.80
H111	FORENSIC SPECIALIST II	1	4300	\$ 2,752.00	\$ 2,909.60	\$3,076.80	\$ 3,253.60	\$ 3,440.00
H085	SHERIFF'S ID TECHNICIAN	1	3366	\$ 2,154.40	\$ 2,277.60	\$2,408.80	\$ 2,546.40	\$ 2,692.80
E106	SHERIFF'S PROP OFFCR I	1	3059	\$ 1,957.60	\$ 2,070.40	\$2,188.80	\$ 2,314.40	\$ 2,447.20
E105	SHERIFF'S PROP OFFCR II	1	3558	\$ 2,276.80	\$ 2,408.00	\$2,545.60	\$ 2,692.00	\$ 2,846.40
H132	SUPERVISING DPTY CORONER	5	5066	\$ 3,242.40	\$ 3,428.00	\$3,624.80	\$ 3,832.80	\$ 4,052.80
H027	SUPERVNG CRIMINLST-E	5	6105	\$ 3,907.20	\$ 4,131.20	\$4,368.00	\$ 4,619.20	\$ 4,884.00
H130	SUPERVNG FORENSIC SPEC-E	5	4808	\$ 3,076.80	\$ 3,253.60	\$3,440.00	\$ 3,637.60	\$ 3,846.40
H095	SUPRVNG SHERIFF'S ID TECH	5	3874	\$ 2,479.20	\$ 2,621.60	\$2,772.00	\$ 2,931.20	\$ 3,099.20

**Law Enforcement Unit**  
**Salaries: 06/05/2016**

<b>Class Code</b>	<b>Class Title</b>	<b>Work Group</b>	<b>Pay Range</b>	<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>	<b>E</b>
H029	CRIMINALIST I	5	4548	\$ 2,910.40	\$ 3,077.60	\$ 3,254.40	\$ 3,440.80	\$3,638.40
H028	CRIMINALIST II	5	5665	\$ 3,625.60	\$ 3,833.60	\$ 4,053.60	\$ 4,286.40	\$4,532.00
B121	CRIMINALIST II-U	5	5665	\$ 3,625.60	\$ 3,833.60	\$ 4,053.60	\$ 4,286.40	\$4,532.00
B122	CRIMINALIST I-U	5	4548	\$ 2,910.40	\$ 3,077.60	\$ 3,254.40	\$ 3,440.80	\$3,638.40
H131	DEPUTY CORONER	1	4743	\$ 3,035.20	\$ 3,209.60	\$ 3,393.60	\$ 3,588.80	\$3,794.40
H112	FORENSIC SPECIALIST I	1	3987	\$ 2,552.00	\$ 2,698.40	\$ 2,852.80	\$ 3,016.80	\$3,189.60
H111	FORENSIC SPECIALIST II	1	4429	\$ 2,834.40	\$ 2,996.80	\$ 3,168.80	\$ 3,351.20	\$3,543.20
H085	SHERIFF'S ID TECHNICIAN	1	3467	\$ 2,219.20	\$ 2,346.40	\$ 2,480.80	\$ 2,623.20	\$2,773.60
E106	SHERIFF'S PROP OFFCR I	1	3151	\$ 2,016.80	\$ 2,132.00	\$ 2,254.40	\$ 2,384.00	\$2,520.80
E105	SHERIFF'S PROP OFFCR II	1	3665	\$ 2,345.60	\$ 2,480.00	\$ 2,622.40	\$ 2,772.80	\$2,932.00
H132	SUPERVISING DPTY CORONER	5	5218	\$ 3,339.20	\$ 3,531.20	\$ 3,733.60	\$ 3,948.00	\$4,174.40
H027	SUPERVNG CRIMINLST-E	5	6288	\$ 4,024.00	\$ 4,255.20	\$ 4,499.20	\$ 4,757.60	\$5,030.40
H130	SUPERVNG FORENSIC SPEC-E	5	4952	\$ 3,169.60	\$ 3,351.20	\$ 3,543.20	\$ 3,746.40	\$3,961.60
H095	SUPRVNG SHERIFF'S ID TECH	5	3990	\$ 2,553.60	\$ 2,700.00	\$ 2,855.20	\$ 3,019.20	\$3,192.00



**Law Enforcement Unit**  
**Salaries: 06/04/2017**

<b>Class Code</b>	<b>Class Title</b>	<b>Work Group</b>	<b>Pay Range</b>	<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>	<b>E</b>
H029	CRIMINALIST I	5	4639	\$ 2,968.80	\$ 3,139.20	\$ 3,319.20	\$ 3,509.60	\$ 3,711.20
H028	CRIMINALIST II	5	5778	\$ 3,697.60	\$ 3,910.40	\$ 4,134.40	\$ 4,371.20	\$ 4,622.40
B121	CRIMINALIST II-U	5	5778	\$ 3,697.60	\$ 3,910.40	\$ 4,134.40	\$ 4,371.20	\$ 4,622.40
B122	CRIMINALIST I-U	5	4639	\$ 2,968.80	\$ 3,139.20	\$ 3,319.20	\$ 3,509.60	\$ 3,711.20
H131	DEPUTY CORONER	1	4838	\$ 3,096.00	\$ 3,273.60	\$ 3,461.60	\$ 3,660.00	\$ 3,870.40
H112	FORENSIC SPECIALIST I	1	4067	\$ 2,603.20	\$ 2,752.00	\$ 2,910.40	\$ 3,076.80	\$ 3,253.60
H111	FORENSIC SPECIALIST II	1	4518	\$ 2,891.20	\$ 3,057.60	\$ 3,232.80	\$ 3,418.40	\$ 3,614.40
H085	SHERIFF'S ID TECHNICIAN	1	3536	\$ 2,263.20	\$ 2,392.80	\$ 2,530.40	\$ 2,675.20	\$ 2,828.80
E106	SHERIFF'S PROP OFFCR I	1	3214	\$ 2,056.80	\$ 2,175.20	\$ 2,300.00	\$ 2,432.00	\$ 2,571.20
E105	SHERIFF'S PROP OFFCR II	1	3738	\$ 2,392.00	\$ 2,529.60	\$ 2,674.40	\$ 2,828.00	\$ 2,990.40
H132	SUPERVISING DPTY CORONER	5	5322	\$ 3,406.40	\$ 3,601.60	\$ 3,808.00	\$ 4,026.40	\$ 4,257.60
H027	SUPERVNG CRIMINLST-E	5	6414	\$ 4,104.80	\$ 4,340.80	\$ 4,589.60	\$ 4,852.80	\$ 5,131.20
H130	SUPERVNG FORENSIC SPEC-E	5	5051	\$ 3,232.80	\$ 3,418.40	\$ 3,614.40	\$ 3,821.60	\$ 4,040.80
H095	SUPRVNG SHERIFF'S ID TECH	5	4070	\$ 2,604.80	\$ 2,754.40	\$ 2,912.00	\$ 3,079.20	\$ 3,256.00

April 7, 2011

Michael Jarvis  
Labor Negotiator – Mastagni, Holstedt, Amick, Miller & Johnson  
1912 I Street  
Sacramento, CA 95811

Dear Mr. Jarvis:

This letter shall confirm certain understandings reached in negotiations for a Memorandum of Understanding between the County and LEU.

1. Annual Shift Bid. All employees shall bid for shift (schedule & days off) in November, for implementation on the first full pay period in January. Bids shall be based on classification seniority. The department head reserves the right to modify the schedule based on operational needs.
2. Vacation Picks. All employees shall bid based on classification seniority for vacation picks annually in November. The most senior person shall be allowed to bid for two blocks of time during the first round of picks and the remainder of that time in the following rounds. A block of time shall be continuous time off from one to three weeks of annual accrued vacation. The department head reserves the right to determine in advance the number of employees off per unit and deny requests based upon operational needs.
4. Discipline Procedure. No later than 7/7/11, County agrees to schedule separate Meet and Confer meetings with LEU and 1. the Sheriff or his designee and 2. the Coroner or his designee to discuss potential revised discipline procedure.
5. Probation Period. The County agrees to review within a year any classification brought forth by LEU for review of the probation period.

If the foregoing is in accordance with your understanding, please indicate your acceptance and approval in the space provided below.

Dated: 11/10/15

APPROVED AND ACCEPTED:

  
LEU

  
County of San Mateo

December 10, 2014

DJ Wozniak  
DSA President

**Re: Body Removal Guidelines for the Coroner's Office**

Dear Mr. Wozniak:

This letter shall confirm certain understandings reached in negotiations for a Memorandum of Understanding covering the period of June 8, 2014 through December 29, 2018.

The County shall contract with at least one licensed body removal service for the purpose of assisting the Coroner's Office with the removal of dead bodies from the locations in which they are located.

Field personnel are authorized to determine when a body removal service is necessary and contact the service directly. Examples of such times include, but are not limited to:

- When the decedent is extremely obese or it is determined that the decedent is too heavy to lift without assistance.
- In cases of extreme decomposition.
- When stairs or other geographical impediments exist that may cause risk to a County employee.

If the contract removal service is used in lieu of Coroner's Office personnel and equipment, it will be documented and the reason will be communicated to the Deputy Coroner's immediate supervisor in a timely manner.

If the foregoing is in accordance with your understanding, please indicate your acceptance and approval in the space provided below.

Dated: December 10, 2014

**APPROVED AND ACCEPTED:**

For the County



For LEU



August 18, 2014

DJ Wozniak  
DSA President

**LEU Side Letter Re: Protective Vests**

Dear Mr. Wozniak,

This letter shall confirm certain understandings reached in 2014 negotiations for a successor Memorandum of Understanding (MOU).

- Within sixty (60) days of the conclusion of labor negotiations between the County of San Mateo ("County") and the Law Enforcement Unit ("Association") over a successor MOU, representatives of the Crime Lab and the Coroner's Office will meet with representatives of the LEU to evaluate appropriate protective vests and reach an understanding of how these will be supplied.

If the foregoing is in accordance with your understanding, please indicate your acceptance and approval in the space provided below.


Dated August 18, 2014

APPROVED AND ACCEPTED:

For the County

A handwritten signature in dark ink, appearing to be 'BSP', written over a horizontal line.

For the LEU

A handwritten signature in dark ink, appearing to be 'DJ Wozniak', written over a horizontal line.