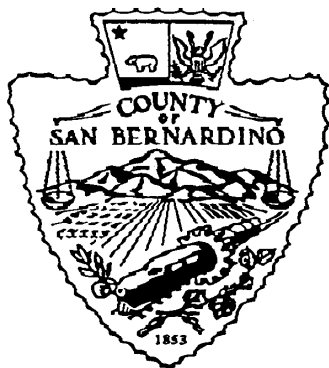


**CONSOLIDATED
MEMORANDUM OF UNDERSTANDING**

2014 – 2017

**ADMINISTRATIVE SERVICES; CLERICAL;
CRAFT, LABOR & TRADES;
MANAGEMENT; SUPERVISORY;
SUPERVISORY NURSES; AND
TECHNICAL & INSPECTION UNITS**



**COUNTY OF SAN BERNARDINO
AND
SAN BERNARDINO PUBLIC EMPLOYEES ASSOCIATION**

MEMORANDUM OF UNDERSTANDING
2014-2017

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PREAMBLE

ALL UNITS

The parties to this Agreement affirm their mutual commitment to the goals of effective and efficient public service, high employee morale, sound and responsible management of County business, and amicable employer-employee relations. The parties acknowledge that productivity improvement can only be achieved as a by-product to valuing people.

The parties encourage the highest possible degree of friendly cooperative relationships between their respective representatives at all levels and with and between all employees.

RECOGNITION

ALL UNITS

Pursuant to the provisions of the Employee Relations Code of the County of San Bernardino and applicable State law, the San Bernardino Public Employees Association (SBPEA) was certified, on July 20, 1977, by the County's Employee Relations Panel as the exclusive recognized employee organization for County employees in the Clerical; Craft, Labor & Trades; Management; Supervisory; and Technical & Inspection Unit; on March 10, 1989, for County employees in the Administrative Services Unit previously found to be appropriate by said Employee Relations Panel; and on April 20, 2004, for employees in the Supervisory Nurses Unit previously found to be appropriate pursuant to said Employee Relations Code.

The County hereby recognizes SBPEA as the exclusive recognized employee organization for the employees in the employee classifications comprising said Units as listed in the Appendix, "Salary Adjustment," hereof, as well as employees in such classes as may be added to these Units hereafter by the County.

ACCESS TO PERSONNEL RECORDS

ALL UNITS

Personnel records are confidential and access to personnel records of the employee shall be limited to the Director of Human Resources, the appointing authority, the Board of Supervisors, or their authorized representatives. Employees currently employed by the County of San Bernardino and/or their representatives, designated by the employee in writing, will be allowed to review the employee's personnel records during regular business hours.

Letters of reference and other matters exempted by law shall be excluded from the right of inspection by the employee.

Negative information may be purged from the personnel records maintained by either the Department or Human Resources, subject to legal constraints, at the sole discretion of Human Resources or upon the request of the employee or the appointing authority, and upon approval of Human Resources and the employee shall be so notified.

Employees desiring to review such records shall make such request in writing at least twenty-four (24) hours in advance to their appointing authority or Human Resources as appropriate.

ACCESS TO WORK LOCATIONS

ALL UNITS

The parties recognize and agree that in order to maintain good employee relations, it is necessary for Labor Relations Representatives of SBPEA to confer with County employees during working hours.

Therefore, SBPEA Labor Relations Representatives will be granted access to work locations during regular working hours to investigate and process grievances or appeals. SBPEA Labor Relations Representatives shall be granted access upon obtaining authorization from the appointing authority or designated management representative prior to entering a work location and after advising of the general nature of the business. However, the appointing authority or designated management representative may deny access or terminate access to work locations if, in their judgment, it is deemed that the visit would interfere with the efficiency, safety, or security of County operations. The appointing authority shall not unreasonably withhold timely access to work locations. The appointing authority shall ensure that there is at all times someone designated who shall have full authority to approve access. If a request is denied, the appointing authority or designated management representative shall establish a mutually agreeable time for access to the employee.

SBPEA Labor Relations Representatives granted access to work locations shall limit such visits to a reasonable period of time, taking into consideration the nature of the grievance or appeal.

The appointing authority or designated management representative may mutually establish with the SBPEA Labor Relations Representative reasonable limits as to the number of visits authorized with the same employee on the same issue, and reasonable limits as to the number of employees who may participate in a visit when several employees are affected by a specific issue. The County shall not unduly interfere with SBPEA’s access right to work locations.

ACCIDENTAL DEATH AND DISMEMBERMENT

ALL UNITS

Any employee may purchase amounts of Accidental Death and Dismemberment Insurance coverage for themselves and dependents through payroll deduction according to the following schedule:

EMPLOYEE COVERAGE	DEPENDENT COVERAGE	
	SPOUSE/ DOMESTIC PARTNER	EACH CHILD
\$10,000	\$5,000	\$3,125
\$25,000	\$12,500	\$6,250
\$50,000	\$25,000	\$12,500
\$100,000	\$50,000	\$25,000
\$150,000	\$75,000	\$25,000
\$200,000	\$100,000	\$25,000
\$250,000	\$125,000	\$25,000

The County agrees to provide these benefits subject to carrier requirements as specified in the Certificate of Insurance, to be administered by the Employee Benefits and Services Division. Selection of the insurance provider(s) and the method of computing premiums shall be within the sole discretion of the County.

ADMINISTRATIVE LEAVE

MANAGEMENT UNIT

Effective pay period 1 of each year, an employee in a regular position will be provided with eighty (80) hours of administrative leave time for the employee's use. Employees hired after the beginning of pay period 1, shall be credited with administrative leave prorated on a monthly basis, based upon the annual rate of eighty (80) hours (i.e., 6.67 hours per month, or any portion thereof). Such administrative leave may be cashed out at the employee's then current base rate of pay in increments of one (1) hour one (1) time during the calendar year to the extent that the hours would have accrued at the rate of 6.67 hours per month minus any hours used up to that time. Any administrative leave accrual balances in effect at the end of pay period 26 of each year (or if applicable, pay period 27) will automatically be paid at the employee's then current base rate of pay. Employees may designate that cash-out of administrative leave be allocated to the County's Section 457 Deferred Compensation Plan consistent with the requirements and restrictions of such Plan. Upon termination of employment or appointment to a position in another occupational unit, unused administrative leave will be paid at the employee's current base rate of pay only by the amount of hours that would have been accrued at the rate of 6.67 hours per month minus the total number of hours previously used and cashed out.

Administrative leave may be used on the same basis and under the same conditions as vacation leave. Employees may only submit amended Time and Labor Reports to charge or restore administrative leave for pay periods in which another leave type was requested, approved and charged, if such amended Time and Labor Reports are submitted within two (2) pay periods of the pay period to be amended.

SUPERVISORY UNIT

Effective pay period 1 of each year, an employee in a regular position will be provided with forty (40) hours of administrative leave time for the employee's use. Employees hired after the beginning of pay period 1, shall be credited with administrative leave prorated on a monthly basis, based upon the annual rate of forty (40) hours (i.e., 3.33 hours per month, or any portion thereof). Such administrative leave may be cashed out at the employee's then current base rate of pay in increments of one (1) hour one (1) time during the calendar year to the extent that the hours would have accrued at the rate of 3.33 hours per month minus any hours used up to that time. Any administrative leave accrual balances in effect at the end of pay period 26 of each year (or if applicable, pay period 27) will automatically be paid at the employee's then current base rate of pay. Employees may designate that cash-out of administrative leave be allocated to the County's Section 457 Deferred Compensation Plan consistent with the requirements and restrictions of such Plan. Upon termination of employment or appointment to a position in another occupational unit, unused administrative leave will be paid at the employee's current base rate of pay only by the amount of hours that would have been accrued at the rate of 3.33 hours per month minus the total number of hours previously used and cashed out.

Administrative leave may be used on the same basis and under the same conditions as vacation leave. Employees may only submit amended Time and Labor Reports to charge or restore administrative leave for pay periods in which another leave type was requested, approved and charged, if such amended Time and Labor Reports are submitted within two (2) pay periods of the pay period to be amended.

SUPERVISORY NURSES UNIT

Effective pay period 1 of each year, an employee in a regular position will be provided with forty (40) hours of administrative leave time for the employee's use. Employees hired after the beginning of pay period 1, shall be credited with administrative leave prorated on a monthly basis, based upon the annual rate of forty (40) hours (i.e., 3.33 hours per month, or any portion thereof). Such administrative leave may be cashed out at the employee's then current base rate of pay in increments of one (1) hour one (1) time during the calendar year to the extent that the hours would have accrued at the rate of 3.33 hours per month minus any hours used up to that time. Any administrative leave accrual balances in effect at the end of pay period 26 of each year (or if applicable, pay period 27) will automatically be paid at the employee's then current base rate of pay. Employees may designate that cash-out of administrative leave be allocated to the County's Section 457 Deferred Compensation Plan consistent with the requirements and restrictions of such Plan. Upon termination of employment or appointment to a position in another occupational unit, unused administrative leave will be paid at the employee's current base rate of pay only by the amount of hours that would have been accrued at the rate of 3.33 hours per month minus the total number of hours previously used and cashed out.

Administrative leave may be used on the same basis and under the same conditions as vacation leave. Employees may only submit amended Time and Labor Reports to charge or restore administrative leave for pay periods in which another leave type was requested, approved and charged, if such amended Time and Labor Reports are submitted within two (2) pay periods of the pay period to be amended.

AGREEMENT INCENTIVE

ALL UNITS

(a) **Incentive.**

The County agrees to pay eligible employees a one-time agreement incentive up to \$1,750, to be paid in one payment.

(b) **Eligibility.**

In order to be eligible for the agreement incentive payment:

- (i) An employee must be employed in a regular SBPEA represented bargaining unit position covered by this agreement on April 15, 2014; and,
- (ii) Be in paid status in a regular SBPEA represented bargaining unit position covered by this agreement for the pay period in which the agreement incentive payment is paid. Employees not in paid status in the pay period in which the payment is paid shall receive the agreement incentive payment upon return to paid status, provided, however, that the employee returns to paid status during the term of the MOU.

An eligible employee employed in a regular SBPEA represented bargaining unit position covered by this agreement who is part-time or job-sharing shall be eligible for a prorated agreement incentive payment based on regularly scheduled hours.

An employee who has separated from County employment for any reason or who is no longer in a regular SBPEA represented bargaining unit position covered by this agreement for any reason prior to the pay period in which the payment is paid out, or who is hired into a regular SBPEA represented bargaining unit position covered by this agreement after April 15, 2014, shall not be eligible to receive the agreement incentive.

(c) **Payment.**

Provided that the County has ratified a Memorandum of Understanding on or before the end of fiscal year 2013/14, the County agrees to pay eligible employees an agreement incentive up to \$1,750, to be paid in one payment, subject to withholdings, provided, however, an eligible employee who is part-time or job-sharing shall be eligible for a prorated agreement incentive payment based on regularly scheduled hours.

The agreement incentive shall be payable in a separate lump-sum payment for the first pay period of fiscal year 2014/15. For example, the first full pay period of fiscal year 2014/15 begins on June 28, 2014 and ends on July 11, 2014. The eligible employee would receive the lump-sum agreement incentive payment for that pay period on or about July 23, 2014.

ANNUAL LEAVE AND ATTORNEY LEAVE

SUPERVISORY AND SUPERVISORY NURSES UNITS

Effective pay period 1 of each year, an employee (except Supervising Deputy District Attorneys, Supervising Child Support Attorneys, and Supervising Deputy Public Defenders) in a regular position shall be credited with forty (40) hours of annual leave for the employee's use. Employees hired after the beginning of pay period 1, shall be credited with annual leave prorated on a monthly basis, based upon the annual rate of forty (40) hours (i.e., 3.33 hours per month, or any portion thereof). Annual leave will be separate from and in addition to any vacation or holiday leave. If any annual leave remains at the end of pay period 26 (or 27, when applicable), it shall not be cumulative into the next calendar year nor shall there be any conversion to cash.

Employees who are appointed to a position in an occupational unit that does not contain an annual leave provision and who have been denied in writing the opportunity to use the leave due to work urgency shall receive in cash payment the prorated amount of annual leave from the start of pay period 1 to the date of Unit change (i.e., 3.33 hours per month) minus any annual leave hours used up until that time. Where an employee has elected to use vacation leave in lieu of annual leave, the prorated annual leave shall be reduced by the number of vacation hours utilized. In those instances where an employee returns to the Unit prior to the end of the calendar year, the annual leave for the remainder of the calendar year shall be credited on a pro-rata share, i.e., 3.33 hours per month. This provision applies only to these specific circumstances and expressly excludes its application to any other set of circumstances.

Employees may only submit amended Time and Labor Reports to charge annual leave for pay periods in which another leave type was requested, approved and charged, if such amended Time and Labor Reports are submitted within two (2) pay periods of the pay period to be amended; provided, however, that annual leave may not be substituted for holiday leave.

Effective pay period 1 of each year, an employee in a regular position of Supervising Deputy District Attorney, Supervising Child Support Attorney, or Supervising Deputy Public Defender shall be credited with forty (40) hours of attorney leave for the employee's use. Employees hired after adoption of this Agreement, or after the beginning of pay period 1 of each subsequent year, shall be credited with attorney leave prorated on a monthly basis, based upon the annual rate of forty (40) hours (i.e., 3.33 hours per month, or any portion thereof). The maximum unused balance of attorney leave shall be 240 hours. Attorney leave will be separate from and in addition to any vacation or holiday leave, and may be taken with the approval of the appointing authority at such time as will not impair the work schedule or efficiency of the department but with consideration given to the well being of the employee. If an employee has reached the maximum allowed unused balance and is unable to take attorney leave because of work urgency and has had requests to use such leave denied in writing, the appointing authority will notify the Auditor-Controller/Treasurer/Tax Collector of the situation and request a waiver of the maximum allowed unused balance for a period not to exceed twelve (12) months. Appointing authorities are encouraged to give first consideration for attorney

leave requests to employees who have exceeded the maximum unused balance and have been granted a waiver of the maximum unused balance due to work urgency. Attorney leave shall not be a vested right and will not be convertible to cash. Any attorney leave remaining on the books upon termination or other separation from the Unit shall be forfeited.

Employees promoting from the Attorney Unit into the classification of Supervising Deputy District Attorney, Supervising Deputy Public Defender, or Supervising Child Support Attorney may carry forward up to a maximum of forty (40) hours of any unused accrued Attorney Leave.

Employees may only submit amended Time and Labor Reports to charge or restore attorney leave for pay periods in which another leave type was requested, approved and charged, if such amended Time and Labor Reports are submitted within two (2) pay periods of the pay period to be amended.

ASSOCIATION LEAVE

ALL UNITS

Section 1 – Purpose

The County shall establish an association leave bank of 1,040 hours per calendar year that may be used by designated members for the purpose of attending periodic union-sponsored training, seminars and conferences. Association leave shall not be granted for members to engage in political and organizing activities.

It is expressly agreed and understood that the County shall not be obligated or responsible for any of the expenses or costs of member attendance at such training, seminars or conferences.

Section 2 – Release Time

Members who wish to utilize association leave shall notify their immediate supervisor as far in advance as possible prior to the date they wish to use such leave. The release time for association leave shall not be counted as hours worked for purposes of calculating overtime, and the work schedules of members who use association leave shall not be adjusted to provide paid release time that would otherwise be off duty time. The use of association leave shall not unduly interfere with operations of County departments nor shall the County unreasonably deny any request for use of association leave. SBPEA shall maintain records of the amount of association leave used by its members. These amounts shall be kept current by SBPEA and shall be provided to the County upon request.

AUTHORIZED EMPLOYEE REPRESENTATIVES

ALL UNITS

Section 1 – Authorized Employee Representatives

SBPEA may designate employees as authorized employee representatives or alternates to represent employees in the processing of grievances or during disciplinary proceedings subject to the following rules and procedures:

- (a) SBPEA may designate at least one (1) authorized employee representative in each geographic location for which the County maintains a work force. SBPEA shall be entitled to designate two (2) alternates for each authorized employee representative, provided that these alternates shall be located at the same major geographic location as their appropriate representative.

- (b) If there is no employee representative in this Unit at the work location, representation may be provided by an employee representative from another Unit, provided that rank and file employees are not represented by Supervisory or Management Unit employee representatives or vice versa.
- (c) SBPEA will designate only employees who have obtained regular status.
- (d) SBPEA shall file with the affected Group Administrator, Department Head, Department Human Resources Officer, and the Employee Relations Division Chief, a written list of all employees designated as authorized employee representatives and alternates, such list to be kept current by SBPEA.
- (e) Time spent during regularly scheduled work hours by an authorized employee representative or alternate in representing an employee shall only be compensated by the County at such representative's or alternate's base rate of pay.
- (f) County vehicles and supplies may not be used. County telephones may not be used in implementing the provisions of this Article if such use would unduly interfere with the efficiency, safety, or security of the County operations and result in telephone costs to the County.

Section 2 – Handling of Grievances and Disciplinary Proceedings

- (a) At the request of an employee, an authorized employee representative or alternate may investigate a formal grievance and represent the employee at the resulting proceedings or represent the employee during disciplinary proceedings.
- (b) Prior to participating in a grievance or disciplinary proceeding, the authorized employee representative or alternate and affected employee shall first obtain authorization from their immediate supervisor. The immediate supervisor may deny such request if it is deemed that such a request would unduly interfere with the efficiency, safety, or security of County operations. If the request is denied, the immediate supervisor will establish an alternate time convenient to the County and employees when the authorized employee representative or alternate and affected employee can reasonably expect to be released from their work assignment. A denial of permission will automatically constitute an extension of the time limits established in the Grievance Procedure equal to the amount of the delay.
- (c) Employees must use the authorized employee representative or alternate assigned to their geographic location and representation unit, except as otherwise provided herein.

Section 3 – Employee Representative Committee

Up to eighty (80) authorized employee representatives or alternates will be permitted to attend Employee Representative Committee meetings on County time; provided, however, that no such employee shall be released for more than two (2) hours per month. In January of each year of this Agreement, representatives of SBPEA and the County will review the maximum number of attendees in this Section.

Monthly, SBPEA shall notify the County of the employee representatives who attended the previous Employee Representative Committee meeting.

BILINGUAL COMPENSATION

ALL UNITS – EXCEPT MANAGEMENT

- (a) Employees who, with the approval of their appointing authority, are required to perform bilingual translation before an officially convened court, appeals board, commission, or hearing body, in addition to their regular duties, shall be entitled to a bilingual per diem differential. Such differential shall apply regardless of the total time required per day for such translation. Such differential shall be twelve dollars

(\$12.00) per day and shall only be paid upon certification by the employee’s appointing authority or presiding official that such translation was performed.

- (b) Employees in positions designated by the appointing authority which require employees as a condition of employment to perform bilingual translation involving the use of English and a second language (including American Sign Language) as a part of their regular duties, shall be entitled to bilingual compensation. Such compensation shall apply regardless of the total time required per day for such translation. Employees in such positions must be certified as competent in translation skills by Human Resources to be eligible for compensation. There are three (3) levels of competency certification solely determined and administered by Human Resources: Level 1 - verbal skill level: the use of English and a second language in verbal contexts which may require interpretation of simple documents in the second language; Level 2 - written skill level: reading, writing and speaking English and a second language; and Level 3 - technical skill level: reading, writing and speaking English and a second language using medical or legal terminology. Compensation per pay period shall be effective as follows: verbal skill level at fifty dollars (\$50.00) per pay period, written skill level at fifty-five dollars (\$55.00) per pay period, and technical skill level at sixty dollars (\$60.00) per pay period.

MANAGEMENT UNIT

Upon the approval of the Director of Human Resources or designee, employees in the Human Services System Departments (Department of Behavioral Health and Transitional Assistance Department ONLY) required by the appointing authority or designee to perform bilingual translation involving the use of English and a second language (including American Sign Language) as a condition of employment, shall be eligible for bilingual compensation in the amount of forty-five dollars (\$45.00) per pay period. Such compensation shall apply regardless of the total time required per day for such translation. Such employees must be certified as competent in translation skills by Human Resources to be eligible for compensation.

BOOT/SPECIALIZED FOOTWEAR ALLOWANCE

(a) Allowance

The County agrees to make the following payment to employees in regular positions in the classes listed below to serve as a boot/specialized footwear allowance to compensate for any costs associated with boot/specialized footwear purchase and replacement.

The allowance shall be as follows:

<u>Occupational Unit</u>	<u>Classification</u>	<u>Allowance</u>
Craft, Labor, & Trades	Cook I, II, and III	\$100.00
	Equipment Operators I, II, and III	\$100.00
	Sheriff’s Cook I, II	\$100.00
	Sheriff’s Aviation Mechanic	\$100.00
	Maintenance and Construction Worker I and II	\$100.00
Administrative Services	Ecological Resource Specialist	\$100.00

(b) Administration

The annual boot/specialized footwear allowance shall be paid in a lump sum to employees in regular positions who are in paid status in the pay period that includes July 1 of each year. Those employees appointed after the pay period that includes July 1 shall receive a prorated allowance payment at the time of their appointment. Such proration shall be based upon the remaining number of pay periods in the fiscal year nearest their appointment. An eligible employee employed in a regular position who is part-time or job-sharing shall be eligible for a prorated lump-sum payment based on regularly scheduled hours.

Employees not in paid status (i.e., not coding paid hours) in the pay period that includes July 1 shall receive a prorated boot/specialized footwear allowance payment upon return to paid status. Such proration shall be based upon the remaining number of pay periods in the fiscal year nearest their return to paid status. However, an employee who is not in paid status during the entire fiscal year (i.e., not in paid status from pay period 15 of one year through pay period 14 of the following year) shall not receive the annual boot/specialized footwear allowance for the fiscal year(s) during which he/she was not in paid status. For example, if an employee is not in paid status from June of 2014 through September 2016, and then returns to paid status in October 2016, the employee shall receive a prorated allowance payment for FY 2016/2017 upon their return to paid status but shall not receive the FY 2014/2015 allowance because the employee was not in paid status for the entire 2014/2015 fiscal year.

Any employee separating from County employment at the conclusion of a leave of absence shall not receive the boot/specialized footwear allowance.

CLASSIFICATION

ALL UNITS

Section 1 – Purpose

Classification review is a management tool to ensure the accurate reflection of tasks and duties involved in each County position for the purpose of recruitment, compensation, and organizational structuring. The County shall notify SBPEA in writing of all classification and salary changes to classifications allocated to this Unit within two (2) working days after such changes have been approved by the Board of Supervisors. Whenever positions are subject to any change as a result of a classification review, such change will be determined by the County, subject to the classification appeal procedure. New and revised classification specifications shall be furnished to SBPEA in a timely manner.

Section 2 – Implementation of Classification Study Results

(a) Upgradings

An upgrading is the reclassification of a position from one classification to another classification having a higher base salary range. Whenever an incumbent employee is upgraded as a result of such reclassification, pursuant to the Personnel Rules, such employee's step placement in the new salary range shall be governed by the Article on "Promotions."

(b) Downgradings

A downgrading is the reclassification of a position from one classification to another classification having a lower base salary range. When a position is downgraded, the incumbent employee may continue at the same salary rate payment where the salary rate is within the new base salary range. Where an incumbent receives a salary rate payment greater than the maximum of the new base salary range, the Director of Human Resources may authorize continuation of the same salary rate payment to the incumbent employee that the employee received prior to the downgrading of the position by placing the employee on an "X" step, provided that the employee shall receive no future salary rate increases until the salary range maximum of the new classification exceeds the "X" step. In accordance with San Bernardino County Personnel Rule III, Section 6(b), upon request, an employee with regular status occupying a position which has been downgraded shall be placed on an eligibility list for any classification equivalent to his/her former classification for a period of two (2) years. Equivalent classification is hereby defined as one requiring all of the following: (1) the same kind and amount of experience; (2) the same degree of skills, knowledge, and abilities; and (3) a salary level no higher than the employee's former classification.

(c) Salary Rate (Equity) Adjustment

A salary rate (equity) adjustment is a change in the salary range assignment of an existing classification as a result of a compensation study. Step placement for incumbent employees whose classification is assigned to a higher base salary range shall be determined as follows:

The employee shall be placed on the step in the new range that is approximately a five percent (5%) salary increase, not to exceed the maximum step of the new range. The employee shall be eligible to advance to the next step, if applicable, upon completion of 2,080 service hours at the new range and step, in accordance with the requirements of the Merit Advancements Article. Subsequent step advances shall be administered in accordance with the Salary Rates and Step Advancements and Merit Advancements Articles of this Agreement.

Section 3 – Classification Appeals

In accordance with Personnel Rule III, Section 5, appeals of recommended allocations may be filed by incumbents in positions included in a classification study or by their representative. The burden of proof on any classification appeal rests with the appellant to establish why the recommended allocation is not appropriate. The content of and decision on classification appeals shall be restricted to consideration of the recommended and the requested classification. All classification appeals shall be limited to a discussion of duties and responsibilities performed at the time the position was studied.

Classification appeals are heard by a mediator with classification expertise. The decision of the mediator shall be advisory. If the decision of the mediator has an economic impact, the decision of the mediator shall be in the form of a recommendation to the Board of Supervisors for final action. The mediator shall follow the appeal procedure established by the County and SBPEA, and provide written justification to the aforementioned parties on classification appeal recommendations. If an employee/appellant is represented by SBPEA, the cost of the mediator shall be split between the County Department of the employee/appellant and SBPEA. If an employee/appellant is not represented by SBPEA, the County Department of the employee/appellant shall bear the cost for the mediator. Any decisions awarded in those cases where SBPEA does not represent the appellant shall be limited to that singular case and the decision may not be cited as precedent by the County, SBPEA or any other appellant representative in subsequent proceedings.

Step 1 – At the conclusion of the classification study, Human Resources will make a written recommendation to the appointing authority, unless the mediator's recommendation would have an economic impact. In such cases, the Board of Supervisors would take final action.

Step 2 – The appointing authority will notify position incumbent(s) of study results and the timeframes for filing an appeal.

Step 3

- (a) Employees may file a classification appeal individually or in groups provided that all positions represented were allocated to the same class and appealed to the same class. The appeal form should thoroughly explain why the incumbent believes that the allocation is not appropriate and why the requested class is more appropriate. Appeals must be based on the duties performed at the time the position was studied. Changes subsequent to the study will be considered under Personnel Rule III, Section 4(c) upon withdrawal of the appeal.
- (b) An appeal to a non-existent class must clearly show that no existing classification describes the duties and functional responsibilities of the position.
- (c) Disagreements on title of a class, or on the format and wording of class specifications, are not bases for an appeal. Requests for revisions will be presented in writing to Human Resources for review.

- (d) Revisions to a class specification may be appealed to the mediator in cases where it is alleged that a class specification was so significantly revised as to change the grade determinants of a class.
- (e) Disagreements on salary matters for new classifications are excluded from this procedure and will be considered in the context of the meet and confer process. The salary of a classification for which a technical title change has been approved by the Board of Supervisors is not appealable. No salary action can be taken on an existing classification to the meet and confer process that would have the effect of reopening this Agreement. Salaries for new classes will be set by management, unless changes are made by an appeal and recommended by the meet and confer process.
- (f) Disagreements on representation unit designations are excluded from this procedure.

Step 4 – The position incumbent completes the Classification Appeal Form and files it within fifteen (15) working days of Board of Supervisors' approval; or within fifteen (15) working days from the appointing authority's notification to the employee.

Step 5

- (a) The appeal will be reviewed by Human Resources for changes in job duties or other substantial changes to the position description on which the allocation was based.
- (b) Human Resources staff will respond in writing to the Appeal within fifteen (15) working days. Copies of the response will be sent to all involved parties.

Step 6 – A mandatory prehearing conference will be scheduled within a twenty (20) workday period from the date of Human Resources' response. Appellants, exclusive employee organization staff representatives, and Human Resources staff will meet and attempt to reach a settlement. At the request of parties involved, additional personnel may attend to offer clarification of job duties performed by the appellant(s). If no resolution is reached at this conference, the appellant(s) and Human Resources will stipulate the issue(s) in dispute.

Step 7 – Following the prehearing conference, Human Resources staff and the appellant/appellant's representative will consider the information exchanged. Human Resources may revise its allocation recommendation, and appellant(s) may withdraw appeals.

Step 8 – Any additional supporting documentation must be filed with the mediator by both appellant(s) and Human Resources staff fifteen (15) workdays subsequent to the prehearing conference. Lists of witnesses and all written materials/exhibits that are to be discussed at the hearing must be included in this final brief. All parties will receive copies of these briefs.

Step 9 – All of the aforementioned timeframes may be lengthened or shortened upon the joint concurrence of Human Resources and the employee organization involved.

Step 10 – Appeals which have not been resolved through the preceding steps will be forwarded to the mediator.

Step 11 – Appeals presentations will be limited to the incumbent employees or spokespersons elected from the group of appellants, exclusive recognized employee organization staff representatives, and members of Human Resources staff. Witnesses may be heard for the purpose of clarifying technical aspects of job duties.

- (a) Prior to the appeal hearing, the mediator will have reviewed copies of the appeal documentation submitted by both parties.
- (b) Appellants will present arguments first. The burden of proof is with the appellant why the recommended classification allocation is not an appropriate recommendation. Twenty (20) minutes will be allowed for

presentation. Time not taken for presentation will be forfeited. Arguments should be centered around why the classification allocation was not appropriate and what classification would be the most appropriate.

- (c) Human Resources staff will present arguments. Twenty (20) minutes will be allowed for presentation of this argument. Time not taken will be forfeited.
- (d) The mediator will have twenty (20) minutes for questions.

Step 12

- (a) Decisions of the mediator will be limited to the class recommended by Human Resources or the class requested by the appellant on the Classification Appeal Form.
- (b) A written decision shall be given within thirty (30) days of the hearing, indicating the basis for the decision.

Step 13 – Following the appeal hearing, the mediator shall forward the written recommendations to Human Resources and the San Bernardino Public Employees' Association. Both parties will be allowed a two (2) week review period prior to submission of the decision to the Board of Supervisors.

Step 14 – Parties will agree to support the recommendations of the mediator unless there is a failure to act in good faith in implementing the spirit and intent of these procedures.

Step 15 – This procedure shall remain in effect until it is changed through the meet and confer process. Requests for changes to the procedure may be presented at any time.

COUNTY IDENTIFICATION/ACCESS CARDS

ALL UNITS

The County will provide identification and/or access cards to all employees. Such cards will include the employee's name and photograph. Employees shall carry such cards at all times while engaged in County business and in connection with such business shall produce cards for inspection to any County official.

County identification and/or access cards will be replaced without charge if damaged due to normal wear and tear. In the event an employee identification and/or access card is lost, stolen or destroyed, an employee may be charged the reasonable cost of replacing said card(s).

Employees shall surrender such cards upon separation from County Department(s) and/or upon separation from County employment.

COUNTY MANAGEMENT RIGHTS

ALL UNITS

All management rights and functions shall remain vested exclusively with the County except those which are clearly and expressly limited in this Agreement. It is recognized merely by way of illustration that such management rights and functions include but are not limited to:

- (a) The right to determine the mission and organizational structure of each of its agencies, departments, institutions, boards, and commissions.

- (b) The right of full and exclusive control of the management of the County; supervision of all operations; determination of the methods and means of performing any and all work; and composition, assignment, direction, location, and determination of the size and mission of the work force.
- (c) The right to determine the work to be done by the employees, including establishment of levels of service and staffing patterns.
- (d) The right to change or introduce new or improved operations, methods, means or facilities; to reorganize operations, modify or discontinue programs and services; or to contract for work to be done; provided, however, that the parties shall meet and discuss the impacts of any contract proposed to be awarded which would contract for services currently being provided by Unit employees.
- (e) The right to prescribe qualifications for employment and determine whether they are met; to hire, set and enforce performance standards, and promote employees; to establish, revise and enforce work rules; to schedule work time and time off; to require overtime and determine the necessity for overtime; to transfer, reassign, and lay off employees; to suspend, reduce in step, demote, discharge or otherwise discipline employees for cause; and to otherwise maintain orderly, effective, and efficient operations.

This Article neither establishes nor grants any rights or benefits to the Association or employees covered by this Agreement, and the County shall be free to exercise its rights under this provision without challenge from the Association or employees except where it can be demonstrated that such exercise is contrary to a specific limitation placed upon the County in another Article of this Agreement.

DEFERRED COMPENSATION

ALL UNITS

Employees who have completed one (1) year of continuous service in a regular position shall be eligible for the benefits of this article. The bi-weekly contribution of employees who contribute to the County's Section 457(b) Deferred Compensation Plan will be matched by a County contribution on the basis of one-half times (1/2 x) the employee's contribution up to one-half percent (1/2%) the employee's bi-weekly base salary. For example, an employee who contributes \$10.00 per pay period shall receive a County contribution of \$5.00 per pay period, provided that \$5.00 does not exceed one-half percent (1/2%) of the employee's bi-weekly base salary. County contributions to the Plan shall not be considered earnable compensation.

DEFINITIONS

ALL UNITS

Listed below are definitions of terms commonly used in this Agreement.

Appointing Authority – Refers to the department head of the employee's department. It includes any person who is designated as acting department head, employees acting for the department head during absence, and/or employees delegated all authority to act on behalf of the appointing authority on a regular basis.

Base Rate of Pay/Base Hourly Rate – Refers to the employee's base hourly wage, excluding differentials and other pay above the base hourly wage (See Appendix C).

Bi-weekly Base Salary/Base Bi-weekly Salary – Refers to the employee's base hourly rate, excluding any differentials or other pay above the base hourly rate, such as SAC Pay, multiplied by the base hours paid (e.g., REG, SCK, VAC, etc.) each pay period.

Calendar Year - Refers to pay period 1 through 26 consecutively (or 27 when applicable).

County/Continuous Service – Refers to the total length of service from an employee’s most recent beginning (hire) date in a regular position with no separation from County employment.

Date of Hire or Hire Date – Refers to the effective date of the most recent date of hire in a regular position.

Director of Human Resources – Refers to the incumbent in the Director of Human Resources’ position. It also includes any person who has been designated as acting Director of Human Resources, employees acting for the Director during absence, and/or employees delegated authority approval on a regular basis by the Director of Human Resources.

Fringe Benefit(s) – Refers to non-wage compensation provided to employees such as, but not limited to, employer paid insurances, paid leaves, tuition reimbursement, Medical Emergency Leave, Voluntary Time Off, and Opt-out/Waive amounts. Fringe benefits shall not include compensation such as base salary, SAC Pay and differentials.

Fiscal Year – Refers to pay period 15 of one year through pay period 14 of the following year.

Paid Hours – Shall mean hours actually worked or the use of accrued leave time such as vacation, sick, holiday, or compensatory time. It does not include unpaid hours or disability payments such as Short Term Disability or workers compensation.

Paid Status – Refers to any pay period in which an employee codes paid hours.

Regular Position – Refers to a position authorized by the Board of Supervisors, that may be budgeted at either full-time or part-time level, and may be in either the Classified or Unclassified Service. Regular positions do not include recurrent, extra-help, ordinance, contract and other contingent positions.

Regular Status – Refers to an employee’s status upon the completion of a required probationary and/or trainee period in a regular classified position in the employee’s current or prior position as applicable.

Service Date – Refers to the first day of the pay period in which the employee begins work.

Service Hours – Refers to paid hours in a regular County position from an employee’s most recent date of hire and during an employee’s regular tour of duty, up to 80 hours per pay period. Time without pay, disability payments, Medical Emergency Leave, and overtime hours do not count as service hours.

Working Days – Refers to the days that the County is normally open to conduct business, i.e., Monday through Friday, excluding County holidays.

DEMOTIONS

ALL UNITS

A demotion is the appointment of an employee from an incumbent position to a position in a different classification for which the maximum rate of pay is lower.

A promoted employee who returns to his/her former classification during the probationary period shall be placed on the same step within the base salary range for the former classification that the employee was on at time of promotion. No credit shall be granted for hours worked at the promoted level for next step advance due date.

A probationary employee who voluntarily demotes to a different classification from which the employee was promoted shall be retained at the same salary rate, provided that the salary rate does not exceed the top step of the lower classification. If the salary rate is higher than the top step of the lower classification, the employee shall be placed at the top step of the base salary range of the lower classification.

An employee with regular status who voluntarily demotes to a lower classification shall be retained at the same salary rate, provided that the salary rate does not exceed the top step of the lower classification. If the salary rate is higher than the top step of the lower classification, the employee shall be placed at the top step of the base salary range of the lower classification.

An employee who demotes to a trainee classification for which the journey level classification is higher than the classification he/she demoted from, shall retain the same salary rate. Such an employee will be placed on the "X" step if necessary, and the employee shall receive no future salary rate increases until the employee has promoted to the journey level classification and the salary rate of that classification exceeds the "X" step.

An employee who demotes to a trainee classification for which the journey level classification is lower than the classification he/she demoted from shall retain the same salary rate, provided that the salary rate does not exceed the top step of the journey level classification. If the salary rate is higher than the top step of the journey level classification, the employee shall be placed at the top step of the base salary range of the lower journey level classification.

An employee whose position is downgraded as a result of a classification study may be placed on the "X" step in accordance with the provisions of the Article on "Classification, Section 2(b)" with the approval of the appointing authority and the Director of Human Resources.

An employee demoted for disciplinary reasons shall be placed on the step within the base salary range of the class to which demoted as provided in the Order of Demotion.

If the employee held prior regular status in the demoted to classification, the employee shall resume said status. If the employee did not have prior regular status in the classification, the employee shall be required to serve a probationary period, unless waived by the Director of Human Resources.

DEPENDENT CARE ASSISTANCE PLAN

ALL UNITS

The purpose of this Section 125 Dependent Care Assistance Plan (DCAP) is to permit eligible employees to make an election to pay for certain dependent care expenses with salary reduction from compensation contributed to the Plan before federal income or social security taxes are paid to the Internal Revenue Service ("Salary Reduction") in accordance with Sections 125 and 129 of the Internal Revenue Code (IRC) of 1986 and regulations issued pursuant thereto. DCAP shall be construed to comply with said Code Sections and to meet the requirements of any other applicable provisions of law. DCAP exclusions from gross income do not affect compensation for retirement purposes.

DCAP will be administered by the County's Human Resources Department, Human Resources Division Chief, Employee Benefits and Services, consistent with said IRC Sections and the County's Dependent Care Assistance Plan Document.

- (a) To be eligible to enroll in this benefit, an employee must be in a regular position.
- (b) Enrollment in the Plan for current employees is required every Plan Year and is limited to the annual open enrollment period or no later than sixty (60) days following the date of becoming eligible due to a mid-year Change in Status event. Failure to submit participation agreement within the time frame shall result in an election to not participate in the Plan.

- (c) An employee must elect to contribute to DCAP through salary reduction on forms approved by the Human Resources Division Chief, Employee Benefits and Services. An employee election to participate shall be irrevocable for the remainder of the Plan year. Once a salary reduction has begun, in no event will changes in elections be permitted during the Plan year except to the extent permitted under Internal Revenue Service rulings and regulations and the County's Dependent Care Assistance Plan Document.
- (d) Pursuant to IRC Section 125, any amounts remaining in the employee's account at the end of a Plan Year must be forfeited except as permitted by the IRC and the County's Dependent Care Assistance Plan Document. The County will use any forfeited amounts to help defray the Plan's administrative expenses.

DIFFERENTIALS

Section 1 – After Hours Hotline Supervisor

SUPERVISORY UNIT

Supervising Social Service Practitioners in the Department of Children's Services and Department of Aging and Adult Services who are designated by their appointing authority to take telephone calls regarding child or elder/dependent adult endangerment issues, assess risk to a child or elder/dependent adult, contact staff and assign them case responsibility, assist staff in locating placements as needed, and otherwise provide support to on-call staff, while working beyond the regular hours of the Child Abuse Hotline shall be paid eleven dollars and fifty cents (\$11.50) for each hour of assigned duty. The number of employees scheduled for assignment or the removal of employees from the hotline differential is at the discretion of the appointing authority and is not subject to review through the Grievance Procedure.

Employees on an extended leave of absence (i.e., on a leave of absence of more than 80 consecutive hours) shall not be paid the differential of this section while on leave.

Effective on 6/27/2015, the differential of this section should be increased to twelve dollars (\$12.00) for each hour of assigned duty.

Section 2 – Inpatient Assignment Compensation

CRAFT, LABOR & TRADES, SUPERVISORY AND TECHNICAL & INSPECTION UNITS

Employees in the following classification with a continuous, full-time assignment for work in the Behavioral Health Inpatient Unit of Arrowhead Regional Medical Center shall receive inpatient assignment compensation:

Supervisory Unit	Mental Health Clinic Supervisor
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The appointing authority shall designate those positions eligible to receive inpatient assignment compensation of eighty dollars (\$80.00) per pay period for employees in paid status.

Employees on an extended leave of absence (i.e., on a leave of absence of more than 80 consecutive hours) shall not be paid the differential of this section while on leave.

Effective on 6/27/2015, the differential of this section should be increased to one hundred twenty dollars (\$120.00) per pay period for employees in paid status.

Effective on 6/27/2015, employees in the following additional classifications with a continuous, full-time assignment for work in the Behavioral Health Inpatient Unit of Arrowhead Regional Medical Center shall receive inpatient assignment compensation in the amount of one dollar and fifty cents (\$1.50) for each hour actually worked in this assignment:

Craft, Labor & Trades Unit	Nursing Attendant
Technical & Inspection Unit	Licensed Vocational Nurse I, II, and III Occupational Therapy Assistant Psychiatric Technician I and II

Section 3 – Supervising Laboratory Technologist Weekend Night Differential

SUPERVISORY UNIT

The following differential has been established for Supervising Laboratory Technologists assigned to work on a weekend night.

- (a) Weekend night for purposes of this provision is from 11:30 p.m. Friday to 7:30 a.m. Monday.
- (b) A Supervising Laboratory Technologist assigned to work a weekend night shall be paid an additional one dollar (\$1.00) per hour over and above their base hourly rate.
- (c) Classification eligible for this provision:

Supervising Laboratory Technologist

Effective on 6/27/2015, the differential of this section should be increased to one dollar and fifty cents (\$1.50) for each hour assigned to work on a weekend night.

Section 4 – Shift Differentials

ALL – EXCEPT MANAGEMENT

Special Provisions

The following differentials shall not be included in the base rate of pay when computing overtime or call-back pay. Such differentials will be included in computing overtime for employees who are not exempt under the Fair Labor Standards Act (i.e., ADMINISTRATIVE SERVICES, CLERICAL, TECHNICAL & INSPECTION, and CRAFT, LABOR & TRADES Units).

Overtime worked is in addition to a scheduled tour of duty and is compensated separately in accordance with the overtime provisions of this Agreement.

(a) Evening and Night Shift Differentials

Employees assigned to a continuous or regularly recurring evening or night shift tour of duty shall receive additional shift differential over and above the established base rates of pay. Further, employees who provide relief work for other employees assigned to continuous or regularly recurring evening or night shift tours of duty may receive shift differential compensation with prior approval of the appointing authority.

Employees whose assigned tour of duty, with or without intervening meal time, includes at least four (4) hours between 6:00 p.m. and 12:00 a.m. (midnight), shall receive one dollar (\$1.00) per hour over and above their base hourly rate.

Employees whose assigned tour of duty, with or without intervening meal time, includes at least four (4) hours between 12:00 a.m. (midnight) and 8:00 a.m. of the following day, shall receive one dollar and thirty cents (\$1.30) per hour over and above their base hourly rate.

Employees who are assigned to a continuous evening or night shift tour of duty shall receive such differential in addition to base pay when computing paid leave compensation.

Employees on an extended leave of absence (i.e., on a leave of absence of more than 80 consecutive hours) shall not be paid the differential of this sub-section while on leave.

(b) Medical Support Shift Differentials

Employees designated in this paragraph assigned to hospital, mental, or correctional institutions whose assigned tour of duty, with or without intervening meal time, includes at least four (4) hours between 6:00 p.m. and 12:00 a.m. (midnight), shall receive two dollars (\$2.00) per hour over and above their base hourly rate.

Those eligible employees whose assigned tour of duty, with or without intervening meal time, includes at least four (4) hours between 12:00 a.m. (midnight) and 8:00 a.m. of the following day, shall receive two dollars and eighty-five cents (\$2.85) per hour over and above their base hourly rate. This paragraph shall apply to the types of positions and units listed below:

Administrative Services Unit	Respiratory Therapists Respiratory Care Practitioners III Pulmonary Function Specialists
Supervisory Unit	Supervising Laboratory Technologists Supervising Respiratory Care Practitioners

Those eligible employees whose assigned tour of duty, with or without intervening meal time, includes at least four (4) hours between 12:00 a.m. (midnight) and 8:00 a.m. of the following day, shall receive three dollars and fifty cents (\$3.50) per hour over and above their base hourly rate. This paragraph shall apply to the types of positions and units listed below:

Supervisory Nurses Unit	All classifications requiring licensure by the Board of Registered Nursing as a registered nurse
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Employees on an extended leave of absence (i.e., on a leave of absence of more than 80 consecutive hours) shall not be paid the differential of this sub-section while on leave.

(c) Medical Support Weekend Differential

Employees designated in this paragraph assigned to hospital, mental, or correctional institutions, who work on a scheduled weekend day off, shall be paid an additional three dollars (\$3.00) per hour over and above their base hourly rate. Weekend for purposes of this provision is between 11:00 p.m. Friday through 11:00 p.m. Sunday night. In no event shall this differential be paid for a weekend tour of duty, which was regularly scheduled as part of a standard tour of duty. This paragraph shall apply to the types of classifications and units listed below:

Administrative Services Unit	Respiratory Therapists Respiratory Care Practitioners III Pulmonary Function Specialists
Supervisory Unit	Supervising Laboratory Technologists Supervising Respiratory Care Practitioners

Employees designated in this paragraph assigned to hospital, mental, or correctional institutions, who work on a scheduled weekend day off, shall be paid an additional four dollars (\$4.00) per hour over and above their base hourly rate. Weekend for purposes of this provision is between 11:00 p.m. Friday through 11:00 p.m. Sunday night. In no event shall this differential be paid for a weekend tour of duty, which was regularly scheduled as part of a standard tour of duty. This paragraph shall apply to the types of classifications and units listed below:

Supervisory Nurses Unit

All classifications requiring licensure by the Board of Registered Nursing as a registered nurse

Effective on 6/27/2015, employees in the additional classifications below assigned to hospital, mental, or correctional institutions, who work on a scheduled weekend day off, shall be paid an additional three dollars (\$3.00) per hour actually worked over and above their base hourly rate. Weekend for purposes of this provision is between 11:00 p.m. Friday through 11:00 p.m. Sunday night. In no event shall this differential be paid for a weekend tour of duty, which was regularly scheduled as part of a standard tour of duty.

Craft, Labor & Trades Unit

Nursing Attendant
Psychiatric Aide

Technical & Inspection Unit

Emergency Room Technician
Licensed Vocational Nurse I, II, and III
Licensed Vocational Nurse Corrections I and II
Psychiatric Technician I and II

- (d) Weekend Day Differential – Employees in the Child Abuse Hotline (CAHL), Department of Children’s Services, who work an assigned weekend day as part of their scheduled tour of duty, shall receive a weekend day differential of one dollar (\$1.00) per hour over and above their base hourly rate. Weekend for purposes of this provision is Saturday and Sunday.

Effective on 6/27/2015, the differential of this sub-section should be increased to one dollar and fifty cents (\$1.50) per hour over and above the employee’s base hourly rate.

Section 5 – Supervisory Nurses Unit Differential

SUPERVISORY NURSES UNIT

Assistant Nurse Manager and Nurse Manager in the Supervisory Nurses Unit regularly assigned to a special treatment unit at the Arrowhead Regional Medical Center shall be entitled to unit differential upon certification of the appointing authority that said nurse possesses specialized skills required to perform within the assigned unit. Special treatment unit for eligible employees is defined as Burn, Emergency, Respiratory, Intensive Care, Coronary Care, Labor and Delivery, Behavioral Health, Medical Imaging, Operating Room, and Neonatal Intensive Care Units.

The rate for eligible employees in Respiratory, Intensive Care, Coronary Care, Behavioral Health, Labor and Delivery, Medical Imaging, Operating Room, and Neonatal Intensive Care Units shall be one dollar and seventy-five cents (\$1.75) per hour. The rate for eligible employees in the Burn and Emergency Units shall be two dollars (\$2.00) per hour.

Employees on an extended leave of absence (i.e., on a leave of absence of more than 80 consecutive hours) shall not be paid the differential of this section while on leave.

Section 6 – Mobile Intensive Care Nurse Certification Differential**SUPERVISORY NURSES UNIT**

Registered Nurses in the SUPERVISORY NURSES Unit assigned to the Arrowhead Regional Medical Center Emergency Department who are required and approved by their appointing authority to maintain a valid certificate as a Mobile Intensive Care Nurse (MICN) shall be entitled to a differential of five percent (5%) above their base hourly rate for all hours actually worked.

Section 7 – ARMC Custodian Assignment Differential**CRAFT, LABOR & TRADES AND SUPERVISORY UNITS**

All employees assigned to the Arrowhead Regional Medical Center in regular positions in the classifications designated below shall be eligible to receive an assignment differential of fifty cents (\$0.50) per hour for all hours actually worked effective the first working day of the pay period following the pay period in which they complete 2,080 service hours.

Craft, Labor & Trades Unit	Custodian I Custodian II
Supervisory Unit	Supervising Custodian

Effective on 6/27/2015, the differential of this section should be increased to one dollar (\$1.00) for each hour actually worked.

Section 8 –Maintenance Mechanics Detention Differential**CRAFT, LABOR & TRADES AND MANAGEMENT UNITS**

General Maintenance Mechanics assigned to work at detention center(s) shall be entitled to one dollar (\$1.00) per hour over and above their base hourly rate for hours actually worked at this facility.

Effective on 6/27/2015, the differential above should be increased to one dollar and fifty cents (\$1.50) for each hour actually worked at detention center(s).

Effective on 6/27/2015, employees in the classifications of Sheriff's Maintenance Mechanic Trainee, Sheriff's Maintenance Mechanic, and Sheriff's Maintenance Manager assigned to work at a detention center(s) shall be entitled to one dollar and fifty cents (\$1.50) per hour over and above their base hourly rate for hours actually worked at this facility.

Section 9 – Probation Division Director Juvenile Detention and Assessment Centers Differential**MANAGEMENT UNIT**

Probation Division Directors I and II regularly assigned to work in Juvenile Detention and Assessment Center - San Bernardino, West Valley or High Desert may be eligible to receive a five percent (5%) assignment differential as long as assigned this duty. Such differential shall be based upon the base hourly wage of the affected employee. Eligibility for this differential is at the sole discretion of the Chief Probation Officer.

Employees on an extended leave of absence (i.e., on a leave of absence of more than 80 consecutive hours) shall not be paid the differential of this section while on leave.

Effective on 6/27/2015, the differential of this section should be increased to six percent (6%) as long as the employee is assigned this duty. Such differential shall be based upon the base hourly wage of the employee.

Section 10 – High Voltage Differential**CRAFT, LABOR & TRADES UNIT**

Electricians who work on electric lines that exceed 480 volts shall be entitled to one dollar (\$1.00) per hour over and above their base hourly rate for hours actually worked performing such assignments.

Effective on 6/27/2015, the differential of this section should be increased to one dollar and fifty cents (\$1.50) for each hour actually worked performing such assignments.

Section 11 – Sheriff's Aviation Mechanic Inspection Authorization Differential**CRAFT, LABOR & TRADES AND SUPERVISORY UNITS**

Sheriff's Aviation Mechanics who possess a valid Federal Aviation Inspection License that provides the employee the ability to perform Inspection Authorizations shall be entitled to a differential of one dollar (\$1.00) per hour for hours worked performing such inspections.

Effective on 6/27/2015, the differential of this section should be increased to one dollar and fifty cents (\$1.50) for each hour worked performing such inspections.

Section 12 – Compensation Limitation**SUPERVISORY AND SUPERVISORY NURSES UNITS**

In no case shall the monetary rate of the shift/weekend differential and bilingual compensation paid to a supervisor be less than that paid to a supervised employee receiving the same differential(s).

Section 13 – Child Abuse Hotline (CAHL) Child Welfare Services Manager (CWSM) After Hours Assignment Differential**MANAGEMENT UNIT**

The Child Welfare Services Manager (CWSM) in the Department of Children's Services who is assigned to manage the afterhours operation of the Child Abuse Hotline (CAHL) shall receive a five percent (5%) assignment differential as long as assigned this duty. Such differential shall be based upon the base hourly wage of the employee.

Employees on an extended leave of absence (i.e., on a leave of absence of more than 80 consecutive hours) shall not be paid the differential of this section while on leave.

Effective on 6/27/2015, the differential of this section should be increased to six percent (6%) as long as the employee is assigned this duty. Such differential shall be based upon the base hourly wage of the employee.

Section 14 – Fundamental Payroll Certification**TECHNICAL & INSPECTION UNIT**

ACR Payroll Technicians who possess the Fundamental Payroll Certification issued by the American Payroll Association shall receive a five percent (5%) differential for all hours actually worked. Such differential shall be based upon the base hourly rate of the affected employee.

Employees who fail to make arrangements for direct deposit shall receive paychecks and/or expense reimbursements via pay card.

DISASTER SERVICE WORKERS

ALL UNITS

All employees covered by this Agreement are public employees, and, as such, are to serve as disaster service workers subject to such service activities as may be assigned to them by their superiors or by law, pursuant to Government Code Section 3100.

DUAL APPOINTMENTS

ALL UNITS

The appointment of two (2) full-time employees to the same budgeted regular position may be authorized by the Director of Human Resources to facilitate training, to make assignments to a position which is vacant due to extended authorized leave of absence, or in an emergency. The most recently hired dual appointee shall enjoy all of the benefits of regular employees except regular status, unless the most recently appointed dual appointee has regular status in the classification. The most recently appointed employee shall be notified in writing by the appointing authority and such notification will clearly define the benefits to which that employee is entitled. Upon return of the initial appointee or completion of the training period or emergency, the following procedure shall apply. If the most recently appointed dual appointee has regular status in the same classification, he/she shall be placed in a vacant position in the same classification in the department/group. If no position is available, the employee shall be laid off, pursuant to the layoff provisions of this Agreement; provided, however, that the initial appointee shall be excluded from the order of layoff. If the most recently appointed dual appointee does not have regular status in the classification, he/she may be appointed to a vacant position in the same classification in the department/group; however, he/she shall be required to serve a probationary period unless waived by the Director of Human Resources. If the most recently appointed dual appointee held prior regular status in a lower classification immediately preceding the dual appointment, he/she shall have the right to return to the former classification and department. If he/she has not held prior regular status in a lower level classification, he/she shall be terminated.

EMPLOYEE RIGHTS

ALL UNITS – EXCEPT MANAGEMENT, SUPERVISORY AND SUPERVISORY NURSES

The following are employee rights:

- (a) The right of employees to form, join, and participate in the activities of employee organizations of their own choosing for the purpose of representation on all matters of employer-employee relations.
- (b) The right of employees to refuse to join or participate in the activities of employee organizations and the right to represent themselves individually in their employment relations with the County except as provided in the "Modified Agency Shop" Article and in (e) below.
- (c) The right of employees to be free from interference, intimidation, restraint, coercion, discrimination, or reprisal on the part of an appointing authority, supervisor, other employees, or employee organizations as a result of their exercise of rights granted in this Article.

- (d) The right of SBPEA, upon its request and prior to implementation, to discuss with County Management any significant change in terms or conditions of employment which results in a significant impact on employees, except in emergencies.
- (e) The San Bernardino Public Employees Association (SBPEA) shall be the sole, exclusive and fair representative of all County employees represented by the Association in this Agreement and in all adjudicatory proceedings between the County and represented employees. SBPEA shall have the sole responsibility as to which matters are adjudicated on behalf of those represented employees and the cost of the same for employees not members of the Association. The only exceptions to the sole, exclusive and fair representation by SBPEA are: (1) those instances of disciplinary action and its proceedings which are governed by Rule X of the Personnel Rules where such representation must be declined in writing by the employee(s) and where the employee may represent himself or herself as well as utilize external representation; and (2) those grievances brought under the Grievance Procedure Article where the individual elects in writing to exercise the right of self-representation, that is, the employee himself or herself represents their position before the arbitrator in accordance with the Grievance Article.

The County shall defend, indemnify and hold harmless SBPEA and its officers and employees from any claim, loss, liability, cause of action or administrative proceeding arising out of the operation of Section (e) of this Article. Upon commencement of such legal action, administrative proceeding, or claim, the County shall have the right to decide and determine whether any claim, administrative proceeding, liability, suit or judgment made or brought against SBPEA or its officers and employees because of any application of this Article shall not be compromised, resisted, defended, tried or appealed. Any such decision on the part of the County shall not diminish the County's defense or and indemnification obligations under this Agreement.

SBPEA, immediately upon receipt of notice of such claim, proceeding or legal action shall inform the County of such action, provide the County with all information, documents, and assistance necessary for the County defense or settlement of such action and fully cooperate with the County in providing all necessary employee witnesses and assistance necessary for said defense. The cost of any such assistance shall be paid by the County.

The County upon its compromise or settlement of such action or matter shall immediately pay the parties to such action all sums due under such settlement or compromise. The County, upon final order and judgment of a Court of competent jurisdiction awarding damages or costs to any employee, shall pay all sums owing under such order and judgment.

MANAGEMENT, SUPERVISORY AND SUPERVISORY NURSES UNITS

The following are employee rights:

- (a) The right of employees to form, join, and participate in the activities of employee organizations of their own choosing for the purpose of representation on all matters of employer-employee relations.
- (b) The right of employees to refuse to join or participate in the activities of employee organizations and the right to represent themselves individually in their employment relations with the County.
- (c) The right of employees to be free from interference, intimidation, restraint, coercion, discrimination, or reprisal on the part of an appointing authority, supervisor, other employees, or employee organizations as a result of their exercise of rights granted in this Article.
- (d) The right of SBPEA, upon its request and prior to implementation, to discuss with County Management any significant change in terms or conditions of employment which results in a significant impact on employees, except in emergencies.

EQUITY ADJUSTMENTS

The County agrees, following Board of Supervisors approval of this Agreement, to implement equity adjustments effective 6/28/14 as specified below:

- Assistant Nurse Manager (approximately 7.5%)
- Clinic Assistant (approximately 2.5%)
- Clinic Supervisor – ARMC (approximately 2.5%)
- Clinic Supervisor - Public Health (approximately 2.5%)
- Mental Health Nurses Manager - ARMC (approximately 2.5%)
- Nurse Manager (approximately 2.5%)
- Sheriff's Communication Dispatcher II Trainee, II, and III (approximately 2.5%)
- Sheriff's Custody Specialist (approximately 1.25%)
- Sheriff's Custody Specialist – 12 Hour Shift (approximately 1.25%)
- Sheriff's Supervising Communication Dispatcher (approximately 2.5%)

Eligible employees will be placed on the appropriate step in the higher range based on the agreed upon equity adjustment for the particular classification, not to exceed the maximum step of the new range. The employee shall be eligible to advance to the next step, if applicable, upon completion of 2,080 service hours at the new range and step, in accordance with the requirements of the Merit Advancements Article.

Service hours for the purpose of determining eligibility for the next merit advancement will not reset for employees who are receiving an equity increase of approximately 1.25%. These employees shall be eligible to advance to the next step, if applicable, upon completion of 2,080 service hours from their most recent merit advancement.

EQUITY POOL

The County will establish an equity pool of approximately \$4,300,000, with an annualized amount equivalent of up to \$2.3 million to be implemented in September 2014, and the remaining to be implemented in July 2015 as specified in Appendices E and E. Eligible employees will be placed on the step in the higher range that is approximately 1.25% to 2.5% increase not to exceed the maximum step of the new range. With the exception of an employee who is receiving an equity increase of approximately 1.25%, following placement on the step in the higher range an employee shall be eligible to advance to the next step, if applicable, upon completion of 2,080 service hours at the new range and step, in accordance with the requirements of the Merit Advancements Article. The amount of such increases shall not exceed the economic authority previously granted by the Board of Supervisors.

EXPENSE REIMBURSEMENT

ALL UNITS

Section 1 – General Provisions

The purpose of this Article is to define the policy and procedures by which employees shall report and be reimbursed for necessary expenses incurred on behalf of San Bernardino County, except as may be otherwise provided in this Agreement.

Section 2 – Responsibilities

It shall be the responsibility of each appointing authority or designee to investigate and approve each request for expense reimbursement. It shall be the responsibility of each employee to obtain prior approval from the appropriate appointing authority or designee to incur a business expense or to exceed maximum allowable

amounts provided in Section 7 of this Article. Prior approval may be in the form of standing orders issued by the appointing authority. Failure to obtain prior approval may result in denial of any expense claim (or excess amount) not pre-approved.

Section 3 – Travel Authorization

- (a) Travel outside the State of California must be approved by the Chief Executive Officer or designee except when the trip outside California is within twenty (20) miles of the California border or travel through a location anywhere in the adjacent state as a means of arriving at a location within California. Requests for such travel shall be submitted to the County Administrative Office in triplicate on a standard "Travel Request" form, unless specifically approved in the department's budget.
- (b) The appointing authority or designee shall initiate travel requests. The Chief Executive Officer and Auditor-Controller/Treasurer/Tax Collector shall be notified in writing of all such designees.
- (c) The appointing authority or designee is authorized to approve necessary travel within the State of California and use of transportation mode consistent with this Article.

Section 4 – Authorization for Attendance at Meetings

- (a) Appointing authorities may authorize attendance at meetings at County expense when the program material is directly related to an important phase of County service and holds promise of benefit to the County as a result of such attendance.
- (b) Authorization for attendance at meetings without expense reimbursement, but on County time, may be granted when the employee is engaged on the County's behalf, but from which the gain will inure principally to the benefit of the employee and only incidentally to the County.

Section 5 – Records and Reimbursements

- (a) Requests for expense reimbursement should be submitted once each month, except if the amount claimable for any month does not exceed twenty-five dollars (\$25.00), the submission may be deferred until the amount exceeds twenty-five dollars (\$25.00) quarterly or until June 30 during the current fiscal year, whichever occurs first. At the end of the fiscal year, expense reimbursement claims for July 1 and beyond must be on a separate claim from those expenses claimed for June 30 or earlier.
- (b) Unless otherwise provided in this Article, original receipts or vouchers which verify the claimed expenditures will be required for all items of expense, except:
 - (1) Private mileage.
 - (2) Taxi, streetcar, bus and ferryboat fares; bridge and road tolls; and parking fees.
 - (3) Telephone and telegraph charges.
 - (4) Other authorized expenses of less than one dollar (\$1.00).
- (c) Claims for expense reimbursement totaling less than one dollar (\$1.00) in any fiscal year shall not be paid.
- (d) Reimbursement shall not be made for any personal expenses such as, but not limited to: entertainment, barbering, etc.
- (e) Except as otherwise provided in this Article, expense reimbursements shall be made on an actual cost basis.

- (f) If original receipt is unavailable, the employee may submit a photocopy and a signed statement as to the location of the original receipt or an explanation as to its absence.
- (g) Expense reimbursements may be made via Electronic Fund Transfer into the financial institution of the employee's choice or by pay card. Employees who fail to make arrangements for direct deposit shall receive reimbursements via pay card.

Section 6 – Transportation Modes

- (a) The general rule for selection of a mode of transportation is that mode which represents the lowest expense to the County. Where an employee is given the choice between several means of travel (e.g., use of County vehicle vs. own personal vehicle, flying vs. driving, etc.) and the employee chooses the option that is more costly, the employee shall only be reimbursed for the lesser cost option. For example, if an employee chooses to drive his/her own vehicle when offered a County vehicle, the employee shall not be entitled to any reimbursement. Similarly, if the cost of flying on an airplane is less than the cost of driving, the employee shall only be reimbursed for the amount the County would have paid for the flight.

(b) Travel Via Private Automobile

- (1) Reimbursement for the use of privately owned automobiles to conduct County business shall be at the IRS allowable rate. Reimbursement at this rate shall be considered as full and complete payment for actual necessary expenses for the use of the private automobile, insurance, maintenance, and all other transportation-related costs. The County does not provide any insurance for private automobiles used on County business. The owner of an automobile is responsible for the personal liability and property damage insurance when the vehicle is used on County business.
- (2) When employees traveling on official County business, leave directly from their principal place of residence rather than from their assigned work location, mileage allowed to the first work contact point shall be the difference between the distance from the residence to the assigned work location and the distance from the residence to the first work contact point. If the first work contact point is closer than the assigned work location, no mileage shall be allowed. If the employee departs from the last work contact point directly to the residence, the same principle governs.

Employees may have multiple assigned work locations. Mileage allowed is based on the assigned work location for that day. When employees have more than one assigned work location in a standard tour of duty, mileage shall be allowed between assigned work locations.

In no case will mileage be allowed between the employee's residence and the assigned work location.

(c) Travel Via Rental Vehicles

Reimbursement will be provided for the cost of a rental vehicle for business purposes if such use is approved by the appointing authority. Rental vehicles are covered for liability and vehicle physical damage under the County's self-insurance program. Reimbursement will not be provided for the additional costs incurred if any employee purchases additional insurance or signs a Collision Damage Waiver (CDW) when renting a vehicle for County business. Requests for reimbursement for gasoline for rental vehicles must be accompanied by a copy of the rental agreement or rental receipt and gasoline receipt.

(d) Travel Via Air

When commercial aircraft transportation is approved, the "cost of public carrier" shall mean the cost of air coach class rate including tax and security surcharges.

Section 7 – Meals and Lodging

- (a) Meal and lodging expenses shall not be allowed without prior approval of the appointing authority or designee as necessary for the purpose of conducting County business. Excess charges for meals and lodging greater than the amounts listed below in paragraphs (b) and (c) may be authorized under special conditions, such as a convention requirement or in an area of unusually high cost (such as San Francisco Bay area, Sacramento, Los Angeles and San Diego). Original receipts are mandatory to obtain reimbursement for all lodging expenses, and except as provided below for all meal expenses claimed.
- (b) The allowance for lodging is seventy-five dollars (\$75.00) plus tax, per night, single, with receipt.
- (c) Compensation for meal expenses may be provided as follows:
 - (1) Option 1 – With receipts, an employee may be reimbursed for meal expenses up to fifty dollars (\$50.00) per day, including tax and gratuity, for three (3) meals, or when separate meals are claimed, eleven dollars (\$11.00) for breakfast; fifteen dollars (\$15.00) for lunch; and twenty-four dollars (\$24.00) for dinner, all including tax and gratuity.
 - (2) Option 2 – Without receipts, an employee may be reimbursed for meal expenses up to \$34.00 per day, including tax and gratuity, for three (3) meals, or when separate meals are claimed, six dollars (\$6.00) for breakfast, nine dollars (\$9.00) for lunch, and nineteen (\$19.00) for dinner, all including tax and gratuity.
 - (3) All meals for a single day must be claimed under either Option 1 or Option 2.
- (d) Meal allowances for a business meeting/conference including meals are the actual cost.
- (e) The parties agree that it is the basic responsibility of employees to anticipate and make provision for their own meals. In emergency situations at the work site, if an employee is unable to obtain a meal due to extraordinary working conditions or an extremely remote work site, the County shall make every effort to provide meals.

Section 8 – Expense Advances

Advancement of funds for business expenses can be obtained from the Auditor-Controller/Treasurer/Tax Collector through submission of the appropriate form. Advancements shall not exceed the maximum per diem amounts set forth herein. The minimum amount to be advanced is twenty-five dollars (\$25.00). Upon return from travel, the employee must submit an expense reimbursement form and all receipts documenting expenses incurred. If the employee does not submit this accounting within fifteen (15) calendar days of return from travel, or prior to termination of County employment, the Auditor-Controller/Treasurer/Tax Collector may recover the amount advanced from the employee's pay.

Section 9 – County Credit/Debit Cards

The appointing authority may issue a County credit or debit card to an employee and require business expenses be paid for with said card. Further, the County may require that meal and lodging expenses be limited to the maximum amounts listed in Section 7, paragraphs (b) and (c) above. If unauthorized charges are placed on the card, the employee shall be required to reimburse the County. If the employee fails to reimburse the County within fifteen (15) calendar days or prior to separation from County service, the Auditor-Controller/Treasurer/Tax Collector may recover any unauthorized charges from the employee's pay.

EXTRA-HELP/RECURRENT EMPLOYEES

Extra-help and Recurrent employees should not displace existing regular employees. The County shall provide the Association, upon its request, a report each quarter of the department, employee name and total hours worked during the year of employees working in an extra-help/recurrent capacity in SBPEA-represented classifications. The County is willing to meet with SBPEA if there are concerns regarding the results of the report.

FITNESS FOR DUTY

ALL UNITS

The parties agree that physical and mental fitness of County employees are reasonable requirements to perform the duties of the job and instill public confidence. Recognizing these important factors, the parties agree that during the term of this Agreement the County, with reasonable cause, may require medical and psychological assessments of employees provided the County pays and provides time off without loss of pay for such assessments. All such assessments shall be done by appropriately qualified health care professionals.

Medical and psychological reports shall be released to and retained by the Center for Employee Health and Wellness. The information in these reports shall only be released on a need-to-know basis, restricted to the purpose for which the examination was originally required, for the effective conduct of County business.

Any remedial or treatment action shall be the full responsibility of the employee, except as otherwise provided by law.

FLEXIBLE SPENDING ACCOUNT

ALL UNITS

The purpose of this Section 125 Medical Expense Reimbursement Flexible Spending Account (FSA) is to permit eligible employees to make an election to pay for qualifying medical care expenses, as determined by Section 213 of the Internal Revenue Code of 1986 (IRC), on a pre-tax basis by salary reduction in accordance with Sections 125 and 105(b) of the IRC and regulations issued pursuant thereto. FSA shall be construed to comply with said Code Sections and to meet the requirements of any other applicable provisions of law. FSA exclusions from gross income do not affect compensation for retirement purposes.

FSA will be administered by the County Human Resources Department, Employee Benefits and Services Division, consistent with said IRC Sections and the County's Plan Document.

- (a) To be eligible for this benefit, an employee must be in a regular position.
- (b) Enrollment in the Plan for current employees is required every Plan year and is limited to the annual open enrollment period or no later than sixty (60) days following the date of becoming eligible due to a mid-year Change in Status event.
- (c) Eligible employees may contribute on a pre-tax basis, to a flexible spending account, each bi-weekly pay period a minimum of \$5.00 and up to the established amount pursuant to the IRC annual maximum. An employee election to participate in the Plan shall be irrevocable for the remainder of the Plan year. Once a salary reduction has begun, in no event will changes to elections or discontinuation of contributions be permitted during the Plan year except to the extent permitted under Internal Revenue Service rulings and regulations and the County's Medical Expense Reimbursement Plan Document.

- (d) Any unused amounts remaining in an employee's account at the end of the Plan year must be forfeited except as permitted by the IRC and the County's Medical Expense Reimbursement Plan Document. The County will use any forfeited amounts to help defray the Plan's administrative expenses.

FULL UNDERSTANDING, MODIFICATION AND WAIVER

ALL UNITS

The parties acknowledge that during the negotiations which resulted in this Agreement, each had the full right and adequate opportunity to make demands and proposals with respect to any subject or matter within the scope of representation, and that the understandings arrived at after the exercise of that right are set forth in this Agreement. The express provisions of this Agreement for its duration therefore constitute the complete and total contract between the County and SBPEA with respect to wages, hours, and other terms and conditions of employment. Any prior or existing Agreement between the parties, whether formal or informal, regarding any such matters are hereby superseded and terminated in their entirety. Therefore the County and SBPEA for the life of this Agreement, each voluntarily waives the right to meet and confer in good faith with respect to any subject or matter referred to or covered in this Agreement. The waiver of any breach, term or condition of this Agreement by either party shall not constitute a precedent in the future enforcement of all its terms and provisions. This section shall not act as a waiver of any reserved County management rights or act as a waiver of SBPEA's right to bargain the impact of the County's exercise of its management's rights.

GRIEVANCE PROCEDURE

ALL UNITS

Section 1 – Purpose

The County and SBPEA fully realize the importance of a viable Grievance Procedure to aid in the resolution of disputes among employees, supervisors, and management. It is recognized that conditions may arise which can create employee dissatisfaction, and that to maintain high employee morale and harmonious relations, an orderly method of processing grievances is necessary. This procedure is intended to establish a systematic means for obtaining answers and decisions regarding employee complaints. This procedure is not intended to be used to effect changes in the terms of this Agreement or those matters not covered by this Agreement. The Board of Supervisors and SBPEA have pledged that their representatives at all levels will extend active, aggressive and continuing efforts to secure prompt disposition of grievances. The initiation of a grievance in good faith by an employee shall not cause any adverse reflection on the employee's standing with immediate supervisors or loyalty as a County employee.

Section 2 – Definition of a Grievance

A grievance is a disagreement between County management and an employee, group of employees, or SBPEA concerning the interpretation, application, or violation of a specific Article(s) of this Agreement. SBPEA may not independently submit or process a formal grievance, unless it alleges that at least one (1) employee within the Unit has suffered detriment as a result of the aggrieved contract provision.

Section 3 – Jurisdiction

The Director of Human Resources or designee shall have the sole authority within the County structure to provide the official management interpretation or application to any and all provisions of this Agreement. The arbitrator has the final authority within the County structure to adjudicate all grievances, as defined or otherwise provided herein. The arbitrator holds no jurisdiction over a grievance where the remedy has been granted.

Section 4 – Exclusions

Any dispute which may arise between parties involving the application, meaning, or interpretation of the Personnel Rules shall be settled by the Civil Service Commission in accordance with the appropriate appeal procedure established in the Personnel Rules except as modified by the parties in this Agreement via Section 11 of this Article. All matters are excluded from this procedure which deal with the “Non-Discrimination” Article; “County Management Rights” Article; the project compensation provisions of the “Temporary Performance of Higher Level Duties” Article; federal or state statutes, rules or regulations; or County Charter.

The appeal processes that include the Classification Review Board, the Civil Service Commission, and the Memoranda of Understanding grievance adjudicatory process are mutually exclusive remedy bodies. Accordingly, there shall be no double or multiple requests or appeals for a same case/same set of circumstances where one adjudicatory body has rendered a decision on the same. Decision is to be interpreted as excluding a situation where an adjudicatory body has determined it has no jurisdiction in the matter.

Except as otherwise provided by this Agreement or state or federal statute, this Grievance Procedure shall be the sole and exclusive procedure for seeking recourse for any grievance, as defined in Section 2 of this Article.

Section 5 – Representation

Aggrieved employee(s) may represent themselves, or may be represented by an authorized SBPEA employee representative, or by a SBPEA Labor Relations Representative. This representation may commence at any step in the Grievance Procedure. A representative of Human Resources may be in attendance at any step in the Grievance Procedure. The County agrees within reasonable limits to compensate the aggrieved employee(s) for time spent during regularly scheduled hours in the handling of real and prospective grievances.

Section 6 – Consolidation of Grievances

In order to avoid the necessity of processing numerous similar grievances at one time, similar grievances shall be consolidated whenever possible.

Section 7 – Time Limitations and Notification

Time limitations are established to settle a grievance quickly. Time limits may be modified only by agreement of the parties. If at any step of this Grievance Procedure, the grievant is dissatisfied with the decision rendered, it shall be the grievant’s responsibility to initiate the action which submits the grievance to the next level of review within the time limits specified. Failure to submit the grievance within the time limits imposed shall terminate the grievance process and the matter shall be considered resolved. For purposes of this Grievance Procedure, notification to a party may be given either personally, by U.S. mail, telephonically, by facsimile, or via E-mail.

The grievant shall promptly proceed to the next step if a reviewing official does not respond within the time limits specified. A grievance may be entertained or advanced to any step beyond Step 2, Employee Relations Division, if the parties jointly so agree. A copy of such agreements bearing the signature of the parties shall be filed with the Employee Relations Division of Human Resources.

When notice is mailed to an employee, it shall be sent to the employee’s current address of record. For the purpose of this procedure, notice by mail shall be deemed to have been completed on the fifth calendar day following deposit of notice with the United States Postal Service, unless the party can establish that notice was not actually received as a result of circumstances beyond the party’s control.

Section 8 – Steps in the Grievance Procedure

The procedures outlined herein constitute the steps necessary to resolve an employee's grievance. The attempt of settlement of grievances filed on behalf of an individual employee(s) at the employee-supervisor level is required. The grievance must be submitted within fifteen (15) working days after the employee is aware of the conditions precipitating the grievance.

Step 1 – Immediate Supervisor. Initially the employee having a grievance shall on a personal face-to-face basis discuss the complaint with the immediate supervisor. At this step, it is the responsibility of the employee to inform the supervisor that he/she is initiating the grievance process. Within three (3) working days the immediate supervisor shall give the decision to the employee orally.

Step 2 – Employee Relations Division. If a mutually acceptable solution has not been reached in Step 1, the grievant shall submit the grievance in writing on appropriate forms supplied by the Employee Relations Division which shall provide a detailed statement of the grievance, including dates, names, and places, applicable Agreement articles, and the specific remedy or action requested. The written grievance shall be filed in duplicate with the Employee Relations Division within five (5) working days of oral notification of the immediate supervisor's decision. The Employee Relations Division shall make a determination of whether the grievance is a matter for which the Grievance Procedure is appropriate after consultation with SBPEA. In making such determination, the Employee Relations Division shall determine if: (1) the grievance has been filed in a timely manner; (2) the initial step has been followed; (3) if the grievance alleges that a specific Memorandum of Understanding article(s) has been misinterpreted, misapplied, or violated; and (4) The matter complained of in the grievance is covered by a specific provision of the MOU. The determination and notification to the grievant and SBPEA will be made within five (5) working days of receipt of the grievance. SBPEA may appeal this determination directly to an arbitrator in accordance with the provisions of this procedure within five (5) working days following notification by the Employee Relations Division.

If objection is made to the procedural and/or substantive grievability of a grievance at this step or any other step of the grievance procedure, the parties may mutually agree to continue processing the grievance on the merits. However, it is expressly agreed that such objections to the procedural and/or substantive grievability of a grievance are preserved in any arbitration hearing and that no waiver will result from the subsequent processing and discussion of the grievance on the merits.

Step 3 – Division Level. If the grievance is accepted, or the parties agree to hold in abeyance any objections to the procedural and/or substantive grievability of the grievance, the grievant shall submit the written grievance to the division level within five (5) working days of notification of the Employee Relations Division's determination. The Division/Section Head shall meet with the grievant and thoroughly discuss the grievance. The Division/Section Head shall submit a written response to the grievant within five (5) working days of receipt of the formal grievance from the employee.

Step 4 – Employee Relations Division. If a mutually acceptable solution has not been reached, SBPEA or the grievant shall submit the written grievance to the Employee Relations Division within five (5) working days of the receipt of written response of the Division/Section Head.

Following a review of the grievance with the appointing authority, the Director of Human Resources or designee shall have full and final authority on behalf of the County to mutually resolve the grievance with the employee/employee's representative within ten (10) working days of receipt of the written grievance of the employee. Such notification shall be rendered in writing to the grievant, SBPEA and the appointing authority.

Step 5 – Pre-Arbitration Process. If a grievance has not been satisfactorily resolved at Step 4, a written appeal to arbitration must be filed with the Employee Relations Division by SBPEA within five (5) working days of notification of the decision by the Director of Human Resources or designee. At the same time and upon mutual agreement of the parties, the grievance may advance to mediation in accordance with Section 10 of this Article, while concurrently seeking an arbitrator. The appeal must be presented on the aforementioned grievance form along with a copy of any pertinent documents.

Grievances shall only be advanced to arbitration with the agreement of SBPEA. The cost for hearing all grievances advanced to arbitration shall be split equally between the County Department of the grievant and SBPEA, including any cancellation fee if both parties are mutually responsible, otherwise the party responsible shall pay the entire cancellation fee.

Pre-arbitration conferences are to be mandatory and no grievances shall be forwarded to the arbitration process without the same. Within twenty (20) working days of the approval to advance a grievance to arbitration, both parties are required to meet in such conference with the goal of resolving mutually identified grievance issues. If resolution is not attained, both parties are obligated at that time to jointly or individually declare stipulations, identify witnesses and exchange exhibits that will be carried forward to the arbitration process, the intent being full disclosure by both sides prior to the arbitration process.

Step 6 – Arbitration

At the discretion of SBPEA, grievances that occur during the term of this agreement that are not resolved at a prior step in the process can proceed to arbitration. The Employee Relations Division and the SBPEA employee representative shall select an arbitrator by mutual agreement. Where mutual agreement cannot be reached, the parties shall request a list of arbitrators from the State Mediation and Conciliation Service, and mutually select an arbitrator within ten (10) working days of receipt of said list. Where mutual agreement cannot be made, the arbitrator shall be determined following a striking process. The determination as to which party strikes first shall be based on a coin flip. If the last remaining person on the list is not available, the previously stricken person(s) shall be contacted in reverse order until one is available. The parties shall contact the arbitrator to establish a hearing date acceptable to both parties.

- (a) In reaching a decision and award the arbitrator shall limit himself to the allegations contained in the grievance presented in relation to the express provisions of the agreement alleged to have been violated. Further, the arbitrator shall have no authority to amend, change, add to, subtract from, or ignore any provisions of this Agreement. Lastly the arbitrator shall not substitute his judgment for that of the County on matters pertaining to the exercise of managerial discretion except where it can be shown by SBPEA that the County abused its discretion.
- (b) The decision of the arbitrator will be in writing and transmitted to the parties within thirty (30) calendar days after the close of the hearing. This decision may require an appointing authority or a subordinate to cease and desist from the action, which is the subject of the grievance. The arbitrator may also require the appointing authority to take whatever action is necessary, within the control of the appointing authority, to remedy the grievance or take other action to relieve the loss, if any, to the employee. Under no conditions can the arbitrator order relief that exceeds the relief requested by the grievant and shall be limited to making the grievant whole. In the event the arbitrator determines that monetary relief is an appropriate remedy, he/she shall limit any retroactive award, including interest, to a date that is no earlier than fifteen (15) working days from the date the grievance was filed.
- (c) The arbitrator's decision shall be transmitted to the Employee Relations Division and SBPEA with a copy to the grievant.
- (d) All grievances shall be treated as confidential and no publicity will be given until the final resolution of the grievance.
- (e) The decision by the arbitrator shall be final and binding on all parties unless there is a financial impact of greater than two thousand five hundred dollars (\$2,500), in which case it shall be subject to approval of the Board of Supervisors.
- (f) For grievance decision with financial impact of greater than two thousand five hundred dollars (\$2,500), the Employee Relations Division will submit the grievance decision to the next practicable meeting of the Board of Supervisors. If the Board of Supervisors fails to act within thirty (30) days following receipt of

formal notice of the decision of the arbitrator, it shall become final and binding. A copy of the decision shall be filed with the Employee Relations Division of Human Resources, SBPEA and the grievant.

Section 9 – Unfair Labor Practices/Unit Changes

Unfair labor practice charges as well as unit modification and unit determination disputes shall be adjudicated by the California Public Employment Relations Board.

Section 10 – Mediation

Prior to Step 5 – Pre-Arbitration. The parties (Director of Human Resources or designee and SBPEA) may by mutual agreement utilize mediation for grievances filed under the provisions of this Agreement. Additionally, prior to the Prehearing Conference provided for by the Personnel Rules, the parties (Director of Human Resources or designee and SBPEA) may by mutual agreement utilize mediation for disciplinary appeals accepted for hearing under the Personnel Rules by the Civil Service Commission. The mediation process described in this Section may be invoked only by the two parties identified herein and is expressly an exception to the language contained in Section 5 of this Article.

The parameters of the mediation process, where mutual resolution of the grievance or disciplinary appeal is sought, are as follows:

- (a) The parties (Director of Human Resources or designee and SBPEA) shall exchange in writing the agreement to refer a specific grievance or disciplinary appeal to mediation.
- (b) The grievant/appellant shall have the right to be present, represented by SBPEA as the sole, exclusive bargaining agent.
- (c) The grievant/appellant shall have SBPEA as the singular spokesperson and the County a representative from the Human Resources Employee Relations Division, with neither side allowed the presence of an attorney.
- (d) Any written material submitted to the mediator shall be returned to the party providing the material at the conclusion of the mediation meeting.
- (e) The mediation process shall be as follows:
 - (1) The mediation meeting shall be an informal process, limited to a one (1) hour presentation for each side, not restricted to the rules of evidence, no retention of a proceedings record.
 - (2) The mediator will meet jointly with the parties and separately, if necessary.
 - (3) The mediator has no authority to compel resolution of the matter mediated.
 - (4) The oral advisory opinion of the mediator shall be given at the conclusion of the meeting and the parties may opt to agree in writing to the opinion, reject the same mutually or singularly and proceed to the next step of the usual process, or remove the matter from the process by mutual agreement.
 - (5) The advisory opinion accepted in writing by the two parties does not constitute a precedent and is not admissible as evidence in any future process governed by this Agreement or Personnel Rules.
- (f) Where possible the parties shall utilize the mediation services provided by the California State Mediation and Conciliation Service. In the event that the mediation process would result in fees for service rendered by the State or by use of a private hearing officer, such costs shall be equally divided between the employee's department and SBPEA.

- (g) The post-mediation process is restricted by the following:
- (1) No person serving in the capacity as a mediator may serve as the hearing officer/arbitrator for the same case should the same be forwarded to arbitration or a Personnel Rules disciplinary hearing.
 - (2) No reference to a matter mediated may be utilized in a subsequent arbitration or hearing unless stated in writing at a step prior to the mediation. The penalty for violation of this understanding shall be forfeiture of the hearing or appeal by the party violating the same.
- (h) This procedure may be modified by mutual agreement of both parties.

Section 11 – Disciplinary Hearings

The parties agree that in the cases of “major discipline” (as defined in this Section) brought against an employee or employees represented by SBPEA, the costs for disciplinary hearing to be conducted by a hearing officer per Section X of the Personnel Rules shall be shared equally between the County Department of the appellant(s) and SBPEA when the appellant is represented by SBPEA. Upon mutual agreement of the parties, a case involving major discipline may be heard by the Civil Service Commission.

For the purposes of this Section, “major discipline” includes termination, demotion, or suspension of 30 or more calendar days. For all other disciplinary cases, either party may request the use of a hearing officer with costs to be shared equally. If only one party elects the use of a hearing officer, the party requesting the hearing officer will pay all hearing costs. For all disciplinary cases heard by a hearing officer, the parties shall jointly select a hearing officer from the list of hearing officers approved by the Civil Service Commission and utilize the striking process when a mutual selection of a hearing officer cannot be reached.

The Civil Service Commission shall either accept or reject the hearing officer’s findings and recommendations in its entirety within thirty (30) days of receipt by the Commission. The only basis the Civil Service Commission can use to reject the hearing officer’s decision in its entirety, is for one or more of the following reasons:

- (a) The recommendation was procured by corruption, fraud, or other undue means.
- (b) There was corruption in the hearing officer.
- (c) The rights of a party were substantially prejudiced by the misconduct of the neutral hearing officer.
- (d) The hearing officer exceeded his/her powers on the matter submitted.
- (e) The rights of a party were substantially prejudiced by the refusal of the hearing officer to postpone the hearing upon sufficient cause being shown therefore, or by the refusal of the hearing officer to properly include or exclude evidence material to the controversy.

Should such be the case, the Commission must state in writing specific reason(s) for the decision (a, b, c, d or e) and subsequently conduct and complete a full and fair evidentiary hearing on the disciplinary appeal within thirty (30) days of rejecting the hearing officer’s findings and recommendations unless the hearing cannot for good cause be completed within thirty (30) days.

HOURS OF WORK

MANAGEMENT, SUPERVISORY AND SUPERVISORY NURSES UNITS

Employees shall be required to work during such hours as necessary to carry out the duties of their position, as designated by the appointing authority, and such hours may be varied so long as the work requirements and efficient operations of the County are assured.

Notwithstanding any other provisions of this Agreement, the Chief Executive Officer may authorize overtime compensation at straight time or time and one-half rates at any time (including retroactively for emergencies as defined in Section 13.022(h) of the County Code) to be paid to any employee in order to carry out the intent of a Board-approved program, to respond to an emergency, or to compensate for hours of work performed above that normally expected of such employee.

Employees in regular positions in these units are considered to be salaried for purposes of the Fair Labor Standards Act (FLSA). If, as a result of changes in legislation, federal regulations, or court decisions, employees are considered to be non-salaried, the County and SBPEA will meet and confer concerning changes to return the employees to salaried status.

Deductions from the pay of employees in these units for disciplinary and other reasons shall be made in a manner consistent with FLSA regulations. For example, employees covered by this Article who are disciplined by a suspension without pay shall only receive such suspension in increments of one (1) or more full days. Alternatively, an appointing authority may discipline an employee covered by this Article via a deduction of accrued leave time. The accrued leave time is limited to vacation, holiday, annual or administrative leave. Deductions of accrued leave time may be made in increments of less than one (1) work week. Any disciplinary action imposed under this Article is subject to appeal under the Personnel Rules of San Bernardino County. Employees shall not be disciplined by a reduction in step.

IMPLEMENTATION

ALL UNITS

This Agreement constitutes a mutual agreement by all parties to be jointly submitted to the Board of Supervisors for approval. It is agreed that this Agreement shall not be binding upon the parties either in whole or in part unless and until approved by the Board of Supervisors.

Any changes to this Agreement, which do not have specific effective dates, become effective on the date of Board of Supervisors approval. Any economic changes to this Agreement, which do not have specific effective dates, become effective the beginning of the pay period following Board of Supervisors approval.

JOB SHARING AND PART-TIME EMPLOYMENT

ALL UNITS

At the discretion of the appointing authority, an employee may be allowed to job share or to work on a part-time basis in a regular position. Job share is defined as two employees sharing one regular position. Part-time employment is defined as an employee working in a regular position that is scheduled for less than eighty (80) hours per pay period.

All fringe benefits for job sharing and part-time employees shall be pro-rated on regularly scheduled hours except as may otherwise be provided in a specific article. For example, an employee who is regularly scheduled twenty (20) hours per week is eligible for a maximum donation of five hundred and twenty (520) hours of Medical Emergency Leave. Fringe benefits not subject to proration include the following Leaves: Blood Donation, Examination Time, and Bereavement. Further, where a specific article provides a minimum hour requirement (e.g., must be full-time, or scheduled hours) job sharing and part-time employees shall be required to meet the minimum hour requirement in order to receive the benefit. For example, to be eligible to enroll in a medical and dental plan offered by the County an employee must be in a regular position and scheduled to work for a minimum of forty (40) hours per pay period. Therefore, job sharing and part-time employees in regular positions scheduled less than forty (40) hours per pay period would not be eligible to enroll in a medical and dental plan offered by the County.

An appointing authority may discontinue part-time or job share status with a written notice at least two (2) pay periods prior to the effective date of the change.

LABOR-MANAGEMENT TASK FORCE

ALL UNITS – EXCEPT MANAGEMENT

The parties recognize that delivery of public services in the most efficient and effective manner is of paramount importance and interest to the County and SBPEA. Maximized productivity is recognized to be a mutual obligation of both parties within their respective roles and responsibilities.

To this end, the parties agree that Labor-Management Task Forces comprised of equal numbers of management and employees shall be created as necessary to address issues which affect the efficient and effective delivery of public services appropriate to each department and Unit employees. The purpose of such task force shall be to:

- (a) Review and provide input on proposed departmental policies and procedures.
- (b) Develop, review, and prioritize work simplification project proposals.
- (c) Develop and review solutions to specific program problems.

The composition of each task force shall be determined by the appointing authority in conjunction with the Employee Relations Division of Human Resources and the Association. The chairperson(s) of the task force shall be selected by the appointing authority. Meetings will be held as often as necessary to discharge the functions of the task force. The task force will establish reasonable time frames for the accomplishment of its charges.

Recommendations of the task force will be arrived at by consensus and shall be submitted in writing to the appointing authority for final action, subject to review and approval. The task force shall not have any right or authority to abrogate representation rights of SBPEA or County Management Rights.

LAYOFF

ALL UNITS

Section 1 – General Provisions

Definition – A layoff is the involuntary separation or reduction of a regular employee to a position in a lower classification without fault of the employee. Layoff applies only to regular positions. A layoff occurs only when there is a surplus of employees, a position is identified and authorized for deletion, or when funds are withdrawn from a previously funded position.

Section 2 – Notification

Whenever an appointing authority believes that a layoff will be necessary, the appointing authority shall submit a layoff plan to the Director of Human Resources for approval. The layoff plan shall include the anticipated number, classification, and position number of employees to be laid off and seniority list by classification of all affected employees. The San Bernardino Public Employees Association shall be provided with a copy of the layoff plan immediately upon approval by the Director of Human Resources. Once such a plan is approved, and an affected employee receives formal notification providing options of alternate positions, if applicable, the employee shall be entitled to two (2) work days to return decision to the appointing authority or designee. Employees shall receive ten (10) working days notification prior to layoff.

Section 3 – Order of Layoff

Layoffs shall be made by classification within a department or a group of departments identified as a group in the County Ordinance at the time of layoff.

- (a) Layoffs among regular employees shall be made on the basis of seniority determined by the employee's current beginning (hire) date of continuous service in a regular position with the County. In the event of a tie in total time of continuous County service between two (2) or more employees, the order of layoff shall be determined at the discretion of the appointing authority.
- (b) Before any reduction in the work force of regular employees occurs, all extra-help, recurrent, provisional, probationary, unclassified or other individuals without regular status in the affected classifications within the affected non-group department/group shall be terminated. For purposes of layoff, trainees and most recently hired dual appointments shall be treated the same as probationary employees. Employee status will be determined as of the date the layoff plan is approved by the Director of Human Resources.
- (c) Probationary employees and employees assigned to a vacant higher level position, pursuant to the Temporary Performance of Higher Level Duties Article, who have regular status in another classification, shall be returned to their former classification where they will be subject to layoff under provisions applicable to other employees in that classification. Underfills shall have layoff rights in the underfill classification.
- (d) When a classification has a dual concept or multiple options including extended range, the Director of Human Resources may authorize layoffs by specialty or option within the classification.
- (e) Regular employees whose positions have been deleted shall be allowed to exercise their options, based on seniority, to select either a vacant position or to bump into any one of the filled junior positions within their current classification. Filled junior positions will be defined as the number of filled positions within the affected classification equal to the number of positions identified for deletion within that classification in the approved layoff plan, but not less than 20, if they exist. An employee who elects not to bump into any position within the collective group of vacant and filled junior positions, thereby retaining his/her existing classification, shall be provided the opportunity to select from those options identified in (i) of this Article.
- (f) If a regular employee whose position is to be deleted does not have sufficient seniority to bump another employee in their current classification within the non-group department/group and has previously held regular status in a lower classification, reduction in classification (bumping) within the affected non-group department/group shall be approved. Reductions in classification shall first be made to the next lower classification in which the employee has regular status. For purposes of bumping, the number of positions filled by the least senior employees in the affected classification(s) equal to the number of employees bumping into the classification shall be identified. Additionally, all vacant positions in the affected classification shall be made available to the affected employees. This collective group of positions shall then be subject to the bumping process.
- (g) In the event a junior employee is bumped pursuant to (e) or (f) above, the junior employee being bumped will be separated or reduced in classification. If the classification to which an eligible employee is first considered for reduction is not authorized in the non-group department/group, or if the employee does not have seniority in that classification, reduction shall then be made to the next lower classification in which the employee has regular status. This procedure shall continue until all reductions in classification and the ultimate separations are completed.
- (h) Employees in unclassified positions do not have a right to bump employees in classified positions. A classified employee may refuse to bump into an unclassified position without waiving the right to bump a more junior employee in the same or lower classification.

- (i) If bumping results in an assignment which the employee considers to be undesirable, such employee may request:
 - (1) A voluntary demotion to a vacant position.
 - (2) A leave of absence without right to return to work, but placement on an eligible list.
 - (3) To voluntarily resign.

Options (1) and (2) require the approval of the Director of Human Resources or designee.

Section 4 – Exception to Order of Layoff

Whenever an appointing authority believes that the best interest of the service requires the retention of an employee with special qualifications, characteristics, and fitness for the work, the appointing authority may request that such employee be exempted from the bumping procedures. Such requests must be in writing and approved by the Director of Human Resources. If approved, SBPEA shall be immediately provided with a copy of the request.

Section 5 – Employee’s Rights While on Layoff

- (a) During the first two (2) years following a layoff, laid-off regular employees or an employee who is reduced in classification as a result of a layoff shall be assured the right of an interview for vacant positions for which they meet certification requirements prior to final selection and appointment to said vacant positions within their previous non-group department/group in the same classification to the one in which the employee has previously held regular status.
- (b) Any regular employee who is laid-off or reduced in classification as a result of a layoff may request that their name be placed on appropriate eligible lists for a period of two (2) years by submitting such a request and an application to the Director of Human Resources for determination of eligibility. Approval of such requests only entails placement on the list and does not guarantee employment or carry any bumping privileges. Placement on the eligible list shall be made pursuant to the provisions for requalification contained in the Personnel Rules.

Section 6 – List Placement and Training

Pursuant to Rule V, Section 3 of the Personnel Rules, the County will make every effort to place laid-off employees, or employees reduced in classification as a result of layoff, on current eligible lists, either related or non-related to their former classification, for which the salary is equivalent or lower and for which they meet the minimum qualifications. When departments hire layoff affected employees for positions non-related to their former job classifications, the department will be encouraged to consider the probationary period for training purposes in the non-related field.

Section 7 – Reemployment from Layoff

A regular employee who has been laid off from County employment and is subsequently rehired to a regular position shall be reemployed in the same manner as described in the Reemployment Article in this Agreement.

LEAVE PROVISIONS

MANAGEMENT, SUPERVISORY AND SUPERVISORY NURSES UNITS

Employees in these Units shall apply available paid leave time whenever a leave of absence is approved.

ALL UNITS

Section 1 – Sick Leave

(a) Definitions

- (1) Sick Leave – Sick leave with pay is an insurance or protection provided by the County to be granted in circumstances of adversity to promote the health of the individual employee. It is not an earned right to time off from work. Sick leave is defined to mean the authorized absence from duty of an employee because of physical or mental illness, injury, pregnancy, confirmed exposure to a serious contagious disease, for a medical, optical, or dental appointment, or other purpose authorized herein.
- (2) Immediate Family – Immediate family is defined as parent, child, spouse, or domestic partner as defined by California Family Code Section 297. As defined by the California Labor Code Section 233, “child” means a biological, foster, or adopted child, a stepchild, a legal ward, a child of a domestic partner, or a child of a person standing in loco parentis. As defined by California Labor Code Section 233, “parent” means a biological, foster, or adoptive parent, a stepparent, or legal guardian.
- (3) Extended Family – Extended family is defined as grandchild, grandparent, sibling, parent/sibling-in-law, aunt, uncle, niece, nephew, ward of the court, or any step relations as defined herein.

(b) Accumulation – Employees in regular positions shall accrue sick leave for each payroll period completed, prorated on the basis of 3.39 hours per pay period, except as provided in Section 5 of this Article. Earned sick leave shall be available for use the first day following the payroll period in which it is earned. Employees in regular positions paid less than eighty (80) hours per pay period or job-shared positions shall receive sick leave accumulation on a pro-rata basis. There shall be no limit on sick leave accumulation.

(c) Compensation – Approved sick leave with pay shall be compensated at the employee’s base rate of pay, except as otherwise provided in this Agreement. The minimum charge against accumulated sick leave shall be fifteen (15) minutes.

(d) Administration

- (1) Investigation – It shall be the responsibility and duty of each appointing authority to investigate each request for sick leave and to allow sick leave with pay where the application is determined to be proper and fitting, subject to approval of the Director of Human Resources.
- (2) Notice of Sickness – In twenty-four (24) hour departments and for employees whose work assignment requires leaving their assigned work site together with one or more other employees shortly after reporting to work (e.g., clinic staff, road crews), the appointing authority or designee should be notified at least two (2) hours prior to the start of the employee’s scheduled tour of duty of a sickness on the first day of absence and must be notified at least one (1) hour prior to the start of the employee’s scheduled tour of duty. In other departments, the appointing authority or designee must be notified within one-half (1/2) hour after the start of the employee’s scheduled tour of duty of a sickness on the first day of absence.

It is the responsibility of the employee to keep the appointing authority informed as to continued absence beyond the first day for reasons due to sickness or occupational disability. Failure to make

such notification shall result in denial of sick leave with pay. If the employee receives a doctor's off-work order and provides notice of same to the appointing authority, the employee is not required to contact the department daily. If the employee does not have an off-work order or has not notified the appointing authority that one has been issued, the employee shall be required to contact the department daily in accordance with the timeframe above.

- (3) Review – The Director of Human Resources may review and determine the justification of any request for sick leave with pay and may, in the interest of the County, require a medical report by a doctor to support a claim for sick leave pay.
- (4) Proof – A doctor's certificate or other adequate proof shall be provided by the employee in all cases of absence due to illness when requested by the appointing authority. Department policies requiring doctor's certifications or other adequate proof may be subject to review by the Director of Human Resources, or his/her designee.
- (5) Improper Use – Evidence substantiating the use of sick leave for willful injury, gross negligence, intemperance, trivial indispositions, instances of misrepresentation, or violation of the rules defined herein will result in denial of sick leave with pay and shall be construed as grounds for disciplinary action including termination.

(e) Sick Leave for Other than Personal Illness/Injury

- (1) Family Sick Leave – As provided in California Labor Code Section 233, for all units, a maximum of one-half (1/2) of the employee's annual accrual of earned sick leave per calendar year may be used for attendance upon the members of the employee's immediate family who require the attention of the employee.

Upon approval of the appointing authority, the employee may use part of this annual allowance for attendance upon members of the employee's extended family residing in the employee's household who require the attention of the employee.

There shall be no limit for Clerical Unit employees' use of sick leave for care upon a member of the employee's immediate or extended family who reside in the employee's home.

- (2) Bereavement – A maximum of three (3) days earned sick leave may be used per occurrence for bereavement due to the death of persons in the immediate or extended family, as defined herein, or any relative who resided with the employee.
- (3) Birth/Adoption – A maximum of forty (40) hours earned sick leave may be used per occurrence for arrival of an adoptive child at the employee's home. An employee (father) may utilize on an annual basis no more than forty (40) hours of accumulated sick leave per calendar year for the birth of his child.
- (4) Medical, Optical or Dental Appointments – The employee may use sick leave for medical, dental or optical appointments; however, every effort should be made to schedule the appointments at a time of day that will minimize the employee's time off work.

(f) Return-to-Work Medical Clearance

- (1) Under the following circumstances, all employees who have been off work due to an illness or injury will report to the San Bernardino County Center for Employee Health and Wellness for a medical evaluation of their condition and authorization to return to work before returning to work.

- (i) Employees whose treating physician or other qualified medical provider has ordered job modification(s) as a condition for either continuing to work or for returning to work after an illness or injury. This applies to both occupational and non-occupational illness or injury.
 - (ii) Employees who have been off work due to communicable diseases such as, but not limited to, chicken pox and measles.
 - (iii) Employees who have been absent on account of a serious medical condition, when so directed by their appointing authority, and with concurrence of the San Bernardino County Center for Employee Health and Wellness.
- (2) Employees are required to attend return-to-work medical appointments at the Center for Employee Health and Wellness on their own time; however, mileage for attending such appointments are eligible for reimbursement pursuant to the Expense Reimbursement Article.
 - (3) It is the responsibility of the employee, covered by (1) (i) - (iii) above, to obtain written notice from their medical provider of their authorization to return to work with or without job modification. To ensure all necessary and relevant medical information is provided, the County shall make available forms to be completed by the medical provider. It is the responsibility of the employee to provide verbal notice to their appointing authority immediately upon receipt of their medical provider's authorization to return to work, and no later than 24 hours after receipt of the notice. The appointing authority or designee will schedule an appropriate medical evaluation for the employee with the Center for Employee Health and Wellness prior to the employee's return to work. The employee shall provide their medical provider's written notice of authorization to return to work to the Center for Employee Health and Wellness at or prior to the employee's scheduled appointment time.
 - (4) Exceptions to the above requirements may be made on a case-by-case basis by the Medical Director or designee for the Center for Employee Health and Wellness.
 - (5) The employee is obligated to attend the appointment as scheduled under the conditions outlined above. If the employee fails to adhere to the procedure, the employee is required to use sick leave or leave without pay for any work hours missed. If required notice has been provided and there is a delay between the employee's appointment with the Center for Employee Health and Wellness and the start of his/her scheduled tour of duty on the day that he/she was released to return to work, the County will pay for work hours missed, without charge to the employee's leave balances.
 - (6) The final decision on the employee's ability to return to work rests with the medical provider at the Center for Employee Health and Wellness. In the event the employee is not released to return to work by the medical provider at the Center for Employee Health and Wellness, the employee's status would continue on sick leave or, where there is no balance, leave without pay.
- (g) Workers' Compensation
- (1) Employees shall receive full salary in lieu of Workers' Compensation benefits and paid sick leave for the first forty (40) hours following an occupational injury or illness, if authorized off work by order of an accepted physician under the Workers' Compensation sections of the California Labor Code. Thereafter, accumulated paid leave may be prorated to supplement such temporary disability compensation payments, provided that the total amount shall not exceed the regular gross salary of the employee. Employees eligible for salary continuation pursuant to Labor Code 4850 are not entitled to this paid time.
 - (2) Employees covered by Section 4850 of the Labor Code who are injured in the line of duty are entitled to full salary in lieu of Workers' Compensation benefits and sick leave for a period not to exceed one (1) year. After the employee has used one (1) full year of such "4850 time," said employee may use accumulated sick leave with pay with the approval of the appointing authority to augment temporary

disability payments if said employee is still temporarily disabled by order of an accepted physician under the Workers' Compensation sections or until said employee is retired.

- (h) Separation – Unused sick leave shall not be payable upon separation of the employee, except as provided in the Retirement Medical Trust Fund Article.
- (i) Perfect Attendance – Regular full-time employees, who do not utilize any sick leave in pay periods 1 through 26 consecutively (or 27 when applicable) and who do not record any sick leave without pay, absent without pay, Medical Emergency Leave, or military leave during those consecutive pay periods shall be reimbursed up to a maximum of \$299 for an annual individual (employee only) health club membership. Health club membership cost must be incurred and submitted for reimbursement within a reasonable period of time from when it was awarded. In lieu of the reimbursement, the employee has the option of utilizing sixteen (16) hours of perfect attendance leave, no cash-out provision, from the pay period the perfect attendance leave is credited to the employee’s leave balances until the end of pay period 26 (or 27 when applicable) that year. Failure to utilize perfect attendance leave by pay period 26 (or 27 when applicable) of the year in which it was credited to the employee’s leave balances or if an employee is appointed to a position in an occupational unit that does not contain a perfect attendance leave provision shall result in forfeiture of the same.
- (j) Sick Leave Conversion Option (except Management Unit) – Employees who have used less than forty (40) hours of sick leave in a fiscal year (i.e., pay period 15 through pay period 14 of the following year) may, at the employee’s option, convert sick leave to vacation leave by the following formula: Hours of sick leave used are subtracted from forty (40). Sixty percent (60%) of the remainder, or a portion thereof, may be added to vacation leave to be utilized in the same manner as other accrued vacation leave.

<u>Sick Leave Hours Used</u>	<u>Hours to be Converted</u>	<u>Vacation</u>
0	40	24.0
8	32	19.2
16	24	14.4
24	16	9.6
32	8	4.8
40	0	0.0

- (k) Sick Leave Conversion Option (Management Unit Only) – Any sick leave hours converted to vacation leave hours are not considered time accrued for the current calendar year. The following guidelines apply:
 - (1) Employees who have contributed to a public sector retirement(s) for over ten (10) years and have not withdrawn the contribution from the system(s) may exchange accrued sick leave hours in excess of eight hundred (800) hours for vacation time.
 - (2) Sick leave must be exchanged in ten (10) hour increments.
 - (3) A maximum of eighty (80) sick leave hours may be converted.
 - (4) The ratio of exchange is as follows:

Sick Leave Balance at Time of Conversion Sick Leave to Vacation Leave Conversion Ratio

800 or more hours

2 sick hours to 1 hour vacation

Section 2 – Bereavement Leave

Employees in regular positions may use up to two (2) days paid leave, not charged to the employee’s personal leave balances, per occurrence for bereavement due to the death of a member of the employee’s immediate family as defined under Section 1(a)(2) of this Article.

One (1) additional day shall be granted if the employee travels over one thousand (1,000) miles from his/her residence to the bereavement service(s). This additional day shall not be charged to the employee’s personal leave balances.

Section 3 – Vacation Leave

- (a) Definition – Vacation is a right, earned as a condition of employment, to a leave of absence with pay for the recreation and well-being of the employee. If an employee has exhausted sick leave, vacation leave may be used for sick leave purposes upon a special request of the employee and with the approval of the appointing authority.
- (b) Accumulation – Employees in regular positions shall accrue, on a pro-rata basis, vacation leave for completed pay periods. Except as provided in Section 5 of this Article, employees in regular positions paid less than eighty (80) hours per pay period or job-shared positions shall receive vacation leave accumulation on a pro-rata basis; provided, however, that there shall be no prorating of the maximum accumulations.

For employees in the ADMINISTRATIVE SERVICES, MANAGEMENT, SUPERVISORY, AND SUPERVISORY NURSES Units, such vacation allowance shall be available for use on the first day following the pay period in which it is earned, provided an employee has completed 1,600 hours of continuous service from the employee’s hire date.

<u>Length of Service From Hire Date</u>	<u>Annual Vacation Allowance</u>	<u>Maximum Allowed Unused Balance</u>
After 1,600 and through 8,320 service hours	80 hours	160 hours
Over 8,320 and through 18,720 service hours	120 hours	240 hours
Over 18,720 service hours	160 hours	320 hours

For employees in the CLERICAL, TECHNICAL & INSPECTION, AND CRAFT, LABOR & TRADES Units, such vacation allowance shall be available for use on the first day following the pay period in which it is earned, provided that an employee has completed 1,040 hours of continuous service from the employee’s hire date.

<u>Length of Service From Hire Date</u>	<u>Annual Vacation Allowance</u>	<u>Maximum Allowed Unused Balance</u>
After 1,040 and through 8,320 service hours	80 Hours	160 Hours
Over 8,320 and through 18,720 service hours	120 Hours	240 Hours
Over 18,720 service hours	160 Hours	320 Hours

(c) Administration

- (1) Scheduling – Vacation periods should be taken annually with the approval of the appointing authority at such time as will not impair the work schedule or efficiency of the department but with consideration given to the well being of the employee. No employee shall lose earned vacation leave time because of work urgency. If an employee has reached the maximum allowed unused balance and is unable to take vacation leave because of work urgency, the appointing authority will notify the Auditor-Controller/Treasurer/Tax Collector of the situation and approve a waiver of the maximum allowed unused balance for a period not to exceed one (1) thirteen (13) pay period waiver per calendar year.

Written request for vacation leave shall receive a written response from the appointing authority within two (2) weeks of submission. In instances where a vacation leave request has received written, advance approval and is rescinded due to work urgency by the supervisor, that decision may be appealed to the Department Head/Group Administrator for an immediate review. In those instances where the direct supervisor is the Department Head/Group Administrator the rescission due to work urgency may be appealed to the Director of Human Resources for immediate review. In those instances where a financial hardship would occur because pre-approval resulted in prepayment by the employee, a vacation would only be canceled under the most extreme work emergency.

- (2) Minimum Charge – The minimum charge against accumulated vacation leave shall be fifteen (15) minutes. Vacation leave shall be compensated at the employee's base rate of pay, except as otherwise provided in this Agreement.
- (3) Holiday During Vacation – When a fixed holiday falls within a vacation period, the holiday time shall not be charged against an employee's earned vacation benefits.
- (4) Vacation Leave and Termination Date – Employees not planning to return to County employment at the expiration of a vacation leave, except those retiring, shall be compensated in a lump sum payment for accrued vacation at the employee's then base rate of pay and shall not be carried on the payroll. Retiring employees may elect to use vacation leave to enhance retirement benefits or to be compensated in a lump sum payment for accrued vacation leave, provided that each pay period the employee charges the number of hours in their regular scheduled tour of duty.
- (5) Vacation Cash-Out – On one occasion each calendar year until the expiration of this contract, an employee who had used eighty (80) or more hours of vacation leave during the preceding calendar year may elect to convert up to sixty (60) hours of accrued vacation leave into a cash payment, at the base rate of pay in effect at the time of the cash-out. In order to sell back vacation leave, an employee must make an irrevocable election (i.e., pre-designation) during the month of December (beginning in December of 2014), specifying the number of hours to be sold back from the next year's vacation leave accrual. During the calendar year following the pre-designation, no more than three (3) requests may be made to cash out the vacation leave in a single block of not less than eight (8) hours and no more than sixty (60) hours. An employee shall be eligible to cash-out vacation leave hours accrued up to the preceding pay period in which he/she requested the cash-out. For example, an employee who requests a cash-out in pay period 15 can only cash-out the vacation leave accrued through pay period 14. The number of hours requested for cash-out shall not exceed an amount equal to or less than the amount accrued. For example, an employee in December 2014 makes a pre-designation to cash-out 25 hours. The employee accrues 4.61 hours of vacation leave per pay period. At the end of pay period 3 the employee can request to cash-out the 8 hours of vacation leave that she had accrued through pay period 2, but is not yet eligible to cash-out the entire 25 pre-designated hours because the employee has yet to accrue 25 hours of vacation leave. Once an election is made, if the employee does not request that the designated number of hours be sold back by pay period 25 of the calendar year in which the election is effective, the hours will be automatically converted to cash in pay period 26.

MANAGEMENT UNIT

- (d) Prior Service – New employees hired into the County in regular positions who have been employed by a public jurisdiction in a comparable position or a position, which has prepared such employees for an assignment to a position in the Management Unit may receive credit for such previous experience in the former agency(s) in determining their vacation accrual rate. Such determination as to the comparability of previous experience and amount of credit to be granted rests solely with the Director of Human Resources. Requests for prior service credit should be made at the time of hire or as soon as possible thereafter, but in no event later than one (1) year from the employee’s hire date.

SUPERVISORY NURSES UNIT

- (f) Prior Service – New employees hired into the County in regular positions who have been employed in a public jurisdiction in a comparable position may receive credit for up to four (4) years (full time equivalent) previous experience in the former agency(s) in determining their vacation accrual rate. Such determination as to the comparability of previous experience and amount of credit to be granted rests solely with the Director of Human Resources. Requests for prior service credit should be made at the time of hire or as soon as possible thereafter, but in no event later than one (1) year from the employee’s hire date.

SUPERVISORY UNIT

- (g) Prior Service – New employees hired into regular positions who have been employed in a public jurisdiction in a comparable position may receive credit for up to four (4) years (full time equivalent) previous experience in the former agency(s) in determining their vacation accrual rate. Such determination as to the comparability of previous experience and amount of credit to be granted rests solely with the Director of Human Resources. Requests for prior service credit should be made at the time of hire or as soon as possible thereafter, but in no event later than one (1) year from the employee’s hire date.

Section 4 – Holiday Leave

- (a) Fixed Holidays – All employees in regular positions shall be entitled to the following holidays:

January 1st	November 11th
Third Monday in January	Thanksgiving Day
Third Monday in February	Day after Thanksgiving
Last Monday in May	December 24th
July 4th	December 25th
First Monday in September	December 31st
Second Monday in October	

- (b) Floating Holidays – Employees in regular positions shall be entitled to accrue one floating holiday (eight (8) hours holiday time) during the first pay period prior to the third Monday in January, provided that the employee is not on unpaid leave for the entire pay period and is in a paid status.

Floating holidays accrued shall be available for use on the first day following the pay period in which they are accrued, with the approval of the appointing authority. Appointing authorities have the right to schedule employees’ time off for accrued holidays to meet the needs of the service but with consideration given to the well-being of the employee. Employees in regular positions budgeted less than eighty (80) hours per pay period or job-shared positions shall receive floating holiday accruals on a pro-rata basis.

- (c) Eligibility for Holiday Pay – Except as provided in Section 5 of this Article, to receive holiday pay for a fixed holiday, the following conditions must be met during the pay period in which the fixed holiday fell.
- (1) The employee must have been hired prior to or at the start of the pay period and not have separated prior to the end of the pay period in which such fixed holiday fell.
 - (2) The employee must be paid for at least one-half (1/2) of their regularly scheduled hours.
 - (3) The employee must have been on an approved leave of absence for any unpaid hours.
 - (4) The employee must have not had any unauthorized leave.
- (d) Holiday During Vacation – When a fixed holiday falls within a vacation period, the holiday time shall not be charged against an employee's earned vacation benefits. As such, the employee shall receive holiday pay for any fixed holiday that falls within a vacation period, provided the employee is eligible for that fixed holiday pay. For example, an employee has approved vacation leave from Tuesday through Thursday and Wednesday is a fixed holiday. Tuesday and Thursday would be coded as vacation leave but Wednesday would be coded as holiday leave.
- (e) Working on a Holiday – Whenever an employee is required to work on a fixed holiday or the fixed holiday falls on an employee's regularly scheduled day off, the employee shall accrue, on an hour for hour basis, up to a total of eight (8) hours floating holiday time. At the request of the employee, and with approval of the appointing authority, straight time payment can be made in lieu of accrual provided such compensation is approved during the pay period in which it is worked. Employees scheduled to work on a holiday but who call off sick shall code, but not accrue, holiday leave for that day, provided that the employee has at least eight (8) hours of sick leave available. Employees with less than eight (8) hours of sick leave available who call off sick on a holiday shall code sick leave or other appropriate available accrued leave, if approved by his/her supervisor, but shall not be eligible to accrue the holiday leave.
- (f) Weekend Holidays – When a fixed holiday falls on a Saturday, the previous Friday will be observed as the fixed holiday except that when the preceding Friday is also a fixed holiday, the preceding Thursday will be observed as the fixed holiday. When a fixed holiday falls on a Sunday, the following Monday will be observed as the fixed holiday except that when the following Monday is also a fixed holiday, the following Tuesday will be observed as the fixed holiday.

For those County department operations which operate six (6) and seven (7) days per week facilities, fixed holidays which fall on either a Saturday or Sunday shall be observed on those days by employees of those operations scheduled to work.

- (g) Holiday Time Accrual
- (1) Upon retirement or termination, employees shall be compensated for any unused accrued holiday time at the then current base rate equivalency.
 - (2) An employee may code vacation or other appropriate accrued paid leave time on a fixed holiday only under the following circumstances:
 - (i) An employee on an alternate work schedule such as a 9/80 or 4/10 may code accrued vacation hours on a fixed holiday that falls on a workday up to an amount that if combined with his/her fixed holiday accrual would equal the total number of hours the employee would have been scheduled for that day (e.g., an employee on a 4/10 work schedule normally works ten (10) hours on Mondays, when the fixed holiday falls on a Monday the employee codes eight (8) hours of holiday and may code up to two (2) hours of vacation).

- (ii) An employee in a regular part-time or job share position who does not accrue eight (8) hours of holiday leave due to the employee's reduced work schedule may code accrued vacation leave hours on a fixed holiday that falls on a normal workday up to an amount that if combined with the employee's fixed holiday accrual would equal the total number of hours the employee would have been scheduled for that day (e.g., an employee due to his/her reduced work schedule accrued four (4) hours of holiday, but normally would have worked eight (8) hours on the day in which the holiday occurred, may code four (4) hours of accrued vacation leave in addition to the four (4) hours of holiday.

Section 5 – Leave Accruals While on Disability Leave

Employees receiving the benefits of Workers' Compensation or short-term disability insurance leave receive partial replacement of their income through these benefits. Employees on these types of disability leaves may choose to fully integrate, partially integrate, or not integrate personal leave time with these disability payments.

The maximum amount the employee receives from integrating leave time with disability payments shall not exceed 100% of the employee's base salary. Paid personal leave time coded on the employee's Time and Labor Report will be limited to the amount of leave necessary to integrate benefits to the level designated by the employee. When the exact amount is not known, a good faith estimate may be made and the amount will be adjusted later as necessary. If any overpayments are made, the employee will be required to repay that amount in accordance with the Payroll Adjustments Article. An employee who knowingly receives payment in excess of their regular base salary is required to report it to their Departmental payroll clerk.

Employees who are fully integrating accrued leave time with disability benefits shall be eligible to receive full accruals of vacation and sick leave. Employees who are not fully integrating shall earn prorated vacation and sick leave accruals based upon paid leave time coded on the Time and Labor Report only.

Employees who are fully integrating paid leave time with disability benefit(s) will be eligible for fixed holiday pay provided that they are on the payroll for the entire pay period and have no unapproved leave for the pay period. Employees who are partially integrating or not integrating paid leave time with disability benefits will be paid for holidays in accordance with the holiday leave provisions in Section 4 of this Article.

Section 6 – Compulsory Leave

If, in the opinion of the appointing authority, employees are unable to perform the duties of their position for physical or psychological reasons, they may be removed from duty without pay, unless the employee is permitted to use appropriate accrued paid leave for which they are eligible. In addition, such employees may be required to submit to an examination by either a physician or other competent authority designated by the Director of Human Resources or designee or by their own physician or other practitioner, as appropriate. If the examination report of the competent authority (e.g., physician, appropriate practitioner) shows the employee to be in an unfit condition to perform the duties required of the position, the appointing authority shall have the right to compel such employee to take sufficient leave of absence with or without pay, to transfer to another position without reduction in compensation, and/or follow a prescribed treatment regimen until medically qualified to return to unrestricted duty. An employee who has been removed from duty for physical or psychological reasons by the appointing authority, and the employee was required to submit to an examination, may not return to duty until such time as medical clearance has been obtained.

Additionally, if an employee otherwise fails to maintain required licensure for any reason, said employee shall be removed from duty without pay, unless the employee is permitted to use appropriate accrued paid leave for which the employee is eligible. Nothing herein is intended to preclude the employer from taking appropriate administrative action with regard to the employee.

Section 7 – Military Leave

As provided in the California Military and Veterans Code Section 395 et seq., and any amendment thereto, and the federal Uniformed Services Employment and Reemployment Rights Act of 1994, a County employee, regular, extra-help, or recurrent may be entitled to the following rights concerning military leave:

- (a) Definition – Military leave is defined as the performance of duty on a voluntary or involuntary basis in a uniformed service under competent authority and includes active duty, active duty for training, initial active duty for training (weekend drills), full-time National Guard duty, and a period for which an employee is absent for the purpose of an examination to determine the fitness of the person to perform any such duty.
- (b) Notice and Orders – All employees shall provide advance notice of military service unless military necessity prevents the giving of notice or the giving of notice is impossible or unreasonable. Where available, copy of military orders must accompany the request for leave.
- (c) Temporary Active Duty – Any employee who is a member of the reserve corps of the Armed Forces, National Guard, or Naval Militia shall be entitled to temporary military leave of absence for the purpose of active military training provided that the period of ordered duty does not exceed one hundred eighty (180) calendar days, including time involved in going to and returning from such duty. While on paid status, an employee on temporary military leave shall receive the same vacation, holiday, and sick leave, step advances and benefits that would have been enjoyed had the employee not been absent, providing such employee has been employed by the County for at least one (1) year immediately prior to the date such leave begins. In determining the one (1) year employment requirement, all time spent in unrecognized military service, active or temporary, shall be counted. An exception to the above is that an uncompleted probationary period must be completed upon return to the job. Any employee meeting the above one (1) year employment requirement shall be entitled to receive their regular salary or compensation, pursuant to Section (e) of this Article.
- (d) Full-Time Active Duty – Employees who resign from their positions to serve in the Armed Forces for more than one hundred eighty (180) days, shall have a right to return to their former classification upon serving written notice to the appointing authority, no later than ninety (90) days after completion of such service. Returning employees are subject to a physical/psychological examination.

Should such employee's former classification have been abolished, then the employee shall be entitled to a classification of comparable functions, duties, and compensation if such classification exists, or to a comparable vacant position for which the employee is qualified.

The right to return to former classification shall include the right to be restored to such civil service status as the employee would have if the employee had not so resigned; and no other person shall acquire civil service status in the same position so as to deprive such employee of this right to restoration.

Eligible employees are also entitled to the reemployment and benefit rights as further described in the Uniformed Services and Employment and Reemployment Rights Act, 38 U.S.C. Sections 4301-4333. Specifically, a returning employee will receive restoration of original hire date, salary step, vacation accrual rate, sick leave balance (unless the employee has received payment for unused sick leave in accordance with provisions contained herein), the retirement plan contribution rate and retirement system contributions (provided the employee complies with any requirements established by the Retirement Board). However, such employee will not have accrued vacation, sick leave, or other benefit while absent from County employment, except as provided in the temporary duty provision.

- (e) Compensation – This provision does not include an employee's attendance for inactive duty, commonly referred to as weekend reserve meetings or drills. Employees must use their own time to attend such meetings. Should the meetings unavoidably conflict with an employee's regular working hours, the employee is required to use vacation or holiday leave, leave without pay, or make up the time. Employees who are called in for a medical examination to determine physical fitness for military duty must also use

vacation leave, leave without pay, or make up the time. Employees cannot be required to use their accrued leave. Any employee meeting the requirements in (c) and (d) shall be entitled to receive their regular salary or compensation for the first thirty (30) calendar days of any such leave. Pay for such purposes shall not exceed thirty (30) days in any one fiscal year and shall be paid only for the employee's regularly scheduled workdays that fall within the thirty (30) calendar days.

- (f) Extension of Benefits – The County recognizes the increased requirements of the military due to the current threats facing the United States of America and, as such, has established a program under which employees may be eligible for an extension of benefits. Employees who are called to active duty as a result of the activation of military reservists beginning in September 2001, and who are eligible to receive the thirty (30) calendar day military leave compensation, and meet the requirements established by the Board shall receive the difference between their base County salary and their military salary starting on the 31st calendar day of military leave. The difference in salary shall continue for the period approved by the Board of Supervisors. During this period, the County will continue to provide the employee the benefits and all leave accruals as was provided prior to such active duty. Retirement contributions and credit will be granted if the employee had enough pay to cover the entire contribution. If the employee does not get enough pay to cover the retirement contribution, no contribution or credit will be given. Employees should note that the Accidental Death and Dismemberment (AD&D) plan contains a war exclusion.

If the employee becomes eligible for full County payment for the first thirty (30) days of military leave provided in (c) of this Article, the extended payments provided under this Section shall be suspended and shall be continued after the 30 days compensation has been completed.

No compensation shall be paid beyond the thirty (30) day leave period, unless such compensation is expressly approved by the Board of Supervisors. The County may unilaterally extend the benefits of this subsection upon the approval of the Board of Supervisors.

- (g) Vacation and Military Leave – Employees shall not be permitted to take vacation or other accrued leave in lieu of the military leave provisions provided in Section (c) of the Article. Employees may elect to use accrued leave time, except sick leave, in lieu of the integrated pay in Section (f) of this Article under the following conditions:

- (1) The employee must decline in writing the benefits of Section (f) of this Article prior to the due date of the Time and Labor Report (TLR). The employee must include the dates for which he/she is declining the benefit.
- (2) The employee must use accrued leave time for the entire pay period (i.e., County pay will not be integrated with military pay for partial pay periods).
- (3) Such written declination cannot be revoked or amended at a later date for a pay period for which the TLR has already been submitted.
- (4) Benefits, leave accruals, and pay will be administered per normal procedures for vacation pay; no additional benefits otherwise granted under this Article will be available.

Employees may elect to use accrued leave time, except sick leave, once all paid benefits have been exhausted.

Section 8 – Political Leave

Any employee who is a declared candidate for public office (i.e., a candidate who has filed the appropriate documents) shall have the right to a leave of absence without pay with or without right to return for a reasonable period to campaign for the election. Such leave is subject to the conditions governing special leaves of absence without pay under Section 9.

Section 9 – Special Leaves of Absence Without Pay

(a) General Provisions

A special leave of absence without pay for a period not exceeding one (1) year may be granted to an employee who:

- (1) Is medically incapacitated to perform the duties of the position.
- (2) Desires to engage in a relevant course of study, which will enhance the employee's value to the County.
- (3) Takes a leave of absence pursuant to the federal Family Medical Leave Act, the California Family Rights Act, and/or Pregnancy Disability Leave provisions under the Fair Employment and Housing Act (FEHA).
- (4) For any reason considered appropriate by the appointing authority and the Director of Human Resources.

(b) Types of Leaves of Absence

There are four (4) types of leaves of absences. All requests must be in writing and require the approval of the appointing authority or designee and the Director of Human Resources or designee. Upon request, the appointing authority or designee and the Director of Human Resources or designee may grant successive leaves of absence. All benefits shall be administered in accordance with the appropriate Article of this Agreement.

(1) Leaves of Absence With Right to Return

Leaves of absence with right to return may be granted to employees in regular positions for a period not exceeding one (1) year. The employee remains in his/her position.

(2) Family Leave

Leaves of absence will be granted in accordance with the federal Family Medical Leave Act (FMLA), the California Family Rights Act (CFRA) and/or Pregnancy Disability Leave (PDL) provision under Fair Employment and Housing Act (FEHA). This leave can be concurrent with use of paid leave or leave of absence without pay with right to return.

An employee on an approved leave of absence without pay under this provision will continue to receive the benefits specified in Section 5 of the Medical and Dental Coverage Article of this Agreement. Certification from a health care provider is required for all instances of medical leave under this provision. Employees are required to inform supervisors of the need for leave at least thirty (30) days before commencement where possible.

In instances where the leave is for the birth or placement of a child and both husband and wife are County employees, both employees are limited to a total of twelve (12) weeks between them.

(3) Leaves of Absence Without Right to Return

- (i) Definition – Leaves of absence without right to return may be granted to employees with regular status for a period not exceeding one (1) year. Employees without right to return shall be removed from their position. Retirement contributions shall remain in the system and cannot be requested for distribution until the expiration of the leave. The employee shall be eligible to purchase medical benefits pursuant to federal Consolidated Omnibus Reconciliation Act of 1985 (COBRA).

- (ii) Return Process – An employee may return to the same department in the classification from which the employee took the leave of absence with the approval of the appointing authority and the Director of Human Resources. Alternatively, the employee may apply through Human Resources by the last day of the leave of absence. The employee will be placed on the eligible list for the classification from which he/she took the leave of absence without examination. Placement on the eligible list will be administered in accordance with the requalification provisions of the Personnel Rules. If the employee does not return to a regular position within ninety (90) calendar days of the expiration of such a leave the employee shall be terminated from County service. If reemployed, the employee shall be required to serve a new probationary period. The Director of Human Resources or designee has the discretion to waive the requirement to serve a new probationary period.
- (iii) Benefits Upon Return – An employee who returns to a regular position within ninety (90) days after the expiration of the leave of absence without right to return shall retain hire date for purposes of leave accruals and step advances; except that the employee will not receive service credit for the period of time the employee is on the leave of absence without right to return.

To be reemployed and retain the above benefits, the employee must be appointed to a position no later than ninety (90) calendar days after the date of expiration of the leave of absence. The ninety (90) days shall run concurrently with the first ninety (90) days of the one (1) year period provided in the Reemployment Article.

(4) Long-Term Medical Leave of Absence

- (i) Definition – An employee with regular status who suffers from a serious condition may be placed on a medical leave of absence for up to one (1) year, only after FMLA, CFRA and/or PDL have been exhausted. However, if an employee meets the service requirements for eligibility for a disability retirement, the Long-Term Medical Leave of Absence may be extended. The employee is responsible for providing documentation from a qualified health practitioner prior to approval. The County retains the right to request medical documentation regarding the employee's continued incapacity to return to work.

The employee will be removed from his/her position so that the department may fill behind the employee. Retirement contributions shall remain in the system and cannot be requested for distribution until the expiration of the leave. The employee shall be eligible to purchase medical benefits pursuant to the federal Consolidated Omnibus Reconciliation Act of 1985 (COBRA).

Upon the employee's ability to return to work or the expiration of the leave of absence, whichever comes first, the employee will have the right to return to the classification within the department from which he/she took a leave of absence when a funded vacancy for which the employee meets the qualifications is available. If the employee does not return to work by the expiration date of the leave, or the soonest date after that for which the department has a vacancy (but in no event later than ninety (90) days following the expiration of the medical leave of absence), the employee relinquishes the right to return.

- (ii) Upon return from a medical leave of absence, the employee shall retain hire date for purposes of leave accruals and step advances; except that the employee will not receive service credit for the period of time the employee is on the medical leave of absence.

Section 10 – Jury Duty Leave

Employees in regular positions who are ordered/summoned to serve jury duty including Federal Grand Jury duty shall be entitled to base pay for those hours of absence from work, provided the employee waives fees for service, other than mileage. Such employees will further be required to deliver a "Jury Duty Certification" form

at the end of the required jury duty to verify such service. If an employee is required to report to jury duty during hours the employee is not scheduled to work (e.g., it is the employee's normal day off, the employee is off work pursuant to an FMLA, CFRA, or workers' compensation leave, the employee is not in a paid status for the pay period, etc.) the employee is not entitled to Jury Duty Leave for those hours. When practicable, the appointing authority will convert an employee's regular tour of duty to a day shift tour of duty during the period of jury duty. Employees required to serve on a jury must report to work before and after jury duty provided there is an opportunity for at least one (1) hour of actual work time. The employee will not be required to return to work if more than one (1) hour remains after the employee has completed jury duty and the employee has received prior approval from the appointing authority or designee to use appropriate leave from the employee's accrued "leave bank." Employees volunteering to serve on a Grand Jury shall be granted a leave of absence without pay to perform the duties of a member of the Grand Jury, in the same manner as provided in Section 7 of this Article.

Section 11 – Examination Time

Employees having regular status in regular positions at the time of application shall be entitled to a reasonable amount of time off with pay for the purpose of attending all examination processes required for selection to a different County position. Employees are responsible for notifying and obtaining approval from their immediate supervisor prior to taking such leave. Examination time off shall not be charged against any accumulated leave balances and shall be compensated at the employee's base hourly rate. Employees must report to work before and after examination time provided there is an opportunity for at least one (1) hour of actual work time. The employee will not be required to return to work if more than one (1) hour remains after Examination Time and the employee has received prior approval from the appointing authority or designee to use appropriate leave from the employee's accrued "leave bank." Employees having probationary status, including those who have previously held regular status in another classification, are not entitled to examination time off with pay.

Section 12 – Witness Leave

Employees in regular positions shall be entitled to a leave of absence from work when subpoenaed to testify as a witness, such subpoena being properly issued by a court, agency, or commission legally empowered to subpoena witnesses. This benefit shall not apply in any case in which the subpoenaed employee is a party to the action or the subpoena has arisen out of the employee's scope of employment. Witness Leave shall not be charged against any accumulated leave balances and shall be compensated at the employee's base hourly rate. This benefit will be paid only if the employee has demanded witness fees at the time of service of the subpoena, and such fees are turned over to the County. If an employee is required to testify as a witness during hours the employee is not scheduled to work (e.g., it is the employee's normal day off, the employee is off work pursuant to an FMLA, CFRA, or workers' compensation leave, the employee is not in a paid status for the pay period, etc.) the employee is not entitled to Witness Leave during those hours.

Section 13 – Blood Donations

Employees in regular positions who donate blood without receiving compensation for such donation, may have up to two (2) hours off with pay to recover with prior approval of the immediate supervisor for each such donation. This benefit shall not be charged to any accumulated leave; provided, however, if the employee is unable to work, any time in excess of two (2) hours may be charged to accumulated sick leave or be taken as leave without pay. Evidence of each donation must be presented to the appointing authority to receive this benefit.

Employees in regular positions who are apheresis donors may have up to four (4) hours off with pay to recover with prior approval of the immediate supervisor for each such donation, provided no compensation is received for such donation. This benefit shall not be charged to any accumulated leave; provided, however, if the employee is unable to work any time in excess of four (4) hours may be charged to accumulated sick leave or be taken as leave without pay. Evidence of each apheresis donation must be presented to the appointing authority to receive this benefit.

Section 14 – Time Off for Voting

- (a) If an employee does not have sufficient time outside of working hours to vote at a statewide election, the employee may, without loss of pay, take off enough working time that, when added to the voting time available outside of working hours, will enable the employee to vote.
- (b) No more than two (2) hours of the time taken off for voting shall be without loss of pay. The time off for voting shall be only at the beginning or end of the regular working shift, whichever allows the most free time for voting and the least time off from the regular working shift, unless otherwise mutually agreed.
- (c) If the employee on the third working day prior to the day of election knows or has reason to believe that time off will be necessary to be able to vote on Election Day, the employee shall give the employer at least two (2) working days’ notice that time off for voting is desired, in accordance with this section.

LIFE INSURANCE

ALL UNITS

- (a) The County agrees to pay the premium for a term life insurance policy for each employee based on scheduled work hours according to the table below. Life insurance will become effective on the first day of the pay period following the employee’s first pay period in which the employee works and receives pay for one half plus one of their regularly scheduled hours and shall continue for each pay period in which the employee receives pay for one half plus one of their regularly scheduled hours. For example, an employee scheduled for eighty (80) hours must be paid for a minimum of forty-one (41) hours. For pay periods in which the employee does not meet the paid hours requirement, the employee shall have the option of continuing life insurance coverage at the employee’s expense.

Bargaining Unit	Amount of Life Insurance	
	Scheduled Hours from 40 to 60	Scheduled Hours from 61 to 80
Administrative Services	\$25,000	\$50,000
Clerical	\$10,000	\$20,000
Craft, Labor & Trades	\$10,000	\$20,000
Management	\$25,000	\$50,000
Supervisory	\$17,000	\$35,000
Supervisory Nurses	\$17,000	\$35,000
Technical & Inspection	\$17,000	\$35,000

- (b) The County further agrees to make available to each employee a group term life insurance program wherein the employee may purchase additional term life insurance in the amounts specified in the Certificate of Insurance. New employees shall become initially eligible to participate in these programs on the first day of the pay period following the pay period in which the employee works and receives pay for one half plus one of their regularly scheduled hours.
- (c) The County agrees to provide these benefits subject to carrier requirements as specified in the Certificate of Insurance. Selection of the insurance provider(s) and the method of computing premiums shall be within the sole discretion of the County.

LOW PATIENT CENSUS

If during the term of this agreement the County determines that conditions exist that, due to low patient census, would require the County to implement measures to deal with such conditions, the parties shall meet and confer in good faith regarding the impact of addressing those conditions.

If the parties are unable to reach agreement on ways to address the impact of such conditions, either party may request the assistance of a mediator to bring final resolution to the matter.

MEAL AND BREAK PERIODS

ALL UNITS – EXCEPT MANAGEMENT

MEAL PERIODS

Meal periods are nonpaid and nonworking time and shall not be less than one-half (1/2) hour, or greater than one (1) hour when scheduled. Every effort will be made to schedule such meal period during the middle of the shift when possible. If a regularly scheduled tour of duty does not include a duty-free meal period, appointing authorities shall allow employees a maximum of twenty (20) minutes per shift to eat a meal. Such time shall be considered work time.

BREAK PERIODS

Employees shall be entitled to rest periods in accordance with the schedule contained herein. Rest periods shall be scheduled in accordance with the requirements of the department, but in no instance shall rest periods be scheduled within one (1) hour of the beginning or ending of a tour of duty or meal period, nor shall such time be accumulative or used to report to work late or leave early. Rest periods shall be considered as time worked. Employees required to work beyond their regular tour of duty shall be granted a ten (10) minute rest period for each two (2) hours of such work. Rest periods may not be divided so as to increase the total number of rest periods taken. For example, a twenty (20) minute rest period may not be divided by the employee into two rest periods of ten (10) minutes duration.

Regularly Scheduled Tour of Duty	Number and Limit of Rest Period
After 3 hours and through 6 hours	One – 15 Minute Rest Period
After 6 hours and through 8 hours	Two – 15 Minute Rest Periods
After 8 hours and through 10 hours	Two – 20 Minute Rest Periods
After 10 hours	One – 25 Minute Rest Period and One – 20 Minute Rest Period

MEDICAL AND DENTAL COVERAGE

Section 1 – Medical and Dental Coverage

ALL UNITS

- (a) All eligible employees scheduled to work forty (40) hours or more per pay period in a regular position must enroll in a medical and dental plan offered by the County. Employees who fail to elect medical and dental plan coverage will be automatically enrolled in the medical and dental plan with the lowest bi-weekly premium rates available in the geographical location of the employee’s primary residence. Medical and dental plan coverage will become effective on the first day of the pay period following the first pay period in which the employee is scheduled to work for forty (40) hours or more and received pay for at least one-half plus one hour of scheduled hours.
- (b) To continue enrollment in a County medical and dental plan, an employee must remain in a regular position scheduled to work for a minimum of forty (40) hours per pay period and have received pay for at

least one-half plus one hour of scheduled hours, or be on approved leave for which continuation of medical and dental coverage is expressly provided under Section 5 of this Article, or be eligible for and have timely paid the premium for COBRA continuation coverage.

- (c) Eligible employees may elect to enroll their dependents upon initial eligibility for medical and dental insurance. Thereafter, newly eligible dependents may be enrolled within sixty (60) days of obtaining eligibility status, such as birth, adoption, marriage, or registration of domestic partnership.
- (d) A dependent must be removed mid-Plan Year when the dependent becomes ineligible for coverage under the insurance plan eligibility rules (e.g., divorce, termination of domestic partnership, or over age dependent).
- (e) Enrollment elections must remain in effect for the remainder of the Plan Year unless an employee experiences a mid-year qualifying event.
- (f) Notification of a mid-year qualifying event must be submitted to the Human Resources Employee Benefits and Services Division in accordance with procedures adopted by the County. Employees are responsible for notifying the County within sixty (60) days of any change in eligibility for the County's plans.
- (g) Premiums for coverage will be automatically deducted from the employee's pay warrant. In specific circumstances, in the absence of sufficient earnings to cover the deduction for premiums, the employee may be given another payment option. Failure to pay premiums will result in loss of coverage for the employee and/or the dependents.

Section 2 – Opt-Out and Waive

ALL UNITS

Employees eligible for medical and dental plan coverage who are also enrolled in a comparable group medical and/or dental plan sponsored by another employer may elect to opt-out of County-sponsored medical and/or dental coverage (opt-out).

Employees eligible for medical and dental plan coverage who are covered by a spouse, domestic partner, or parent who is also employed by the County may elect to waive their County-sponsored medical and/or dental plan (waive).

To receive the opt-out or waive amounts of this Section the employee must be paid for a minimum of one-half plus one of his/her scheduled hours. For instance, an employee scheduled to work eighty (80) hours per pay period must be paid for a minimum of forty-one (41) hours during a pay period to receive the opt-out or waive amounts.

- (a) Employees in all units, except for the Supervisory Nurses Unit, scheduled to work 61 to 80 hours per pay period who prior to fiscal year 2005 elected to opt-out of County-sponsored medical coverage and continue to opt-out during the term of this MOU, shall receive one hundred thirty-three dollars and eighty-five cents (\$133.85) per pay period; employees scheduled for 40 to 60 hours per pay period who prior to fiscal year 2005 elected to opt-out of County-sponsored medical coverage and continue to opt-out during the term of this MOU, shall receive sixty-six dollars and ninety-three cents (\$66.93) per pay period.
- (b) Employees in all units, except for the Supervisory Nurses Unit, scheduled to work 61 to 80 hours per pay period who prior to fiscal year 2005 elected to waive County-sponsored medical coverage and continue to waive during the term of this MOU will receive one hundred ninety dollars (\$190.00) per pay period; employees scheduled for 40 to 60 hours who prior to fiscal year 2005 elected to waive County-

sponsored medical coverage and continue to waive during the term of this MOU, shall receive ninety-five dollars (\$95.00) per pay period.

- (c) Employees who opt-out or waive County-sponsored medical coverage effective beginning with the fiscal year in 2005 and any time thereafter and Supervisory Nurses employees who opt-out or waive County-sponsored medical coverage scheduled for 61 to 80 hours per pay period will receive forty dollars (\$40.00) per pay period; employees who opt-out or waive County-sponsored medical coverage effective beginning with the fiscal year in 2005 and any time thereafter and Supervisory Nurses employees who opt-out or waive County-sponsored medical coverage scheduled for 40 to 60 hours shall receive twenty dollars (\$20.00) per pay period.

The rules and procedures for electing to opt-out or waive County-sponsored medical and dental plan coverage are established and administered by the Human Resources Employee Benefits and Services Division.

- (1) Employees may elect to opt-out or waive County-sponsored medical and/or dental plan(s) coverage within sixty (60) calendar days of the effective date of coverage of another employer-sponsored group plan. Proof of initial gain of other employer group coverage is required at the time the opt-out or waive is elected.
- (2) Employees may also elect to opt-out or waive County-sponsored medical and/or dental plan(s) coverage during an annual open enrollment period. All employees who are newly opting-out or waiving during an open enrollment period must provide verification of other employer group coverage.
- (3) Employees who voluntarily or involuntarily lose their other employer group medical and/or dental plan coverage must enroll in a County-sponsored medical and/or dental plan within sixty (60) calendar days. Enrollment in the County-sponsored medical and/or dental plan will be provided in accordance with the requirements of the applicable plan. If the employee elects not to enroll his/her eligible dependents, the dependents may only be added at a subsequent annual open enrollment period or within sixty (60) calendar days from a mid-year qualifying event.
- (4) There must be no break in the employee's medical and dental plan coverage between the termination date of the other employer group coverage and enrollment in a County-sponsored medical and dental plan. The retroactive enrollment period and premiums required to implement coverage are subject to the terms and conditions of the applicable plan. Failure to notify the County of loss of group coverage within sixty (60) calendar days will require the employee to pay his/her insurance premiums retroactively on an after-tax basis.

Section 3 – Medical and Dental Premium Subsidies

ALL UNITS

- (a) The County has established a Medical Premium Subsidy (MPS) to offset the cost of medical plan premiums charged to eligible employees. The MPS shall be applied to medical insurance premiums only and shall not be applicable to dental insurance premiums. The applicable MPS amount shall be paid directly to the provider of the County-sponsored medical plan in which the eligible employee has enrolled. The MPS shall not be considered compensation earnable for purposes of calculating benefits or contributions for the San Bernardino County Employees' Retirement Association. In no case, shall the MPS exceed the cost of the medical insurance premium for the coverage selected.
- (b) The County has established a Dental Premium Subsidy (DPS) to offset the cost of dental plan premiums charged to eligible employees. The DPS shall be applied to dental insurance premiums only and shall not be applicable to medical insurance premiums. The applicable DPS amount shall be paid directly to the provider of the County-sponsored dental plan in which the eligible employee has enrolled. The DPS shall not be considered compensation earnable for purposes of calculating benefits or contributions for the San

Bernardino County Employees’ Retirement Association. In no case shall the DPS exceed the cost of the dental insurance premium for the coverage selected.

- (c) Eligibility - Employees in a regular position scheduled for a minimum of forty (40) hours per pay period, who are enrolled in a County-sponsored medical plan, are eligible to receive the MPS towards the cost of medical coverage. Employees in a regular position scheduled for a minimum of forty (40) hours per pay period, who are enrolled in a County-sponsored medical and dental plan, are eligible to receive the DPS towards the cost of dental coverage. However, employees must be paid for at least one-half plus one hour of their scheduled hours in order to actually receive the benefits of this Section. For instance, an employee scheduled to work eighty (80) hours per pay period must be paid at least forty-one (41) hours to actually receive the benefits of this Section.

For purposes of this Sub-section (c), paid hours shall not include disability payments such as short-term disability and workers’ compensation.

Effective 6/28/2014, current employees in all Units, except Supervisory Nurses Unit, shall receive a Medical Premium Subsidy in the following amounts per pay period:

Coverage Type	Scheduled for 40 to 60 Hours	Scheduled for 61 to 80 Hours
Employee Only – Lowest Cost HMO	\$97.45	\$194.90
Employee Only – Highest Cost HMO	\$115.12	\$230.25
Employee + 1	\$162.42	\$324.83
Employee + 2	\$229.82	\$459.64

Current employees in all Units, except Supervisory Nurses Unit, who elect PPO coverage shall receive the same MPS amounts as those who elect the highest cost HMO.

Effective 6/28/2014, current employees in the Supervisory Nurses Unit shall receive a Medical Premium Subsidy in the following amounts per pay period:

Coverage Type	Scheduled for 40 to 60 Hours	Scheduled for 61 to 80 Hours
Employee Only	\$102.86	\$205.72
Employee + 1	\$205.73	\$411.45
Employee + 2	\$291.10	\$582.21

Effective 6/28/2014, employees newly hired or newly entering into a bargaining unit covered by this Agreement shall receive a Medical Premium Subsidy in the following amounts per pay period:

Coverage Type	Scheduled for 40 to 60 Hours	Scheduled for 61 to 80 Hours
Employee Only	\$97.45	\$194.90
Employee + 1	\$162.42	\$324.83
Employee + 2	\$229.82	\$459.64

Effective the first full pay period in the Benefit Plan Year 2015/16 (pay period 16/2015), MPS amounts for employees in all Units, except Supervisory Nurses Unit employees hired prior to 6/28/2014 shall increase to the following amounts per pay period:

Coverage Type	Scheduled for 40 to 60 Hours	Scheduled for 61 to 80 Hours
Employee Only	No change	No change
Employee + 1	\$167.28	\$334.57
Employee + 2	\$236.72	\$473.43

Effective 6/28/2014, employees in all Units covered by this Agreement shall receive a Dental Premium Subsidy in the following amounts per pay period:

Coverage Type	Scheduled for 40 to 60 Hours	Scheduled for 61 to 80 Hours
Employee Only		
Employee + 1	\$4.73	Up to \$9.46
Employee + 2		

Section 4 – Needles Medical Premium Subsidy

ALL UNITS

For employees assigned to work in the Needles, Trona, and Baker work locations, the County will establish a “Needles Subsidy.” To be eligible for the Needles Subsidy the employee must be enrolled in a medical plan and receive MPS. The Needles Subsidy will be paid by the employee’s Department and will be equal to the amount of the premium difference between the indemnity medical plan offered in these specific work locations and the lowest cost medical plan provided by the County. The applicable Subsidy amount shall be paid directly to the provider of the County-sponsored medical plan in which the eligible employee has enrolled. This Subsidy will be established each year when premiums change for the County-sponsored medical plans. The Subsidy will be discontinued when the lowest cost medical plan becomes available to the employees.

Section 5 – Eligibility for MPS and DPS While on Leave

ALL UNITS

- (a) FMLA/CFRA - Employees who are on approved leave, pursuant to FMLA/CFRA law and whose paid hours in a pay period are less than the required number of hours designated in Sub-section 3(c) above will continue to be enrolled in a County-sponsored medical plan and to receive MPS and DPS in accordance with applicable law.

An employee who does not otherwise meet the requirements for FMLA and/or CFRA (e.g., an employee who has not actually worked 1,250 hours during the applicable twelve (12) month rolling period) after the employee has received the MPS and DPS as provided by law, shall not be eligible for continuation of the MPS and DPS in the subsequent year. For example, an employee who is off work continuously for two years, and received the MPS and DPS as provided by law, shall not be eligible for the continuation of the MPS and DPS in the next rolling year.

- (b) Pregnancy Disability Leave (PDL) – An employee on an approved Pregnancy Disability Leave is eligible for continuation of MPS and DPS in accordance with PDL law.
- (c) Workers’ Compensation - Employees who are on an approved leave based on an approved workers’ compensation claim shall continue to receive the MPS and DPS for up to twenty (20) pay periods while off work due to that work injury, inclusive of any FMLA leave, providing the employee has been

receiving MPS and DPS immediately prior to the leave of absence and as long as the employee pays his/her portion of the premiums on time. Should any subsequent workers' compensation claims occur during the initial twenty (20) pay periods, the remaining MPS eligibility from the original claim shall run concurrent with any additional approved workers' compensation claims that occur during the initial claim. For example, if the employee is receiving the MPS and DPS for twenty (20) pay periods for an injury and after ten (10) pay periods another workers' compensation claim is approved and the employee is eligible to receive the MPS and DPS for an additional twenty (20) pay periods, ten (10) pay periods will run concurrent with the initial claim, for a total of 30 pay periods.

- (d) Short Term Disability - Employees who are fully integrating paid leave time with Short-Term Disability (STD) insurance provided by the County shall continue to receive the MPS and DPS.

MEDICAL EMERGENCY LEAVE

ALL UNITS

The particulars of this Medical Emergency Leave policy are as follows:

- (a) The employee must have regular status with the County or one (1) year of continuous service in a regular position with the County.
- (b) The employee must meet all of the following criteria before he or she becomes eligible for Medical Emergency Leave donation: (1) be on an approved medical leave of absence for at least thirty (30) consecutive calendar days (160 working hours) exclusive of an absence due to a work related injury/illness; (2) submit a doctor's off work order verifying the medical requirement to be off work for a minimum of thirty (30) calendar days (160 working hours); (3) have exhausted all useable leave balances prior to initial eligibility for Medical Emergency Leave donations – subsequent accruals will not affect eligibility; and (4) have also recorded at least forty (40) hours of sick leave without pay during the current period of disability.
- (c) An employee is not eligible for Medical Emergency Leave if he or she is receiving Workers' Compensation benefits. An employee eligible for State Disability and/or Short-Term Disability must agree to integrate these benefits with Medical Emergency Leave.
- (d) Vacation, holiday, administrative leave or annual leave, as well as compensatory time, may be donated by employees only on a voluntary and confidential basis, in increments of eight (8) hours (or in the case of holiday leave only four (4) hours) not to exceed a total of fifty percent (50%) of an employee's annual vacation, holiday, administrative leave, annual leave or compensatory time accrual per employee. The donation may be made for a specific employee on the time frames established by the Human Resources Department. The employee (donee) using/coding the Medical Emergency Leave will be taxed accordingly.
- (e) The donation is to be for the employee's Medical Emergency Leave only; the donation to one (1) employee is limited to a total of 1,040 hours per fiscal year. The maximum of 1,040 hours shall be prorated for those scheduled less than 40 hours per week. Example: An employee who is regularly scheduled twenty (20) hours per week is eligible for a maximum donation of five hundred and twenty (520) hours of Medical Emergency Leave.
- (f) The definition of Medical Emergency Leave is an approved Leave of Absence due to a verifiable, long-term illness or injury, either physical or mental impairment of the employee. Medical Emergency Leave is not for use to care for a member of the employee's family. Job and/or personal stress (not the result of a diagnosed mental disorder) is specifically excluded for receipt by the employee of Medical Emergency Leave. A statement from the employee's treating physician, subject to review by the Center for Employee Health and Wellness or medical designee, is required. The County retains the right to request medical documentation regarding the employee's continued incapacity to return to work. An employee shall be

eligible to utilize and receive Medical Emergency Leave during the period they are on the approved long term leave of absence.

- (g) The employee on an approved Medical Leave of Absence who is receiving Medical Emergency Leave can continue to earn benefit monies (i.e., MPS, Opt-out, and Waive amounts) per the minimum paid hours (i.e., one-half plus one hours) per pay period requirement of the Medical and Dental Coverage Article, or the requirement of the Federal and State Family Leave Acts, as applicable to the individual employee.
- (h) An employee using/coding leave under this program is not eligible for receipt of any accruals such as vacation, administrative leave, annual leave, sick leave or retirement credit.
- (i) Medical Emergency Leave hours will count towards the accountable hours used to determine holiday leave eligibility.
- (j) Donor hours shall be contributed at the donor's hourly base salary rate and be converted to the donee's hourly base salary, exclusive in both instances of overtime, differentials and the like as the singular purpose of this program is to provide financial assistance.
- (k) Any donated time unused by the employee for the medical emergency shall remain in the donee's accruals or shall be returned to the donor employee(s) as follows:
 - (1) Employees who resign while on Medical Emergency Leave (i.e., an approved Leave of Absence due to a verifiable, long-term illness or injury, either physical or mental impairment of the employee) shall be paid at one hundred percent (100%) of their base hourly rate of pay for all unused Medical Emergency Leave up to 176 hours at time of resignation in accordance with payroll procedures established by the County Auditor-Controller/Treasurer/Tax Collector. In the case of employees who die while on Medical Emergency Leave, the beneficiary designated on the Beneficiary Designation For Last Will form on file with ATC shall be paid at one hundred percent (100%) of the deceased employee's base hourly rate of pay for all unused Medical Emergency Leave up to 176 hours at the time of employee's death in accordance with payroll procedures established by the County Auditor-Controller/Treasurer/Tax Collector. Any unused Medical Emergency Leave in excess of 176 hours shall be returned to the donor(s), in accordance with procedures established by the County.
 - (2) An employee on Medical Emergency Leave who has received the approval of his/her physician and the Center for Employee Health and Wellness to return to full time work shall be eligible to retain up to 176 hours unused Medical Emergency Leave. Such hours shall only be used for the same purpose and in the same manner as Sick Leave and in accordance with the applicable Sick Leave provision of the Agreement, however, such hours shall not be eligible for conversion (e.g., cash-out). Any unused Medical Emergency Leave in excess of 176 hours shall be returned to the donor(s) in accordance with procedures established by the County.
 - (3) An employee on Medical Emergency Leave who has received the approval of his/her physician and the Center for Employee Health and Wellness to return to work on a part-time basis (less than the employee's normally scheduled hours of work per pay period) may record a combined total of work time and Medical Emergency Leave not to exceed each pay period the lesser of eighty (80) hours or the employee's normally scheduled hours of work. However, should the employee accrue paid leave, the employee is required to use those accruals before utilizing Medical Emergency Leave hours (i.e., Medical Emergency Leave hours may not be used in place of other available leave accruals). For example, an employee who has returned to work on a part-time basis who has a balance of 10 hours of paid leave shall be required to use those paid leave hours before using Medical Emergency Leave hours. However, the employee may use any Medical Emergency Leave hours after exhausting accrued paid leave.
- (l) The donation shall be administered on a specific basis where so designated with instances charged to the Medical Emergency Leave donation for the actual administrative costs.

- (m) Solicitation of donors shall be regulated by the Human Resources Department, names of donors are to be confidential, the privacy rights of the donee upheld per legal requirements.
- (n) All donors and donee shall sign release forms designed, retained and effected by the Human Resources Department.

MERIT ADVANCEMENTS

Section 1 – General

Employees receiving an overall rating on their evaluation of “Meets Job Standards” or “Exceeds Job Standards” shall receive merit advancements within their base salary range, as provided below and in the Salary Rates and Step Advancements Article.

Section 2 – Probationary Employees and Other Employees Without Regular Status

- (a) Upon initial appointment to a job classification, the employee may receive a merit advancement following 1,040 service hours, provided the employee receives a probationary progress report with an overall rating of at least “Meets Job Standards” within two (2) pay periods of the employee’s step advance eligibility date.
- (b) Probationary employees and other employees without regular status may receive subsequent merit advancements following 2,080 service hours at the new step, provided that the employee receives an evaluation with an overall rating of at least “Meets Job Standards” within six (6) pay periods of the employee’s step advance eligibility date.
- (c) If no evaluation is filed within the appropriate period, the employee shall not receive the merit advancement until their performance is evaluated. Once evaluated, if the employee’s overall performance is rated as at least “Meets Job Standards,” the employee’s merit advancement will be retroactive to the original step advance eligibility date.
- (d) If the employee receives an overall rating of “Below Job Standards” or “Unsatisfactory,” the step will not be granted until the pay period in which the employee receives an overall evaluation of at least “Meets Job Standards.”

Section 3 – Regular Employees

- (a) Regular employees shall be evaluated within six (6) pay periods prior to the step advance eligibility date. If the employee receives an evaluation with an overall rating of at least “Meets Job Standards,” the employee shall receive the step advance on their step advance eligibility date.
- (b) If the employee receives an evaluation after the step advance eligibility date and the overall rating is at least “Meets Job Standards,” the employee shall receive the merit advancement retroactive to the original step advance eligibility date.
- (c) If the employee receives an evaluation with an overall rating of “Below Job Standards” or “Unsatisfactory,” the step advance may be denied or suspended as follows:
 - (1) If the supervisor had given the employee written notice of inadequate work performance at least three (3) pay periods prior to the employee’s receipt of the Work Performance Evaluation and the employee received an overall rating of “Below Job Standards” or “Unsatisfactory,” the employee’s merit advancement shall be denied.

- (2) If the supervisor had not given the employee such notice, the merit advancement shall be held in abeyance. In this case, the supervisor must re-evaluate the employee after three (3) pay periods following the original evaluation. If the new evaluation indicates the employee is "Below Job Standards" or "Unsatisfactory," the step shall be denied. If the new evaluation indicates the employee is "Meeting" or "Exceeding Job Standards," the step shall be granted, retroactive to the original advance eligibility date. If the employee is not re-evaluated by the end of the fourth (4th) complete pay period following the original "Below Job Standards" (or "Unsatisfactory") evaluation, the employee shall be deemed to be meeting job standards and shall be granted the merit advancement retroactive to the original step advance eligibility date.
- (d) In cases where no Work Performance Evaluation is filed, an employee should contact the supervisor, who must complete and file the evaluation within five (5) working days. If the employee is rated as "Meets Job Standards" or better, the employee will be granted the step advancement, retroactive to the employee's step advance eligible date. If the employee is rated as "Below Job Standards" or "Unsatisfactory," the employee's step advancement will be denied or suspended in accordance with Subsection (c) above.

Section 4 – Denied Steps

If an employee's step is denied, the employee may be re-evaluated after three (3) or more pay periods after receiving a "Below Job Standards" (or "Unsatisfactory") evaluation. Upon receiving a "Meets Standards" evaluation (or better), the employee shall be granted the merit advancement, effective at the beginning of the pay period in which said evaluation was administered.

Section 5 – Disputes

An employee with regular status may appeal the content of a Work Performance Evaluation with an overall rating of "Below Job Standards" or "Unsatisfactory" in accordance with the appeal procedure in the Personnel Rules.

MODIFIED AGENCY SHOP

ALL UNITS – EXCEPT MANAGEMENT, SUPERVISORY AND SUPERVISORY NURSES

Current employees in these Units who are now SBPEA members shall remain SBPEA members for the period of this Agreement. Employees who are hired after this Agreement is approved by the Board of Supervisors, and who are in a job classification within the representation unit of SBPEA covered by this Agreement, shall within the first pay period from the date of commencement of duties as an employee, become a member of SBPEA or pay to SBPEA a fee in an amount equal to SBPEA's biweekly dues; provided, however, that the Unit member may authorize payroll deduction for such fee. Excepted from the above are extra-help and recurrent employees.

Dues withheld by the County shall be transmitted to the SBPEA Officer designated in writing by SBPEA as the person authorized to receive such funds, at the address specified.

The parties agree that the obligations herein are a condition of continued employment for Unit members. The parties further agree that the failure of any Unit member covered by the Article to remain a member in good standing of SBPEA or to pay the equivalent of SBPEA dues during the term of this Agreement shall constitute, generally, just and reasonable cause for termination.

The County shall not be obligated to put into effect any new, changed or discontinued deduction until a payroll deduction card is submitted to the Auditor-Controller/Treasurer/Tax Collector in sufficient time to permit normal processing of the change or deduction.

No Unit member shall be required to join SBPEA or to make an agency fee payment if the Unit member is an actual, verified member of a bona fide religion, body, or sect which has historically held conscientious objections to joining or financially supporting employee organizations; this exemption shall not be granted unless and until such Unit member has verified the specific circumstances. Such employee must, instead arrange with SBPEA to satisfy his/her obligation by donating the equivalent amount to a non-labor, non-religion charitable fund, tax-exempt under Section 501(c)(3) of the Internal Revenue Code (IRC), chosen by the employee, from the following: County Employees Combined Giving Campaign; Teddy Bear Tymes; the Salvation Army. SBPEA shall be responsible for determinations under this paragraph.

SBPEA shall be fully responsible for expending funds received under this Article consistent with all legal requirements for expenditures of employee dues, which are applicable to public sector labor organizations.

Whenever a Unit member shall be delinquent in the payment of dues or fees, SBPEA shall give the Unit member written notice thereof and fifteen (15) days to cure the delinquency; a copy of said notice shall be forwarded to the County's Human Resources Division Chief. In the event the Unit member fails to cure said delinquency, SBPEA shall request, in writing, that the County initiate termination proceedings. The termination proceedings shall be governed by applicable laws and are specifically excluded from the Grievance Procedure.

The County shall not deduct monies specifically earmarked for a Political Action Committee or other political activities.

SBPEA shall keep an adequate itemized record of its financial transactions and shall make available annually to the County and, upon request to the employees who are members of SBPEA within sixty (60) days after the end of its fiscal year, a detailed written financial report thereof in the form of a balance sheet and an operating statement, certified as to its accuracy by its President and Treasurer or corresponding Principal Officer or by a Certified Public Accountant. A copy of financial reports required under or referred to in the Labor-Management Disclosure Act of 1959 or Government Code Section 3546.5 shall satisfy this requirement.

This organizational security arrangement shall be null and void if rescinded by a vote of employees in the Unit pursuant to Government Code Section 3502.5(b). SBPEA hereby agrees to defend, indemnify and hold harmless the County of San Bernardino and its officers and employees from any claim, loss, liability or cause of action of any nature whatsoever arising out of the operation of this Article.

SBPEA's indemnity and liability obligation is more fully set forth as follows:

- (a) SBPEA shall defend, indemnify and hold harmless the County of San Bernardino and its officers and employees from any claim, loss, liability, cause of action or administrative proceeding arising out of the operation of this Article. Upon commencement of such legal action, administrative proceeding, or claim, SBPEA shall have the right to decide and determine whether any claim, administrative proceeding, liability, suit or judgment made or brought against the County or its officers and employees because of any application of this Article shall not be compromised, resisted, defended, tried or appealed. Any such decision on the part of SBPEA shall not diminish SBPEA's defense or and indemnification obligations under this Agreement.
- (b) The County, immediately upon receipt of notice of such claim, proceeding or legal action shall inform SBPEA of such action, provide SBPEA with all information, documents, and assistance necessary for SBPEA defense or settlement of such action and fully cooperate with SBPEA in providing all necessary employee witnesses and assistance necessary for said defense. The cost of any such assistance shall be paid by SBPEA.
- (c) SBPEA upon its compromise or settlement of such action or matter shall immediately pay the parties to such action all sums due under such settlement or compromise. SBPEA, upon final order and judgment of a Court of competent jurisdiction awarding damages or costs to any employee, shall pay all sums owing under such order and judgment.

NON-DISCRIMINATION

SBPEA agrees to represent all employees in these Units in their employer-employee relations with the County.

Neither the County nor the Association shall discriminate against any employee because of race, color, ancestry, sex, sexual orientation, age, physical or mental disability, medical condition, national origin, political, religion, or labor organization affiliations, or other basis as required by federal, state, or local law.

The parties agree to support and promote the objectives of the County's Equal Employment Opportunity program.

NURSING PRACTICE COMMITTEE

SUPERVISORY NURSES UNIT

The County agrees to establish an independent committee consisting of eligible members of the Supervisory Nurses Unit. Meetings will be held once a month, with rotation of locations and meeting chairs among all County departments with Registered Nurse Supervisors.

The sole purpose of the Committee will be to constructively discuss and recommend ways and means to improve nursing practice and patient care, including health and safety matters.

An agenda will be made available to all appropriate Nursing Administrators in advance of the scheduled meeting. Nursing Administrators of all departments are welcome to attend these meetings or to refer items for inclusion in the agenda.

The County shall pay release time for up to six (6) Committee members to attend monthly meetings. Such release time shall not be counted as hours worked for purposes of calculating overtime.

OBLIGATION TO SUPPORT

ALL UNITS

The parties agree that, subsequent to the execution of this Agreement and during the period of time any tentatively agreed-upon successor, amendment, addition, or deletion to this Agreement is before the Board of Supervisors (i.e., after ratification by the Association but before the Board of Supervisors take action), neither SBPEA nor County Administration, nor their authorized representatives, will appear before the Board of Supervisors individually or collectively to advocate any further amendment, addition or deletion to the terms and conditions of this Agreement. It is further understood that this Article shall not preclude the parties from appearing before the Board of Supervisors nor meeting with individual members of the Board of Supervisors to advocate or urge the adoption and approval of any tentatively agreed-upon successor, amendment, addition, or deletion to this Agreement in its entirety.

OVERTIME

ALL UNITS – EXCEPT MANAGEMENT

Section 1 – General Provisions

- (a) Policy – It is the policy of the County to discourage overtime except when necessitated by abnormal or unanticipated workload situations. It is the responsibility of the appointing authority to arrange for the

accomplishment of workload under their jurisdiction within a reasonable period of time. The County has the right to require overtime to be worked as necessary.

- (b) Definition – Overtime shall be defined as all hours actually worked in excess of forty (40) hours a work period or, in the case of the SUPERVISORY and SUPERVISORY NURSES Units, eighty (80) hours during a pay period. For purposes of overtime, paid leave time, excluding sick leave as provided in part “(c)” below, shall be considered as time actually worked; provided, however, that for employees in the SUPERVISORY and SUPERVISORY NURSES Units, time spent attending conferences, seminars and training programs shall not be considered as time actually worked.

Overtime shall be reported in increments of full fifteen (15) minutes and is non-accumulative and non-payable when incurred in units of less than fifteen (15) minutes. Overtime shall not affect leave accruals. Employees of the Arrowhead Regional Medical Center in the ADMINISTRATIVE SERVICES, CLERICAL, CRAFT, LABOR & TRADES, and TECHNICAL & INSPECTION Units, with mutual consent of the appointing authority and the employees, may define overtime as hours worked over eight (8) in one day, or eighty (80) in a fourteen (14) day work period.

- (c) Sick leave that is not pre-approved and sick leave used by employees on leave restriction shall not be considered as time actually worked for the purpose of calculating overtime. “Pre-approved” shall mean notice (e.g., prescheduled doctor’s appointment) to management at least forty-eight (48) hours prior to the appointment.
- (d) Employees who have scheduled a pre-approved medical or dental appointment must report to work before and after the medical or dental appointment if there is an opportunity for at least one (1) hour of actual work time.

(e) Overtime Compensation – ADMINISTRATIVE SERVICES UNIT

- (1) Any employee authorized by the appointing authority or authorized representative to work overtime shall be compensated at premium rates, i.e., one and one-half (1-1/2) times the employee’s regular rate of pay. Payment for overtime compensation shall be made on the first payday following the pay period in which such overtime is worked, unless overtime compensation cannot be computed until some later date, in which case overtime compensation will be paid on the next regular payday after such computation can be made.
- (2) In lieu of cash payment, upon request of the employee and approval of the appointing authority, an employee may accrue compensating time off at premium hours. Except as provided below, cash payment at the employee’s base rate of pay shall automatically be paid for any compensating time, which exceeds eighty (80) hours, or for any hours on record immediately prior to promotion, demotion or termination of employment. For employees in the classifications of Sheriff’s Training Specialist I and Sheriff’s Training Specialist II, cash payment at the employee’s base rate of pay shall automatically be paid for any compensating time which exceeds one hundred twenty (120) hours, or for any hours on record immediately prior to promotion, demotion or termination of employment.

(f) Overtime Compensation – CLERICAL, CRAFT, LABOR & TRADES, TECHNICAL & INSPECTION UNITS

- (1) Any employee authorized by the appointing authority or authorized representative to work overtime shall be compensated at premium rates, i.e., one and one-half (1-1/2) times the employee’s regular rate of pay. Payment for overtime compensation shall be made on the first payday following the pay period in which such overtime is worked, unless overtime compensation cannot be computed until some later date, in which case overtime compensation will be paid on the next regular payday after such computation can be made.
- (2) In lieu of cash payment, upon request of the employee and approval of the appointing authority, an employee may accrue compensating time off at premium hours. Cash payment at the employee’s base

rate of pay shall automatically be paid for any compensating time which exceeds eighty (80) hours, or for any hours on record immediately prior to promotion, demotion or termination of employment.

(g) Overtime Compensation – SUPERVISORY AND SUPERVISORY NURSES UNITS

Any employee authorized by the appointing authority or authorized representative to work overtime shall be compensated at straight time compensating time off. Cash payment at the employee's base rate of pay shall automatically be paid for any compensating time off accumulated in excess of eighty (80) hours, or immediately prior to promotion, demotion or termination of employment. Payment for overtime compensation shall be made on the first payday following the pay period in which such overtime is payable, unless overtime compensation cannot be computed until some later date, in which case overtime compensation will be paid on the next regular payday after such computation can be made.

(h) Variable Work Schedule – With the exception of the SUPERVISORY and SUPERVISORY NURSES Units, an appointing authority with agreement of an affected employee, may arrange for that individual to take such time off as necessary to ensure that an employee's actual time worked does not exceed forty (40) hours within any given work period.

For employees in the SUPERVISORY or SUPERVISORY NURSES Units, the appointing authority shall have the right to direct an employee to take such time off as is necessary to insure that an employee's actual time worked does not exceed eighty (80) hours within any given work period.

(i) Work Period

ADMINISTRATIVE SERVICES, CLERICAL, CRAFT, LABOR & TRADES AND TECHNICAL & INSPECTION UNITS

The work period for purposes of overtime, established for employees in these Units commences at 12:01 a.m. Saturday and ends at 12:00 a.m. (midnight) the following Friday of each week. The work period normally does not exceed forty (40) hours. Employees may be assigned or authorized by the appointing authority to a 9/80 work schedule provided a work period is established and agreed to in writing by the appointing authority and the employee which includes forty (40) hours work in each work period. This provision does not otherwise limit the ability of the appointing authority to modify work schedules in accordance with the Article, "Standard Tour of Duty."

(j) Special Provisions – Medical Support

(1) ADMINISTRATIVE SERVICES UNIT – Employees assigned to the hospital, mental or correctional institutions and who are respiratory therapists, respiratory care practitioners, or pulmonary function specialists shall be compensated for time worked in excess of four (4) hours over and above their regularly scheduled tour of duty at double time rates, i.e., two (2) times the employee's base hourly rate.

In lieu of cash payment, and upon mutual agreement of the appointing authority and the employee, an employee may accrue compensating time off at premium hours. Cash payment at the employee's base rate of pay shall automatically be paid for any compensating time off accumulated in excess of forty (40) hours, or immediately prior to said employee being promoted.

(2) SUPERVISORY AND SUPERVISORY NURSES UNITS – Employees assigned to the hospital, mental or correctional institutions and who are registered nurses, assistant nurse managers, nurse managers, respiratory care practitioners, or laboratory technologists performing supervisory duties shall be compensated for time worked in excess of their regularly scheduled tour of duty or eighty (80) hours per pay period at premium rates, i.e., one and one-half (1-1/2) times the employee's base hourly rate. Further, such employees shall be compensated for time worked in excess of four (4) hours over and

above their regularly scheduled tour of duty at double time rates, i.e., two (2) times the employee's base hourly rate.

In lieu of cash payment, and upon mutual agreement of the appointing authority and the employee, an employee may accrue compensating time off at premium hours. Cash payment at the employee's base rate of pay shall automatically be paid for any compensating time off accumulated in excess of eighty (80) hours, or immediately prior to said employee being promoted.

PAY PERIOD

ALL UNITS

A pay period shall be comprised of fourteen (14) calendar days. The first pay period under this Agreement shall commence June 28, 2014, and shall end at 12:00 a.m. (midnight) on the second Friday thereafter. Each subsequent fourteen (14) day period shall commence on the succeeding Saturday at 12:01 a.m. and shall end at midnight on the second Friday thereafter. The pay period and work week may be adjusted in accordance with FLSA requirements, as applicable. Paychecks shall be issued on the second Wednesday following the end of the preceding pay period, provided that the Auditor-Controller/Treasurer/Tax Collector may issue paychecks at an earlier date if possible.

PAYROLL ADJUSTMENTS

ALL UNITS

In situations involving overpayment to an employee by the County, said employee shall be obliged to repay by payroll recovery the amount of overpayment within the time frame the overpayment was received by the employee. In the event of an overpayment totaling twenty-five dollars (\$25) or less, the overpayment will be recovered in one pay period. The Auditor-Controller/Treasurer/Tax Collector, Human Resources, or Department Payroll Section shall provide documentation showing the calculations of the overpayment to the employee. A meeting may be requested by the employee with the Department Payroll Section to review the documentation and recovery schedule. Extensions to the period for repayment of the overage may be requested by the employee, subject to the approval of the County's Auditor-Controller/Treasurer/Tax Collector. Extensions will be approved only in the case of extreme hardship, and the extended period for repayment will not be longer than one and one-half times as long as the overpayment period. If the employee leaves employment prior to repayment of overage, the Auditor-Controller/Treasurer/Tax Collector shall recover the amount owed from the employee's final pay. If the amount owed is greater than the employee's final pay, the Auditor-Controller/Treasurer/Tax Collector shall initiate the collections process against the employee.

In situations involving underpayment to an employee by the County, the employee shall receive the balance due within the next pay period for which the adjustment can be made, following timely submission of appropriate documentation to the Auditor-Controller/Treasurer/Tax Collector, including necessary approval of the appointing authority and the Director of Human Resources.

In those situations where the employee has been underpaid by seven and one-half percent (7-1/2%) or more of their base pay in the immediately preceding pay period, through no fault of their own, the employee may request an on-demand warrant to correct the error. The Department Payroll Section shall complete the request for payroll adjustment and forward it and any necessary approval of the appointing authority to the Auditor-Controller/Treasurer/Tax Collector within one (1) working day of receipt of the employee's request. The Auditor-Controller/Treasurer/Tax Collector shall pay the employee the amount due within two (2) working days of receipt of the request for payroll adjustment from the department for a prior pay period. For this Section, base pay shall be determined by multiplying the employee's base rate of pay by the number or hours in their usual work schedule.

The Director of Human Resources or designee must authorize payroll adjustments to correct any payroll error or omission for instances arising more than thirteen (13) pay periods prior to the request for payroll adjustment.

PAYROLL DEDUCTIONS

ALL UNITS

It is agreed that SBPEA membership dues and insurance premiums for plans sponsored by SBPEA shall be deducted by the County from the pay warrant of each employee covered hereby who files with the County a written authorization requesting that such deduction be made. Remittance of the aggregate amount of all membership dues and insurance premiums deducted from the pay warrants of employees covered hereby shall be made to SBPEA within thirty (30) days after the conclusion of the month in which said membership dues and insurance premiums were deducted.

The County shall not be liable to SBPEA, employees, or any party by reason of the requirements of this Article for the remittance of any sum other than that constituting actual deductions made from employee wages earned. SBPEA shall hold the County harmless for any and all claims, demands, suits, orders, judgments or other forms of liability that may arise out of or by reason of action taken by the County under this Article.

PREHEARING DISCUSSIONS

ALL UNITS

The parties agree that prior to submitting any matter within the appeal jurisdiction of the Civil Service Commission for adjudication, other than disciplinary matters, both parties shall discuss such matters at the earliest moment.

All parties agree to provide full disclosure and to extend good faith efforts to resolve disputes through these discussions.

Upon declaration of impasse by either or both parties, the matter may be submitted to the Civil Service Commission within five (5) working days of such declaration.

Nothing in this Article shall serve to waive the rights of the appellants or their representatives to the appeal procedure due to a lapse of time resulting from such prehearing discussions.

PROBATIONARY PERIOD

ALL UNITS

With the exception of the classifications listed below and trainee classifications, the probationary period for positions in these Units shall be as shown on the table below:

Bargaining Unit	No. of Service Hours in Probationary Period	Exceptions	No. of Service Hours in Probationary Period for Excepted Class(es)
Administrative Services	1,600	N/A	
Clerical	1,040	Sheriff's Records Clerk	2,080
Craft, Labor & Trades	1,040	N/A	
Management	1,600	N/A	
Supervisory	1,600	N/A	
Supervisory Nurses	1,600	N/A	
Technical & Inspection	1,040	Sheriff's Communications Dispatcher I/II, Crime Scene Specialist I, Fingerprint Examiner II	2,080

The probationary period ends at the end of the day in which the employee has completed the required number of service hours.

The probationary period will be automatically extended for each hour during which the employee is on military leave or is on leave without pay. In situations where the employee is temporarily performing the duties of a higher level classification, is on modified duty, or is continuously absent for eighty (80) or more consecutive hours because of occupational or non-occupational injury or illness, the probationary period may be extended at the discretion of the appointing authority. Such extension is in addition to the fifteen (15) pay period extension allowed by the Personnel Rules.

PROMOTIONS

ALL UNITS

A promotion is the appointment of an employee from one classification to a classification having a higher base salary range. A promoted employee shall receive at least the entrance rate of the new range or approximately a five percent (5%) salary increase (i.e., mathematically closest to 5%) whichever is greater; provided that no employee is thereby advanced above the top step of the higher base salary range. At the discretion of the appointing authority and with the approval of the Director of Human Resources or designee, an employee may be placed at any step within the higher base salary range. Promotions shall be effective only at the beginning of a pay period unless an exception is approved by the Director of Human Resources or designee.

PROVISIONS OF LAW

ALL UNITS

It is understood and agreed that this Agreement is subject to all current and future applicable Federal and State laws and regulations and the current provisions of the Charter of the County of San Bernardino. If any part or provision of this Agreement is in conflict or inconsistent with such applicable provisions of those Federal, State,

or County enactments or is otherwise held to be invalid or unenforceable by any court of competent jurisdiction, such part or provisions shall be suspended and superseded by such applicable law or regulations, and the remainder of this Agreement shall not be affected thereby. If any part or provision of this Agreement is suspended or superseded, the parties agree to reopen negotiations regarding the suspended or superseded part or provision with the understanding that total compensation to employees under this Agreement shall not be reduced or increased as a result of this Article. The parties hereto agree to refrain from initiating any legal action or taking individual or collective action that would invalidate Articles of this Agreement.

RECRUITMENT AND REFERRAL BONUS PROGRAMS

ALL UNITS

- (a) General – The County shall make available to appointing authorities Recruitment and Referral Incentive Programs to assist in the recruitment and appointment of qualified individuals into hard-to-recruit regular positions in these Units, in accordance with the guidelines established herein.
- (b) Program Applicability – Appointing authorities may request authorization to apply the Recruitment and/or Referral Bonus Program(s) to assist in filling regular positions in their departments. To apply, said position/classification must have had historical/demonstrable recruitment difficulty. The Human Resources Director shall have the sole authority to determine the applicability and duration of these program(s) to each requested position/classification and shall certify applicability of the Program(s) for each position, by assignment, department, and beginning and ending dates. The Human Resources Director shall provide SBPEA with a list of all classifications or positions subject to these programs upon his or her certification, along with the duration of the program for each certification. Such determinations shall not be subject to the Grievance Procedure, or any other review or appeal.
- (c) Recruitment Bonus – An employee hired into a regular position/classification certified for participation in this Program shall be eligible to receive recruitment bonuses in accordance with the following:
 - (1) Bonus Amount and Method of Payment – The eligible employee hired into a position/classification certified for participation in the Program shall receive five hundred dollars (\$500.00) upon hire. An additional one thousand dollars (\$1,000.00) shall be paid to the employee upon completion of 2,080 service hours in the position/classification for which the original bonus was granted. Each bonus payment shall be considered taxable income and subject to withholding.
 - (2) Limitations and Exclusions
 - (i) No bonus will be paid for any candidate whose name was placed on the eligible list for positions in the classification prior the beginning date certified by the Director of Human Resources for that classification to be eligible for participation in the Referral Bonus Program. Similarly, no bonus will be paid for any candidate whose name was placed on the eligible list for positions in the classification after the ending date certified by the Director of Human Resources for that classification to be eligible for participation in the Referral Bonus Program.
 - (ii) The bonus payment shall not be considered in determining regular rate of pay for purposes of computing overtime compensation; nor shall it be considered earnable compensation for purposes of retirement.
 - (iii) The appointing authority shall have sole responsibility and authority to determine eligibility for the 2nd installment of the recruitment bonus. Such determination shall not be subject to review or appeal.

- (d) Referral Bonus – Any employee in a regular position who refers a qualified candidate for a position/classification certified for participation in this Program who is subsequently hired into the regular position may receive a referral bonus in accordance with the following:
- (1) Method of Referral – To be eligible for the recruitment bonus, the County Application for Employment must contain the name of the referring employee in the appropriate area of the application.
 - (2) Bonus Amount and Method of Payment – The referring employee shall receive a bonus of two hundred and fifty dollars (\$250.00) for each referred candidate actually hired into an eligible regular position. An additional five hundred dollars (\$500.00) shall be paid upon that new employee's completion of 2,080 service hours. Said bonus shall be considered taxable income and subject to withholding.
 - (3) Limitations and Exclusions
 - (i) No bonus will be paid for any candidate whose name was placed on the eligible list for positions in the classification prior the beginning date certified by the Director of Human Resources for that classification to be eligible for participation in the Referral Bonus Program. Similarly, no bonus will be paid for any candidate whose name was placed on the eligible list for positions in the classification after the ending date certified by the Director of Human Resources for that classification to be eligible for participation in the Referral Bonus Program.
 - (ii) Individuals assigned to employee recruitment as a primary function of their position shall not be eligible to receive this Bonus.
 - (iii) In cases where more than one employee is named as a "referring party," the recruitment bonus shall be equally split between the referring employees.
 - (iv) In cases where the referred employee resigns, transfers out of the eligible position, or is terminated prior to completion of 2,080 service hours, the additional five hundred dollars (\$500.00) shall not be paid.
 - (v) The referral bonus payment shall not be considered in determining regular rate of pay for purposes of computing overtime compensation; nor shall it be considered earnable compensation for purposes of retirement.
 - (vi) The appointing authority shall have sole responsibility and authority to determine eligibility for the 2nd installment of the recruitment bonus. Such determination shall not be subject to review or appeal.
- (e) This Article may be deleted by the County at the conclusion of this Agreement.

RECRUITMENT/RETENTION SALARY ADJUSTMENT

ALL UNITS

The Director of Human Resources shall have the sole authority to recommend application of a recruitment/retention salary adjustment for increased compensation only in situations where the Director of Human Resources or designated representative has determined such a need exists. Prior to implementation, the Director of Human Resources or designated representative shall meet and consult with the San Bernardino County Public Employees Association. Such recommendation is at the sole discretion of the Director of Human Resources not to exceed the term of the existing Memorandum of Understanding, subject to the Board of Supervisors review and approval.

REEMPLOYMENT

ALL UNITS

- (a) A regular employee who has separated County employment, and who is subsequently rehired in the same classification in a regular position within one (1) year (i.e., beginning the first day of work by the 365th calendar day), may receive restoration of salary step, vacation accrual rate, and sick leave balance (unless the employee has received payment for unused sick leave in accordance with the Article on "Retirement Medical Trust Fund"), subject to the approval and conditions established by the appointing authority and the Director of Human Resources or designee. Such employees begin accruing vacation and sick leave and may utilize the same immediately. Restoration of retirement contribution rate shall be in accordance with applicable state law and in compliance with any requirements established by the Retirement Board. The employee shall be required to serve a new probationary period, unless waived by the Director of Human Resources or designee. The employee shall be provided a new date of hire for purposes of County seniority.
- (b) A regular employee who has separated County employment and who is subsequently rehired to a regular position in the same job family within one (1) year (i.e., beginning the first day of work by the 365th calendar day), may receive restoration of vacation accrual rate, sick leave, and retirement contribution rate in the same manner as described above. Such employees begin immediately accruing vacation and sick leaves and may utilize the same immediately. The employee shall be required to serve a new probationary period, unless waived by the Director of Human Resources or designee. The employee shall be provided a new date of hire for purposes of County seniority.
- (c) A regular employee who has separated County employment, and who is subsequently rehired to a regular position in another job family within a ninety (90) calendar day period, must begin the first day of work within ninety (90) calendar days and beginning the first day of work by the ninety-first (91) day, may receive restoration of salary step (in the instance of rehire in a classification at the same pay range as the position originally held), vacation accrual rate, sick leave and retirement contribution rate in the same manner as described above. The employee shall be required to serve a new probationary period, unless waived by the Director of Human Resources or designee. The employee shall be provided a new date of hire for purposes of County seniority.
- (d) For purposes of this Article, a regular employee shall mean an employee in a regular position who held regular status in any classification during the previous period of County employment.

RELOCATION ASSISTANCE

ALL UNITS

(a) In-Service Relocation Assistance

Employees in regular positions who are required by order of their appointing authority to change their principle place of residence because of a reassignment to meet the needs of the service or because of layoff will be granted time off with pay not to exceed two (2) working days and up to four hundred dollars (\$400.00) reimbursement towards the actual cost of relocating their personal furnishings and belongings.

(b) Recruitment Relocation Assistance

To assist with the recruitment and appointment of qualified individuals to hard-to-recruit positions/classifications, upon request of the appointing authority, the Human Resources Director may

authorize reimbursement of a new employee’s relocation-related expenses incurred as a result of accepting employment with the County as follows:

<u>Miles Relocated</u>	<u>Maximum Reimbursement</u>
500 - 1,000 miles	\$1,000
1,001 - 2,000 miles	\$2,000
More than 2,000 miles	\$2,500

Such reimbursement may be provided to employees upon initial employment with the County, provided that the employee (1) is appointed to a regular position; (2) submits original receipts documenting expenses incurred; and (3) agrees to remain employed in the regular position for at least twelve (12) months.

If the employee voluntarily resigns employment prior to completion of twelve (12) months service, the employee shall be required to reimburse the County for any payment made under this Article. If the employee fails to reimburse the County, action shall be taken to recover the amount owed via payroll recovery from the employee’s final pay.

RENEGOTIATION

ALL UNITS

In the event either party hereto desires to negotiate a successor Agreement, such party shall serve upon the other during a thirty-one (31) day period commencing 180 days prior to expiration of this Agreement, any written request to commence negotiations, as well as its written proposals for such successor Agreement. Upon receipt of such written proposals, negotiations shall begin no later than thirty (30) calendar days after such receipt.

The first order of business shall be negotiation of ground rules which shall establish the form and procedure for exchanging further proposals and counter-proposals.

RETIREMENT MEDICAL TRUST FUND

ALL UNITS

A Retirement Medical Trust Fund will be established for eligible employees.

The Trust is administered by a Board of Trustees who manages resources of the Trust and determines applicable administrative fees for managing the Trust Fund. The Trustees insure that payments of qualified medical expenses incurred by retirees or their eligible dependents are properly reimbursed. The Trust will establish individual accounts for each participant who will be credited with earnings/losses based on the investment performance of the participant’s individual account. All of the contributions to the Trust Fund will be treated for tax purposes as employer, non-elective contributions resulting in tax-free contributions for the County. All of the distributions from the Trust Fund made to retirees or their eligible dependents for the reimbursement of qualified medical expenses as defined by the Internal Revenue Codes (including medical and other eligible insurance premiums) will also be non-taxable to the retiree or the retiree’s eligible dependent(s).

The Trust is a Voluntary Employees Benefit Association (VEBA) and will comply with all of the provisions of Section 501(c)(9) of the Internal Revenue Code.

ALL UNITS

Section 1 – Sick Leave Conversion Eligibility

Eligible employees are those employees with ten (10) or more years of participation in the San Bernardino County Employees’ Retirement Association (SBCERA). Participation in other public sector retirement system(s) may also be counted towards the ten (10) year requirement provided that the employee is also a participant in SBCERA and did not withdraw their contributions from the retirement system(s) or those who receive a disability retirement. Those eligible employees with ten (10) or more years of combined contributions to SBCERA and other public sector retirement system(s) must complete a Prior Service Credit Request form and submit it to the Retirement Medical Trust Plan Administrator for approval. A letter from the public sector retirement system(s) confirming that contributions have not been withdrawn must accompany the form.

Section 2 – Sick Leave Conversion Formula

All eligible employees will be required to contribute the cash value of their unused sick leave balances to the Trust, upon separation from employment with the County for reasons, other than death, in accordance with the conversion formula tables below:

MANAGEMENT UNIT

Amount of Remaining Sick Leave Hours	Cash Formula Value
480 or less	30%
481 to 600 hours	35%
601 to 720 hours	40%
721 to 840 hours	45%
841 to 1,300 hours	60%

ALL UNITS, EXCEPT MANAGEMENT

Amount of Remaining Sick Leave Hours	Cash Formula Value
480 or less	30%
481 to 600 hours	35%
601 to 720 hours	40%
721 to 840 hours	45%
841 to 1,200 hours	60%

ALL UNITS

Section 3 – County Contributions

The County will contribute, on behalf of employees with more than ten (10) years of continuous County service in a regular position, an amount equal to one percent (1.0%) of such employees’ base biweekly salary to the Trust. Employees who have completed more than fifteen (15) years of continuous County service in a regular position shall have an amount equal to one and one-quarter percent (1.25%) of their base biweekly salary contributed to the Trust by the County. Employees who have completed more than twenty (20) years of continuous County service in a regular position shall have an amount equal to one and one-half percent (1.5%) of their base biweekly salary contributed to the Trust by the County. Contributions to the Trust shall not be considered earnable compensation.

ALL UNITS**Section 4 – Death**

Upon the death of an active employee with ten (10) years of continuous service from the most recent date of hire in a regular position, the estate of a deceased employee will be paid for unused sick leave balances according to the sick leave conversion formula tables of Section 2 of this Article.

RETIREMENT SYSTEM CONTRIBUTIONS**ALL UNITS****Section 1 – Eligibility**

Under the provisions of the County Employee's Retirement Law of 1937, all employees in regular positions who are regularly scheduled to work for a minimum of forty (40) hours per pay period shall become members of the San Bernardino County Employees' Retirement Association (SBCERA).

Exception: Employees first hired at age 60 or over may choose not to become a member of SBCERA at the time of hire. If this election is made, the employee will participate in the County's PST Deferred Compensation Retirement Plan. Said employee shall contribute seven and one-half percent (7.5%) of the employee's biweekly gross earnings. The employee's contributions to the PST Deferred Compensation Retirement Plan shall be automatically deducted from employee's earnings. Employees shall be automatically enrolled in the Plan upon notification from SBCERA that the employee has opted out of SBCERA membership.

Section 2 – Employee Contributions

Effective June 28, 2014, any employee Retirement System contribution obligations shall be paid by the employee.

Employee Retirement System contributions shall be "picked up" for tax purposes only pursuant to this Section. The Auditor-Controller/Treasurer/Tax Collector has implemented the pick-up of such Retirement System contributions under Internal Revenue Code Section 414(H).

The employee must choose to have the contributions designated as all employer or all employee contributions for retirement purposes. If the employee designates the pick-up as employer contributions, then for each dollar applied, the employee's retirement obligation shall be satisfied in the amount of the actuarial value of that dollar to the Retirement Association as determined by the Board of Retirement; and the employee may not withdraw this contribution from the Retirement Association.

If the employee designates the pick-up as employee contributions, then for each dollar applied, the employee's retirement obligation shall be satisfied in the amount of one dollar; and upon separation without retirement, an employee may withdraw this contribution from the Retirement Association. Upon retirement or separation, all contributions applied under this Section will be considered for tax purposes as employer-paid contributions.

If the employee does not file a designation, the contributions shall be made as employee contributions. However, if the employee made a designation at a previous open enrollment then that designation shall continue to be applied.

Employees hired on or after January 1, 2013 cannot choose to designate retirement system contributions as employer contributions. For such employees, all contributions shall be designated as employee contributions.

The County shall make member contributions under this Section on behalf of the employee, which shall be in lieu of the employee's contributions and such contributions shall be treated as employer contributions for purposes of reporting and wage withholding under the Internal Revenue Code and the Revenue and Taxation Code. The amounts picked up under this Section shall be recouped through offsets against the salary of each employee for whom the County picks up member contributions. These offsets are akin to a reduction in salary and shall be made solely for purposes of income tax reporting and withholding. The member contributions picked up by the County under this Section shall be treated as compensation paid to County employees for all other purposes. County paid employer contributions to the County's Retirement System under this Section shall be paid from the same source of funds as used in paying the salaries of the affected employees. No employee shall have the option to receive the Retirement System contribution amounts directly instead of having them paid to the County Retirement System.

Upon retirement or separation, all contributions picked up under this Section will be considered for tax purposes as employer-paid contributions. Contributions under this Section shall be applied (as all employer or all employee contributions with the same value and restrictions) for Retirement System purposes in the same manner as the contributions under Section 1 of this Article.

Section 3 – Special Provisions

Employees with at least twenty-five (25) years of service as set forth in Government Code section 31625.3 as of June 28, 2014 and who either have or thereafter attain thirty (30) years of service credit as set forth in Government Code section 31625.3 and no longer make retirement contributions under the provisions of the County Employees' Retirement Law of 1937, shall have one opportunity during the employee's employment to receive cash payments of seven percent (7%) of earnable compensation for up to twenty-six (26) consecutive pay periods. Such payments may begin no sooner than the pay period following Board of Supervisors approval of this agreement.

The provisions of this Article shall be applied each pay period.

Section 4 – Survivor Benefits for General Retirement Members Administered by San Bernardino County Employees Retirement Association (SBCERA)

Survivor benefits are payable to employed general retirement members with at least 18 months continuous retirement membership pursuant to Section 31855.12 of the County Employees Retirement Law of 1937. An equal, non-refundable employer and employee biweekly contribution will be paid to SBCERA as provided in annual actuarial study.

RETURN-TO-WORK COMPENSATION

ALL UNITS – EXCEPT MANAGEMENT

Section 1 – Purpose

Return-to-work compensation is designed to compensate employees for being available to return to work with limited notice and for hours not previously regularly scheduled. There are three (3) types of return-to-work compensation covered by this Article: on-call, standby, and call-back. Assignment and approval of return to work compensation shall be made by the appointing authority or designee based upon the needs of the service.

Section 2 – On-Call Compensation

- (a) This Section shall not apply to employees in the Supervisory or Supervisory Nurses Units.
- (b) On-call duty requires the employee to return a call or page as soon as practicable but not to exceed thirty (30) minutes.

- (c) Employees assigned to be on-call shall: (1) leave a telephone number where they can be reached or wear a communicating device; and (2) be able to report to their work site within one (1) hour after notification. Employees can also be given a designated time of more than one (1) hour to report by the appointing authority or designee.
- (d) While assigned to on-call duty, the employee shall be free to use the time for his or her own purposes.
- (e) On-call duty shall be compensated at the rate of three dollars and twenty-five cents (\$3.25) for each full hour of duty or portion thereof. On-call time shall not count as hours worked.
- (f) The employee shall not receive on-call compensation once the employee begins work.

Section 3 – Standby Compensation

- (a) Standby duty requires the employee to return a call or page as soon as practicable but not to exceed ten (10) minutes.
- (b) Employees assigned to standby duty shall: (1) leave a telephone number where they can be reached or wear a communicating device; and (2) after being told to report to work, the employee shall arrive at the work site no later than the time it takes to commute between the employee's home and the work site. Employees can also be given a designated time to report by the appointing authority or designee.
- (c) For employees in the Supervisory and Supervisory Nurses Units, standby duty shall be compensated at the rate of \$3.50 for each full hour of duty or portion thereof. For employees in the Supervisory and Supervisory Nurses Units, standby duty shall not count as hours worked.
- (d) For employees in the Administrative Services, Clerical, Craft, Labor & Trades, and Technical & Inspection Units, standby pay shall be compensated at minimum wage as provided by the Department of Industrial Relations for each full hour of standby duty or portion thereof. Standby hours under this provision shall count as hours worked for overtime purposes.

Examples of application of this provision for computing overtime:

Employee earning \$15.00 per hour works 40 hours in a work period, plus 20 hours of standby.

$$\begin{array}{rcl} 40 \times \$15.00 \text{ (base salary rate)}^1 & = & \$600.00 \\ 20 \times \$ 8.00 \text{ (standby minimum wage*)} & = & \$160.00 \end{array}$$

$$\begin{array}{l} \$600.00 \text{ plus } \$160.00 = \$760.00 \text{ divided by } 60 \text{ hours worked (regular rate of pay)}^2 \\ = \$12.67 \end{array}$$

Pay for this week should be:

$$\begin{array}{rcl} 40 \text{ hours regular pay} & = & \$600.00 \\ 20 \text{ hours standby} \times \$8.00 \text{ per hour} & = & \$160.00 \\ 20 \text{ hours overtime } (\$12.67 \times .5) & = & \$126.70 \\ \text{Total } \$600.00 \text{ plus } \$160.00 \text{ plus } \$126.70 & = & \$886.70 \end{array}$$

¹Base salary rate is defined in Salary Adjustment, Section 2.

²Regular rate of pay is defined within the requirements of the Fair Labor Standards Act to include all remuneration for employment paid to the employee. When more than one rate of pay is paid for hours worked, the regular rate of pay is calculated using the weighted average of the rates of pay.

*This is an example only and may not contain the current State minimum wage.

- (e) The employee shall not receive standby compensation once the employee begins work.

Section 4 – Call-Back Compensation

- (a) Call-back pay is used when an employee in a regular position returns to active duty and the work site at the request of the appointing authority or designee after said employee has been released from active duty and has left the work site. An employee need not be assigned to on-call or standby duty to receive call-back compensation.
- (b) Call-back compensation shall be paid in the following manner. The employee shall be paid for two (2) hours at one-time the base hourly rate of pay for each call-back occurrence. Said compensation shall be in lieu of any travel time and expense to and from home and the first or last work contact point. All time actually worked shall be considered as time actually worked for purposes of the Article on "Overtime."
- (c) Employees shall not be eligible for call-back pay in the following situations: (1) special tours of duty scheduled in advance; (2) the employee is called back within two (2) hours of the beginning of a scheduled tour of duty; or (3) the employee is not required to leave home. The employee shall report all time actually worked within a pay period. Such time shall be accumulative and shall be considered as time actually worked for the purposes of the Article on "Overtime."

SALARY ADJUSTMENTS

ALL UNITS

Effective pay period 17 of 2014, the County agrees to add a new top step at approximately two and one-half percent (2.5%) above the current top step for journey level and above classifications, excluding trainee classifications. Employees who are at the existing top step on that date and have completed 2,080 service hours at that step and received a "Meets Job Standards" or above on their most recent Work Performance Evaluation (WPE) in the 12 consecutive months prior to pay period 17 of 2014, are eligible to advance on that date. Employees who would have otherwise met the eligibility requirement (i.e., completed 2,080 service hours at the top step) who did not receive a "Meets Job Standards" or above on their most recent WPE in the 12 consecutive months prior pay period 17 of 2014, will advance to the new top step when they receive a "Meets Job Standards" on the WPE following the creation of the new top step.

The base salary ranges and rates shall be applicable on the dates indicated for all classifications in these Units. (See Appendix B for individual classification listing.)

Effective June 28, 2014, following Board of Supervisors' approval of this agreement, the County will establish two new sub-steps for all salary ranges, one step, which will be the new step 2, that is 2.5% below the current step 1 of the associated range, and a second step, which will be the new step 1 that is 2.5% below the new step 2.

Effective the first pay period following Board of Supervisors approval, all salary range steps that are below \$9.00/hr will be eliminated. Employees on steps eliminated as a result of this salary restructure will be immediately placed on the appropriate step of the range that is at least the state minimum wage. Effective January 1, 2016, all salary range steps that are below \$10.00/hr will be eliminated and employees on steps eliminated will be immediately placed on the appropriate step of the range that is at least the state minimum wage. Employees will be eligible to advance to the next step, if applicable, upon completion of 2,080 service hours from their most recent merit advancement.

SALARY RATES AND STEP ADVANCEMENTS

ALL UNITS

New employees shall be hired at step 1 of the established base salary range, except as otherwise provided in this Agreement. Variable entrance steps may be established if justified by recruitment needs through step 5 with the approval of the appointing authority and through the top step of the salary range with the approval of the Director of Human Resources or designee.

Within the base salary range, all step advancements will be made at the beginning of the pay period following the pay period in which the employee completes the required number of service hours. Approval for advancement shall be based upon completion of required service hours in the classification, satisfactory work performance and appointing authority recommendation. An employee whose step advancement is denied shall not be eligible for reconsideration for step advancement except as provided in the Article, "Merit Advancements."

Completed service hours shall be defined as regularly scheduled hours in a paid status, up to eighty (80) hours per pay period. Overtime hours, disability payments, Medical Emergency Leave, and time without pay shall not count toward step advancements.

Step Advancements - Step advancements within a base salary range shall be based upon one (1) step increment for all employees, effective June 28, 2014. The employee shall be eligible for the first step advancement after completion of 1,040 service hours and subsequent step advancements after completion of 2,080 service hours.

EXAMPLE:

STEP ADVANCEMENT	Step	Range
Hire Step	1	R30
After 1,040 hours*	2	
After additional 2,080 hours*	3	
Promotion to higher classification** (approximately 5% or step 1 of new range whichever is greater)	3	R32
After 1,040 hours*	4	
After additional 2,080 hours*	5	
After each additional 2,080 hours until the top step of the range is reached*	6	

*Assumes satisfactory work performance and appointing authority recommendation

**Pursuant to Promotions Article

The Director of Human Resources or designee may authorize the adjustment of the salary step or salary rate of an employee to maintain salary equity within the system, to prevent undue hardship or unfairness due to the application of any rule or policy, or to correct any salary inequity. The Director of Human Resources or designee may authorize the adjustment of the salary step or salary rate of an employee to correct any payroll error or omission, including any such action which may have arisen in any prior fiscal year.

SUPERVISORY NURSES UNIT

Longevity Pay

Supervisory nurses shall be eligible for longevity pay above the base rate of pay, as indicated below, based on total hours of completed service as a supervisory nurse with the County and/or as a registered nurse with the

County, provided the supervisory nurse receives an overall rating of “meets standards” at his/her next annual WPE or the next WPE for which a step increase would be due (not when he/she completes the years of service). Longevity pay shall be excluded when determining the appropriate rate of pay for a promotion or demotion.

TOTAL COMPLETED SERVICE	
20,800 (10 years)	2.0%
31,200 (15 years)	An additional 2.0% for a total of 4%
41,600 (20 years)	An additional 2.0% for a total of 6.0%
52,000 (25 years)	An additional 2.0% for a total of 8.0%

EXAMPLE 1 – A supervisory nurse who completes 2 years of service with the County as a supervisory nurse and has completed 8 years of service as a nurse with the County, will be eligible for an additional 2.0% above the base rate of pay at the nurse’s next scheduled annual WPE or next WPE for which a step increase would be due, provided the nurse has received an overall “meets standards” WPE.

EXAMPLE 2 – A supervisory nurse with 9 years and 7 months of completed service as a supervisory nurse promotes to another supervisory nurse classification. The supervisory nurse will be eligible for the 10 year longevity pay after completion of an additional 5 months of service and at the next WPE for which a step increase would be due, provided the nurse has received an overall “meets standards” WPE.

EXAMPLE 3 – A supervisory nurse who is already receiving 2.0% longevity pay for 10 years of completed service promotes to another supervisory nurse classification. The supervisory nurse will continue to be eligible for the 10 year longevity pay above his/her new base rate of pay.

EXAMPLE 4 – A nurse who has completed thirteen (13) years of service as a nurse with the County and four (4) years of service with the County as supervisory nurse will be eligible for the 4.0% longevity pay for fifteen (15) years of service.

For purposes of longevity pay only, a year of completed County service is defined as 2,080 service hours as a supervisory nurse and/or registered nurse with the County.

SUPERVISORY UNIT

New employees may be hired up to the final step of the salary range dependent upon an evaluation of the labor market for this occupation. Merit advancements of one step will occur on the same schedule set forth in this Agreement not to exceed the final step of the salary range. Effective June 28, 2014, following Board of Supervisors’ approval of this Agreement, salary range placement for the classifications listed below will be as follows:

- Supervising Pediatric Rehabilitation Therapist I Range 66
- Supervising Pediatric Rehabilitation Therapist II Range 71
- Telephone Service Supervisor Range 56

Employees shall be placed on the step in the numbered range that is closest to their current salary rate. However, if the rate that is closest to their current salary rate is less than their current salary rate, the employees shall be X-stepped until their next scheduled Work Performance Evaluation which reflects at least a “Meets Standards” at which time the employees shall advance to the next step of the range.

TECHNICAL & INSPECTION UNIT

New employees may be hired up to the final step of the salary range dependent upon an evaluation of the labor market for this occupation. Merit advancements of one step will occur on the same schedule set forth in this Agreement not to exceed the final step of the salary range. Effective June 28, 2014, following Board of Supervisors' approval of this Agreement, salary range placement for the classifications listed below will be as follows:

Occupational Therapy Assistant	Range 45
Physical Therapy Assistant	Range 45
Telephone Service Specialist	Range 50
Telephone Service Specialist Trainee	Range 37

Employees shall be placed on the step in the numbered range that is the closest to their current salary rate. However, if the rate that is closest to their current salary rate is less than their current salary rate, the employees shall be X-stepped until their next scheduled Work Performance Evaluation which reflects at least a "Meets Standards" at which time the employees shall advance to the next step of the range.

SECTION 125 PREMIUM CONVERSION PLAN**ALL UNITS**

- (a) Eligible employees shall be provided with a Section 125 Premium Conversion Plan. The purpose of the Plan is to provide employees a choice between paying premiums with either pre-tax salary reductions or after-tax payroll deductions for medical insurance, dental insurance, vision insurance, voluntary life (to the IRS specified limit) and accidental death and dismemberment insurance premiums currently maintained for Unit employees or any other program(s) mutually agreed upon by the parties. The amount of the pre-tax salary reduction or after-tax payroll deduction must be equal to the required insurance premium.
- (b) Medical and Dental Coverage elections shall not reduce earnable compensation for purposes of calculating benefits or contributions for the San Bernardino County Employees' Retirement Association.
- (c) To be eligible for this benefit, an employee must be in a regular position and be regularly scheduled to work at least forty (40) hours in a pay period or must have received the benefits under section (a) immediately prior to being on an approved leave of absence for which continuation of these benefits is expressly provided under Section 5 of the Medical and Dental Coverage Article.
- (d) Election of pre-tax salary reductions and after-tax payroll deductions shall be made within sixty (60) days of the initial eligibility period in a manner and on such forms designated by the Human Resources Employee Benefits and Services Division. Failure to timely submit appropriate paperwork will result in after-tax payroll deductions for all eligible premiums for the remainder of the Plan year.
- (e) Once a salary reduction has begun, in no event will changes in elections be permitted during the Plan year except to the extent permitted under Internal Revenue Service rulings and regulations and with the County's Section 125 Plan Document. The employee must submit request for a change due to a mid-year qualifying event within sixty (60) days of the qualifying event. The Human Resources Employee Benefits and Services Division will authorize changes as long as the change is made on account of and consistent with an employee's change in status.

SHORT-TERM DISABILITY

ALL UNITS

The County agrees to pay the premium for short-term disability insurance for all employees in regular positions budgeted for forty (40) or more hours per pay period who have completed at least two (2) pay periods of continuous service, each with a minimum of one-half plus one hour of scheduled hours of regular paid time. The short-term disability insurance plan benefit coverage shall include a provision for a seven (7) consecutive calendar day waiting period from the first day of disability before benefits begin. Benefits shall be fifty-five percent (55%) of base salary up to a weekly maximum established by the State of California for the State Disability Insurance fund. Benefit payments terminate when the employee is no longer disabled or after fifty-two (52) weeks of disability.

The County agrees to provide these benefits subject to carrier requirements as specified in the Short-Term Disability Policy.

STANDARD TOUR OF DUTY

ALL UNITS

The standard tour of duty represents the time that an employee is regularly scheduled to work. The employee shall be present at the assigned work location and ready to begin work at the start of the standard tour of duty. For payroll purposes, a regularly scheduled tour of duty, which commences before midnight and ends the following day shall be reported as time worked for the day in which the tour of duty began. The appointing authority shall establish the actual number of hours, which comprises the standard tour of duty for each position. The appointing authority may modify or change the number of hours in a standard day, tour of duty or shift for each position to meet the needs of the service. When appointing authorities find it necessary to make such modifications or changes, they shall notify the affected employee(s) in writing indicating the proposed change prior to its implementation advising them to contact SBPEA or the appointing authority if they have any questions. Any such modifications or changes may not be implemented until the affected employee has received a minimum notice of fourteen (14) calendar days, unless the employee(s) specifically consents to a lesser time period, or in the event of an emergency. If the change affects a significant number of employees, SBPEA shall be notified. When a change would affect a significant number of employees and SBPEA requests to meet and confer regarding the impact of the change on employees, the first step, within ten (10) calendar days of the notification of change, shall be to meet to discuss the impact of schedule changes on employees. The phrase "significant number" shall mean: (a) a majority of the employees in this Unit; (b) a majority of the employees within a department, division, or work unit; or (c) all of the employees within a specific classification in this Unit.

If the parties are unable to reach agreement on the impact of the schedule change, either party may request the assistance of a mediator. The parties shall make every effort to complete the mediation process within thirty (30) calendar days from the date the mediator was requested.

TEMPORARY PERFORMANCE OF HIGHER LEVEL DUTIES

ALL UNITS

Prior to the assignment of a probationary employee to a vacant higher level position, such probationary employee shall be notified in writing as to whether service hours to be worked in the higher level position will count towards completion of the probationary period in the (lower level) position in which the employee has not yet obtained regular status.

Employees directed to continuously perform the duties of a vacant higher level position, or employees who have been given the temporary assignment of a project involving the performance of more difficult duties and requiring a greater level of skill(s) may be granted additional compensation. No award shall be made in any situation related to a vacation, short-term illness or other temporary relief. For the purpose of this Article, temporary is defined as six (6) weeks or less. The duration of such assignments are not intended to exceed one (1) calendar year.

Eligibility Criteria – Employees will normally have regular status and not be in a probationary or trainee status; and there must be evidence of the employee’s ability to competently perform the new assignment as determined by the Director of Human Resources or designee and the employee shall be required to meet standards for satisfactory performance. Appointments to regular positions of trainees or underfills are exempt from the provisions of this Article.

Assignment Criteria

- (a) For the purposes of this Article, a vacant position is defined as an authorized regular position for which funds have been appropriated and which may be: (1) an unoccupied position due to attrition; (2) a position from which the incumbent is on extended leave of absence; or (3) a new position authorized by the Board of Supervisors. The appointing authority certifies that the employee is assigned and held responsible to fully perform all of the higher level duties without limitation as to difficulty or complexity of assignments or consequence of action. This provision shall not be used to circumvent the merit system of promotion and approval of such a request shall initiate the appropriate recruitment/selection process where applicable.
- (b) Compensation related to project assignments requires the temporary assignment of more difficult duties involving a greater level of skills. Such assignment may be made to allow for employee rotation, enhance upward mobility or to determine the impact of potential operational/organizational changes. The specific, temporary duties must be identified in writing.

Compensation

- (a) Compensation shall be awarded in pay period increments.
- (b) Employees performing the duties of a vacant higher level regular position shall be entitled to a salary rate increase to the higher level for the time actually worked. The amount of the increase shall be determined as if the assignment had been a promotion. The employee shall be eligible for step advances in the higher level position in accordance with the Salary Rate and Step Advancement and Merit Advancements Articles. The employee shall continue to receive benefits associated with his/her pre-assignment occupational Unit. Differentials and other compensation shall be paid only if applicable to the higher level position assignment. Overtime compensation shall be administered according to the FLSA status of the higher level position. Upon assignment to the higher level position, the employee’s service hours for determining salary step in the pre-assignment position shall continue to accrue. Upon completion of assignment, the employee shall be returned to his/her former position classification. If, while on the temporary assignment, the employee’s step due date occurs, the employee shall receive their salary step effective the pay period they are returned to their former classification; provided, however, that the employee received a Work Performance Evaluation of at least “Meets Job Standards” while on the temporary assignment. If the employee was due a step advance while on the temporary assignment and no evaluation has been completed or if the employee was not rated at least “Meets Job Standards,” the employee shall be evaluated within three (3) pay periods of return to former classification, and if rated at least “Meets Job Standards,” the employee shall receive his/her step advance retroactive to the date of return to former classification. Under no circumstances will the step advancement be retroactive beyond the date of the return to former classification. Step placement upon promotion to the same or other higher level position following completion of the temporary assignment will be determined based upon salary rate in the pre-assignment position in accordance with the Promotions Article.

- (c) Project compensation shall be in the form of a specified percentage of the employee's base pay. The Director of Human Resources or designee will determine the amount in increments of one-half (1/2) percent from a minimum of two and one-half percent (2-1/2%) up to a maximum of seven and one-half percent (7-1/2%). The bonus will be computed at the specified percentage of the current base pay of the employee for each pay period. The bonus shall be considered earnable compensation and shall be considered part of the employee's regular rate of pay for purposes of calculating overtime, if applicable. Such increases in pay shall not affect the employee's step advancement in the base range pursuant to the Article on "Salary Rates and Step Advancements."

Requests for Temporary Performance Compensation may be initiated by the appointing authority or an employee via the appointing authority. The appointing authority and the employee bear mutual responsibility for initiating the compensation request in a timely manner and adhering to the compensation provisions defined in this Article. It is important to obtain Human Resources Department review of the request in advance of the date the employee begins the assignment, because there is no guarantee the request will be approved. Temporary Performance Compensation is to be effective only with the Director of Human Resources written approval, assignment of the greater level of duties, and signed acceptance by the employee. Under no circumstances will Temporary Performance Compensation be granted retroactively.

Requests for Temporary Performance Compensation shall be reviewed by the Director of Human Resources or designee. Denial of compensation due to assignment {Assignment Criteria (c)} shall not be subject to review, appeal, or the Grievance Procedure.

The provisions of this Article shall not be utilized to circumvent the provisions of or provide additional compensation over and above that which may be provided in the Article on "Classification." The Articles, "Temporary Performance of Higher Level Duties," and "Classification" are mutually exclusive concepts and as such there shall be no dual or multiple requests and/or appeals, where the latter is applicable for a single situation.

TERM

ALL UNITS

The term of this Memorandum of Understanding shall commence upon approval by the Board of Supervisors, and this Memorandum of Understanding Agreement shall expire and otherwise be fully terminated at 12:00 a.m. (midnight) of June 23, 2017; provided, however, that between September 1, 2015 and September 30, 2015, SBPEA may request to open on economic issues. If a successor Memorandum of Understanding has not been reached by 12:00 a.m. (midnight) of June 23, 2017, the terms and conditions required by law shall continue in effect until a successor Memorandum of Understanding is approved by the Board of Supervisors or the dispute resolution procedure has been exhausted under the provisions of the Employee Relations Ordinance, whichever occurs sooner.

TIME AND LABOR REPORTS

ALL UNITS

Time and Labor Reports should normally be completed and signed by the employee. Employees shall be provided a copy of any Time and Labor Report whenever said report is submitted without the employee's signature. Payroll Specialists who handle Time and Labor Reports shall make every effort to contact the employee regarding any correction to the time shown on said report and explain the reasons for the change before the report is submitted to the Auditor-Controller/Treasurer/Tax Collector for processing. In all cases where corrections are made in the presence of the employee and accepted, the employee shall approve such corrections by signing a new Time and Labor Report. If time does not allow for this procedure because of the Auditor-Controller/Treasurer/Tax Collector deadline, the Payroll Specialist shall notify the employee of the

correction and that an adjustment will be made in a subsequent pay warrant. Unless otherwise provided in this Agreement, time shall be reported in increments of full fifteen (15) minutes actually worked for pay purposes.

The County reserves the right to use other time accumulation devices. If errors result from the improper or unclear preparation of Time and Labor Reports by the employee, the employee shall hold harmless the County for any delays in warrant processing.

TOOL ALLOWANCE

CRAFT, LABOR & TRADES UNIT

(a) Allowance

Effective June 28, 2014, the County agrees to make the following payment to employees in the classes listed to serve as a tool allowance to compensate for any costs associated with tool purchase and replacement.

The tool allowance shall be as follows:

<u>Classification</u>	<u>Tool Allowance</u>
Equipment Services Specialist I, II	\$300
Mechanic’s Assistant	\$425
Motor Fleet Mechanic I, II	\$500
Sheriff’s Aviation Mechanic	\$600
Sheriff’s Lead Aviation Mechanic	\$600

(b) Administration

The annual tool allowance shall be paid in a lump sum to employees in regular positions who are in paid status in the pay period that includes July 1 of each year. An eligible employee in a regular position who is part-time or job-sharing shall be eligible for a prorated lump-sum payment based on regularly scheduled hours. Those employees appointed after July 1, shall receive a prorated tool allowance payment at the time of their appointment. Such proration shall be based upon the remaining number of pay periods in the fiscal year nearest their appointment. Granting of this tool allowance shall not affect any other provisions made by the department for tool replacement, repair, or purchase.

Employees not in paid status (i.e., not coding paid hours) in the pay period that includes July 1 shall receive a prorated tool allowance payment upon return to paid status. Such proration shall be based upon the remaining number of pay periods in the fiscal year nearest their return to paid status. However, an employee who is not in paid status during the entire fiscal year (i.e., not in paid status from pay period 15 of one year through pay period 14 of the following year) shall not receive the annual tool allowance for the fiscal year(s) during which he/she was not in paid status. For example, if an employee is not in paid status from June of 2014 through September 2016, and then returns to paid status in October 2016, the employee shall receive a prorated tool allowance payment for FY 2016/2017 upon their return to paid status but shall not receive the FY 2014/2015 allowance because the employee was not in paid status for the entire 2014/2015 fiscal year.

Any employee separating from County employment at the conclusion of a leave of absence shall not receive the tool allowance.

TUITION REIMBURSEMENT AND MEMBERSHIP DUES

ALL UNITS

Section 1 – Preamble

In conjunction with SBPEA, the County has established for each representation Unit a tuition reimbursement and membership dues procedure to encourage all employees to pursue educational opportunities and involvement in organizations to enhance their contribution as County employees and assist in their career development. Both parties recognize the importance of continued quality improvement and strongly encourage the utilization of opportunities assisted by this Article. Tuition funding and reimbursement programs shall be administered by the Performance, Education and Resource Center (PERC). The Human Resources Department shall receive from such funding administration costs not to exceed the salary and benefits portion of a top step Secretary I.

Benefits under the Tuition Reimbursement and Membership Dues article shall be pro-rated for job share and part-time employees.

Section 2 – Administrative Services Unit

The County agrees to establish an individual departmental fund in the amount of four hundred dollars (\$400.00) each fiscal year for each employee in a regular position budgeted more than forty (40) hours per pay period to reimburse employees for tuition costs incurred for job-related education or career development or to reimburse membership dues in professional organization(s); provided such expenditure enhances furtherance of County or continuing education goals.

Requests for reimbursement must be approved in advance by the appointing authority and shall not be paid in increments less than ten dollars (\$10.00) per fiscal year. Employee initiated education or career development shall not be considered as time actually worked for purposes of computing overtime and normally shall not occur during regular work hours except that which has the prior approval of the appointing authority.

No Unit member shall receive tuition reimbursement in excess of the limitation determined by the Internal Revenue Service. Eligibility for reimbursement is contingent upon an approved course or seminar, completed with, where applicable, a grade of "C" or better or "pass" when taken on a pass/fail basis, except in extenuating circumstances where such a situation as verifiable illness prevents an individual from completing a course.

Section 3 – Clerical Unit

The County will establish a career development, training, and education fund of one hundred and seventy-five thousand dollars (\$175,000) for each fiscal year for use by employees in a regular position in the Clerical Unit with at least twelve (12) months of County service. Half of the funds are available for use the first half of the fiscal year, and half are available the second half of the fiscal year. This fund will be administered by the Performance, Education and Resources Center (PERC) and available for use on a first-come, first-served basis for 100% reimbursement of tuition and community college registration fees for career development courses or to reimburse membership dues in professional organizations; provided such expenditure enhances furtherance of County or continuing education goals and is previously approved by PERC.

Eligibility for reimbursement is contingent upon an approved course or seminar, completed with, where applicable, a grade of "C" or better or "pass" when taken on a pass/fail basis, except in extenuating circumstances where such a situation as verifiable illness prevents an individual from completing a course. Each employee shall be limited to one thousand six hundred and fifty dollars (\$1,650.00) per fiscal year.

Section 4 – Craft, Labor & Trades Unit

The County will establish a career development, training, and education fund of nine thousand dollars (\$9,000.00) each fiscal year for use by employees in a regular position in the Craft, Labor & Trades Unit with at least six (6) months of County service.

This fund will be administered by PERC and available for use on a first-come, first-served basis for 100% reimbursement of tuition for trade schools and community college registration fees for career development courses or to reimburse membership dues in professional organizations; provided such expenditure enhances furtherance of County or continuing education goals and is previously approved by PERC. Each employee shall be limited to four hundred dollars (\$400.00) per year.

No Unit member shall receive tuition reimbursement in excess of the limitation determined by the Internal Revenue Service. Eligibility for reimbursement is contingent upon an approved course or seminar, completed with, where applicable, a grade of “C” or better or “pass” when taken on a pass/fail basis, except in extenuating circumstances where such a situation as verifiable illness prevents an individual from completing a course.

Section 5 – Management Unit

The County agrees to establish an individual departmental fund in the amount of five hundred dollars (\$500.00) each fiscal year for each employee in a regular position budgeted more than forty (40) hours per pay period to reimburse employees for tuition costs incurred for job-related education or career development or for the payment of membership dues in professional organization(s); providing such expenditure enhances furtherance of County or continuing education goals. Approved memberships may be paid for directly by the County at the employee’s request or the employee may be reimbursed.

Requests for such reimbursement must be approved in advance by the appointing authority and Human Resources and shall not be paid in increments less than ten dollars (\$10.00) per fiscal year.

No Unit member shall receive tuition reimbursement in excess of the limitation determined by the Internal Revenue Service. Eligibility for reimbursement is contingent upon an approved course or seminar, completed with, where applicable, a grade of “C” or better or “pass” when taken on a pass/fail basis, except in extenuating circumstances where such a situation as verifiable illness prevents an individual from completing a course.

Section 6 – Supervisory Unit

The County agrees to establish a Countywide fund in the amount of sixty thousand dollars (\$60,000.00) each fiscal year for purposes of reimbursing Supervisory Unit employees for tuition costs of job-related education or career development training, and/or for reimbursement of membership dues in professional organizations. Such expenditures shall be authorized to Supervisory Unit employees in regular positions budgeted more than forty (40) hours per pay period, on a first-come, first-served basis until the fund is depleted, provided: such expenditure enhances furtherance of County or continuing education goals, is approved in advance by the appointing authority and PERC and does not exceed a maximum of six hundred dollars (\$600.00) per employee.

Reimbursement requests shall not be paid in increments less than ten dollars (\$10.00) per fiscal year. Employee initiated education or career development shall not be considered as time actually worked for purposes of computing overtime and normally shall not occur during regular work hours.

No Unit member shall receive tuition reimbursement in excess of the limitation determined by the Internal Revenue Service. Eligibility for reimbursement is contingent upon an approved course or seminar, completed with, where applicable, a grade of “C” or better or “pass” when taken on a pass/fail basis, except in extenuating circumstances where such a situation as verifiable illness prevents an individual from completing a course.

Section 7 – Supervisory Nurses Unit

Registered nurses assigned to the hospital, mental or correctional institutions or those providing public health services shall be entitled to an individual, departmental fund in the amount of seven hundred dollars (\$700.00) per fiscal year for each employee in a regular position budgeted more than forty (40) hours per pay period to reimburse employees for tuition costs incurred for completing Continuing Education Units or for completion of college coursework leading towards a Bachelor's or Master's degree in Nursing or Public Health. Any unused tuition funds may be carried over one (1) fiscal year. The maximum total amount available for one (1) fiscal year, including carried over funds, shall not exceed a total of fourteen hundred dollars (\$1,400.00). Such reimbursement shall not be in addition to the maximum reimbursement available to other Unit employees and shall not be applicable to membership dues. Requests for such reimbursement must be approved in advance by the appointing authority.

Continuing Education Unit tuition reimbursement shall be utilized for Registered Nurse license renewal requirements, and/or job-related education, provided such CEU education enhances County and/or personal continuing educational goals. Continuing Education Unit tuition costs will be reimbursed only if: (a) the CEU course is approved by the California Board of Registered Nursing (BRN); and (b) the department has made prior approval of this course. Continuing Education Unit tuition reimbursement shall not exceed twenty dollars (\$20.00) per contact hour unless the appointing authority has approved reimbursement which exceeds twenty dollars (\$20.00) per contact hour.

Reimbursement requests shall not be paid in increments less than ten dollars (\$10.00) per fiscal year. Employee initiated education or career development shall not be considered as time actually worked for purposes of computing overtime and normally shall not occur during regular work hours.

No Unit member shall receive tuition reimbursement in excess of the limitation determined by the Internal Revenue Service. Eligibility for reimbursement is contingent upon an approved course or seminar, completed with, where applicable, a grade of "C" or better or "pass" when taken on a pass/fail basis, except in extenuating circumstances where such a situation as verifiable illness prevents an individual from completing a course.

Section 8 – Technical & Inspection Unit

The County will establish a career development, training, and education fund of sixty thousand dollars (\$60,000.00) each fiscal year for use by employees in a regular position in the Technical & Inspection Unit. This fund will be administered by PERC and available for use on a first-come, first-served basis for 100% reimbursement of tuition and community college registration fees for career development courses or to reimburse membership dues in professional organizations; provided such expenditure enhances furtherance of County or continuing education goals and is previously approved by PERC and not to exceed a maximum of six hundred dollars (\$600.00) per employee.

In addition, employees in regular positions budgeted more than forty (40) hours per pay period who are licensed vocational nurses or psychiatric technicians shall be entitled to departmental reimbursement for costs of tuition and required books for completion of Continuing Education Units to a maximum of two hundred dollars (\$200.00) per fiscal year.

In addition the County will establish a fiscal year fund of five thousand dollars (\$5,000.00) for the exclusive use by licensed vocational nurses pursuing attainment of registered nurse certification for the time frame covered by this Agreement. Eligibility is restricted to those in regular positions as licensed vocational nurses. The fund will be administered by the Arrowhead Regional Medical Center and available for use on a first-come, first-served basis for 100% reimbursement of tuition and community college registration fees and books for courses applicable to attainment of a registered nurse certification and previously approved by the appointing authority.

No Unit member shall receive tuition reimbursement in excess of the limitation determined by the Internal Revenue Service. Eligibility for reimbursement is contingent upon an approved course or seminar, completed

with, where applicable, a grade of "C" or better or "pass" when taken on a pass/fail basis, except in extenuating circumstances where such a situation as verifiable illness prevents an individual from completing a course.

Section 9

Any unused career development, training and education funds administered by PERC (e.g., Clerical Unit, Technical & Inspection Unit, etc.) shall be retained by PERC, for use at its discretion, to develop, implement and/or administer additional training programs and activities.

12-HOUR SHIFTS IN CORRECTIONS

TECHNICAL & INSPECTION UNIT

Section 1 – General

At the request of the parties, the U.S. Department of Labor issued an opinion letter stating that Sheriff's Custody Specialists (SCS) assigned to Corrections are considered eligible for a partial overtime exemption to the Fair Labor Standards Act under Section 207(k). Such exemption permits employees in Corrections to work up to eighty-six (86) hours per 14-day work period at straight (non-overtime) rates.

The parties have met and conferred about the application of this exemption to SCS's and have agreed to the following conditions for application of 12-hour shift schedules in Corrections. Notwithstanding any other provision of this Agreement, the following provisions shall apply to employees in affected positions.

Section 2 – Affected Positions

The 12-hour shift will apply only to positions and facilities designated by the Sheriff or designee. The Sheriff or designee has the final and binding authority to designate affected positions, and shall assign employees to such positions. In that regard, SBPEA recognizes that certain SCS positions will continue to be scheduled for eight (8) or ten (10) hour work days. No employee has a right to be assigned to a twelve (12) hour position. The Department reserves the right and discretion to assign employees to eight (8), ten (10) or twelve (12) hour positions.

The 12-hour schedule will apply to some of the Sheriff's Custody Specialist positions (meaning those positions meeting the twenty percent (20%) limitation on nonexempt work as described in 29 CFR part 553.212 of the Fair Labor Standards Act) at West Valley Detention Center, Glen Helen Rehabilitation Center, Central Detention Center or any other Type I facility such as Morongo Station, Barstow Station and Victorville Station. It is not expected to apply to any other positions within Corrections other than those meeting the criteria set herein.

Section 3 – Pay Period

Employees regularly assigned to the 12-hour shift schedule in Corrections will be regularly scheduled to work eighty-four (84) hours in a pay period, comprised of seven (7) 12-hour shifts during the pay period. The pay period will coincide with the County designated schedule, as described in the Standard Tour of Duty Article of this Agreement.

Section 4 – Overtime

Employees regularly assigned to twelve-hour shifts shall receive overtime compensation for hours worked in excess of eighty-four (84) hours in a pay period. Employees regularly assigned to work ten (10) hour shifts shall receive overtime compensation for hours worked in excess of forty (40) hours in a work period.

Section 5 – Scheduling Guidelines

The County reserves the right to schedule and assign staff as necessary to meet the needs of the department. The following scheduling guidelines represent a discussion between the parties, but is not binding:

- (a) Employees will be scheduled to work seven (7) 12-hour shifts during a pay period.
- (b) Employees will (generally) work three (3) days on, four (4) days off, four (4) days on, and three (3) days off.
- (c) There will be four (4) shift teams designated as A.M.-1, A.M.-2, P.M.-1, and P.M.-2.
- (d) The A.M. shift will be from 0730 to 2000 hours. The P.M. shift will be from 1930 to 0800 hours.
- (e) There will be a one-half hour briefing at the beginning of the shift and a one-half hour unpaid uninterrupted lunch.

Section 6 – Rest Periods

Employees shall be entitled to rest periods in accordance with the schedule contained herein. Rest periods shall be scheduled in accordance with the requirements of the department, but in no instance shall rest periods be scheduled within one (1) hour of the beginning or ending of a tour of duty or meal period, nor shall such time be accumulative or used to report to work late or leave early. Rest periods shall be considered as time worked. Employees required to work beyond their regular tour of duty shall be granted a ten (10) minute rest period for each two (2) hours of such work.

Regularly Scheduled Tour of Duty	Number and Limit of Rest Period
After 3 hours and through 6 hours	One – 15 Minute Rest Period
After 6 hours and through 8 hours	Two – 15 Minute Rest Periods
After 8 hours and through 10 hours	Two – 20 Minute Rest Periods
After 10 hours	One – 25 Minute Rest Period and One – 20 Minute Rest Period

Section 7 – Overtime Scheduling Guidelines

Regular employees can sign up ahead of time for anticipated scheduled overtime. Such employees shall not be eligible for call back pay. Employees cannot sign up for scheduled overtime on days the employee is already working.

For unscheduled overtime, employees will be able to sign up on a list in the watch commander’s office to volunteer to be called to work on their scheduled days off. Such employees will not be required to be available and accordingly will not be eligible for on-call pay. However, regular employees being called in for unscheduled overtime (even if such employees volunteer for unscheduled overtime), will be compensated accordingly under the applicable provisions of this Agreement.

Generally, overtime will be restricted to thirty-six (36) hours per pay period and a maximum of sixteen (16) hours per day; however, pursuant to facility needs, management reserves the authority to increase the overtime cap per pay period as needed. Employees shall have seven and one-half (7-1/2) hours off prior to working their next shift. The Sheriff continues to reserve the right to require overtime to be worked as necessary, and employees may be assigned to work overtime on a regularly scheduled day off. The department further reserves the right to assign overtime. Matters pertaining to the management and control of overtime shall be governed by applicable provisions of this Agreement.

Section 8 – Leave Accruals

Employees will continue to accrue the same number of hours per year of sick leave, vacation leave, and holiday leave, as specified in the Leave Provisions Article of this Agreement. Accrual rates will not increase as a result of the 12-hour schedule. Employees will be required to use twelve (12) hours of the appropriate leave time if they do not report to work due to illness, vacation, or any other absence. All other provisions of the Leave Provisions Article of this Agreement shall remain in effect. In addition, the notification requirement of employees to call in at least one (1) hour prior to the start of their shift is of significant importance. At a minimum, employees will need to strictly comply with this provision in order for the 12-hour shift to be successful, and accordingly the Sheriff's Department will enforce it. Similar guidelines need to be followed for any unplanned absence.

Section 9 – Retirement System Contributions

The provisions of this Agreement and applicable law govern retirement contributions. Retirement contributions and benefits are based on the number of hours the employee is regularly scheduled to work. The employees' regularly scheduled hours will increase from eighty (80) to eighty-four (84). Accordingly, both the employees' and the County's required contributions will increase.

Section 10 – Temporary Assignment to 12-Hour Shifts

It may be necessary to temporarily assign an employee to work a 12-hour shift in Corrections. An assignment will be considered temporary if it is expected to last no more than two (2) months. Employees on temporary assignment will continue to be paid under the same provision as all other general employees, i.e., they will receive overtime based on forty (40) hours in a week. Their retirement contributions and benefits will be based on eighty (80) hours in a pay period. They will be required to use leave time in accordance with their regular schedule (typically eight (8) hours per day).

Section 11 – Evaluation of the 12-Hour Shift Schedule

The Sheriff's Department is committed to making the 12-hour shift schedule work. The Sheriff has the authority to retain the 12-hour shift schedule as described in this Article, or return to the schedule in place prior to implementation of this 12-hour shift schedule.

UNIFORMS

ALL UNITS – EXCEPT MANAGEMENT

Section 1 – General

Prior to the establishment of a new uniform requirement, employees will be given full opportunity to discuss the form, nature, style, and quality of such uniform requirement. If the County establishes a new uniform requirement for employees who are not currently required to wear uniforms, the County shall provide such uniforms. The cost of uniforms required for employees in new programs shall be borne by the employee, provided the uniform requirement is specified as a condition of employment and included in the examination announcement.

Section 2 – Uniform Allowance

Amount of Allowance – The County agrees to make an annual payment to employees in regular positions on payroll in a paid status as of July 1 of each year in the bargaining units and classifications listed below in the amount specified.

OCCUPATIONAL UNIT	CLASSIFICATION	UNIFORM ALLOWANCE
Administrative Services	Sheriff's Training Specialists assigned to other than West Valley Detention Center	\$175
	Sheriff's Training Specialists assigned to West Valley Detention Center	\$425
Clerical	Employees of Regional Parks, who are not required to wear historical period apparel, but required to wear uniforms	\$425
	Fiscal Assistants in Sheriff's Dept. required to wear uniforms	\$425
	Sheriff's Custody Assistant	\$425
	Employees of Regional Parks assigned to Calico Regional Park required to wear historical period apparel	\$500
Craft, Labor and Trades	General Service Workers at Regional Parks only, who are not required to wear historical period apparel	\$440
	Park Ranger I, II, III, who are not required to wear historical period apparel	\$440
	Park Ranger I, II, III assigned to Calico Regional Park and required to wear historical period apparel	\$500
	General Service Workers at Regional Parks assigned to Calico Regional Park required to wear historical period apparel	\$500

OCCUPATIONAL UNIT	CLASSIFICATION	UNIFORM ALLOWANCE
Supervisory	Assistant Park Superintendent, who are not required to wear historical period apparel	\$425
	Abatement Supervisor	\$425
	Code Enforcement Supervisor	\$425
	Park Superintendent I, II	\$425
	Supervising Animal Control Officer I, II	\$425
	Supervising Sheriff's Custody Specialist	\$425
	Assistant Park Superintendent assigned to Calico Regional Park and required to wear historical period apparel	\$500
Technical and Inspection	Animal Health Investigator (field staff only)	\$245
	Animal License Checker I, II	\$440
	Autopsy Assistant	\$390
	Animal Control Officer Trainee, I, II	\$440
	Code Enforcement Officer I, II, III	\$440
	Crime Scene Specialist	\$440
	Sheriff's Civil Technician	\$440
	Sheriff's Custody Specialist	\$440
	Sheriff's Services Specialists required to wear a Class 2 or Class 12 uniform	\$440

Section 3 – Method of Payment

- (a) The uniform allowance payment is made to compensate for all costs associated with uniform purchase, replacement, maintenance, etc. The uniform allowance payment shall be made to those employees in paid status in the pay period that includes July 1 of each year. An eligible employee in a regular position who is part-time or job-sharing shall be eligible for a prorated lump-sum payment based on regularly scheduled hours.
- (b) Those employees in the CRAFT, LABOR & TRADES Unit eligible to receive a uniform allowance who are appointed after July 1, shall receive a prorated uniform allowance payment at the time of their appointment. Such proration shall be based on the remaining number of pay periods in the fiscal year nearest their appointment.

Employees not in paid status (i.e., not coding paid hours) in the pay period that includes July 1 shall receive a prorated uniform allowance payment upon return to paid status. Such proration shall be based upon the remaining number of pay periods in the fiscal year nearest their return to paid status. However, an employee who is not in paid status during the entire fiscal year (i.e., not in paid status from pay period 15 of one year through pay period 14 of the following year) shall not receive the annual uniform allowance for the fiscal year(s) during which he/she was not in paid status. For example, if an employee is not in paid status from June of 2014 through September 2016, and then returns to paid status in October 2016, the employee shall receive a prorated uniform allowance payment for FY 2016/2017 upon their return to paid status but shall not receive the FY 2014/2015 allowance because the employee was not in paid status for the entire 2014/2015 fiscal year.

Any employee separating from County employment at the conclusion of a leave of absence shall not receive the uniform allowance.

USE OF BULLETIN BOARDS

ALL UNITS

The County will furnish a reasonable portion of existing bulletin board space for notices of SBPEA. Only areas designated by the appointing authority may be used for posting of notices. Bulletin boards shall only be used for the following notices:

- (a) Scheduled SBPEA meetings, agenda and minutes.
- (b) Information on SBPEA elections and the results.
- (c) Information regarding SBPEA social, recreational, and related news bulletins.
- (d) Reports of official business of SBPEA, including reports of committees or the Board of Directors.

County equipment, materials, or supplies shall not be used for the preparation, reproduction, or distribution of notices, nor shall such notices be prepared by County employees during their regular work time. SBPEA may utilize the County's interdepartmental mail system provided SBPEA picks up and delivers necessary bulletins to the mail room, delivery to be concurrent with regular routes with no special trips made by the County, and SBPEA holds the County harmless against any loss or delays in delivery.

Notices that are posted, distributed through the mail system, or placed in an employee's County mailbox shall not be obscene, defamatory, or of a political nature, nor shall they pertain to public issues which do not involve the County or its relations with County employees. All notices to be posted must be dated and signed by an authorized representative of SBPEA, with a copy to be submitted (delivered or faxed) to the Employee Relations Division Chief or designee for review prior to posting or distribution through the County's mail room.

In cases where SBPEA represents more than one (1) authorized employee representation Unit at a work location, the space described above will become the bulletin board space for all employees represented by SBPEA at that work location.

USE OF COUNTY RESOURCES

ALL UNITS

SBPEA will be granted permission to use County facilities for the purpose of meeting with employees to conduct its internal affairs during non-work hours, provided space for such meetings can be made available without interfering with County needs. Permission to use County facilities must be obtained by SBPEA from the appropriate appointing authority. SBPEA shall be held fully responsible for any damages to and the security of any County facilities that are used by SBPEA. No County vehicles, equipment, computers, time, or supplies may be used in connection with any activity of SBPEA, except as may be otherwise provided in this Agreement.

The printing of ten thousand (10,000) Consolidated Memoranda of Understanding shall be undertaken by competitive bid with the costs for all Units jointly shared by the County and by SBPEA.

VISION CARE INSURANCE

ALL UNITS

Subject to carrier requirements, the County will pay the premiums for vision care insurance for all employees (employee-only coverage) in regular positions scheduled and paid at least forty-one (41) hours per pay period or if the County is required to continue such paid coverage pursuant to applicable law (e.g., FMLA). If an employee is no longer eligible for County-paid vision care insurance, the employee will have the option of enrolling in COBRA continuation coverage.

VOLUNTARY TIME OFF

ALL UNITS

Voluntary Time Off (VTO) Program is intended to provide employees a means of taking unpaid (i.e., non-compensated) time off work without losing fringe benefits (e.g., Medical Premium Subsidy, Opt-Out/Waive amount, Vision, RMT contribution, Life Insurance), which depend on the employee being in a paid status. The following conditions apply:

- (a) VTO may be taken in the same manner as vacation time except that the increment is one (1) hour and is limited to eighty (80) hours per calendar year.
- (b) When VTO is taken, leave accruals continue as if the employee were on paid time. Vacation maximum accrual limits will be extended by the amount of VTO taken provided that the employee takes the vacation time off during the first thirteen (13) pay periods of the following calendar year. VTO time counts toward satisfying the minimum hour requirement to receive the fringe benefits, such as Medical Premium Subsidy, Opt-Out/Waive amount, County-paid life insurance, and County-paid vision care.
- (c) Contributions to the retirement system under the Retirement System Contributions Article will only be paid if the employee is in a paid status in any pay period in which VTO is used and the employee receives enough earnings to pay his/her retirement contribution in that pay period.
- (d) VTO may not be used for situations that would otherwise require leave without pay, or in conjunction with leave without pay. VTO may be used only by an employee who is otherwise on paid status.

- (e) VTO is an entirely voluntary program. No employee may be required to take VTO.
- (f) VTO may be taken by request of the employee and upon approval of the appointing authority.

WORK DISRUPTION

ALL UNITS

The parties agree that no work disruptions shall be caused or sanctioned by SBPEA during the term of this Agreement. Work disruptions include, but are not limited to: sit-down, stay-in, speed-up, or slowdown in any operation of the County of San Bernardino, or any curtailment of work, disruption, or interference with the operations of the County of San Bernardino. The parties shall endeavor to discourage any such work disruptions and make positive efforts to return employees to their jobs. The parties acknowledge that participation of any employee in a concerted work action against the County is grounds for disciplinary action, including termination. The parties agree that no lockout of employees shall be instituted by the County during the term of this Agreement, unless such work disruptions occur.

APPENDIX A

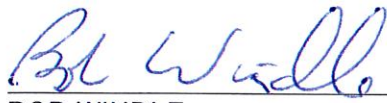
APPROVAL BY BOARD OF SUPERVISORS

This Agreement is subject to approval by the Board of Supervisors. The parties hereto agree to perform whatever acts are necessary, both jointly, and separately, to urge the Board to approve and enforce this Agreement.

Following approval of this Agreement by the Board, its terms and conditions shall be implemented by appropriate ordinance, resolution or other appropriate lawful action.

DATED: June 23, 2014

COUNTY OF SAN BERNARDINO
ASSOCIATION



BOB WINDLE
Assistant Director of Human Resources

SAN BERNARDINO PUBLIC EMPLOYEES



DEIDRE RODRIGUEZ
General Manager

ADMINISTRATIVE SERVICES UNIT



BEATRICE AGUILAR
PRINT/SIGN 

CLERICAL UNIT



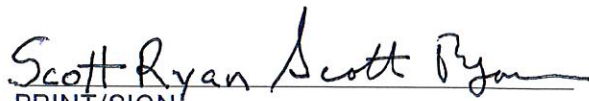
CHRISTINE MOONEY
PRINT/SIGN

CRAFT, LABOR AND TRADES UNIT



DAVID CHRISTOPH
PRINT/SIGN

MANAGEMENT UNIT



SCOTT RYAN
PRINT/SIGN

SUPERVISORY

DEBBIE D. PLACKITT *Debbie D. Plackitt*
PRINT/SIGN

SUPERVISORY NURSES UNIT

Hollis M. Edson *Hollis M Edson*
PRINT/SIGN

TECHNICAL AND INSPECTION UNIT

Paula Ready *Paula Ready*
PRINT/SIGN

RECOMMENDED FOR BOARD OF SUPERVISORS APPROVAL:

Andrew Lambert
ANDREW LAMBERTO
Director of Human Resources

Gregory C. Devereaux
GREGORY C. DEVEREAUX
Chief Executive Officer

BOARD OF SUPERVISORS

Janice Rutherford
JANICE RUTHERFORD, Chair

JUN 24 2014

Date

SIGNED AND CERTIFIED THAT A COPY OF
THIS DOCUMENT HAS BEEN DELIVERED
TO THE CHAIRMAN OF THE BOARD
LAURA H. WELCH
Clerk of the Board of Supervisors
of the County of San Bernardino

By

Janice Rutherford
Deputy

APPENDIX B - SALARY ADJUSTMENT

JOB CODE	CLASSIFICATION TITLE	UNIT	7/2/2011	6/28/2014	9/20/2014	6/27/2015
04908	800 Megahertz Analyst	ADM	67	67	67	67
01040	Accountant I (T)	ADM	39	39T	39T	39T
01025	Accountant II	ADM	50	50	50	50
19060	Accountant III	ADM	56	56	56	56
01046	Accounting Technician	TI	40	40	40	40
01100	Administrative Manager	MGT	70	70	70	70
01090	Administrative Supervisor I	SUP	60	60	60	60
01095	Administrative Supervisor II	SUP	65	65	65	65
01029	Aging and Adult Network Officer	ADM	60	60	60	60
01125	Agricultural Field Aide I	TI	25	25	25	25
01128	Agricultural Field Aide II	TI	29	29	29	29
90029	Agricultural/Standards Technician	TI	39	39	39	39
01140	Air Conditioning Mechanic	CLT	48	48	48	48
01210	Airport Maintenance Supervisor	SUP	49	49	49	49
01205	Airport Maintenance Worker I	CLT	42	42	42	42
01200	Airport Maintenance Worker II	CLT	45	45	45	45
01216	Airport Manager	MGT	63	63	63	63
01209	Airport Operations Manager	MGT	60	60	60	60
01215	Airport Operations Supervisor	SUP	56	56	56	56
04239	Airport Real Property Coordinator	ADM	37	37	37	37
01217	Alcohol and Drug Counselor	ADM	43	43	43	43
01221	Ambulatory Clinic Manager	MGT	67	67	67	67
01226	Animal Control Officer	TI	35	35	35	35A
01223	Animal Control Officer Trainee	TI	26	26T	26T	26T
01222	Animal Health Investigator	TI	37	37	37	37
01227	Animal License Checker I	TI	22	22	22	22
01228	Animal License Checker II	TI	25	25	25	25
03423	Appeals Specialist	TI	47	47	47	47
01686	Applications Specialist	ADM	53	53	53	53
01685	Applications Specialist Trainee	ADM	42	42T	42T	42T
01229	Appraisal Technician	TI	35	35	35	35
01231	Appraiser I	ADM	49	49	49	49
01232	Appraiser II	ADM	53	53	53	53
01233	Appraiser III	ADM	57	57	57	57
01230	Appraiser Trainee	ADM	40	40T	40T	40T
01070	Architecture and Engineering Project Development Analyst	ADM	61	61	61	61
01071	Architecture and Engineering Project Manager I	ADM	57	57	57	57
01072	Architecture and Engineering Project Manager II	ADM	63	63	63	63
01073	Architecture and Engineering Project Manager III	ADM	67	67	67	67
18054	Archives Analyst	ADM	57	57	57	57
18053	Archives Program Administrator	MGT	70	70	70	70
18055	Archives Technician	TI	35	35	35	35
19157	ARMC Building Maintenance and Security Manager	MGT	68	68	68	68
19163	ARMC County Medical Services Program Coordinator (CMSP)	SUP	63	63	63	63
19155	ARMC Ethics and Compliance Coordinator	SUP	61	61	61	61
19170	ARMC Executive Chef	MGT	69	69	69	69
19158	ARMC Facilities Project Coordinator	ADM	50	50	50	50
12018	ARMC Laboratory Manager	MGT	72	72	72	72
19156	ARMC Safety Technician	TI	50	50	50	50
03274	ARMC Social Services Manager	MGT	61	61	61	61
03422	Assessment Appeals Specialist	ADM	60	60	60	60
01350	Asset Management Analyst	ADM	60	60	60	60
03022	Assistant Cash Manager/Investment Officer	ADM	66	66	66	66
01360	Assistant Custodial Services Chief	SUP	36	36	36	36
01401	Assistant Director of Respiratory Care Services	SUP	59	59	59	59
01435	Assistant Hospital Administrator - Fiscal Services	MGT	70	70	70	70
01429	Assistant Nurse Manager	NRS	62	65	65	65
16056	Assistant Park Superintendent	SUP	49	49	49	49
03279	Associate Children's Network Officer	ADM	60	60	60	60
01660	Audiometrist	TI	26	26	26	26

APPENDIX B - SALARY ADJUSTMENT

JOB CODE	CLASSIFICATION TITLE	UNIT	7/2/2011	6/28/2014	9/20/2014	6/27/2015
01655	Audio-Visual Technician	TI	36	36	36	36
01663	Auditor-Appraiser I (T)	ADM	49	49T	49T	49T
01664	Auditor-Appraiser II	ADM	56	56	56	56
01665	Auditor-Appraiser III	ADM	59	59	59	59
01662	Auditor-Appraiser Trainee	ADM	39	39T	39T	39T
12876	Auditor-Controller/Treasurer/Tax Collector Building Coordinator	ADM	47	47	47	47
06060	Auditor-Controller/Treasurer/Tax Collector Payroll Technician	TI	35	35	35	35
01675	Automated Systems Analyst I	ADM	53	53	53	53
01676	Automated Systems Analyst II	ADM	60	60	60	60
01677	Automated Systems Analyst Trainee	ADM	47	47T	47T	47T
01679	Automated Systems Technician	TI	44	44	44	44
05129	Autopsy Assistant	TI	42	42	42	42
05128	Autopsy Assistant Trainee	TI	38	38T	38T	38T
19849	Background Investigator	TI	45	45	45	45
02008	Behavioral Health Ethics and Compliance Coordinator	SUP	61	61	61	61
13110	Behavioral Health Medical Records Supervisor	SUP	54	54	54	54
02010	Bindery Equipment Operator	CLT	23	23	23	23
02015	Bio-Medical Electronic Technician I	TI	50	50	50	50
02020	Bio-Medical Electronic Technician II	TI	53	53	53	53
02014	Bio-Medical Electronic Technician Trainee	TI	37	37T	37T	37T
02021	Biostatistician	ADM	58	58	58	58
03312	Board Services Specialist	CLK	35	35	35	35
02025	Board Services Supervisor	SUP	58	58	58	58
02026	Board Services Technician	TI	45	45	45	45
02035	Bookmender	CLT	18	18	18	18
02040	Bookmobile Driver	CLT	33	33	33	33
16902	Budget Officer	SUP	63	63	63	63
02055	Building Construction Inspector	TI	54	54	54	54
02060	Building Inspector I (T)	TI	41	41T	41T	41T
02065	Building Inspector II	TI	53	53	53	53
02066	Building Inspector III	TI	57	57	57	57
02077	Building Plant Operator	CLT	48	48	48	48
02085	Building Services Superintendent	MGT	63	63	63	63
02092	Burn Care Technician	TI	30	30	30	30
02091	Burn Care Technician Trainee	TI	20	20T	20T	20T
23197	Business & Workforce Resource Specialist	ADM	45	45	45	45
01680	Business Applications Manager	MGT	71	71	71	71
23202	Business Services Specialist	ADM	46	46	46	46
01682	Business Systems Analyst I	ADM	57	57	57	57
01683	Business Systems Analyst II	ADM	63	63	63	63
01684	Business Systems Analyst III	ADM	67	67	67	67
01681	Business Systems Analyst Trainee	ADM	47	47T	47T	47T
02102	Buyer I (T)	TI	44	44T	44T	44T
02103	Buyer II	TI	49	49	49	49
02105	Buyer III	ADM	56	56	56	56
03005	Cadastral Drafting Technician I	TI	41	41	41	41
03006	Cadastral Drafting Technician II	TI	44	44	44	44
03007	Cadastral Drafting Technician III	TI	47	47	47	47
03008	Cadastral Services Supervisor	SUP	55	55	55	55
03335	Care Assistant	TI	29	29	29	29
03014	Carpenter	CLT	42	42	42	42
13121	Case Management Coordinator	NRS	68	68	68	68
13115	Case Management Supervisor	NRS	66	66	66	66
05099	Case Review Specialist	TI	56	56	56	56
20105	Certified Trauma Registrar	TI	46	46	46	46
03494	CFS Project Coordinator	ADM	60	60	60	60
03351	Chief Collections Supervisor	SUP	60	60	60	60
03096	Chief Data Entry Supervisor	SUP	50	50	50	50
03196	Chief Public Guardian	MGT	64	64	64	64
25451	Child Care Provider	CLT	19	19	19	19

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JOB CODE	CLASSIFICATION TITLE	UNIT	7/2/2011	6/28/2014	9/20/2014	6/27/2015
03245	Child Care Site Coordinator	ADM	40	40	40	40
03246	Child Care Teacher	ADM	31	31	31	31
03242	Child Support Accounting Supervisor	SUP	52	52	52	52
19790	Child Support Assistant	TI	32	32	32A	32A
03240	Child Support Assistant Operations Manager	SUP	53	53	53	53
03241	Child Support Compliance Officer	TI	51	51	51	51
03249	Child Support Field Investigator	TI	45	45	45	45
03265	Child Support Officer I	TI	42	42	42	42A
03266	Child Support Officer II	TI	44	44	44	44A
03270	Child Support Officer Trainee	TI	37	37T	37T	37T
03248	Child Support Operations Manager	MGT	59	59	59	59
03255	Child Support Staff Development Specialist	ADM	51	51	51	51
03271	Child Welfare Services Manager	MGT	64	64	64	64
01301	Children's Network Community and Event Coordinator	ADM	54	54	54	54
09121	C-IV Project Coordinator	SUP	62	62	62	62
03288	Claims Adjuster	TI	43	43	43	43
03289	Claims Assistant	TI	36	36	36	36
03329	Clinic Assistant	TI	25	26	26	26
19152	Clinic Operations Supervisor	SUP	58	58	58	58
19150	Clinic Supervisor-ARMC	NRS	63	63	63	63
19151	Clinic Supervisor-Public Health	NRS	61	62	62	62
01120	Code Enforcement Field Assistant	CLT	27	27	27	27
10020	Code Enforcement Officer I (T)	TI	42	42T	42T	42T
10021	Code Enforcement Officer II	TI	53	53	53	53
10022	Code Enforcement Officer III	TI	57	57	57	57
10011	Code Enforcement Supervisor	SUP	61	61	61	61
03350	Collections Clerk	CLK	35	35	35	35
03355	Collections Officer	TI	42	42	42	42
03358	Collections Officer Trainee	TI	32	32T	32T	32T
03360	Communicable Disease Investigator	TI	42	42	42	42
03387	Communications Installer	TI	40	40	40	40
03389	Communications Installer Trainee	TI	34	34T	34T	34T
03381	Communications Technician I	TI	49	49	49	49
03382	Communications Technician II	TI	51	51	51	51
03384	Communications Technician III	TI	54	54	54	54
04283	Community Development and Housing Project Manager I	ADM	57	57	57	57
04284	Community Development and Housing Project Manager II	ADM	63	63	63	63
03410	Community Services Officer	TI	33	33	33	33
04305	Compliance Specialist	TI	50	50	50	50
03424	Computer Facilities Specialist	ADM	50	50	50	50
03434	Computer Operations Specialist	TI	47	47	47	47
03436	Computer Operations Supervisor	SUP	51	51	51	51
03425	Computer Operator I (T)	TI	30	30T	30T	30T
03430	Computer Operator II	TI	37	37	37	37
03435	Computer Operator III	TI	43	43	43	43
03480	Cook I	CLT	20	20	20	20
03470	Cook II	CLT	28	28	28	28
03472	Cook III	CLT	30	30	30	30
03247	County Child Care Coordinator	ADM	58	58	58	58
18210	Credential Coordinator	TI	45	45	45	45
03122	Crime Analyst	TI	55	55	55	55
03121	Crime Analyst Trainee	TI	46	46T	46T	46T
03119	Crime Laboratory Director	MGT	81	81	81	81
03118	Crime Prevention Program Coordinator	ADM	56	56	56	56
03136	Crime Scene Specialist I	TI	50	50	50	50
03137	Crime Scene Specialist II	TI	53	53	53	53
03135	Crime Scene Specialist Trainee	TI	42	42T	42T	42T
03535	Criminal Intelligence Specialist	TI	46	46	46	46
03536	Criminalist I	ADM	59	59	59	59A
03537	Criminalist II	ADM	67	67	67	67A

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03541	Criminalist III	ADM	69	69	69	69A
03542	Criminalist Trainee	ADM	54	54T	54T	54T
03409	Cultural Competency Officer	MGT	70	70	70	70
03554	Curatorial Assistant	ADM	39	39	39	39
03555	Custodial Services Chief	MGT	48	48	48	48
03560	Custodian I	CLT	22	22	22	22
03561	Custodian II	CLT	27	27	27	27
03564	Custodian Trainee	CLT	12	12T	12T	12T
04040	Data Processing Scheduler	TI	43	43	43	43
01194	Dental Assistant - Corrections	TI	36	36	36	36
29032	Dental Health Programs Supervisor	SUP	58	58	58	58
16377	Dental Hygienist	TI	52	52	52	52
04415	Department of Aging and Adult Services District Manager	MGT	64	64	64	64
18068	Department of Aging and Adult Services Program Supervisor	SUP	50	50	50	50
19009	Department Risk Control Specialist	ADM	57	57	57	57
04307	Department Systems Engineer	ADM	67	67	67	67
04055	Deputy Agricultural Commissioner/Sealer	MGT	57	57	57	57
04158	Deputy Public Administrator	TI	47	47	47	47
04191	Deputy Public Guardian	TI	47	47	47	47
03117	Deputy Recorder	SUP	60	60	60	60
04210	Detention Review Officer I	TI	49	49	49	49
04211	Detention Review Officer II	TI	52	52	52	52
04216	Development Specialist	ADM	63	63	63	63
19168	Dialysis Technician	TI	30	30	30	30
04219	Dietary Services Manager	MGT	59	59	59	59
04218	Dietary Services Supervisor	SUP	34	34	34	34
04226	Dietetic Technician	TI	34	34	34	34
04375	Director of Respiratory Care Services	MGT	68	68	68	68
04429	Domestic Services Assistant	ADM	13	13	13	13
04428	Domestic Violence Program Coordinator	ADM	51	51	51	51
04451	Ecological Resource Specialist	ADM	54	54	54	54
04450	Ecological Resource Specialist Trainee	ADM	49	49T	49T	49T
06049	Economic Analyst	ADM	70	70	70	70
04431	Economic and Community Development Analyst I	ADM	54	54	54	54
04432	Economic and Community Development Analyst II	ADM	59	59	59	59
04433	Economic and Community Development Analyst Trainee	ADM	49	49T	49T	49T
04436	Economic and Community Development Technician	TI	42	42	42	42
04437	Economic and Community Development Technician Trainee	TI	36	36T	36T	36T
06032	Economic Development Coordinator I (T)	ADM	59	59T	59T	59T
06033	Economic Development Coordinator II (T)	ADM	61	61T	61T	61T
06034	Economic Development Coordinator III	ADM	63	63	63	63
06053	Economic Development Public Information Specialist	ADM	59	59	59	59
18215	Education Liaison	ADM	45	45	45	45
04905	Education Services Supervisor	NRS	72	72	72	73
04903	Education Specialist	ADM	45	45	45	45
05010	Elections Analyst	ADM	63	63	63	63
05009	Elections Services Assistant	CLT	34	34	34	34
05011	Elections Specialist	ADM	47	47	47	47
05004	Elections Technician	TI	42	42	42	42
05070	Electrician	CLT	46	46	46	46
05090	Electronic Drafting Technician	TI	42	42	42	42
05110	Eligibility Worker I (T)	TI	28	28T	28T	28T
05115	Eligibility Worker II	TI	35	35	36	36
05116	Eligibility Worker III	TI	38	38	38	39
05120	Eligibility Worker Supervisor I	SUP	42	42	42	43
05109	Eligibility Worker Trainee	TI	25	25T	25T	25T
05117	EMACS-Human Resources Supervisor	SUP	51	51	51	51
03333	Emergency Room Technician	TI	30	30	30	30
05139	Employment Services Manager	MGT	54	54	54	54A
05127	Employment Services Specialist	ADM	43	43	43	43A

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JOB CODE	CLASSIFICATION TITLE	UNIT	7/2/2011	6/28/2014	9/20/2014	6/27/2015
05119	Employment Services Specialist Trainee	ADM	35	35T	35T	35T
05123	Employment Services Technician	TI	33	33	33	33
05133	Engineering Services Technician	TI	50	50	50	50
05136	Engineering Technician I	TI	34	34	34	34
05137	Engineering Technician II	TI	42	42	42	42
05138	Engineering Technician III	TI	47	47	47	47
05140	Engineering Technician IV	TI	52	52	52	52
05142	Engineering Technician V	TI	57	57	57	57
05154	Environmental Technician I	TI	36	36	36	36
05153	Environmental Technician II	TI	42	42	42	42
05156	Environmental Technician III	TI	45	45	45	45
05188	Equipment Operator I	CLT	38	38	38	38
05189	Equipment Operator I Trainee	CLT	35	35T	35T	35T
05191	Equipment Operator II	CLT	42	42	42	42
05192	Equipment Operator II Trainee	CLT	40	40T	40T	40T
05193	Equipment Operator III	CLT	45	45	45	45
05194	Equipment Operator III Trainee	CLT	43	43T	43T	43T
05195	Equipment Parts Specialist I	CLT	39	41	41	41
05196	Equipment Parts Specialist II	CLT	43	45	45	45
05200	Equipment Parts Supervisor	SUP	51	51	51	51
05225	Equipment Services Specialist I	CLT	31	31	31	31
05226	Equipment Services Specialist II	CLT	33	33	33	33
04460	Estate Property Specialist	CLT	36	36	36	36
04268	Event Coordinator	ADM	56	56	56	56
06000	Facilities Management Cost Estimator	TI	50	50	50	50
06005	Facilities Management Dispatcher	TI	37	37	37	37
06001	Facilities Management Division Manager	MGT	63	63	63	63
06003	Facilities Management Project Scheduler	TI	47	47	47	47
06002	Facilities Project Manager	ADM	57	57	57	57
13310	Field Biologist	TI	32	32	32	32
03131	Fingerprint Examiner I	TI	42	42	42	42
03132	Fingerprint Examiner II	TI	50	50	50	50
03130	Fingerprint Examiner Trainee	TI	38	38T	38T	38T
01122	Fire Hazard Abatement Officer	TI	36	36	36	36
06050	Fiscal Assistant	CLK	31	31	31	31
06051	Fiscal Specialist	CLK	35	35	35	35
06071	Fleet Services Manager	MGT	54	54	54	54
22031	Fleet Specialist	TI	44	44	44	44
06110	Food Service Worker I	CLT	17	17	17	17
06111	Food Service Worker II	CLT	21	21	21	21
06118	Forensic Specialist I (MC)	TI	42	42	42	42A
06119	Forensic Specialist II (MC)	TI	46	46	46	46A
06201	Fuel and Security Supervisor	SUP	46	46	46	46
07010	Garage Service Writer	CLT	51	51	51	51
07011	Garage Services Assistant	CLT	27	27	27	27
07030	General Maintenance Mechanic	CLT	42	42	43	43
07025	General Maintenance Worker	CLT	36	36	36	36
07033	General Services Aide	CLT	11	11	11	11
07034	General Services Worker I	CLT	10	10	10	10
07036	General Services Worker II	CLT	12	12	12	12
07038	Geographic Information Management System Manager	MGT	61	61	61	61
03432	Geographic Information Systems Technician I	TI	42	42	42A	42A
03433	Geographic Information Systems Technician II	TI	46	46	47	47
07042	Geographic Information Systems Technician III	TI	49	49	50	50
07039	Graphic Designer I	TI	41	41	41	41
07040	Graphic Designer II	TI	45	45	45	45
07037	Graphics Technician	TI	33	33	33	33
07045	Grounds Caretaker I	CLT	29	29	29	29
07046	Grounds Caretaker II	CLT	32	32	32	32
07049	Grounds Caretaker Trainee	CLT	17	17T	17T	17T

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JOB CODE	CLASSIFICATION TITLE	UNIT	7/2/2011	6/28/2014	9/20/2014	6/27/2015
07061	Grounds Services Superintendent	MGT	55	55	55	55
08039	Health Education Assistant	ADM	43	43	43	43
08043	Health Education Specialist I	ADM	46	46	46	46
08044	Health Education Specialist II	ADM	49	49	49	49
08033	Health Information Management Assistant I	CLK	27	27	27A	27A
08034	Health Information Management Assistant II	CLK	31	31	31	31A
08035	Health Information Management Assistant III	CLK	33	33	33	33A
08045	Health Services Assistant I	TI	27	27	27	27
08038	Health Services Assistant II	TI	29	29	29	29
01026	Help Desk Technician I (T)	TI	35	35T	35T	35T
01027	Help Desk Technician II	TI	42	42	42	42
08060	Histology Technician	TI	45	45	45	45
08072	Home Health Administrator-Clinical Services Director	MGT	73	73	73	73
08065	Home Health Aide	TI	23	23	23	23
08073	Home Health Supervisor	NRS	62	62	62	62
08064	Hospital Customer Advocate	ADM	47	47	47	47
08061	Hospital Environmental Services Supervisor	SUP	39	39	39	39
08076	Hospital Plant Operator	CLT	50	50	50	50
08068	Hospital Safety Officer	ADM	58	58	58	58
08063	Hospital Safety Security Spc-M	ADM	57	57	57	57
08066	Hospital Services Worker	CLT	14	14	14	14
08070	Hospital Unit Assistant	CLK	28	28	28	28
14017	House Supervisor	NRS	68	68	68	68
08200	Housing Cost Estimator	TI	48	48	48	48
08239	Housing Repair Supervisor I	SUP	41	41	41	41
08240	Housing Repair Supervisor II	SUP	45	45	45	45
08266	Housing Repair Worker	CLT	36	36	36	36
05111	Human Services Communications Officer	ADM	57	57	57	57
01295	Human Services System Assistant Auditing Manager	MGT	66	66	66	66
01293	Human Services System Facilities and Services Manager	MGT	70	70	70	70
05105	Human Services System Quality Review Specialist	TI	40	40	40	40
05102	Human Services System Quality Review Supervisor I	SUP	44	44	44	44
05103	Human Services System Quality Review Supervisor II	SUP	50	50	50	50
05104	Human Services System Quality Review Supervisor III	SUP	56	56	56	56
16550	Incident Reconstruction Specialist	ADM	63	63	63	63
09008	Indigent Burial Specialist	TI	39	39	39	39
09014	In-Home Services Assistant	TI	34	34	34	34
09015	Inmate Programs Coordinator	SUP	53	53	53	53
18165	Intake Specialist	TI	35	35	35	35
09032	Internal Auditor II	ADM	50	50	50	50
09033	Internal Auditor III	ADM	56	56	56	56
09035	Internal Auditor IV	ADM	61	61	61	61
09030	Interpreter/Translator	CLK	25	25	26	26
09100	Investigative Technician I	TI	34	34	34	34
09102	Investigative Technician II	TI	37	37	37	37
09104	Investigative Technician III	TI	42	42	42	42
19978	IT Account Representative I	ADM	63	63	63	63
19977	IT Account Representative II	ADM	67	67	67	67
19979	IT Account Representative Trainee	ADM	55	55T	55T	55T
19958	IT Technical Assistant I	TI	35	35	35	35
19959	IT Technical Assistant II	TI	42	42	42	42
15019	IT Technical Assistant Trainee	TI	30	30T	30T	30T
12010	Laboratory Aide	CLT	18	18	18	18
12015	Laboratory Assistant	TI	28	28	28	28
12023	Laboratory Technologist Intern	TI	9	9	9	9
12060	Land Use Technician	TI	46	46	46	46
19837	Land Use Technician Supervisor	SUP	50	50	50	50
12050	Land Use Technician Trainee	TI	30	30T	30T	30T
05181	Landfill Operations Inspector	TI	49	49	49	49
12087	Layout and Composing Coordinator	TI	36	36	36	36

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JOB CODE	CLASSIFICATION TITLE	UNIT	7/2/2011	6/28/2014	9/20/2014	6/27/2015
06066	Lead Legal Document Classifier	CLK	37	37	37	37
01189	Lead Sheriff's Aviation Mechanic	CLT	57	57	57	57
06064	Legal Document Classifier I	CLK	31	31	31	31
06065	Legal Document Classifier II	CLK	35	35	35	35
06068	Legal Document Coordinator	SUP	45	45	45	45
06067	Legal Document Supervisor	SUP	43	43	43	43
12118	Liability Claims Representative I	TI	50	50	50	50
12119	Liability Claims Representative II	TI	56	56	56	56
12120	Liability Claims Representative III	TI	58	58	58	58
12129	Library Assistant	TI	27	27	27	27
12130	Library Assistant II (MC)	TI	31	31	31	31
12150	Library Facilities Coordinator	ADM	58	58	58	58
12145	Library Page	CLK	10	10	10	10
12148	Library Program Coordinator	SUP	58	58	58	58
12147	Library Regional Manager	MGT	63	63	63	63
12146	Library Services Manager	MGT	63	63	63	63
12159	Licensed Vocational Nurse I - Corrections (T)	TI	38	38T	38T	38T
12155	Licensed Vocational Nurse I (T)	TI	34	34T	34T	34T
12156	Licensed Vocational Nurse II	TI	36	36	36	36A
12157	Licensed Vocational Nurse II - Corrections	TI	40	40	40	40
12158	Licensed Vocational Nurse III	TI	38	38	38	38A
90007	Light Truck Driver (MC)	CLT	33	33	33	33
12178	Linen Room Attendant	CLT	13	13	13	13
12180	Locksmith	CLT	42	42	42	42
13003	Mail Processor I (T)	CLT	20	20T	20T	20T
13004	Mail Processor II	CLT	24	24	24	24
13005	Mail Processor III	CLT	29	29	29	29
13008	Mail Services Manager	MGT	49	49	49	49
13006	Mail Services Supervisor	SUP	35	35	35	35
13011	Maintenance and Construction Supervisor I	SUP	49	49	49	49
13012	Maintenance and Construction Supervisor II	SUP	53	53	53	53
13013	Maintenance and Construction Worker I	CLT	33	33	33	33
13014	Maintenance and Construction Worker II	CLT	39	39	39	39
13025	Maintenance Supervisor	SUP	55	55	55	55
13031	Manager, Wound Care Services and Hyperbarics	MGT	72	72	72	72
19704	Material Manager	MGT	60	60	60	60
13080	Mechanics Assistant	CLT	34	34	34	34
13083	Media Specialist I	ADM	51	51	51	51
13085	Media Specialist II	ADM	53	53	53	53
13081	Media Technologist	ADM	42	42	42	42
13086	Medical Center Housekeeping/Linen Manager	MGT	53	53	53	53
13087	Medical Emergency Planning Specialist	ADM	54	54	54	54
03287	Medical Only Claims Adjuster	TI	39	39	39	39
13106	Medical Records Coder I	TI	46	46	46	46
13107	Medical Records Coder II	TI	48	48	48	48
13105	Medical Records Coder Trainee	TI	42	42T	42T	42T
13113	Medical Records Manager	MGT	62	62	62	62
13112	Medical Records Supervisor	SUP	54	54	54	54
13118	Medical Records Technician	TI	37	37	37	37
13116	Medical Staff Coordinator	ADM	48	48	48	48
13125	Mental Health Auditor	ADM	56	56	56	56
13130	Mental Health Clinic Supervisor	SUP	66	66	66	66
13137	Mental Health Education Consultant	ADM	53	53	53	53
13140	Mental Health Head Nurse	SUP	NPF	62	62	62
13141	Mental Health Intern Program Supervisor	SUP	66	67	66	66
13139	Mental Health Nurse Manager - ARMC	NRS	68	69	69	69
13186	Mental Health Program Manager I	MGT	66	66	66	66
13187	Mental Health Program Manager II	MGT	70	70	70	70
13221	Mental Health Specialist	ADM	40	40	40	40
13222	Mental Health Specialist Trainee	ADM	34	34T	34T	34T

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JOB CODE	CLASSIFICATION TITLE	UNIT	7/2/2011	6/28/2014	9/20/2014	6/27/2015
13239	Microfilm Technician I	TI	24	24	24	24
13240	Microfilm Technician II	TI	28	28	28	28
13241	Microfilm Technician III	TI	30	30	30	30
13256	Motor Fleet Maintenance Superintendent	MGT	63	63	63	63
13257	Motor Fleet Mechanic I	CLT	51	51	51	51
13259	Motor Fleet Mechanic II	CLT	53	53	53	53
13258	Motor Fleet Shop Supervisor	SUP	57	57	57	57
13260	Motor Pool Assistant	CLT	25	25	25	25
13265	Motor Pool Services Assistant	CLT	34	34	34	34
13262	Motor Pool Specialist	CLT	30	30	30	30
13269	Multimedia Supervisor	SUP	54	54	54	54
13314	Museum Education Specialist	ADM	42	42	42	42
13312	Museum Educator	ADM	30	30	30	30
13293	Museum Excavation Technician	TI	36	36	36	36
13313	Museum Lead Educator	ADM	36	36	36	36
13309	Museum Maintenance Supervisor	SUP	41	41	41	41
13307	Museum Preparator	TI	36	36	36	36
13286	Museum Security Supervisor	SUP	43	43	43	43
13302	Museum Senior Technician	TI	30	30	30	30
01249	Museum Store Supervisor	SUP	43	43	43	43
13303	Museum Technician	TI	26	26	26	26
04912	Network Analyst	ADM	66	66	66	66
04914	Network Control Specialist	TI	58	58	58	58
04913	Network Control Supervisor	SUP	62	62	62	62
19875	Network Services Supervisor	SUP	71	71	71	71
04915	Neurodiagnostic Technologist Assistant	TI	35	35	35	35
04916	Neurodiagnostic Technologist I	TI	48	48	48	48
04918	Neurodiagnostic Technologist II	TI	51	51	51	51
14018	Nuclear Medicine Technologist	TI	57	57	57	57
08025	Nurse Manager	NRS	68	69	69	69
19356	Nurse Manager - Public Health	NRS	68	68	68	69
14040	Nurse Practitioner III	NRS	68	68	68	68
14014	Nurse Supervisor	NRS	66	66	66	66
14045	Nursing Attendant	CLT	22	22	22	22
15015	Occupational Therapy Assistant	TI	XB	45	45	45
15016	Occupational Therapy Supervisor	SUP	64	65	64	64
03315	Office Assistant I (T)	CLK	21	21T	21T	21T
03316	Office Assistant II	CLK	27	27	27A	27A
03317	Office Assistant III	CLK	31	31	31	31A
03318	Office Assistant IV	CLK	33	33	33	33A
03320	Office Specialist	CLK	35	35	35	35
15039	Oral Surgery Technician	TI	31	31	31	31
15040	Orthopedic Technician	TI	32	32	32	32
16005	Painter I	CLT	42	42	42	42
16015	Painter II	CLT	44	44	44	44
16018	Paralegal	TI	48	48	48	49
16023	Park Planner I	ADM	51	51	51	51
16024	Park Planner II	ADM	55	55	55	55
16025	Park Planner III	ADM	59	59	59	59
16022	Park Planner Trainee	ADM	40	40T	40T	40T
16045	Park Ranger I (T)	CLT	39	39T	39T	39T
16050	Park Ranger II	CLT	42	42	42	42
16055	Park Ranger III	CLT	45	45	45	45
16059	Park Superintendent	SUP	55	55	55	55
06004	Parts Specialist	CLT	36	36	36	36
16080	Patient Accounts Supervisor	SUP	46	46	46	46
19169	Patient Navigation Program Coordinator	ADM	58	58	58	58
19167	Patient Navigator	TI	35	35	35	35
06059	Payroll Specialist	CLK	33	33	33	33
06054	PDD Program Manager	MGT	65	65	65	65

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06009	Peer and Family Advocate I	ADM	27	27	27	27
06010	Peer and Family Advocate II	ADM	29	29	29	29
06011	Peer and Family Advocate III	ADM	37	37	37	37
06012	Peer and Family Assistant I - Unclassified	ADM	27	27	27	27
06013	Peer and Family Assistant II	ADM	29	29	29	29
16122	Personnel Technician	TI	41	41	41	41
16125	Pesticide Applicator	TI	39	39	39	39
16364	Phlebotomist	TI	25	25	25	25
16363	Phlebotomist Trainee	TI	19	19T	19T	19T
13100	Photographer	TI	41	41	41	41
16137	Photographic Laboratory Technician	TI	31	31	31	31
16156	Physical Therapy Assistant	TI	XB	45	45	45
16177	Planner I	ADM	54	54	54	54
16178	Planner II	ADM	57	57	57	57
16179	Planner III	ADM	63	63	63	63
16176	Planner Trainee	ADM	48	48T	48T	48T
16180	Planning Manager	MGT	72	72	72	72
16190	Plumber	CLT	46	46	46	46
16192	Polygraph Examiner	TI	61	61	61	61
20104	Pre-Certified Trauma Registrar (T)	TI	40	40T	40T	40T
16232	Printing Services Manager	MGT	49	49	49	49
16231	Printing Services Supervisor	SUP	40	40	40	40
19159	Privacy and Compliance Specialist	ADM	57	57	57	57
16261	Probation Cook I	CLT	32	32	32	32
16264	Probation Cook II	CLT	38	38	38	38
16265	Probation Division Director I	MGT	68	68	68	69
16270	Probation Division Director II	MGT	72	72	72	73
16276	Probation Food Service Manager	MGT	59	59	59	60
16277	Probation Food Service Supervisor	SUP	43	43	43	43
16285	Probation Food Service Worker	CLT	23	23	23	23
16295	Probation Transportation Officer	TI	35	35	35	35
19983	Product Analyst	ADM	62	62	62	62
19982	Product Consultant	ADM	67	67	67	67
19981	Product Management Supervisor	SUP	71	71	71	71
19984	Product Specialist	ADM	53	53	53	53
19985	Product Specialist Trainee	ADM	42	42T	42T	42T
16298	Production Control Supervisor	SUP	58	58	58	58
03524	Program Manager, Code Enforcement	MGT	70	70	70	70
16310	Program Specialist I	ADM	53	53	53	53
16312	Program Specialist II	ADM	56	56	56	56
16320	Programmer Analyst I	ADM	59	59	59	59
16321	Programmer Analyst II	ADM	63	63	63	63
16322	Programmer Analyst III	ADM	67	67	67	67
16315	Programmer I	TI	56	56	56	56
16316	Programmer II	TI	58	58	58	58
16317	Programmer III	TI	64	64	64	64
16314	Programmer Trainee	TI	48	48T	48T	48T
18211	PSD Area Coordinator	SUP	47	47	47	47
18214	PSD Behavioral Specialist	ADM	47	47	47	47
18203	PSD Disabilities Services Manager	MGT	66	66	66	66
18204	PSD Eligibility Supervisor	SUP	42	42	42	42
18206	PSD Eligibility Worker I	TI	32	32	32	32
18205	PSD Eligibility Worker II	TI	37	37	37	37
18212	PSD Maintenance Coordinator	CLT	47	47	47	47
18202	PSD Program Manager	MGT	61	61	61	61
18209	PSD Program Supervisor	SUP	47	47	47	47
16338	Psychiatric Aide	CLT	22	22	22	22
16340	Psychiatric Technician I	TI	38	38	38	38
16341	Psychiatric Technician II	TI	42	42	42	42
16350	Public Defender Interviewer	TI	35	35	35	35

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16355	Public Defender Investigator	TI	59	59	59	59
16354	Public Defender Investigator Trainee	TI	54	54T	54T	54T
16376	Public Health Dental Assistant	TI	34	34	34	34
16361	Public Health Laboratory Technician	TI	30	30	30	30
16372	Public Health Program Coordinator	SUP	63	63	63	63
16378	Public Health Program Manager	MGT	70	70	70	70
16381	Public Health Program Manager Animal Care and Control	MGT	70	70	70	70
16379	Public Health Program Manager Laboratory	MGT	70	70	70	70
16380	Public Health Program Manager, Environmental Health	MGT	70	70	70	70
16448	Public Works Engineer III	SUP	71	71	71	71
16898	Public Works Engineer IV	MGT	77	77	77	77
16897	Public Works Environmental Management Division Chief	MGT	77	77	77	77
05235	Public Works Equipment Superintendent	ADM	63	63	63	63
16900	Public Works Operations Superintendent	MGT	63	63	63	64
16901	Public Works Operations Supervisor	SUP	57	57	57	57
16905	Pulmonary Function Specialist	ADM	52	52	52	52
17006	Quality Assurance Specialist - IS	TI	49	49	49	49
01627	Quality Improvement Coordinator	ADM	68	68	68	68
21012	Quality Management Specialist	TI	49	49	49	49
18004	Radiation Therapy Technologist	TI	57	57	57	57
18007	Radiographic Clinical Instructor	TI	51	51	51	51
18013	Radiologic Technologist I (T)	TI	48	48T	48T	48T
18014	Radiologic Technologist II	TI	51	51	51	51
18015	Radiologic Technologist III	TI	55	55	55	55
18016	Radiologic Technologist School Supervisor	TI	53	53	53	53
18012	Radiology Manager	MGT	70	70	70	70
18011	Radiology Supervisor	SUP	62	62	62	62
18030	Real Estate Specialist	TI	48	48	48	48
18022	Real Property Agent I	ADM	49	49	49	49
18023	Real Property Agent II	ADM	56	56	56	56
18024	Real Property Agent III	ADM	60	60	60	60
18051	Records Management Coordinator	TI	34	34	34	34
18050	Records Management Supervisor	SUP	49	49	49	49
18052	Records Management Technician	TI	30	30	30	30
16029	Recreation Coordinator	CLK	35	35	35	35
05243	Recycling Specialist	ADM	52	52	52	52
18060	Regional Building Inspector Supervisor	SUP	61	61	61	61
18184	Regional Parks Operations Chief	SUP	63	63	63	63
18183	Regional Parks Planning Chief	SUP	63	63	63	63
16026	Regional Parks Program Specialist	MGT	63	63	63	63
18168	Regional Parks Revenue and Development Manager	MGT	64	64	64	64
16406	Registered Veterinary Technician	TI	39	39	39	39
16155	Rehabilitation Services Aide	TI	27	27	27	27
18082	Rehabilitation Services Manager	MGT	72	72	72	72
18086	Reproduction Equipment Operator I	CLT	33	33	33	33
18087	Reproduction Equipment Operator II	CLT	36	36	36	36
13134	Research and Planning Psychologist	SUP	67	67	67	67
18118	Respiratory Care Practitioner I (T)	ADM	46	46T	46T	46T
18119	Respiratory Care Practitioner II	ADM	48	48	48	48
18123	Respiratory Therapist	ADM	40	40	40	40
18130	Retirement Specialist I (T)	TI	42	42T	42T	42T
18131	Retirement Specialist II	TI	46	46	46	46
18124	Retirement Specialist Lead	TI	51	51	51	51
18129	Retirement Specialist Trainee	TI	34	34T	34T	34T
10007	Right-of-Way Manager	MGT	64	64	64	64
19003	Risk Control Officer	SUP	62	62	62	62
19008	Risk Control Specialist	ADM	53	53	53	53
19007	Risk Control Specialist Trainee	ADM	46	46T	46T	46T
04285	Safety and Code Compliance Technician	TI	50	50	50	50
18113	SBCERA Investment Analyst I	ADM	61	61	61	61

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18125	SBCERA Investment Analyst II	ADM	70	70	70	70
19024	Scale Operations Supervisor I	SUP	41	41	41	41
19026	Scale Operations Supervisor II	SUP	45	45	45	45
19020	Scale Operator	CLT	36	36	36	36
12024	School of Laboratory Program Coordinator	SUP	65	65	65	65
19040	Secretary I	CLK	35	35	35	35
19045	Secretary II	CLK	38	38	38	38
19050	Security Technician I	TI	27	27	27	27
19051	Security Technician II	TI	29	29	29	29
03314	Senior Board Services Specialist	CLK	38	38	38	38
03124	Senior Crime Analyst	TI	57	57	57	57
19236	Senior Information and Referral Area Representative	ADM	34	34	34	34
19455	Sheet Metal Worker	CLT	42	42	42	42
19457	Sheriff's Automated Systems Supervisor	SUP	65	65	65	65
01190	Sheriff's Aviation Mechanic	CLT	56	56	56	56
01191	Sheriff's Aviation Mechanic Supervisor	SUP	59	59	59	59
19464	Sheriff's Civil Investigator	TI	54	54	54	54
13072	Sheriff's Civil Technician	TI	34	34	34	34
19477	Sheriff's Communications Dispatcher I	TI	37	37	37	37
19476	Sheriff's Communications Dispatcher I Trainee	TI	33	33T	33T	33T
19479	Sheriff's Communications Dispatcher II	TI	47	48	48	48
19478	Sheriff's Communications Dispatcher II Trainee	TI	39	40	40	40
19481	Sheriff's Communications Dispatcher III	TI	50	51	51	51
19473	Sheriff's Communications Manager	MGT	60	60	60	61
19472	Sheriff's Community Relations Officer	ADM	57	57	57	57
19470	Sheriff's Cook I (T)	CLT	32	32T	32T	32T
19471	Sheriff's Cook II	CLT	39	39	39	39
19468	Sheriff's Custody Assistant	CLK	28	28	28	28
19467	Sheriff's Custody Specialist	TI	40	40A	40A	40A
19461	Sheriff's Custody Specialist-12 Hour Shift	TI	40	40A	40A	40A
04212	Sheriff's Emergency Services Coordinator	ADM	54	54	54	54
19459	Sheriff's Facilities Coordinator	ADM	48	48	48	48
19503	Sheriff's Fleet Supervisor	SUP	57	57	57	57
19508	Sheriff's Food Services Director	MGT	70	70	70	70
19505	Sheriff's Food Services Manager	MGT	59	59	59	59
19506	Sheriff's Food Services Supervisor	SUP	44	44	44	44
19523	Sheriff's Maintenance Manager	MGT	65	65	65	65
19525	Sheriff's Maintenance Mechanic	CLT	44	44	45	45
19529	Sheriff's Maintenance Mechanic Trainee	CLT	38	38T	38T	38T
01193	Sheriff's Medical Stores Specialist	CLT	34	34	34	34
19504	Sheriff's Motor and Fabrication Mechanic	CLT	51	51	51	51
19538	Sheriff's Nurse Supervisor I	NRS	67	67	67	67
19539	Sheriff's Nurse Supervisor II	NRS	71	71	71	71
19526	Sheriff's Pilot	TI	58	58	58	58
19527	Sheriff's Public Information Officer I	ADM	53	53	53	53
19528	Sheriff's Public Information Officer II	ADM	55	55	55	55
19530	Sheriff's Records Clerk	CLK	28	28	28	28
19536	Sheriff's Records Manager	MGT	58	58	58	58
19534	Sheriff's Research Analyst	ADM	56	56	56	56
19543	Sheriff's Service Specialist	TI	37	37	37	37
19541	Sheriff's Special Program Coordinator	ADM	56	56	56	56
19489	Sheriff's Supervising Communications Dispatcher	SUP	54	55	55	55
19458	Sheriff's Training Specialist I	ADM	47	47	47	47
19498	Sheriff's Training Specialist II	ADM	51	51	51	51
19500	Sheriff's Training Supervisor	SUP	56	56	56	56
19563	Social Service Aide	TI	31	31	31	31
19608	Social Worker I	ADM	41	41	41	41
19610	Social Worker II	ADM	47	47	47	47
19611	Social Worker II Trainee	ADM	41	41T	41T	41T
04392	Solid Waste Analyst	ADM	60	60	60	60

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04389	Solid Waste Programs Administrator	ADM	60	60	60	60
19636	Special Procedures Radiologic Technologist I (T)	TI	54	54T	54T	54T
19637	Special Procedures Radiologic Technologist II	TI	56	56	56	56
19638	Special Procedures Radiologic Technologist III	TI	58	58	58	58
01672	Special Projects Leader	ADM	71	71	71	71
10026	Specialized Enforcement Specialist	TI	38	38	38	38
19640	Sprinkler System Worker	CLT	38	38	38	38
19644	Staff Aide	ADM	41	41	41	41
19646	Staff Analyst I	ADM	50	50	50	50
19647	Staff Analyst II	ADM	56	56	56	56
19649	Staff Analyst Trainee	ADM	43	43T	43T	43T
20015	Staff Training Instructor	ADM	50	50	50	50
20017	Staff Training Instructor Trainee	ADM	42	42T	42T	42T
19684	Statistical Analyst	ADM	56	56	56	56
19683	Statistical Analyst Trainee	ADM	44	44T	44T	44T
03040	Sterile Processing Technician I	TI	23	23	23	23
03041	Sterile Processing Technician II	TI	26	26	26	26
19706	Storekeeper	CLT	25	25	25	25
19700	Stores Specialist	CLT	32	32	32	32
19701	Stores Supervisor I	SUP	32	32	32	32
19702	Stores Supervisor II	SUP	40	40	40	40
16899	Stormwater Program Manager	SUP	69	69	69	69
19750	Substance Abuse Manager	MGT	63	63	63	63
19767	Supervising Accountant II	SUP	60	60	60	60
19768	Supervising Accountant III	SUP	64	64	64	64
19766	Supervising Accounting Technician	SUP	44	44	44	44
19771	Supervising Agricultural/Standards Officer	SUP	53	53	53	53
19774	Supervising Animal Control Officer I	SUP	39	39	39	39A
19779	Supervising Animal Control Officer II	SUP	50	50	50	50A
03421	Supervising Appeals Specialist I	SUP	51	51	51	51
03420	Supervising Appeals Specialist II	SUP	55	55	55	55
01075	Supervising Architecture and Engineering Project Manager	SUP	72	72	72	72
19769	Supervising Auditor Appraiser	SUP	61	61	61	61
06061	Supervising Auditor-Controller/Treasurer/Tax Collector Payroll Technician	SUP	43	43	43	43
19772	Supervising Automated Systems Analyst I	SUP	57	57	57	57
19776	Supervising Automated Systems Analyst II	SUP	61	61	61	61
19775	Supervising Bio-Med Electronics Technician	SUP	56	56	56	56
19778	Supervising Building Construction Inspector	SUP	58	58	58	58
19780	Supervising Building Plant Operator	SUP	54	54	54	54
02104	Supervising Buyer	SUP	60	60	60	60
05100	Supervising Case Review Specialist	SUP	60	60	60	60
03079	Supervising Child Support Attorney	SUP	82	82	82	82
19791	Supervising Child Support Field Investigator	SUP	51	51	51	51
19792	Supervising Child Support Officer	SUP	48	48	48	48
19795	Supervising Collections Officer	SUP	48	48	48	48
19794	Supervising Communications Technician	SUP	58	58	58	58
19862	Supervising Correctional Nurse I	NRS	66	66	66	66
19864	Supervising Correctional Nurse II	NRS	69	69	69	69
03123	Supervising Crime Analyst	SUP	59	59	59	59
03138	Supervising Crime Scene Specialist	SUP	59	59	59	59
03540	Supervising Criminalist	SUP	73	73	73	73
19817	Supervising Custodian	SUP	31	31	31	31
19819	Supervising Deputy District Attorney	SUP	88	88	88	88
19818	Supervising Deputy Public Administrator	SUP	51	51	51	51
19821	Supervising Deputy Public Defender	SUP	88	88	88	88
04192	Supervising Deputy Public Guardian	SUP	57	57	57	57
04217	Supervising Development Specialist	SUP	69	69	69	69
19182	Supervising Dietitian	SUP	53	53	53	53
19834	Supervising District Appraiser	SUP	61	61	61	61

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19824	Supervising Economic and Community Development Analyst	SUP	64	64	64	64
19828	Supervising Employment Services Analyst	SUP	54	54	54	54
05131	Supervising Employment Services Specialist I	SUP	48	48	48	48A
05151	Supervising Environmental Health Specialist	SUP	62	62	62	62
03133	Supervising Fingerprint Examiner	SUP	56	56	56	56
06052	Supervising Fiscal Specialist	SUP	43	43	43	43
19846	Supervising Grounds Caretaker	SUP	38	38	38	38
08042	Supervising Health Education Specialist	SUP	53	53	53	53
08030	Supervising Health Information Management Assistant	SUP	37	37	37	37
16373	Supervising Health Services Assistant	SUP	33	33	33	33
09036	Supervising Internal Auditor II	SUP	60	60	60	60
09037	Supervising Internal Auditor III	SUP	64	64	64	64
12016	Supervising Laboratory Assistant	SUP	32	32	32	32
19860	Supervising Laboratory Technologist	SUP	66	66	66	66
19861	Supervising Land Surveyor	SUP	69	69	69	69
19866	Supervising Liability Claims Representative	SUP	62	62	62	62
13117	Supervising Medical Staff Coordinator	SUP	52	52	52	52
19871	Supervising Microfilm/Photographic Technician	SUP	36	36	36	36
19868	Supervising Museum Curator	SUP	54	54	54	54
04917	Supervising Neurodiagnostic Technologist	SUP	54	54	54	54
03319	Supervising Office Assistant	SUP	37	37	37	37
03321	Supervising Office Specialist	SUP	43	43	43	43
19411	Supervising Pediatric Rehabilitation Therapist I	SUP	XJ	66	66	66
19915	Supervising Pediatric Rehabilitation Therapist II	SUP	XL	71	71	71
16365	Supervising Phlebotomist	SUP	29	29	29	29
19835	Supervising Planner	SUP	67	67	67	67
19487	Supervising Polygraph Examiner	SUP	65	65	65	65
19886	Supervising Program Specialist	SUP	59	59	59	59
16356	Supervising Public Defender Investigator	SUP	64	64	64	64
16384	Supervising Public Health Microbiologist	SUP	62	62	62	62
19355	Supervising Public Health Nurse	NRS	63	63	63	64
19990	Supervising Public Health Nutritionist	SUP	54	54	54	54
18083	Supervising Rehabilitation Therapist	SUP	67	67	67	67
19900	Supervising Respiratory Care Practitioner	SUP	56	56	56	56
19052	Supervising Security Technician	SUP	37	37	37	37
19482	Supervising Sheriff's Custody Specialist	SUP	45	45	45	45
03275	Supervising Social Service Practitioner	SUP	60	60	60	60
19579	Supervising Social Worker	SUP	54	54	54	54
03045	Supervising Sterile Processing Technician	SUP	41	41	41	41
19773	Supervising Systems Accountant	SUP	67	67	67	67
19916	Supervising Title Transfer Technician I	SUP	41	41	41	41
19917	Supervising Title Transfer Technician II	SUP	45	45	45	45
19833	Supervising Transportation Analyst	SUP	69	69	69	69
19922	Supervising Utilization Review Technician	SUP	38	38	38	38
19918	Supervising Veterans Service Representative	SUP	50	50	50	50
22049	Supervising Victim Advocate	SUP	54	54	54	54
22055	Supervising Victims Witness Claims Technician	SUP	43	43	43	43
19921	Supervising Workers Compensation Adjuster	SUP	62	62	62	62
15034	Surgical Technician	TI	31	31	31	31
19930	Survey Division Chief	MGT	75	75	75	75
19935	Survey Party Chief	SUP	55	55	55	55
19951	Systems Accountant I	ADM	56	56	56	56
19952	Systems Accountant II	ADM	60	60	60	60
19954	Systems Accountant III	ADM	63	63	63	63
19956	Systems Development Team Leader	SUP	71	71	71	71
19953	Systems Procedures Analyst I	ADM	63	63	63	63
19955	Systems Procedures Analyst II	ADM	67	67	67	67
19940	Systems Procedures Analyst Trainee	ADM	53	53T	53T	53T
19960	Systems Support Analyst I (T)	ADM	57	57T	57T	57T
19965	Systems Support Analyst II	ADM	63	63	63	63

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19970	Systems Support Analyst III	ADM	67	67	67	67
19975	Systems Support Supervisor	SUP	71	71	71	71
15035	Tax Collection Manager	MGT	59	59	59	59
15037	Tax Collector Accounting Manager	MGT	59	59	59	59
15038	Tax Sale Manager	MGT	59	59	59	59
15036	Tax Sale Supervisor	SUP	44	44	44	44
19980	Technology Helpdesk Supervisor	SUP	57	57	57	57
03042	Telemetry Technician	TI	28	28	28	28
20012	Telephone Service Specialist	TI	XC	50	50	50
20013	Telephone Service Specialist Trainee	TI	XA	37T	37T	37T
20016	Telephone Service Supervisor	SUP	XF	56	56	56
20020	Teleprocessing Specialist	TI	44	44	44	44
20094	Testing and Certification Supervisor	SUP	43	43	43	43
20025	Title Transfer Technician I	TI	37	37	37	37
20030	Title Transfer Technician II	TI	40	40	40	40
20035	Title Transfer Technician Trainee	TI	28	28T	28T	28T
20009	Training and Development Manager	MGT	65	65	65	65
20014	Training and Development Specialist	ADM	55	55	55	55
20008	Training and Development Supervisor	SUP	60	60	60	60
05125	Transitional Assistance Department District Manager	MGT	51	51	51	51
09120	Transitional Assistance Department Regional Manager	MGT	65	65	65	65
19831	Transportation Analyst I	ADM	55	55	55	55
19832	Transportation Analyst II	ADM	59	59	59	59
19836	Transportation Planning Division Chief	MGT	75	75	75	75
19974	Treasurer Officer Manager	MGT	59	59	59	59
20095	Tree Crew Supervisor	SUP	50	50	50	50
20100	Tree Trimmer	CLT	46	46	46	46
20103	Tumor Registrar	TI	46	46	46	46
21004	Ultrasound Technologist I (T)	TI	54	54T	54T	54T
21006	Ultrasound Technologist II	TI	56	56	56	56
21007	Ultrasound Technologist III	TI	58	58	58	58
21009	Utilization Review Technician	TI	34	34	34	35
22021	Vector Control Technician I	TI	42	42	42	42
22022	Vector Control Technician II	TI	45	45	45	45
22020	Vector Control Technician Trainee	TI	36	36T	36T	36T
22030	Vehicle Services Shop Supervisor	CLT	36	36	36	36
22041	Veterans Service Representative I	TI	42	42	42	42
22042	Veterans Service Representative II	TI	45	45	45	45
22040	Veterans Service Representative Trainee	TI	33	33T	33T	33T
22046	Victim Advocate I	ADM	41	41	41	41
22047	Victim Advocate II	ADM	47	47	47	47
22053	Victim Witness Claims Technician I	TI	35	35	35	35
22054	Victim Witness Claims Technician II	TI	38	38	38	38
22050	Volunteer Services Coordinator	SUP	40	40	40	40
23102	Workers Compensation Adjuster I (T)	TI	43	43T	43T	43T
23104	Workers Compensation Adjuster II	TI	55	55	55	55
23106	Workers Compensation Adjuster III	TI	58	58	58	58
23205	Workforce Development Manager	MGT	54	54	54	54
23204	Workforce Development Program Coordinator	ADM	60	60	60	60
23198	Workforce Development Specialist	ADM	43	43	43	43
23199	Workforce Development Supervisor I	SUP	48	48	48	48
23201	Workforce Development Supervisor II	SUP	54	54	54	54
23203	Workforce Development Technician	TI	33	33	33	33
16030	Youth Services Coordinator	ADM	55	55	55	55

**APPENDIX C
SALARY SCHEDULE**

Effective 6/28/2014	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10	Step 11	Step 12	Step 13	Step 14
8	Hourly				9.18	9.40	9.63	9.89	10.14	10.34	10.62	10.89		
	Appx. Bi-wkly				734.40	752.00	770.40	791.20	811.20	827.20	849.60	871.20		
	Appx. Monthly				1,591.20	1,629.33	1,669.20	1,714.27	1,757.60	1,792.27	1,840.80	1,887.60		
	Appx. Annual				19,094.40	19,552.00	20,030.40	20,571.20	21,091.20	21,507.20	22,089.60	22,651.20		
8a	Hourly		9.08		9.29	9.52	9.75	10.01	10.27	10.47	10.75	11.03		
	Appx. Bi-wkly		726.40		743.20	761.60	780.00	800.80	821.60	837.60	860.00	882.40		
	Appx. Monthly		1,573.87		1,610.27	1,650.13	1,690.00	1,735.07	1,780.13	1,814.80	1,863.33	1,911.87		
	Appx. Annual		18,886.40		19,323.20	19,801.60	20,280.00	20,820.80	21,361.60	21,777.60	22,360.00	22,942.40		
8t	Hourly				9.18	9.40	9.63	9.89	10.14	10.34	10.62	10.89		
	Appx. Bi-wkly				734.40	752.00	770.40	791.20	811.20	827.20	849.60	871.20		
	Appx. Monthly				1,591.20	1,629.33	1,669.20	1,714.27	1,757.60	1,792.27	1,840.80	1,887.60		
	Appx. Annual				19,094.40	19,552.00	20,030.40	20,571.20	21,091.20	21,507.20	22,089.60	22,651.20		
9	Hourly				9.18	9.40	9.63	9.89	10.14	10.34	10.62	10.89	11.16	
	Appx. Bi-wkly				734.40	752.00	770.40	791.20	811.20	827.20	849.60	871.20	892.80	
	Appx. Monthly				1,591.20	1,629.33	1,669.20	1,714.27	1,757.60	1,792.27	1,840.80	1,887.60	1,934.40	
	Appx. Annual				19,094.40	19,552.00	20,030.40	20,571.20	21,091.20	21,507.20	22,089.60	22,651.20	23,212.80	
9a	Hourly		9.08		9.29	9.52	9.75	10.01	10.27	10.47	10.75	11.03	11.30	
	Appx. Bi-wkly		726.40		743.20	761.60	780.00	800.80	821.60	837.60	860.00	882.40	904.00	
	Appx. Monthly		1,573.87		1,610.27	1,650.13	1,690.00	1,735.07	1,780.13	1,814.80	1,863.33	1,911.87	1,958.67	
	Appx. Annual		18,886.40		19,323.20	19,801.60	20,280.00	20,820.80	21,361.60	21,777.60	22,360.00	22,942.40	23,504.00	
9t	Hourly				9.18	9.40	9.63	9.89	10.14	10.34	10.62	10.89		
	Appx. Bi-wkly				734.40	752.00	770.40	791.20	811.20	827.20	849.60	871.20		
	Appx. Monthly				1,591.20	1,629.33	1,669.20	1,714.27	1,757.60	1,792.27	1,840.80	1,887.60		
	Appx. Annual				19,094.40	19,552.00	20,030.40	20,571.20	21,091.20	21,507.20	22,089.60	22,651.20		
10	Hourly		9.18		9.40	9.63	9.89	10.14	10.34	10.62	10.89	11.15	11.43	
	Appx. Bi-wkly		734.40		752.00	770.40	791.20	811.20	827.20	849.60	871.20	892.00	914.40	
	Appx. Monthly		1,591.20		1,629.33	1,669.20	1,714.27	1,757.60	1,792.27	1,840.80	1,887.60	1,932.67	1,981.20	
	Appx. Annual		19,094.40		19,552.00	20,030.40	20,571.20	21,091.20	21,507.20	22,089.60	22,651.20	23,192.00	23,774.40	
10a	Hourly		9.08		9.29	9.52	9.75	10.01	10.27	10.47	10.75	11.03	11.29	11.57
	Appx. Bi-wkly		726.40		743.20	761.60	780.00	800.80	821.60	837.60	860.00	882.40	903.20	925.60
	Appx. Monthly		1,573.87		1,610.27	1,650.13	1,690.00	1,735.07	1,780.13	1,814.80	1,863.33	1,911.87	1,956.93	2,005.47
	Appx. Annual		18,886.40		19,323.20	19,801.60	20,280.00	20,820.80	21,361.60	21,777.60	22,360.00	22,942.40	23,483.20	24,065.60
10t	Hourly				9.18	9.40	9.63	9.89	10.14	10.34	10.62	10.89	11.15	
	Appx. Bi-wkly				734.40	752.00	770.40	791.20	811.20	827.20	849.60	871.20	892.00	
	Appx. Monthly				1,591.20	1,629.33	1,669.20	1,714.27	1,757.60	1,792.27	1,840.80	1,887.60	1,932.67	
	Appx. Annual				19,094.40	19,552.00	20,030.40	20,571.20	21,091.20	21,507.20	22,089.60	22,651.20	23,192.00	
11	Hourly		9.18		9.40	9.63	9.89	10.14	10.34	10.62	10.89	11.15	11.43	11.72
	Appx. Bi-wkly		734.40		752.00	770.40	791.20	811.20	827.20	849.60	871.20	892.00	914.40	937.60
	Appx. Monthly		1,591.20		1,629.33	1,669.20	1,714.27	1,757.60	1,792.27	1,840.80	1,887.60	1,932.67	1,981.20	2,031.47
	Appx. Annual		19,094.40		19,552.00	20,030.40	20,571.20	21,091.20	21,507.20	22,089.60	22,651.20	23,192.00	23,774.40	24,377.60
11a	Hourly		9.08		9.29	9.52	9.75	10.01	10.27	10.47	10.75	11.03	11.29	11.57
	Appx. Bi-wkly		726.40		743.20	761.60	780.00	800.80	821.60	837.60	860.00	882.40	903.20	925.60
	Appx. Monthly		1,573.87		1,610.27	1,650.13	1,690.00	1,735.07	1,780.13	1,814.80	1,863.33	1,911.87	1,956.93	2,005.47
	Appx. Annual		18,886.40		19,323.20	19,801.60	20,280.00	20,820.80	21,361.60	21,777.60	22,360.00	22,942.40	23,483.20	24,065.60
11t	Hourly				9.18	9.40	9.63	9.89	10.14	10.34	10.62	10.89	11.15	11.43
	Appx. Bi-wkly				734.40	752.00	770.40	791.20	811.20	827.20	849.60	871.20	892.00	914.40
	Appx. Monthly				1,591.20	1,629.33	1,669.20	1,714.27	1,757.60	1,792.27	1,840.80	1,887.60	1,932.67	1,981.20
	Appx. Annual				19,094.40	19,552.00	20,030.40	20,571.20	21,091.20	21,507.20	22,089.60	22,651.20	23,192.00	23,774.40
12	Hourly		9.18		9.40	9.63	9.89	10.14	10.34	10.62	10.89	11.15	11.43	11.70
	Appx. Bi-wkly		734.40		752.00	770.40	791.20	811.20	827.20	849.60	871.20	892.00	914.40	936.00
	Appx. Monthly		1,591.20		1,629.33	1,669.20	1,714.27	1,757.60	1,792.27	1,840.80	1,887.60	1,932.67	1,981.20	2,028.00
	Appx. Annual		19,094.40		19,552.00	20,030.40	20,571.20	21,091.20	21,507.20	22,089.60	22,651.20	23,192.00	23,774.40	24,336.00
12a	Hourly		9.29		9.52	9.75	10.01	10.27	10.47	10.75	11.03	11.29	11.57	11.85
	Appx. Bi-wkly		743.20		761.60	780.00	800.80	821.60	837.60	860.00	882.40	903.20	925.60	948.00
	Appx. Monthly		1,610.27		1,650.13	1,690.00	1,735.07	1,780.13	1,814.80	1,863.33	1,911.87	1,956.93	2,005.47	2,054.00
	Appx. Annual		19,323.20		19,801.60	20,280.00	20,820.80	21,361.60	21,777.60	22,360.00	22,942.40	23,483.20	24,065.60	24,648.00
12t	Hourly				9.18	9.40	9.63	9.89	10.14	10.34	10.62	10.89	11.15	11.43
	Appx. Bi-wkly				734.40	752.00	770.40	791.20	811.20	827.20	849.60	871.20	892.00	914.40
	Appx. Monthly				1,591.20	1,629.33	1,669.20	1,714.27	1,757.60	1,792.27	1,840.80	1,887.60	1,932.67	1,981.20
	Appx. Annual				19,094.40	19,552.00	20,030.40	20,571.20	21,091.20	21,507.20	22,089.60	22,651.20	23,192.00	23,774.40
13	Hourly		9.17		9.40	9.63	9.89	10.14	10.34	10.62	10.89	11.15	11.43	11.70
	Appx. Bi-wkly		733.60		752.00	770.40	791.20	811.20	827.20	849.60	871.20	892.00	914.40	936.00
	Appx. Monthly		1,589.47		1,629.33	1,669.20	1,714.27	1,757.60	1,792.27	1,840.80	1,887.60	1,932.67	1,981.20	2,028.00
	Appx. Annual		19,073.60		19,552.00	20,030.40	20,571.20	21,091.20	21,507.20	22,089.60	22,651.20	23,192.00	23,774.40	24,336.00
13a	Hourly		9.28		9.52	9.75	10.01	10.27	10.47	10.75	11.03	11.29	11.57	11.85
	Appx. Bi-wkly		742.40		761.60	780.00	800.80	821.60	837.60	860.00	882.40	903.20	925.60	948.00
	Appx. Monthly		1,608.53		1,650.13	1,690.00	1,735.07	1,780.13	1,814.80	1,863.33	1,911.87	1,956.93	2,005.47	2,054.00
	Appx. Annual		19,302.40		19,801.60	20,280.00	20,820.80	21,361.60	21,777.60	22,360.00	22,942.40	23,483.20	24,065.60	24,648.00
13t	Hourly				9.17	9.40	9.63	9.89	10.14	10.34	10.62	10.89	11.15	11.43
	Appx. Bi-wkly				733.60	752.00	770.40	791.20	811.20	827.20	849.60	871.20	892.00	914.40
	Appx. Monthly				1,589.47	1,629.33	1,669.20	1,714.27	1,757.60	1,792.27	1,840.80	1,887.60	1,932.67	1,981.20
	Appx. Annual				19,073.60	19,552.00	20,030.40	20,571.20	21,091.20	21,507.20	22,089.60	22,651.20	23,192.00	23,774.40
14	Hourly		9.17		9.40	9.63	9.89	10.14	10.					

**APPENDIX C
SALARY SCHEDULE**

Effective 6/28/2014	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10	Step 11	Step 12	Step 13	Step 14
15t	Hourly 9.41	9.65	9.89	10.14	10.34	10.62	10.89	11.15	11.43	11.70	12.02	12.29	12.59	
	Appx. Bi-wkly 752.80	772.00	791.20	811.20	827.20	849.60	871.20	892.00	914.40	936.00	961.60	983.20	1,007.20	
	Appx. Month 1,631.07	1,672.67	1,714.27	1,757.60	1,792.27	1,840.80	1,887.60	1,932.67	1,981.20	2,028.00	2,083.47	2,130.27	2,182.27	
	Appx. Annua 19,572.80	20,072.00	20,571.20	21,091.20	21,507.20	22,089.60	22,651.20	23,192.00	23,774.40	24,336.00	25,001.60	25,563.20	26,187.20	
16	Hourly 9.65	9.89	10.14	10.34	10.62	10.89	11.15	11.43	11.70	12.02	12.29	12.59	12.90	13.22
	Appx. Bi-wkly 772.00	791.20	811.20	827.20	849.60	871.20	892.00	914.40	936.00	961.60	983.20	1,007.20	1,032.00	1,057.60
	Appx. Month 1,672.67	1,714.27	1,757.60	1,792.27	1,840.80	1,887.60	1,932.67	1,981.20	2,028.00	2,083.47	2,130.27	2,182.27	2,236.00	2,291.47
	Appx. Annua 20,072.00	20,571.20	21,091.20	21,507.20	22,089.60	22,651.20	23,192.00	23,774.40	24,336.00	25,001.60	25,563.20	26,187.20	26,832.00	27,497.60
16a	Hourly 9.77	10.01	10.27	10.47	10.75	11.03	11.29	11.57	11.85	12.17	12.44	12.75	13.06	13.39
	Appx. Bi-wkly 781.60	800.80	821.60	837.60	860.00	882.40	903.20	925.60	948.00	973.60	995.20	1,020.00	1,044.80	1,071.20
	Appx. Month 1,693.47	1,735.07	1,780.13	1,814.80	1,863.33	1,911.87	1,956.93	2,005.47	2,054.00	2,109.47	2,156.27	2,210.00	2,263.73	2,320.93
	Appx. Annua 20,321.60	20,820.80	21,361.60	21,777.60	22,360.00	22,942.40	23,483.20	24,065.60	24,648.00	25,313.60	25,875.20	26,520.00	27,164.80	27,851.20
16t	Hourly 9.65	9.89	10.14	10.34	10.62	10.89	11.15	11.43	11.70	12.02	12.29	12.59	12.90	13.22
	Appx. Bi-wkly 772.00	791.20	811.20	827.20	849.60	871.20	892.00	914.40	936.00	961.60	983.20	1,007.20	1,032.00	1,057.60
	Appx. Month 1,672.67	1,714.27	1,757.60	1,792.27	1,840.80	1,887.60	1,932.67	1,981.20	2,028.00	2,083.47	2,130.27	2,182.27	2,236.00	2,291.47
	Appx. Annua 20,072.00	20,571.20	21,091.20	21,507.20	22,089.60	22,651.20	23,192.00	23,774.40	24,336.00	25,001.60	25,563.20	26,187.20	26,832.00	27,497.60
17	Hourly 9.84	10.09	10.34	10.62	10.89	11.15	11.43	11.70	12.02	12.29	12.59	12.90	13.25	13.58
	Appx. Bi-wkly 787.20	807.20	827.20	849.60	871.20	892.00	914.40	936.00	961.60	983.20	1,007.20	1,032.00	1,060.00	1,086.40
	Appx. Month 1,705.60	1,748.93	1,792.27	1,840.80	1,887.60	1,932.67	1,981.20	2,028.00	2,083.47	2,130.27	2,182.27	2,236.00	2,296.67	2,353.87
	Appx. Annua 20,467.20	20,987.20	21,507.20	22,089.60	22,651.20	23,192.00	23,774.40	24,336.00	25,001.60	25,563.20	26,187.20	26,832.00	27,500.00	28,246.40
17a	Hourly 9.96	10.22	10.47	10.75	11.03	11.29	11.57	11.85	12.17	12.44	12.75	13.06	13.42	13.75
	Appx. Bi-wkly 796.80	817.60	837.60	860.00	882.40	903.20	925.60	948.00	973.60	995.20	1,020.00	1,044.80	1,073.60	1,100.00
	Appx. Month 1,726.40	1,771.47	1,814.80	1,863.33	1,911.87	1,956.93	2,005.47	2,054.00	2,109.47	2,156.27	2,210.00	2,263.73	2,326.13	2,383.33
	Appx. Annua 20,716.80	21,257.60	21,777.60	22,360.00	22,942.40	23,483.20	24,065.60	24,648.00	25,313.60	25,875.20	26,520.00	27,164.80	27,913.60	28,600.00
17t	Hourly 9.84	10.09	10.34	10.62	10.89	11.15	11.43	11.70	12.02	12.29	12.59	12.90	13.25	13.58
	Appx. Bi-wkly 787.20	807.20	827.20	849.60	871.20	892.00	914.40	936.00	961.60	983.20	1,007.20	1,032.00	1,060.00	1,086.40
	Appx. Month 1,705.60	1,748.93	1,792.27	1,840.80	1,887.60	1,932.67	1,981.20	2,028.00	2,083.47	2,130.27	2,182.27	2,236.00	2,296.67	2,353.87
	Appx. Annua 20,467.20	20,987.20	21,507.20	22,089.60	22,651.20	23,192.00	23,774.40	24,336.00	25,001.60	25,563.20	26,187.20	26,832.00	27,500.00	28,246.40
18	Hourly 10.11	10.36	10.62	10.89	11.15	11.43	11.70	12.02	12.29	12.59	12.90	13.25	13.57	13.91
	Appx. Bi-wkly 808.80	828.80	849.60	871.20	892.00	914.40	936.00	961.60	983.20	1,007.20	1,032.00	1,060.00	1,085.60	1,112.80
	Appx. Month 1,752.40	1,795.73	1,840.80	1,887.60	1,932.67	1,981.20	2,028.00	2,083.47	2,130.27	2,182.27	2,236.00	2,296.67	2,352.13	2,411.07
	Appx. Annua 21,028.80	21,548.80	22,089.60	22,651.20	23,192.00	23,774.40	24,336.00	25,001.60	25,563.20	26,187.20	26,832.00	27,500.00	28,225.60	28,932.80
18a	Hourly 10.24	10.49	10.75	11.03	11.29	11.57	11.85	12.17	12.44	12.75	13.06	13.42	13.74	14.08
	Appx. Bi-wkly 819.20	839.20	860.00	882.40	903.20	925.60	948.00	973.60	995.20	1,020.00	1,044.80	1,073.60	1,099.20	1,126.40
	Appx. Month 1,774.93	1,818.27	1,863.33	1,911.87	1,956.93	2,005.47	2,054.00	2,109.47	2,156.27	2,210.00	2,263.73	2,326.13	2,381.60	2,440.53
	Appx. Annua 21,299.20	21,819.20	22,360.00	22,942.40	23,483.20	24,065.60	24,648.00	25,313.60	25,875.20	26,520.00	27,164.80	27,913.60	28,579.20	29,286.40
18t	Hourly 10.11	10.36	10.62	10.89	11.15	11.43	11.70	12.02	12.29	12.59	12.90	13.25	13.57	13.91
	Appx. Bi-wkly 808.80	828.80	849.60	871.20	892.00	914.40	936.00	961.60	983.20	1,007.20	1,032.00	1,060.00	1,085.60	1,112.80
	Appx. Month 1,752.40	1,795.73	1,840.80	1,887.60	1,932.67	1,981.20	2,028.00	2,083.47	2,130.27	2,182.27	2,236.00	2,296.67	2,352.13	2,411.07
	Appx. Annua 21,028.80	21,548.80	22,089.60	22,651.20	23,192.00	23,774.40	24,336.00	25,001.60	25,563.20	26,187.20	26,832.00	27,500.00	28,225.60	28,932.80
19	Hourly 10.36	10.62	10.89	11.15	11.43	11.70	12.02	12.29	12.59	12.90	13.25	13.57	13.87	14.22
	Appx. Bi-wkly 828.80	849.60	871.20	892.00	914.40	936.00	961.60	983.20	1,007.20	1,032.00	1,060.00	1,085.60	1,109.60	1,137.60
	Appx. Month 1,795.73	1,840.80	1,887.60	1,932.67	1,981.20	2,028.00	2,083.47	2,130.27	2,182.27	2,236.00	2,296.67	2,352.13	2,404.13	2,464.80
	Appx. Annua 21,548.80	22,089.60	22,651.20	23,192.00	23,774.40	24,336.00	25,001.60	25,563.20	26,187.20	26,832.00	27,500.00	28,225.60	28,949.60	29,577.60
19a	Hourly 10.49	10.75	11.03	11.29	11.57	11.85	12.17	12.44	12.75	13.06	13.42	13.74	14.04	14.40
	Appx. Bi-wkly 839.20	860.00	882.40	903.20	925.60	948.00	973.60	995.20	1,020.00	1,044.80	1,073.60	1,099.20	1,123.20	1,152.00
	Appx. Month 1,818.27	1,863.33	1,911.87	1,956.93	2,005.47	2,054.00	2,109.47	2,156.27	2,210.00	2,263.73	2,326.13	2,381.60	2,433.60	2,496.00
	Appx. Annua 21,819.20	22,360.00	22,942.40	23,483.20	24,065.60	24,648.00	25,313.60	25,875.20	26,520.00	27,164.80	27,913.60	28,579.20	29,203.20	29,952.00
19t	Hourly 10.36	10.62	10.89	11.15	11.43	11.70	12.02	12.29	12.59	12.90	13.25	13.57	13.87	14.22
	Appx. Bi-wkly 828.80	849.60	871.20	892.00	914.40	936.00	961.60	983.20	1,007.20	1,032.00	1,060.00	1,085.60	1,109.60	1,137.60
	Appx. Month 1,795.73	1,840.80	1,887.60	1,932.67	1,981.20	2,028.00	2,083.47	2,130.27	2,182.27	2,236.00	2,296.67	2,352.13	2,404.13	2,464.80
	Appx. Annua 21,548.80	22,089.60	22,651.20	23,192.00	23,774.40	24,336.00	25,001.60	25,563.20	26,187.20	26,832.00	27,500.00	28,225.60	28,949.60	29,577.60
20	Hourly 10.61	10.88	11.15	11.43	11.70	12.02	12.29	12.59	12.90	13.25	13.57	13.87	14.22	14.58
	Appx. Bi-wkly 848.80	870.40	892.00	914.40	936.00	961.60	983.20	1,007.20	1,032.00	1,060.00	1,085.60	1,109.60	1,137.60	1,166.40
	Appx. Month 1,839.07	1,885.87	1,932.67	1,981.20	2,028.00	2,083.47	2,130.27	2,182.27	2,236.00	2,296.67	2,352.13	2,404.13	2,464.80	2,527.20
	Appx. Annua 22,068.80	22,630.40	23,192.00	23,774.40	24,336.00	25,001.60	25,563.20	26,187.20	26,832.00	27,500.00	28,225.60	28,949.60	29,577.60	30,326.40
20a	Hourly 10.74	11.02	11.29	11.57	11.85	12.17	12.44	12.75	13.06	13.42	13.74	14.04	14.40	14.76
	Appx. Bi-wkly 859.20	881.60	903.20	925.60	948.00	973.60	995.20	1,020.00	1,044.80	1,073.60	1,099.20	1,123.20	1,152.00	1,180.80
	Appx. Month 1,861.60	1,910.13	1,956.93	2,005.47	2,054.00	2,109.47	2,156.27	2,210.00	2,263.73	2,326.13	2,381.60	2,433.60	2,496.00	2,558.40
	Appx. Annua 22,339.20	22,921.60	23,483.20	24,065.60	24,648.00	25,313.60	25,875.20	26,520.00	27,164.80	27,913.60	28,579.20			

**APPENDIX C
SALARY SCHEDULE**

Effective 6/28/2014	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10	Step 11	Step 12	Step 13	Step 14	
23a	Hourly	11.58	11.88	12.17	12.44	12.75	13.06	13.42	13.74	14.04	14.40	14.78	15.14	15.51	15.90
	Appx. Bi-wkly	926.40	950.40	973.60	995.20	1,020.00	1,044.80	1,073.60	1,099.20	1,123.20	1,152.00	1,182.40	1,211.20	1,240.80	1,270.00
	Appx. Month	2,007.20	2,059.20	2,109.47	2,156.27	2,210.00	2,263.73	2,326.13	2,381.60	2,433.60	2,496.00	2,561.87	2,624.27	2,688.40	2,756.00
	Appx. Annu	24,086.40	24,710.40	25,313.60	25,875.20	26,520.00	27,164.80	27,913.60	28,579.20	29,203.20	29,952.00	30,742.40	31,491.20	32,260.80	33,072.00
23t	Hourly	11.44	11.73	12.02	12.29	12.59	12.90	13.25	13.57	13.87	14.22	14.60	14.95	15.32	15.66
	Appx. Bi-wkly	915.20	938.40	961.60	983.20	1,007.20	1,032.00	1,060.00	1,085.60	1,109.60	1,137.60	1,168.00	1,196.00	1,225.60	1,255.47
	Appx. Month	1,982.93	2,033.20	2,083.47	2,130.27	2,182.27	2,236.00	2,296.67	2,352.13	2,404.13	2,464.80	2,530.67	2,591.33	2,655.47	2,714.40
	Appx. Annu	23,795.20	24,398.40	25,001.60	25,563.20	26,187.20	26,832.00	27,560.00	28,225.60	28,849.60	29,577.60	30,368.00	31,096.00	31,865.60	32,680.00
24	Hourly	11.70	11.99	12.29	12.59	12.90	13.25	13.57	13.87	14.22	14.60	14.95	15.32	15.66	16.05
	Appx. Bi-wkly	936.00	959.20	983.20	1,007.20	1,032.00	1,060.00	1,085.60	1,109.60	1,137.60	1,168.00	1,196.00	1,225.60	1,255.47	1,284.00
	Appx. Month	2,028.00	2,078.27	2,130.27	2,182.27	2,236.00	2,296.67	2,352.13	2,404.13	2,464.80	2,530.67	2,591.33	2,655.47	2,714.40	2,782.00
	Appx. Annu	24,336.00	24,939.20	25,563.20	26,187.20	26,832.00	27,560.00	28,225.60	28,849.60	29,577.60	30,368.00	31,096.00	31,865.60	32,572.80	33,384.00
24a	Hourly	11.85	12.14	12.44	12.75	13.06	13.42	13.74	14.04	14.40	14.78	15.14	15.51	15.86	16.25
	Appx. Bi-wkly	948.00	971.20	995.20	1,020.00	1,044.80	1,073.60	1,099.20	1,123.20	1,152.00	1,182.40	1,211.20	1,240.80	1,268.80	1,300.00
	Appx. Month	2,054.00	2,104.27	2,156.27	2,210.00	2,263.73	2,326.13	2,381.60	2,433.60	2,496.00	2,561.87	2,624.27	2,688.40	2,749.07	2,816.67
	Appx. Annu	24,648.00	25,251.20	25,875.20	26,520.00	27,164.80	27,913.60	28,579.20	29,203.20	29,952.00	30,742.40	31,491.20	32,260.80	32,988.80	33,800.00
24t	Hourly	11.70	11.99	12.29	12.59	12.90	13.25	13.57	13.87	14.22	14.60	14.95	15.32	15.66	16.05
	Appx. Bi-wkly	936.00	959.20	983.20	1,007.20	1,032.00	1,060.00	1,085.60	1,109.60	1,137.60	1,168.00	1,196.00	1,225.60	1,255.47	1,284.00
	Appx. Month	2,028.00	2,078.27	2,130.27	2,182.27	2,236.00	2,296.67	2,352.13	2,404.13	2,464.80	2,530.67	2,591.33	2,655.47	2,714.40	2,782.00
	Appx. Annu	24,336.00	24,939.20	25,563.20	26,187.20	26,832.00	27,560.00	28,225.60	28,849.60	29,577.60	30,368.00	31,096.00	31,865.60	32,572.80	33,384.00
25	Hourly	11.98	12.28	12.59	12.90	13.25	13.57	13.87	14.22	14.60	14.95	15.32	15.66	16.09	16.49
	Appx. Bi-wkly	958.40	982.40	1,007.20	1,032.00	1,060.00	1,085.60	1,109.60	1,137.60	1,168.00	1,196.00	1,225.60	1,255.47	1,287.20	1,319.20
	Appx. Month	2,076.53	2,128.53	2,182.27	2,236.00	2,296.67	2,352.13	2,404.13	2,464.80	2,530.67	2,591.33	2,655.47	2,714.40	2,788.93	2,858.27
	Appx. Annu	24,918.40	25,542.40	26,187.20	26,832.00	27,560.00	28,225.60	28,849.60	29,577.60	30,368.00	31,096.00	31,865.60	32,572.80	33,467.20	34,299.20
25a	Hourly	12.13	12.43	12.75	13.06	13.42	13.74	14.04	14.40	14.78	15.14	15.51	15.86	16.29	16.70
	Appx. Bi-wkly	970.40	994.40	1,020.00	1,044.80	1,073.60	1,099.20	1,123.20	1,152.00	1,182.40	1,211.20	1,240.80	1,268.80	1,303.20	1,336.00
	Appx. Month	2,102.53	2,154.53	2,210.00	2,263.73	2,326.13	2,381.60	2,433.60	2,496.00	2,561.87	2,624.27	2,688.40	2,749.07	2,823.60	2,894.67
	Appx. Annu	25,230.40	25,854.40	26,520.00	27,164.80	27,913.60	28,579.20	29,203.20	29,952.00	30,742.40	31,491.20	32,260.80	32,988.80	33,883.20	34,736.00
25t	Hourly	11.98	12.28	12.59	12.90	13.25	13.57	13.87	14.22	14.60	14.95	15.32	15.66	16.09	16.49
	Appx. Bi-wkly	958.40	982.40	1,007.20	1,032.00	1,060.00	1,085.60	1,109.60	1,137.60	1,168.00	1,196.00	1,225.60	1,255.47	1,287.20	1,319.20
	Appx. Month	2,076.53	2,128.53	2,182.27	2,236.00	2,296.67	2,352.13	2,404.13	2,464.80	2,530.67	2,591.33	2,655.47	2,714.40	2,788.93	2,858.27
	Appx. Annu	24,918.40	25,542.40	26,187.20	26,832.00	27,560.00	28,225.60	28,849.60	29,577.60	30,368.00	31,096.00	31,865.60	32,572.80	33,467.20	34,299.20
26	Hourly	12.28	12.59	12.90	13.25	13.57	13.87	14.22	14.60	14.95	15.32	15.66	16.09	16.50	16.91
	Appx. Bi-wkly	982.40	1,007.20	1,032.00	1,060.00	1,085.60	1,109.60	1,137.60	1,168.00	1,196.00	1,225.60	1,255.47	1,287.20	1,320.00	1,352.80
	Appx. Month	2,128.53	2,182.27	2,236.00	2,296.67	2,352.13	2,404.13	2,464.80	2,530.67	2,591.33	2,655.47	2,714.40	2,788.93	2,860.00	2,931.07
	Appx. Annu	25,542.40	26,187.20	26,832.00	27,560.00	28,225.60	28,849.60	29,577.60	30,368.00	31,096.00	31,865.60	32,572.80	33,467.20	34,320.00	35,172.80
26a	Hourly	12.43	12.75	13.06	13.42	13.74	14.04	14.40	14.78	15.14	15.51	15.86	16.29	16.71	17.12
	Appx. Bi-wkly	994.40	1,020.00	1,044.80	1,073.60	1,099.20	1,123.20	1,152.00	1,182.40	1,211.20	1,240.80	1,268.80	1,303.20	1,336.80	1,369.60
	Appx. Month	2,154.53	2,210.00	2,263.73	2,326.13	2,381.60	2,433.60	2,496.00	2,561.87	2,624.27	2,688.40	2,749.07	2,823.60	2,896.40	2,967.47
	Appx. Annu	25,854.40	26,520.00	27,164.80	27,913.60	28,579.20	29,203.20	29,952.00	30,742.40	31,491.20	32,260.80	32,988.80	33,883.20	34,756.80	35,609.60
26t	Hourly	12.28	12.59	12.90	13.25	13.57	13.87	14.22	14.60	14.95	15.32	15.66	16.09	16.50	16.91
	Appx. Bi-wkly	982.40	1,007.20	1,032.00	1,060.00	1,085.60	1,109.60	1,137.60	1,168.00	1,196.00	1,225.60	1,255.47	1,287.20	1,320.00	1,352.80
	Appx. Month	2,128.53	2,182.27	2,236.00	2,296.67	2,352.13	2,404.13	2,464.80	2,530.67	2,591.33	2,655.47	2,714.40	2,788.93	2,860.00	2,931.07
	Appx. Annu	25,542.40	26,187.20	26,832.00	27,560.00	28,225.60	28,849.60	29,577.60	30,368.00	31,096.00	31,865.60	32,572.80	33,467.20	34,320.00	35,172.80
27	Hourly	12.61	12.93	13.25	13.57	13.87	14.22	14.60	14.95	15.32	15.66	16.09	16.50	16.89	17.31
	Appx. Bi-wkly	1,008.80	1,034.40	1,060.00	1,085.60	1,109.60	1,137.60	1,168.00	1,196.00	1,225.60	1,255.47	1,287.20	1,320.00	1,351.20	1,384.80
	Appx. Month	2,185.73	2,241.20	2,296.67	2,352.13	2,404.13	2,464.80	2,530.67	2,591.33	2,655.47	2,714.40	2,788.93	2,860.00	2,927.60	3,000.40
	Appx. Annu	26,228.80	26,894.40	27,560.00	28,225.60	28,849.60	29,577.60	30,368.00	31,096.00	31,865.60	32,572.80	33,467.20	34,320.00	35,131.20	36,004.80
27a	Hourly	12.77	13.09	13.42	13.74	14.04	14.40	14.78	15.14	15.51	15.86	16.29	16.71	17.10	17.53
	Appx. Bi-wkly	1,021.60	1,047.20	1,073.60	1,099.20	1,123.20	1,152.00	1,182.40	1,211.20	1,240.80	1,268.80	1,303.20	1,336.80	1,368.00	1,402.40
	Appx. Month	2,213.47	2,268.93	2,326.13	2,381.60	2,433.60	2,496.00	2,561.87	2,624.27	2,688.40	2,749.07	2,823.60	2,896.40	2,964.00	3,038.53
	Appx. Annu	26,561.60	27,227.20	27,913.60	28,579.20	29,203.20	29,952.00	30,742.40	31,491.20	32,260.80	32,988.80	33,883.20	34,756.80	35,568.00	36,462.40
27t	Hourly	12.61	12.93	13.25	13.57	13.87	14.22	14.60	14.95	15.32	15.66	16.09	16.50	16.89	17.31
	Appx. Bi-wkly	1,008.80	1,034.40	1,060.00	1,085.60	1,109.60	1,137.60	1,168.00	1,196.00	1,225.60	1,255.47	1,287.20	1,320.00	1,351.20	1,384.80
	Appx. Month	2,185.73	2,241.20	2,296.67	2,352.13	2,404.13	2,464.80	2,530.67	2,591.33	2,655.47	2,714.40	2,788.93	2,860.00	2,927.60	3,000.40
	Appx. Annu	26,228.80	26,894.40	27,560.00	28,225.60	28,849.60	29,577.60	30,368.00	31,096.00	31,865.60	32,572.80	33,467.20	34,320.00	35,131.20	36,004.80
28	Hourly	12.92	13.24	13.57	13.87	14.22	14.60	14.95	15.32	15.66	16.09	16.50	16.89	17.31	17.74
	Appx. Bi-wkly	1,033.60	1,059.20	1,085.60	1,109.60	1,137.60	1,168.00	1,196.00	1,225.60	1,255.47	1,287.20	1,320.00	1,351.20	1,384.80	1,419.20

**APPENDIX C
SALARY SCHEDULE**

Effective 6/28/2014	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10	Step 11	Step 12	Step 13	Step 14	
69a	Hourly	35.55	36.44	37.35	38.31	39.22	40.24	41.20	42.19	43.28	44.37	45.46	46.61	47.78	48.97
	Appx. Bi-wkly	2,844.00	2,915.20	2,988.00	3,064.80	3,137.60	3,219.20	3,296.00	3,375.20	3,462.40	3,549.60	3,636.80	3,728.80	3,822.40	3,917.60
	Appx. Month	6,162.00	6,316.27	6,474.00	6,640.40	6,798.13	6,974.93	7,141.33	7,312.93	7,501.87	7,690.80	7,879.73	8,079.07	8,281.87	8,488.13
	Appx. Annu	73,944.00	75,795.20	77,688.00	79,684.80	81,577.60	83,699.20	85,696.00	87,755.20	90,022.40	92,289.60	94,556.80	96,948.80	99,382.40	101,857.60
69t	Hourly	35.11	35.99	36.89	37.84	38.74	39.74	40.69	41.67	42.75	43.82	44.90	46.03	47.19	48.39
	Appx. Bi-wkly	2,808.80	2,879.20	2,951.20	3,027.20	3,099.20	3,179.20	3,255.20	3,333.60	3,420.00	3,505.60	3,592.00	3,682.40	3,775.20	3,871.20
	Appx. Month	6,085.73	6,238.27	6,394.27	6,558.93	6,714.93	6,888.27	7,052.93	7,222.80	7,410.00	7,595.47	7,782.67	7,978.53	8,179.60	8,387.60
	Appx. Annu	73,028.80	74,859.20	76,731.20	78,707.20	80,579.20	82,659.20	84,635.20	86,673.60	88,920.00	91,145.60	93,392.00	95,742.40	98,155.20	100,651.20
70	Hourly	36.02	36.92	37.84	38.74	39.74	40.69	41.67	42.75	43.82	44.90	46.03	47.19	48.39	49.60
	Appx. Bi-wkly	2,881.60	2,953.60	3,027.20	3,099.20	3,179.20	3,255.20	3,333.60	3,420.00	3,505.60	3,592.00	3,682.40	3,775.20	3,871.20	3,968.00
	Appx. Month	6,243.47	6,399.47	6,558.93	6,714.93	6,888.27	7,052.93	7,222.80	7,410.00	7,595.47	7,782.67	7,978.53	8,179.60	8,387.60	8,597.33
	Appx. Annu	74,921.60	76,793.60	78,707.20	80,579.20	82,659.20	84,635.20	86,673.60	88,920.00	91,145.60	93,392.00	95,742.40	98,155.20	100,651.20	103,168.00
70a	Hourly	36.47	37.38	38.31	39.22	40.24	41.20	42.19	43.28	44.37	45.46	46.61	47.78	48.99	50.22
	Appx. Bi-wkly	2,917.60	2,990.40	3,064.80	3,137.60	3,219.20	3,296.00	3,375.20	3,462.40	3,549.60	3,636.80	3,728.80	3,822.40	3,919.20	4,017.60
	Appx. Month	6,321.47	6,479.20	6,640.40	6,798.13	6,974.93	7,141.33	7,312.93	7,501.87	7,690.80	7,879.73	8,079.07	8,281.87	8,491.60	8,704.80
	Appx. Annu	75,857.60	77,750.40	79,684.80	81,577.60	83,699.20	85,696.00	87,755.20	90,022.40	92,289.60	94,556.80	96,948.80	99,382.40	101,899.20	104,457.60
70t	Hourly	36.02	36.92	37.84	38.74	39.74	40.69	41.67	42.75	43.82	44.90	46.03	47.19	48.39	49.60
	Appx. Bi-wkly	2,881.60	2,953.60	3,027.20	3,099.20	3,179.20	3,255.20	3,333.60	3,420.00	3,505.60	3,592.00	3,682.40	3,775.20	3,871.20	3,968.00
	Appx. Month	6,243.47	6,399.47	6,558.93	6,714.93	6,888.27	7,052.93	7,222.80	7,410.00	7,595.47	7,782.67	7,978.53	8,179.60	8,387.60	8,597.33
	Appx. Annu	74,921.60	76,793.60	78,707.20	80,579.20	82,659.20	84,635.20	86,673.60	88,920.00	91,145.60	93,392.00	95,742.40	98,155.20	100,651.20	103,168.00
71	Hourly	36.88	37.80	38.74	39.74	40.69	41.67	42.75	43.82	44.90	46.03	47.19	48.39	49.57	50.81
	Appx. Bi-wkly	2,950.40	3,024.00	3,099.20	3,179.20	3,255.20	3,333.60	3,420.00	3,505.60	3,592.00	3,682.40	3,775.20	3,871.20	3,965.60	4,064.80
	Appx. Month	6,392.53	6,552.00	6,714.93	6,888.27	7,052.93	7,222.80	7,410.00	7,595.47	7,782.67	7,978.53	8,179.60	8,387.60	8,592.13	8,807.07
	Appx. Annu	76,710.40	78,624.00	80,579.20	82,659.20	84,635.20	86,673.60	88,920.00	91,145.60	93,392.00	95,742.40	98,155.20	100,651.20	103,105.60	105,684.80
71a	Hourly	37.34	38.27	39.22	40.24	41.20	42.19	43.28	44.37	45.46	46.61	47.78	48.99	50.19	51.45
	Appx. Bi-wkly	2,987.20	3,061.60	3,137.60	3,219.20	3,296.00	3,375.20	3,462.40	3,549.60	3,636.80	3,728.80	3,822.40	3,919.20	4,015.20	4,116.00
	Appx. Month	6,472.27	6,633.47	6,798.13	6,974.93	7,141.33	7,312.93	7,501.87	7,690.80	7,879.73	8,079.07	8,281.87	8,491.60	8,699.60	8,918.00
	Appx. Annu	77,667.20	79,601.60	81,577.60	83,699.20	85,696.00	87,755.20	90,022.40	92,289.60	94,556.80	96,948.80	99,382.40	101,899.20	104,395.20	107,016.00
71t	Hourly	36.88	37.80	38.74	39.74	40.69	41.67	42.75	43.82	44.90	46.03	47.19	48.39	49.57	50.81
	Appx. Bi-wkly	2,950.40	3,024.00	3,099.20	3,179.20	3,255.20	3,333.60	3,420.00	3,505.60	3,592.00	3,682.40	3,775.20	3,871.20	3,965.60	4,064.80
	Appx. Month	6,392.53	6,552.00	6,714.93	6,888.27	7,052.93	7,222.80	7,410.00	7,595.47	7,782.67	7,978.53	8,179.60	8,387.60	8,592.13	8,807.07
	Appx. Annu	76,710.40	78,624.00	80,579.20	82,659.20	84,635.20	86,673.60	88,920.00	91,145.60	93,392.00	95,742.40	98,155.20	100,651.20	103,105.60	105,684.80
72	Hourly	37.82	38.77	39.74	40.69	41.67	42.75	43.82	44.90	46.03	47.19	48.39	49.57	50.81	52.08
	Appx. Bi-wkly	3,025.60	3,101.60	3,179.20	3,255.20	3,333.60	3,420.00	3,505.60	3,592.00	3,682.40	3,775.20	3,871.20	3,965.60	4,064.80	4,166.40
	Appx. Month	6,555.47	6,720.13	6,888.27	7,052.93	7,222.80	7,410.00	7,595.47	7,782.67	7,978.53	8,179.60	8,387.60	8,592.13	8,807.07	9,027.20
	Appx. Annu	78,665.60	80,641.60	82,659.20	84,635.20	86,673.60	88,920.00	91,145.60	93,392.00	95,742.40	98,155.20	100,651.20	103,105.60	105,684.80	108,326.40
72a	Hourly	38.29	39.25	40.24	41.20	42.19	43.28	44.37	45.46	46.61	47.78	48.99	50.19	51.45	52.73
	Appx. Bi-wkly	3,063.20	3,140.00	3,219.20	3,296.00	3,375.20	3,462.40	3,549.60	3,636.80	3,728.80	3,822.40	3,919.20	4,015.20	4,116.00	4,218.40
	Appx. Month	6,636.93	6,803.33	6,974.93	7,141.33	7,312.93	7,501.87	7,690.80	7,879.73	8,079.07	8,281.87	8,491.60	8,699.60	8,918.00	9,139.87
	Appx. Annu	79,643.20	81,640.00	83,699.20	85,696.00	87,755.20	90,022.40	92,289.60	94,556.80	96,948.80	99,382.40	101,899.20	104,395.20	107,016.00	109,678.40
72t	Hourly	37.82	38.77	39.74	40.69	41.67	42.75	43.82	44.90	46.03	47.19	48.39	49.57	50.81	52.08
	Appx. Bi-wkly	3,025.60	3,101.60	3,179.20	3,255.20	3,333.60	3,420.00	3,505.60	3,592.00	3,682.40	3,775.20	3,871.20	3,965.60	4,064.80	4,166.40
	Appx. Month	6,555.47	6,720.13	6,888.27	7,052.93	7,222.80	7,410.00	7,595.47	7,782.67	7,978.53	8,179.60	8,387.60	8,592.13	8,807.07	9,027.20
	Appx. Annu	78,665.60	80,641.60	82,659.20	84,635.20	86,673.60	88,920.00	91,145.60	93,392.00	95,742.40	98,155.20	100,651.20	103,105.60	105,684.80	108,326.40
73	Hourly	38.73	39.70	40.69	41.67	42.75	43.82	44.90	46.03	47.19	48.39	49.57	50.81	52.07	53.37
	Appx. Bi-wkly	3,098.40	3,176.00	3,255.20	3,333.60	3,420.00	3,505.60	3,592.00	3,682.40	3,775.20	3,871.20	3,965.60	4,064.80	4,165.60	4,269.60
	Appx. Month	6,713.20	6,881.33	7,052.93	7,222.80	7,410.00	7,595.47	7,782.67	7,978.53	8,179.60	8,387.60	8,592.13	8,807.07	9,025.47	9,250.80
	Appx. Annu	80,558.40	82,576.00	84,635.20	86,673.60	88,920.00	91,145.60	93,392.00	95,742.40	98,155.20	100,651.20	103,105.60	105,684.80	108,305.60	111,009.60
73a	Hourly	39.21	40.20	41.20	42.19	43.28	44.37	45.46	46.61	47.78	48.99	50.19	51.45	52.72	54.04
	Appx. Bi-wkly	3,136.80	3,216.00	3,296.00	3,375.20	3,462.40	3,549.60	3,636.80	3,728.80	3,822.40	3,919.20	4,015.20	4,116.00	4,217.60	4,323.20
	Appx. Month	6,796.40	6,968.00	7,141.33	7,312.93	7,501.87	7,690.80	7,879.73	8,079.07	8,281.87	8,491.60	8,699.60	8,918.00	9,138.13	9,366.93
	Appx. Annu	81,556.80	83,616.00	85,696.00	87,755.20	90,022.40	92,289.60	94,556.80	96,948.80	99,382.40	101,899.20	104,395.20	107,016.00	109,657.60	112,403.20
73t	Hourly	38.73	39.70	40.69	41.67	42.75	43.82	44.90	46.03	47.19	48.39	49.57	50.81	52.07	53.37
	Appx. Bi-wkly	3,098.40	3,176.00	3,255.20	3,333.60	3,420.00	3,505.60	3,592.00	3,682.40	3,775.20	3,871.20	3,965.60	4,064.80	4,165.60	4,269.60
	Appx. Month	6,713.20	6,881.33	7,052.93	7,222.80	7,410.00	7,595.47	7,782.67	7,978.53	8,179.60	8,387.60	8,592.13	8,807.07	9,025.47	9,250.80
	Appx. Annu	80,558.40	82,576.00	84,635.20	86,673.60	88,920.00	91,145.60	93,392.00	95,742.40	98,155.20	100,651.20	103,105.60	105,684.80	108,305.60	111,009.60
74	Hourly	39.66	40.65	41.67	42.75	43.82	44.90	46.03	47.19	48.39	49.57	50.81	52.07	53.35	54.68
	Appx. Bi-wkly	3,172.80	3,252.00	3,333.60	3,420.00	3,505.60	3,592.00	3,682.40	3,775.20	3,871.20	3,965.60	4,064.80	4,165		

**APPENDIX C
SALARY SCHEDULE**

Effective 6/28/2014	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10	Step 11	Step 12	Step 13	Step 14
84t	Hourly	50.78	52.05	53.35	54.69	56.07	57.49	58.91	60.40	61.91	63.44	65.03	66.67	68.33
	Appx. Bi-wkly	4,062.40	4,164.00	4,268.00	4,375.20	4,485.60	4,599.20	4,712.80	4,832.00	4,952.80	5,075.20	5,202.40	5,333.60	5,466.40
	Appx. Month	8,061.87	9,022.00	9,247.33	9,479.60	9,718.80	9,964.93	10,211.07	10,469.33	10,731.07	10,996.27	11,271.87	11,556.13	11,843.87
	Appx. Annu	105,622.40	108,264.00	110,968.00	113,755.20	116,625.60	119,579.20	122,532.80	125,632.00	128,772.80	131,955.20	135,262.40	138,673.60	142,126.40
85	Hourly	52.06	53.36	54.69	56.07	57.49	58.91	60.40	61.91	63.44	65.03	66.67	68.33	71.78
	Appx. Bi-wkly	4,164.80	4,268.80	4,375.20	4,485.60	4,599.20	4,712.80	4,832.00	4,952.80	5,075.20	5,202.40	5,333.60	5,466.40	5,602.40
	Appx. Month	9,023.73	9,249.07	9,479.60	9,718.80	9,964.93	10,211.07	10,469.33	10,731.07	10,996.27	11,271.87	11,556.13	11,843.87	12,138.53
	Appx. Annu	108,284.80	110,988.80	113,755.20	116,625.60	119,579.20	122,532.80	125,632.00	128,772.80	131,955.20	135,262.40	138,673.60	142,126.40	145,662.40
85a	Hourly	52.71	54.03	55.37	56.77	58.21	59.65	61.16	62.68	64.23	65.84	67.50	69.18	72.68
	Appx. Bi-wkly	4,216.80	4,322.40	4,429.60	4,541.60	4,656.80	4,772.00	4,892.80	5,014.40	5,138.40	5,267.20	5,400.00	5,534.40	5,672.80
	Appx. Month	9,136.40	9,365.20	9,597.47	9,840.13	10,089.73	10,339.33	10,601.07	10,864.53	11,133.20	11,412.27	11,700.00	11,991.20	12,291.07
	Appx. Annu	109,636.80	112,382.40	115,169.60	118,081.60	121,076.80	124,072.00	127,212.80	130,374.40	133,598.40	136,947.20	140,400.00	143,894.40	147,492.80
85t	Hourly	52.06	53.36	54.69	56.07	57.49	58.91	60.40	61.91	63.44	65.03	66.67	68.33	70.03
	Appx. Bi-wkly	4,164.80	4,268.80	4,375.20	4,485.60	4,599.20	4,712.80	4,832.00	4,952.80	5,075.20	5,202.40	5,333.60	5,466.40	5,602.40
	Appx. Month	9,023.73	9,249.07	9,479.60	9,718.80	9,964.93	10,211.07	10,469.33	10,731.07	10,996.27	11,271.87	11,556.13	11,843.87	12,138.53
	Appx. Annu	108,284.80	110,988.80	113,755.20	116,625.60	119,579.20	122,532.80	125,632.00	128,772.80	131,955.20	135,262.40	138,673.60	142,126.40	145,662.40
86	Hourly	53.37	54.70	56.07	57.49	58.91	60.40	61.91	63.44	65.03	66.67	68.33	70.03	73.56
	Appx. Bi-wkly	4,269.60	4,376.00	4,485.60	4,599.20	4,712.80	4,832.00	4,952.80	5,075.20	5,202.40	5,333.60	5,466.40	5,602.40	5,741.60
	Appx. Month	9,250.80	9,481.33	9,718.80	9,964.93	10,211.07	10,469.33	10,731.07	10,996.27	11,271.87	11,556.13	11,843.87	12,138.53	12,440.13
	Appx. Annu	111,009.60	113,776.00	116,625.60	119,579.20	122,532.80	125,632.00	128,772.80	131,955.20	135,262.40	138,673.60	142,126.40	145,662.40	149,281.60
86a	Hourly	54.04	55.38	56.77	58.21	59.65	61.16	62.68	64.23	65.84	67.50	69.18	70.91	74.48
	Appx. Bi-wkly	4,323.20	4,430.40	4,541.60	4,656.80	4,772.00	4,892.80	5,014.40	5,138.40	5,267.20	5,400.00	5,534.40	5,672.80	5,816.00
	Appx. Month	9,366.93	9,599.20	9,840.13	10,089.73	10,339.33	10,601.07	10,864.53	11,133.20	11,412.27	11,700.00	11,991.20	12,291.07	12,596.13
	Appx. Annu	112,403.20	115,190.40	118,081.60	121,076.80	124,072.00	127,212.80	130,374.40	133,598.40	136,947.20	140,400.00	143,894.40	147,492.80	151,153.60
86t	Hourly	53.37	54.70	56.07	57.49	58.91	60.40	61.91	63.44	65.03	66.67	68.33	70.03	71.77
	Appx. Bi-wkly	4,269.60	4,376.00	4,485.60	4,599.20	4,712.80	4,832.00	4,952.80	5,075.20	5,202.40	5,333.60	5,466.40	5,602.40	5,741.60
	Appx. Month	9,250.80	9,481.33	9,718.80	9,964.93	10,211.07	10,469.33	10,731.07	10,996.27	11,271.87	11,556.13	11,843.87	12,138.53	12,440.13
	Appx. Annu	111,009.60	113,776.00	116,625.60	119,579.20	122,532.80	125,632.00	128,772.80	131,955.20	135,262.40	138,673.60	142,126.40	145,662.40	149,281.60
87	Hourly	54.72	56.09	57.49	58.91	60.40	61.91	63.44	65.03	66.67	68.33	70.03	71.77	73.59
	Appx. Bi-wkly	4,377.60	4,487.20	4,599.20	4,712.80	4,832.00	4,952.80	5,075.20	5,202.40	5,333.60	5,466.40	5,602.40	5,741.60	5,887.20
	Appx. Month	9,484.80	9,722.27	9,964.93	10,211.07	10,469.33	10,731.07	10,996.27	11,271.87	11,556.13	11,843.87	12,138.53	12,440.13	12,755.60
	Appx. Annu	113,817.60	116,667.20	119,579.20	122,532.80	125,632.00	128,772.80	131,955.20	135,262.40	138,673.60	142,126.40	145,662.40	149,281.60	153,067.20
87a	Hourly	55.40	56.79	58.21	59.65	61.16	62.68	64.23	65.84	67.50	69.18	70.91	72.67	74.51
	Appx. Bi-wkly	4,432.00	4,543.20	4,656.80	4,772.00	4,892.80	5,014.40	5,138.40	5,267.20	5,400.00	5,534.40	5,672.80	5,816.00	5,960.80
	Appx. Month	9,602.67	9,843.60	10,089.73	10,339.33	10,601.07	10,864.53	11,133.20	11,412.27	11,700.00	11,991.20	12,291.07	12,596.13	12,915.07
	Appx. Annu	115,232.00	118,123.20	121,076.80	124,072.00	127,212.80	130,374.40	133,598.40	136,947.20	140,400.00	143,894.40	147,492.80	151,153.60	154,980.80
87t	Hourly	54.72	56.09	57.49	58.91	60.40	61.91	63.44	65.03	66.67	68.33	70.03	71.77	73.59
	Appx. Bi-wkly	4,377.60	4,487.20	4,599.20	4,712.80	4,832.00	4,952.80	5,075.20	5,202.40	5,333.60	5,466.40	5,602.40	5,741.60	5,887.20
	Appx. Month	9,484.80	9,722.27	9,964.93	10,211.07	10,469.33	10,731.07	10,996.27	11,271.87	11,556.13	11,843.87	12,138.53	12,440.13	12,755.60
	Appx. Annu	113,817.60	116,667.20	119,579.20	122,532.80	125,632.00	128,772.80	131,955.20	135,262.40	138,673.60	142,126.40	145,662.40	149,281.60	153,067.20
88	Hourly	56.07	57.47	58.91	60.40	61.91	63.44	65.03	66.67	68.33	70.03	71.77	73.59	75.43
	Appx. Bi-wkly	4,485.60	4,597.60	4,712.80	4,832.00	4,952.80	5,075.20	5,202.40	5,333.60	5,466.40	5,602.40	5,741.60	5,887.20	6,034.40
	Appx. Month	9,718.80	9,961.47	10,211.07	10,469.33	10,731.07	10,996.27	11,271.87	11,556.13	11,843.87	12,138.53	12,440.13	12,755.60	13,074.53
	Appx. Annu	116,625.60	119,537.60	122,532.80	125,632.00	128,772.80	131,955.20	135,262.40	138,673.60	142,126.40	145,662.40	149,281.60	153,067.20	156,894.40
88a	Hourly	56.77	58.19	59.65	61.16	62.68	64.23	65.84	67.50	69.18	70.91	72.67	74.51	76.37
	Appx. Bi-wkly	4,541.60	4,655.20	4,772.00	4,892.80	5,014.40	5,138.40	5,267.20	5,400.00	5,534.40	5,672.80	5,816.00	5,960.80	6,109.60
	Appx. Month	9,840.13	10,086.27	10,339.33	10,601.07	10,864.53	11,133.20	11,412.27	11,700.00	11,991.20	12,291.07	12,596.13	12,915.07	13,237.47
	Appx. Annu	118,081.60	121,035.20	124,072.00	127,212.80	130,374.40	133,598.40	136,947.20	140,400.00	143,894.40	147,492.80	151,153.60	154,980.80	158,849.60
88t	Hourly	56.07	57.47	58.91	60.40	61.91	63.44	65.03	66.67	68.33	70.03	71.77	73.59	75.43
	Appx. Bi-wkly	4,485.60	4,597.60	4,712.80	4,832.00	4,952.80	5,075.20	5,202.40	5,333.60	5,466.40	5,602.40	5,741.60	5,887.20	6,034.40
	Appx. Month	9,718.80	9,961.47	10,211.07	10,469.33	10,731.07	10,996.27	11,271.87	11,556.13	11,843.87	12,138.53	12,440.13	12,755.60	13,074.53
	Appx. Annu	116,625.60	119,537.60	122,532.80	125,632.00	128,772.80	131,955.20	135,262.40	138,673.60	142,126.40	145,662.40	149,281.60	153,067.20	156,894.40
89	Hourly	57.49	58.93	60.40	61.91	63.44	65.03	66.67	68.33	70.03	71.77	73.59	75.43	77.29
	Appx. Bi-wkly	4,599.20	4,714.40	4,832.00	4,952.80	5,075.20	5,202.40	5,333.60	5,466.40	5,602.40	5,741.60	5,887.20	6,034.40	6,183.20
	Appx. Month	9,964.93	10,214.53	10,469.33	10,731.07	10,996.27	11,271.87	11,556.13	11,843.87	12,138.53	12,440.13	12,755.60	13,074.53	13,396.93
	Appx. Annu	119,579.20	122,574.40	125,632.00	128,772.80	131,955.20	135,262.40	138,673.60	142,126.40	145,662.40	149,281.60	153,067.20	156,894.40	160,773.60
89a	Hourly	58.21	59.67	61.16	62.68	64.23	65.84	67.50	69.18	70.91	72.67	74.51	76.37	78.26
	Appx. Bi-wkly	4,656.80	4,773.60	4,892.80	5,014.40	5,138.40	5,267.20	5,400.00	5,534.40	5,672.80	5,816.00	5,960.80	6,109.60	6,260.80
	Appx. Month	10,089.73	10,342.80	10,601.07	10,864.53	11,133.20	11,412.27	11,700.00	11,991.20	12,291.07	12,596.13	12,915.07	13,237.47	13,565.07
	Appx. Annu	121,076.80	124,113.60	127,212.80	130,374.40	133,598.40	136,947.20	140,400.00	143,894.40	147,492.80	151,153.60	154,980.80	158	

**APPENDIX C
SALARY SCHEDULE**

Effective 6/28/2014	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10	Step 11	Step 12	Step 13	Step 14
92a Hourly	62.66	64.23	65.84	67.50	69.18	70.91	72.67	74.51	76.37	78.26	80.24	82.25	84.29	86.40
Appx. Bi-wkly	5,012.80	5,138.40	5,267.20	5,400.00	5,534.40	5,672.80	5,813.60	5,960.80	6,109.60	6,260.80	6,419.20	6,580.00	6,743.20	6,912.00
Appx. Month	10,861.07	11,133.20	11,412.27	11,700.00	11,991.20	12,291.07	12,596.13	12,915.07	13,237.47	13,565.07	13,908.27	14,256.67	14,610.27	14,976.00
Appx. Annu	130,332.80	133,598.40	136,947.20	140,400.00	143,894.40	147,492.80	151,153.60	154,980.80	158,849.60	162,780.80	166,899.20	171,080.00	175,323.20	179,712.00
92t Hourly	61.89	63.44	65.03	66.67	68.33	70.03	71.77	73.59	75.43	77.29	79.25	81.23	83.25	85.33
Appx. Bi-wkly	4,951.20	5,075.20	5,202.40	5,333.60	5,466.40	5,602.40	5,741.60	5,887.20	6,034.40	6,183.20	6,340.00	6,498.40	6,660.00	6,824.00
Appx. Month	10,727.60	10,996.27	11,271.87	11,556.13	11,843.87	12,138.53	12,440.13	12,755.60	13,074.53	13,396.93	13,736.67	14,079.87	14,430.00	14,786.40
Appx. Annu	128,731.20	131,955.20	135,262.40	138,673.60	142,126.40	145,662.40	149,281.60	152,967.20	156,849.60	160,763.20	164,840.00	168,958.40	173,160.00	177,464.00
93 Hourly	63.45	65.04	66.67	68.33	70.03	71.77	73.59	75.43	77.29	79.25	81.23	83.25	85.33	87.46
Appx. Bi-wkly	5,076.00	5,203.20	5,333.60	5,466.40	5,602.40	5,741.60	5,887.20	6,034.40	6,183.20	6,340.00	6,498.40	6,660.00	6,824.00	6,996.80
Appx. Month	10,998.00	11,273.60	11,556.13	11,843.87	12,138.53	12,440.13	12,755.60	13,074.53	13,396.93	13,736.67	14,079.87	14,430.00	14,790.53	15,159.73
Appx. Annu	131,976.00	135,283.20	138,673.60	142,126.40	145,662.40	149,281.60	152,967.20	156,849.60	160,763.20	164,840.00	168,958.40	173,160.00	177,464.00	181,916.80
93a Hourly	64.24	65.85	67.50	69.18	70.91	72.67	74.51	76.37	78.26	80.24	82.25	84.29	86.40	88.55
Appx. Bi-wkly	5,139.20	5,268.00	5,400.00	5,534.40	5,672.80	5,813.60	5,960.80	6,109.60	6,260.80	6,419.20	6,580.00	6,743.20	6,912.00	7,084.00
Appx. Month	11,134.93	11,414.00	11,700.00	11,991.20	12,291.07	12,596.13	12,915.07	13,237.47	13,565.07	13,908.27	14,256.67	14,610.27	14,976.00	15,348.67
Appx. Annu	133,619.20	136,968.00	140,400.00	143,894.40	147,492.80	151,153.60	154,980.80	158,849.60	162,780.80	166,899.20	171,080.00	175,323.20	179,712.00	184,184.00
93t Hourly	63.45	65.04	66.67	68.33	70.03	71.77	73.59	75.43	77.29	79.25	81.23	83.25	85.33	87.46
Appx. Bi-wkly	5,076.00	5,203.20	5,333.60	5,466.40	5,602.40	5,741.60	5,887.20	6,034.40	6,183.20	6,340.00	6,498.40	6,660.00	6,824.00	6,996.80
Appx. Month	10,998.00	11,273.60	11,556.13	11,843.87	12,138.53	12,440.13	12,755.60	13,074.53	13,396.93	13,736.67	14,079.87	14,430.00	14,790.53	15,159.73
Appx. Annu	131,976.00	135,283.20	138,673.60	142,126.40	145,662.40	149,281.60	152,967.20	156,849.60	160,763.20	164,840.00	168,958.40	173,160.00	177,464.00	181,916.80
94 Hourly	65.03	66.66	68.33	70.03	71.77	73.59	75.43	77.29	79.25	81.23	83.25	85.33	87.46	89.65
Appx. Bi-wkly	5,202.40	5,332.80	5,466.40	5,602.40	5,741.60	5,887.20	6,034.40	6,183.20	6,340.00	6,498.40	6,660.00	6,824.00	6,996.80	7,172.00
Appx. Month	11,271.87	11,554.40	11,843.87	12,138.53	12,440.13	12,755.60	13,074.53	13,396.93	13,736.67	14,079.87	14,430.00	14,790.53	15,159.73	15,539.33
Appx. Annu	135,262.40	138,652.80	142,126.40	145,662.40	149,281.60	152,967.20	156,849.60	160,763.20	164,840.00	168,958.40	173,160.00	177,464.00	181,916.80	186,472.00
94a Hourly	65.84	67.49	69.18	70.91	72.67	74.51	76.37	78.26	80.24	82.25	84.29	86.40	88.55	90.77
Appx. Bi-wkly	5,267.20	5,399.20	5,534.40	5,672.80	5,813.60	5,960.80	6,109.60	6,260.80	6,419.20	6,580.00	6,743.20	6,912.00	7,084.00	7,261.60
Appx. Month	11,412.27	11,698.27	11,991.20	12,291.07	12,596.13	12,915.07	13,237.47	13,565.07	13,908.27	14,256.67	14,610.27	14,976.00	15,348.67	15,733.47
Appx. Annu	136,947.20	140,379.20	143,894.40	147,492.80	151,153.60	154,980.80	158,849.60	162,780.80	166,899.20	171,080.00	175,323.20	179,712.00	184,184.00	188,801.60
94t Hourly	65.03	66.66	68.33	70.03	71.77	73.59	75.43	77.29	79.25	81.23	83.25	85.33	87.46	89.65
Appx. Bi-wkly	5,202.40	5,332.80	5,466.40	5,602.40	5,741.60	5,887.20	6,034.40	6,183.20	6,340.00	6,498.40	6,660.00	6,824.00	6,996.80	7,172.00
Appx. Month	11,271.87	11,554.40	11,843.87	12,138.53	12,440.13	12,755.60	13,074.53	13,396.93	13,736.67	14,079.87	14,430.00	14,790.53	15,159.73	15,539.33
Appx. Annu	135,262.40	138,652.80	142,126.40	145,662.40	149,281.60	152,967.20	156,849.60	160,763.20	164,840.00	168,958.40	173,160.00	177,464.00	181,916.80	186,472.00
95 Hourly	66.65	68.32	70.03	71.77	73.59	75.43	77.29	79.25	81.23	83.25	85.33	87.46	89.63	91.87
Appx. Bi-wkly	5,332.00	5,465.60	5,602.40	5,741.60	5,887.20	6,034.40	6,183.20	6,340.00	6,498.40	6,660.00	6,824.00	6,996.80	7,170.40	7,349.60
Appx. Month	11,552.67	11,842.13	12,138.53	12,440.13	12,755.60	13,074.53	13,396.93	13,736.67	14,079.87	14,430.00	14,790.53	15,159.73	15,535.87	15,924.13
Appx. Annu	138,632.00	142,105.60	145,662.40	149,281.60	152,967.20	156,849.60	160,763.20	164,840.00	168,958.40	173,160.00	177,464.00	181,916.80	186,430.40	191,089.60
95a Hourly	67.48	69.17	70.91	72.67	74.51	76.37	78.26	80.24	82.25	84.29	86.40	88.55	90.75	93.02
Appx. Bi-wkly	5,398.40	5,533.60	5,672.80	5,813.60	5,960.80	6,109.60	6,260.80	6,419.20	6,580.00	6,743.20	6,912.00	7,084.00	7,260.00	7,441.60
Appx. Month	11,696.53	11,989.47	12,291.07	12,596.13	12,915.07	13,237.47	13,565.07	13,908.27	14,256.67	14,610.27	14,976.00	15,348.67	15,730.00	16,123.47
Appx. Annu	140,358.40	143,873.60	147,492.80	151,153.60	154,980.80	158,849.60	162,780.80	166,899.20	171,080.00	175,323.20	179,712.00	184,184.00	188,760.00	193,481.60
95t Hourly	66.65	68.32	70.03	71.77	73.59	75.43	77.29	79.25	81.23	83.25	85.33	87.46	89.63	91.87
Appx. Bi-wkly	5,332.00	5,465.60	5,602.40	5,741.60	5,887.20	6,034.40	6,183.20	6,340.00	6,498.40	6,660.00	6,824.00	6,996.80	7,170.40	7,349.60
Appx. Month	11,552.67	11,842.13	12,138.53	12,440.13	12,755.60	13,074.53	13,396.93	13,736.67	14,079.87	14,430.00	14,790.53	15,159.73	15,535.87	15,924.13
Appx. Annu	138,632.00	142,105.60	145,662.40	149,281.60	152,967.20	156,849.60	160,763.20	164,840.00	168,958.40	173,160.00	177,464.00	181,916.80	186,430.40	191,089.60
96 Hourly	68.31	70.02	71.77	73.59	75.43	77.29	79.25	81.23	83.25	85.33	87.46	89.63	91.87	94.17
Appx. Bi-wkly	5,464.80	5,601.60	5,741.60	5,887.20	6,034.40	6,183.20	6,340.00	6,498.40	6,660.00	6,824.00	6,996.80	7,170.40	7,349.60	7,533.60
Appx. Month	11,840.40	12,136.80	12,440.13	12,755.60	13,074.53	13,396.93	13,736.67	14,079.87	14,430.00	14,790.53	15,159.73	15,535.87	15,924.13	16,322.80
Appx. Annu	142,084.80	145,641.60	149,281.60	152,967.20	156,849.60	160,763.20	164,840.00	168,958.40	173,160.00	177,464.00	181,916.80	186,430.40	191,089.60	195,873.60
96a Hourly	69.16	70.90	72.67	74.51	76.37	78.26	80.24	82.25	84.29	86.40	88.55	90.75	93.02	95.35
Appx. Bi-wkly	5,532.80	5,672.00	5,813.60	5,960.80	6,109.60	6,260.80	6,419.20	6,580.00	6,743.20	6,912.00	7,084.00	7,260.00	7,441.60	7,628.00
Appx. Month	11,987.73	12,289.33	12,596.13	12,915.07	13,237.47	13,565.07	13,908.27	14,256.67	14,610.27	14,976.00	15,348.67	15,730.00	16,123.47	16,527.33
Appx. Annu	143,852.80	147,472.00	151,153.60	154,980.80	158,849.60	162,780.80	166,899.20	171,080.00	175,323.20	179,712.00	184,184.00	188,760.00	193,481.60	198,328.00
96t Hourly	68.31	70.02	71.77	73.59	75.43	77.29	79.25	81.23	83.25	85.33	87.46	89.63	91.87	94.17
Appx. Bi-wkly	5,464.80	5,601.60	5,741.60	5,887.20	6,034.40	6,183.20	6,340.00	6,498.40	6,660.00	6,824.00	6,996.80	7,170.40	7,349.60	7,533.60
Appx. Month	11,840.40	12,136.80	12,440.13	12,755.60	13,074.53	13,396.93	13,736.67	14,079.87	14,430.00	14,790.53	15,159.73	15,535.87	15,924.13	16,322.80
Appx. Annu	142,084.80	145,641.60	149,281.60	152,967.20	156,849.60	160,763.20	164,840.00	168,958.40	173,160.00	177,464.00	181,916.80	186,430.40	191,089.60	195,873.60
97 Hourly	70.05	71.80	73.59	75.43	7									

APPENDIX D

Equity Adjustments

Effective September 20, 2014

Job Code	Classification Title	Unit	Equity Increase
08033	Health Info Management Assistant I (formerly OAI)	Clerical	1.25%
03316	Office Assistant II	Clerical	1.25%
09030	Interpreter/Translator	Clerical	2.50%
07030	General Maintenance Mechanic	Craft Labor and Trades	2.50%
19525	Sheriff's Maintenance Mechanic	Craft Labor and Trades	2.50%
19790	Child Support Assistant	Technical and Inspection	1.25%
03432	Geographic Information Systems Technician I	Technical and Inspection	1.25%
05115	Eligibility Worker II	Technical and Inspection	2.50%
03433	Geographic Information Systems Technician II	Technical and Inspection	2.50%
07042	Geographic Information Systems Technician III	Technical and Inspection	2.50%

APPENDIX E

Equity Adjustments

Effective June 27, 2015

Job Code	Classification Title	Unit	Equity Increase
03536	Criminalist I	Administrative	1.25%
03537	Criminalist II	Administrative	1.25%
03541	Criminalist III	Administrative	1.25%
05127	Employment Services Specialist	Administrative	1.25%
08034	Health Info Management Assistant II	Clerical	1.25%
08035	Health Info Management Assistant III	Clerical	1.25%
03317	Office Assistant III	Clerical	1.25%
03318	Office Assistant IV	Clerical	1.25%
05139	Employment Services Manager	Management	1.25%
16265	Probation Division Director I	Management	2.50%
16270	Probation Division Director II	Management	2.50%
16276	Probation Food Services Manager	Management	2.50%
16900	Public Works Operations Superintendent	Management	2.50%
19473	Sheriff's Communications Manager	Management	2.50%
19774	Supervising Animal Control Officer I	Supervisory	1.25%
19779	Supervising Animal Control Officer II	Supervisory	1.25%
05131	Supervising Employment Services Specialist	Supervisory	1.25%
05120	Eligibility Worker Supervisor I	Supervisory	2.50%
04905	Education Services Supervisor	Supervisory Nurses	2.50%
19356	Nurse Manager - Public Health	Supervisory Nurses	2.50%
19355	Supervising Public Health Nurse	Supervisory Nurses	2.50%
01226	Animal Control Officer	Technical and Inspection	1.25%
03265	Child Support Officer I	Technical and Inspection	1.25%
03266	Child Support Officer II	Technical and Inspection	1.25%
06118	Forensic Specialist I (DC)	Technical and Inspection	1.25%
06119	Forensic Specialist II (DC)	Technical and Inspection	1.25%
12156	Licensed Vocational Nurse II	Technical and Inspection	1.25%
12158	Licensed Vocational Nurse III	Technical and Inspection	1.25%
05116	Eligibility Worker III	Technical and Inspection	2.50%
16018	Paralegal	Technical and Inspection	2.50%
21009	Utilization Review Technician	Technical and Inspection	2.50%


APPENDIX F

**SIDE LETTER AGREEMENT
EQUITY ADJUSTMENT**

We agree to this Side Letter which, upon Board of Supervisor approval, will provide the Equipment Parts Specialist I and II a five percent (5%) equity adjustment, effective June 28, 2014.

APPROVAL

On behalf of the San Bernardino Public Employees Association:


Deidre Rodriguez, General Manager
San Bernardino Public Employees Association

6-23-14
Date

On behalf of the County of San Bernardino:


Bob Windle, Assistant Director
Human Resources Department

6-23-14
Date