

Letter of Understanding to Amend Article 16. Disciplinary Action

2012-2016 Memorandum of Understanding (MOU)

Between the

County of Shasta

and the

**United Public Employees of California
Shasta County General Unit (UPEC-General)**

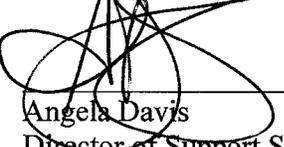
The parties listed above hereby agree to amend Article 16. Disciplinary Action of the MOU to implement an Advisory Hearing Officer option for Intermediate Disciplinary Actions for employees within the UPEC- General Unit, a copy of which is attached hereto and incorporated by reference.

As witness to their agreement to this MOU amendment under these terms, the undersigned hereby affix their signatures:

For the County:



Gage Dungy,
Chief Negotiator

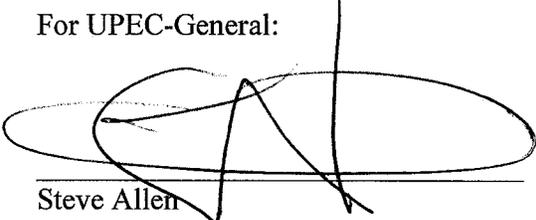


Angela Davis
Director of Support Services

Date

1/29/16

For UPEC-General:



Steve Allen
Chief Negotiator

Date

1-20-16

JAN 26 2016

Shasta County
Personnel

RESOLUTION NO. 2016-008

**A RESOLUTION OF THE BOARD OF SUPERVISORS
OF THE COUNTY OF SHASTA
ADOPTING AN AMENDMENT TO THE
COMPREHENSIVE MEMORANDUM OF UNDERSTANDING
WITH THE UNITED PUBLIC EMPLOYEES OF CALIFORNIA-GENERAL UNIT,
ARTICLE 16 *DISCIPLINARY ACTION* AND
IMPLEMENTING THE PROVISIONS THEREOF**

WHEREAS, the Shasta County Board of Supervisors adopted the Comprehensive Memorandum of Understanding with the Shasta County United Public Employees of California – General Unit on July 23, 2013; and

WHEREAS, the Shasta County Board of Supervisors adopted an amendment to Comprehensive Memorandum of Understanding with the Shasta County United Public Employees of California – General Unit on December 10, 2013; and

WHEREAS, the Shasta County Board of Supervisors adopted an amendment to Comprehensive Memorandum of Understanding with the Shasta County United Public Employees of California – General Unit on February 11, 2014; and

WHEREAS, the Shasta County Board of Supervisors adopted an amendment to Comprehensive Memorandum of Understanding with the Shasta County United Public Employees of California – General Unit on August 19, 2014; and

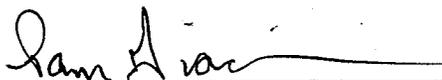
WHEREAS, the Shasta County Board of Supervisors adopted an amendment to Comprehensive Memorandum of Understanding with the Shasta County United Public Employees of California – General Unit on October 14, 2014;

BE IT RESOLVED that the Shasta County Board of Supervisors adopts the fifth amendment to the Comprehensive Memorandum of Understanding with the Shasta County United Public Employees Of California-General Unit, Article 16-*Disciplinary Action*, a copy of which is attached hereto and incorporated herein by reference, effective February 7, 2016; and

BE IT FURTHER RESOLVED that this resolution implements completely and in all respects those provisions of the above referenced amendment to the Comprehensive Memorandum of Understanding.

DULY PASSED AND ADOPTED this 26th day of January, 2016 by the Board of Supervisors of the County of Shasta by the following vote:

AYES: Supervisors Baugh, Kehoe, Giacomini, and Schappell
NOES: Supervisor Moty
ABSENT: None
ABSTAIN: None
RECUSE: None



PAM GIACOMINI, CHAIRMAN
Board of Supervisors
County of Shasta
State of California

ATTEST:

LAWRENCE G. LEES
Clerk of the Board of Supervisors

By: Candace Moulton
Deputy

THIS INSTRUMENT IS
A CORRECT COPY OF THE ORIGINAL
ON FILE IN THIS OFFICE

ATTEST JAN 26 2016

CLERK OF THE BOARD
Supervisors of the County of Shasta, State of California
By: Candace Moulton

ARTICLE 16. DISCIPLINARY ACTION

16.1 GENERAL

The tenure and status of every employee covered by this Agreement is conditioned on reasonable standards of personal conduct and satisfactory job performance. Failure to meet such standards shall be grounds for appropriate disciplinary action.

The procedures set forth in this article shall not apply to probationary employees who are rejected during probation, to casual workers, to any employee serving in a seasonal or temporary appointment, or to officers or employees in the unclassified service of the County. These procedures shall not apply to a reduction in force, or a reduction in pay which is part of a reclassification action or reorganization approved by the County Board of Supervisors.

Any appointing authority, may initiate disciplinary action for cause. As used in this section, "appointing authority" shall mean an elected or appointed department head, or his/her designee, who initiates the disciplinary action.

The procedures set forth in this article shall not preclude an employee from entering into a written agreement with the County to settle a pending disciplinary matter, and further shall not preclude an employee from waiving any of the notice provisions herein provided for, as part of that written settlement agreement.

16.2 BASIS FOR DISCIPLINARY ACTION

Disciplinary action, up to and including termination of employment, may be taken against any employee for unsatisfactory performance or for misconduct including, but are not limited to, the following:

- A. Absence without leave;
- B. Misfeasance, malfeasance, nonfeasance, or neglect of duty;
- C. Incompetence;
- D. Inefficiency;
- E. Violation of any lawful or reasonable regulation, or order made or given by a superior officer;
- F. Negligent or willful damage to public property;
- G. Waste or misuse of public supplies or equipment;
- H. Discourteous treatment of members of the public, public officers, or employees while on duty;

- I. The unlawful manufacture, unlawful distribution, unlawful dispensing, unlawful possession, unlawful use of a controlled substance or alcohol intoxication while on duty, while operating a County vehicle or while in uniform. "Controlled substance" includes any substance described in sections 11054 et seq. of the Health and Safety Code;
- J. Use of alcohol or controlled substances which interferes with the employee's ability to perform his/her duties;
- K. Conviction of any criminal act involving moral turpitude;
- L. Disorderly conduct while on duty, while attending any event related to employment, while using a County vehicle, while on County owned or leased property, or while in uniform;
- M. Conduct unbecoming a County employee which indicates the employee is unfit to perform the employee's job functions while on duty, while attending any event related to employment, while using a County vehicle, while on County owned or leased property, or while in uniform;
- N. Conduct unbecoming a County employee while off duty which by its inherent nature brings disrepute to the County or impairs its credibility with the public or other public agencies. This provision is not intended to limit an employee's constitutionally protected speech;
- O. Dishonesty, including but not limited to falsifying official records, embezzlement, or theft;
- P. Fraud in obtaining County employment;
- Q. Violation of any of the provisions of the Personnel Rules or any rule, policy, or regulation adopted pursuant to this contract or law; and/or
- R. Violation of the County's Sexual Harassment Policy.

16.3 BASIS FOR OTHER TERMINATION FOR CAUSE

- A. Medical Inability. An employee can be terminated from County employment because of mental or physical inability to perform the essential functions of the employee's job, as determined by a medical or mental examination (not disciplinary in nature).
- B. Abandonment. An employee who voluntarily quits employment through unauthorized absence (no call, no show) of three (3) consecutive work days or more, shall be considered to have abandoned his/her position. Employees terminated under this section (not disciplinary in nature), shall have the availability of subsections 16.5.A., B., and the introductory paragraph of C. only.

16.4 TYPES OF DISCIPLINE

The types of discipline recognized for purposes of applying one of the appeal procedures under this article are:

- A. **Written Reprimand.** A reprimand, the details of which are committed to in writing and placed in the employee's personnel file. An employee receiving a written reprimand may, within ten (10) calendar days, appeal such action to the department head, or his/her designee. Within ten (10) calendar days thereafter, the department head, or his/her designee, shall respond to the employee in writing by either granting or denying the appeal. Such response shall be final.

- B. **Intermediate Disciplinary Action.** Suspension without pay, demotion, or reduction in base pay. An employee receiving a suspension without pay, reduction in base pay, or demotion shall be afforded the opportunity to clear him/herself through the notice and response provisions of section 16.5 A and B below. Following a review of the proposed disciplinary action, the management representative shall issue a decision based upon the facts and the employee's response pursuant to section 16.5 C below. If any proposed disciplinary action is to be implemented, the decision shall include the specific findings made against the employee, the effective date of the action, and reference to this article regarding possible further appeal.

If requested within ten (10) working days following receipt of the management representative's decision; further appeal shall include: Review by the Director of Support Services, or his/her designee, referral to a Mediator from State Mediation and Conciliation Service if mutually agreed by the County and the employee's representative; and appeal of the matter pursuant to Section 16.5 D below, or direct appeal to the Board of Employee Appeals.

- C. **Severe Disciplinary Action-Discharge.** An employee whose employment is proposed to be terminated or termination for cause pursuant to section 16.3 above shall be afforded the procedural protections of section 16.5 below.

16.5 APPEAL PROCEDURES

For all employees, the below-listed procedures shall be the exclusive means of appeal available to a disciplined employee, depending on the severity of discipline proposed. Disciplinary action may be taken prior to the completion of any of the listed appeals procedures.

- A. **Notice.** The employee shall be advised in writing of the proposed disciplinary action when such action is to result in demotion, suspension without pay, or discharge. The written statement shall contain:
 - (1) A description of the events which necessitated the proposed disciplinary action;
 - (2) A statement of the charges;

- (3) A statement of the proposed disciplinary action;
- (4) A copy of the materials, if any, upon which the proposed personnel action is based and notification that the employee may review or make copies of available materials, if any, which are too numerous to supply with the notice;
- (5) A statement of the employee's right to representation; and
- (6) Notification of the right of the employee to meet with the designated management representative or to submit in writing his/her response to the proposed action at (date and time of response meeting).

No notice shall be served upon an employee unless first reviewed and approved by the County Counsel. A copy of every notice shall be sent to the Director of Support Services. Upon mutual written agreement the response meeting may be delayed beyond the date set in section 6 above.

B. Employee's Response.

- (1) Since the purpose of the response meeting is to enable the County to avoid error in taking disciplinary action, any evidence within the knowledge of the employee, his/her representative or accessible to them which is not presented in this response meeting or otherwise presented to the Management Representative prior to his/her taking final action cannot be presented in any subsequent proceeding.
- (2) An employee's opportunity to respond to the designated Management Representative is not intended to be an adversary hearing. However, the employee may present the names of witnesses in support of his/her opposition to the proposed demotion, suspension, reduction in pay, or discharge. The limited nature of this response does not obviate Management's authority to initiate further investigation if the employee's version of the facts raises doubts as to the accuracy of the initial information leading to the proposed discipline. The employee may be accompanied and represented by a person of his/her choice during the meeting.

C. Management Representative's Decision. Following a review of a proposed disciplinary action by the designated Management Representative, the latter shall cause to be served on the employee affected, by certified mail or personal delivery, a statement signed by him/her indicating, if applicable, the Management Representative's decision based on the employee's response and, if the proposed action is to be implemented, the specific findings made against the employee and the effective date of the action. Service by certified mail is effective upon the United States Postal Service's final attempt to deliver the statement.

- (1) This statement shall clearly inform the employee that, within ten (10) working days after receipt of this notice, the Union, on the employee's behalf, may request in writing an appeal in the manner set forth in section D below for Intermediate Disciplinary Action, or Section E below for Severe Disciplinary

Action – Discharge, or the employee may request in writing an appeal directly to the Board of Employee Appeals pursuant to the Personnel Rules, to contest the action of the management representative. The request must be filed with the Director of Support Services.

- (2) If, within the initial ten (10) working day appeal period no appeal is filed with the Director of Support Services, the action of management representative shall be considered conclusive.

D. Appeal of Intermediate Disciplinary Action. The Union, on behalf of employees who are disciplined with a suspension without pay, demotion, or reduction in base pay may exercise the following procedures in lieu of direct appeal to the Board of Employee Appeals. If, within the ten (10) working day appeal period, the Union, on behalf of the employee, files notice of appeal of such intermediate disciplinary action, then a time for an appeal hearing before a Hearing Officer shall be established, which shall not be less than ten (10) days, nor more than sixty (60) days from the date of the filing of the appeal, unless extended by mutual agreement of the County and the Union. The appeal must be filed by the Union with the Director of Support Services. All interested parties shall be notified in writing of the date, time, and place of hearing at least ten (10) working days prior to the hearing. Any such appeal before a Hearing Officer will be conducted pursuant to the following procedures:

- (1) The Hearing Officer will be a licensed attorney provided by the Institute for Administrative Justice (IAJ) at McGeorge School of Law. The costs for the Hearing Officer's proceedings shall be divided equally between the County and the Union.
- (2) All hearings shall be private; provided, however, if requested by the appellant the hearing shall be open to the public.
- (3) The hearing shall be conducted in a manner most conducive to determinations of the truth. The Hearing officer shall determine the admissibility, the relevance, and materiality of the evidence offered and may exclude evidence deemed by the Hearing Officer to be cumulative or irrelevant and conformity to legal rules of evidence shall not be necessary. The rules of privilege shall apply to the hearing.
- (4) Each party shall have the right to be represented by legal counsel or other person of his/her choice; to call and examine witnesses on any matter relevant to the issues; to introduce exhibits, to cross-examine opposing witnesses on any matter relevant to the issues even though such matter was not covered on direct examination; to impeach any witness regardless of which party first called him/her to testify; and to rebut the evidence against him/her. Every witness shall declare by oath or affirmation that he/she will testify truthfully.

- (5) Following the appeal hearing, the Hearing Officer shall issue an opinion to sustain, reject, or modify the employee's intermediate disciplinary action. Such opinion shall be advisory only, shall not be binding on either party, and shall be limited to the issue or issues presented to the Hearing Officer. The advisory opinion shall be emailed to the Board of Employee Appeals through the Clerk of the Board of Supervisors, with a copy emailed to the Director of Support Services, the Union, and the employee.
- (6) Within ten (10) working days following the issuance date of the advisory opinion by the Hearing Officer, either the Union or the County can request that the Board of Employee Appeals review the advisory opinion. Such request must be in writing and submitted to and received by the Clerk of the Board of Supervisors within this time frame, with a copy of the written request provided to the other party. If no such request for review is made within this time frame, the parties have therefore agreed to waive any further appeal of the underlying discipline and notwithstanding any language to the contrary in section 16.5(D)(5), the Hearing Officer's decision will become final and shall be binding on the parties.
- (7) If review of the advisory opinion is requested, the Board of Employee Appeals will review the advisory opinion and the record of the underlying appeal hearing before the Hearing Officer and will issue its decision within 30 calendar days after completing that review. As part of the Board of Employee Appeals review of the advisory opinion, the following procedures will apply:
 - a. A copy of the record shall be made available to the parties. Costs for the preparation and copying of the record shall be split equally between the County and the Union.
 - b. The Board of Employee Appeals shall not decide any case provided for in this provision without affording the parties the opportunity to present either oral or written argument before the Board of Employee Appeals itself.
- (8) In issuing its decision, the Board of Employee Appeals may do any of the following:
 - a. Adopt the proposed decision in its entirety.
 - b. Reduce or otherwise mitigate the proposed penalty and adopt the balance of the proposed decision.
 - c. Make technical or other minor changes in the proposed decision and adopt it as the decision. Action by the Board of Employee Appeals under this paragraph is limited to a clarifying change or a change of similar

nature that does not affect the factual or legal basis of the proposed decision.

- d. Reject the proposed decision, and decide the case upon the record, including the transcript from the proceedings before the IAJ Hearing Officer, or upon an agreed statement of the parties. By written stipulation of the parties, the Board of Employee Appeals may decide the case upon the record without including review or consideration of the transcript.

If the Board of Employee Appeals rejects and/or modifies the Hearing Officer recommendation, the Board shall detail in writing the basis for such rejection and/or modification.

The decision of the Board of Employee Appeals shall constitute final administrative action and shall be subject to judicial review pursuant to Code of Civil Procedure sections 1094.5 and 1094.6.

- E. Appeal of Discharge. Employees who are discharged have the right to the following procedures in lieu of appeal to the Board of Employee Appeals. If, within the ten (10) working day appeal period, the employee, through the Union, files notice of appeal of discharge, then a time for an appeal hearing before an Arbitrator shall be established which shall not be less than ten (10) days, nor more than sixty (60) days from the date of the filing of the appeal. All interested parties shall be notified in writing of the date, time, and place of hearing at least ten (10) working days prior to the hearing. In addition to appealing to the Board of Employee Appeals or an appeal hearing before an Arbitrator, the County and the Union may jointly agree to schedule the matter for review by the Director of Support Services and/or mediation with a Mediator from the State Mediation and Conciliation Service (or another jointly agreed upon source). Such review and/or mediation would be scheduled prior to a hearing before the Arbitrator with the goal of resolving the issue prior to the formal hearing before the Arbitrator.

- (1) The Arbitrator shall be selected by requesting a list of nine (9) labor arbitrators from the American Arbitration Association or the State Mediation and Conciliation Service and following that organization's selection procedure.
- (2) All hearings shall be private; provided, however, that the appellant may request the hearing be open to the public.
- (3) The hearing shall be conducted in a manner most conducive to determinations of the truth. The Voluntary Labor Arbitration Rules promulgated by the American Arbitration Association shall be used by the Arbitrator as a guide in ruling on evidentiary matters.
- (4) Each party shall have the right to be represented by legal counsel or other person of his/her choice; to call and examine witnesses on any matter relevant to the

issues; to introduce exhibits; to cross-examine opposing witnesses on any matter relevant to the issues even though such matter was not covered on direct examination; to impeach any witness regardless of which party first called him/her to testify; and to rebut the evidence against him/her. If the respondent does not testify in his/her own behalf, he/she may be called and examined as if under cross-examination. Every witness shall declare by oath or affirmation that he/she will testify truthfully.

- (5) The Arbitrator shall determine whether to sustain, reject, or modify the action discharging the employee.
- (6) Mutually incurred costs for the Arbitration procedure shall be divided equally between the County and the Union.
- (7) The jurisdiction and authority of the Arbitrator and his/her opinion and award shall be confined exclusively to deciding properly filed, timely appeals from Severe Disciplinary Action or other termination for cause as defined above. He/she shall have no authority to add to or detract from, alter, amend, or modify any provision of this Agreement; to impose on either party a limitation or obligation not explicitly provided for in this Agreement; or to establish or alter any wage rate or wage structure. The Arbitrator shall not hear or decide more than one (1) appeal in one (1) session without the mutual consent of the County and the Union.
- (8) The written award of the Arbitrator on the merits of any appeal adjudicated within his/her jurisdiction and authority shall be final and binding on the employee, the Union, and the County.

16.6 SUMMARY SUSPENSION

Prior to any disciplinary proceedings under this section, the appointing authority may summarily place any County employee on an immediate suspended status without pay. Such suspensions shall be made in cases where the employee's continued active duty status might, in the sole opinion of the appointing authority, constitute a hazard to the employee or others; tend to bring the County service into discredit; or prolong acts or omission of improper employee conduct. This section also applies to employees in the classes of Employment Services Instructor I-II pursuant to the footnote in Article 20 of this Agreement. If a disciplinary action or suspension is not subsequently ordered and/or affirmed, the employee shall be reinstated in status and restored all pay and fringe benefits lost during such summary suspension.

16.7 RIGHT TO REPRESENTATION

An employee subject to a meeting or an investigation that may result in disciplinary action, a predisciplinary conference or an appeal hearing has the right to be represented by the Union, an employee representative, or an attorney retained by the employee at the employee's expense.

**Letter of Understanding to Amend Job Classifications
2012-2016 Memorandum of Understanding (MOU)**

**Between the
County of Shasta
and the**

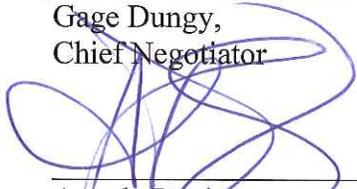
United Public Employees of California-Shasta County General Unit (UPEC-Gen)

The parties listed above hereby agree to amend Attachment C of the MOU to include changes to job classifications as adopted by the Board of Supervisors, a copy of which is attached hereto and incorporated by reference.

For the County:



Gage Dungy,
Chief Negotiator

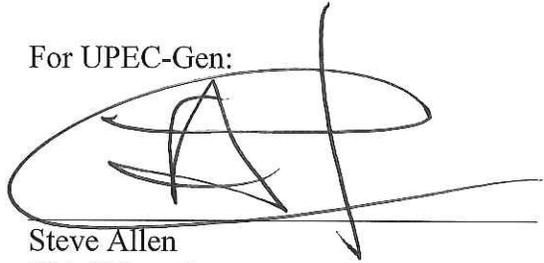


Angela Davis
Director of Support Services

Date

08/07/2015

For UPEC-Gen:



Steve Allen
Chief Negotiator

Date

ATTACHMENT C

Job Classification	Range	Beginning With Pay Period 06/28/2015	
		A Step	F Step
ACCOUNT CLERK I	345	2006	2561
ACCOUNT CLERK II	365	2212	2824
ACCOUNT CLERK III	390	2499	3190
ACCOUNTANT AUDITOR I	438	3159	4032
ACCOUNTANT AUDITOR II	468	3657	4668
ACCOUNTANT AUDITOR III	488	4032	5147
ACCOUNTING TECHNICIAN	425	2965	3784
ADMIN SECRETARY I	381	2392	3053
ADMIN SECRETARY II	396	2574	3285
AGENCY STAFF SERVS ANALYST I	425	2965	3784
AGENCY STAFF SERVS ANALYST II	455	3432	4381
AGRIC & STDS PROGRAM ASSIST I	381	2392	3053
AGRIC & STDS PROGRAM ASSIST II	391	2512	3206
AGRIC & STDS PROGRAM ASSOC I	420	2894	3692
AGRIC & STDS PROGRAM ASSOC II	430	3039	3878
AIR POLLUTION CONTROL TECH	426	2979	3804
ALCOHOL AND DRUG COUNSELOR I	418	2865	3658
ALCOHOL AND DRUG COUNSELOR II	448	3317	4234
ANIMAL CARE TECHNICIAN	372	2289	2921
ANIMAL REGULATION OFFICER I	372	2289	2921
ANIMAL REGULATION OFFICER II	392	2525	3221
ANIMAL REGULATION OFFICER III	407	2716	3466
ASSESSOR/RECORDER CLERK I	349	2046	2612
ASSESSOR/RECORDER CLERK II	364	2202	2810
ASSESSOR/RECORDER CLERK III	387	2462	3144
ASSIST INFO TECHNOLOGY ANALYST	462	3552	4533
ASSIST PROGRAMMER ANALYST	462	3552	4533
ASSIST SOCIAL WORKER	418	2865	3657
ASSISTANT PERMIT SPECIALIST	414	2810	3586
ASSOCIATE INFO TECH ANALYST	492	4112	5248
ASSOCIATE PERMIT SPECIALIST	444	3252	4152
ASSOCIATE PROGRAMMER ANALYST	492	4112	5248
BOATING SAFETY OFFICER	425	2965	3784

BUILDING INSPECTOR I	442	3221	4112
BUILDING INSPECTOR II	467	3639	4645
BUILDING INSPECTOR III	477	3821	4877
BUSINESS OFFICE CLERK I	352	2076	2651
BUSINESS OFFICE CLERK II	367	2234	2851
BUYER I	423	2937	3747
BUYER II	453	3399	4338
CERTIFIED OCCUP THERAPY ASSIST	475	3784	4830
CHILD SUPPORT ASSISTANT I	358	2138	2730
CHILD SUPPORT ASSISTANT II	372	2289	2921
CHILD SUPPORT ASSISTANT III	382	2404	3068
CHILD SUPPORT SPECIALIST I	392	2525	3221
CHILD SUPPORT SPECIALIST II	417	2851	3639
CHILD SUPPORT SPECIALIST III	427	2995	3821
CLAIMS SPECIALIST I	384	2428	3098
CLAIMS SPECIALIST II	409	2742	3500
CLAIMS SPECIALIST III	419	2879	3675
CLERK I	333	1892	2415
CLERK II	348	2036	2599
CLERK III	371	2278	2908
CLERK/ELECTIONS SPECIALIST I	361	2170	2769
CLERK/ELECTIONS SPECIALIST II	381	2392	3053
CLINICIAN INTERN	FLAT	1829	1829
COLLECTION ASSISTANT I	381	2392	3053
COLLECTION ASSISTANT II	401	2637	3366
COLLECTIONS CLERK I	381	2392	3053
COLLECTIONS CLERK II	404	2675	3416
COLLECTIONS CLERK III	414	2810	3586
COMMUNITY EDUCATION SPECIAL I	472	3730	4760
COMMUNITY EDUCATION SPECIAL II	488	4032	5147
COMMUNITY HEALTH ADVOCATE	391	2512	3206
COMMUNITY MENTAL HEALTH WORKER	379	2369	3023
COMMUNITY ORGANIZER	406	2702	3449
COMMUNITY SERVICES COORDINATOR	448	3317	4234
COUNTY FAIR BUSINESS ASSISTANT	437	3144	4013
COUNTY REAL PROP/RT OF WAY AGT	500	4276	5457
CRIME ANALYST	459	3500	4468
DATA ENTRY OPERATOR I	345	2006	2561

DATA ENTRY OPERATOR II	370	2267	2894
DATA ENTRY OPERATOR III	383	2415	3082
DEPUTY CORONER INVESTIGATOR	467	3639	4645
DEPUTY PUBLIC GUARDIAN	458	3482	4445
DRIVER	320	1777	2267
ELECTIONS TECHNICIAN	432	3068	3916
ELIGIBILITY WORKER I	384	2428	3098
ELIGIBILITY WORKER II	409	2742	3500
ELIGIBILITY WORKER III	419	2879	3675
EMPLOYMENT & TRNG WORKER I	403	2663	3399
EMPLOYMENT & TRNG WORKER II	423	2937	3747
EMPLOYMENT & TRNG WORKER III	438	3159	4032
EMPLOYMENT SERVICES INSTR I	315	1734	2212
EMPLOYMENT SERVICES INSTR II	335	1911	2440
EMPLOYMENT SERVICES INSTR III	355	2106	2690
ENGINEERING AIDE I	377	2346	2995
ENGINEERING AIDE II	417	2851	3639
ENGINEERING TECHNICIAN I	450	3350	4276
ENGINEERING TECHNICIAN II	480	3878	4949
ENGINEERING TECHNICIAN III	493	4132	5273
ENVIRON HEALTH TECHNICIAN I	387	2462	3144
ENVIRON HEALTH TECHNICIAN II	417	2851	3639
EPIDEMIOLOGIST	496	4193	5352
FAIR HEARING OFFICER	429	3023	3859
FIRE SAFETY INSPECTOR	467	3639	4645
FOSTER PARENT LIAISON	383	2415	3082
HOME HEALTH AIDE	356	2118	2702
HOUSING & COM PROG SPEC I	433	3082	3934
HOUSING & COM PROG SPEC II	443	3236	4132
HOUSING INSPECTION TECHNICIAN	408	2730	3482
HOUSING PROGRAMS SPECIALIST	414	2810	3586
HOUSING REHABILITATION SPEC I	442	3221	4112
HOUSING REHABILITATION SPEC II	467	3639	4645
INFORMATION SYS COORD I	386	2451	3128
INFORMATION SYS COORD II	416	2838	3621
INFORMATION SYS COORD III	432	3068	3916
INT PUBLIC SAFETY PROGRAM I	462	3552	4533
INT PUBLIC SAFETY PROGRAM II	492	4112	5248

INT PUBLIC SAFETY PROGRAM III	507	4424	5646
INVESTIGATIVE TECHNICIAN I	403	2663	3399
INVESTIGATIVE TECHNICIAN II	413	2797	3569
IT APPL SUPPORT ANALYST	507	4424	5646
IT COMPUTER SYSTEMS SPECIALIST	517	4645	5928
IT DATABASE SUPPORT SPECIALIST	507	4424	5646
IT DESKTOP SUPPORT ASSISTANT	392	2525	3221
IT DESKTOP SUPPORT ENGINEER	507	4424	5646
IT GIS ANALYST	507	4424	5646
IT INFRASTRUCTURE SUPP ENG I	457	3466	4424
IT INFRASTRUCTURE SUPP ENG II	492	4112	5248
IT NETWORK ARCHITECT	517	4645	5928
IT TECHNICIAN	432	3068	3916
IT WEB DESIGNER	474	3767	4806
JOB DEVELOPER	413	2797	3569
LEAD COMMUNITY MENTAL HLTH WKR	392	2650	3221
LEAD SUBSTANCE ABUSE PREV SPEC	458	3482	4445
LEGAL CLERK	365	2212	2824
LEGAL PROCESS CLERK I	361	2170	2769
LEGAL PROCESS CLERK II	381	2392	3053
LEGAL SECRETARY	406	2702	3449
LICENSED PHYSICAL THERAP ASST	475	3784	4830
LICENSED VOCATIONAL NURSE	426	2979	3804
MAPPING SPECIALIST I	441	3206	4091
MAPPING SPECIALIST II	473	3747	4784
MEDICAL BILLING CLERK	367	2234	2851
MEDICAL RECORDS CLERK I	349	2046	2612
MEDICAL RECORDS CLERK II	369	2255	2879
MEDICAL SERVICES CLERK	358	2138	2730
NUTRITION ASSISTANT I	354	2097	2675
NUTRITION ASSISTANT II	374	2311	2951
NUTRITION ASSISTANT III	434	3098	3955
OFFICE ASSISTANT I	333	1892	2415
OFFICE ASSISTANT II	348	2036	2599
OFFICE ASSISTANT III	371	2278	2908
PATIENTS' RIGHTS ADVOCATE	476	3804	4854
PERSONNEL ASSISTANT	425	2965	3784
PROBATION ASSISTANT	404	2675	3416
PROJECT INTEGRATION SPECIALIST	492	4112	5248

PROPERTY TAX SPECIALIST III	387	2462	3144
PROPERTY TX SPEC I-PA ASST I	352	2076	2651
PROPERTY TX SPEC II-PA ASST II	377	2346	2995
PSYCHIATRIC TECHNICIAN	439	3175	4051
PSYCHOLOGY INTERN I	FLAT	2036	2036
PSYCHOLOGY INTERN II	FLAT	2202	2202
PUBLIC DEFENDER INVEST I	490	4072	5197
PUBLIC DEFENDER INVEST II	501	4296	5483
PUBLIC HEALTH ASSISTANT	386	2451	3128
PUBLIC HLTH LABORATORY TECH	395	2561	3269
PUBLIC HLTH PROG & POLICY ANAL	496	4193	5352
PUBLIC SAFETY SERVICE OFFICER	388	2476	3159
SENIOR ACCOUNT CLERK	390	2499	3190
SENIOR ASSESSOR/RECORDER CLERK	407	2716	3466
SENIOR INFO TECHNOLOGY ANALYST	507	4424	5646
SENIOR INVESTIGATIVE TECH	428	3009	3840
SENIOR LEGAL PROCESS CLERK	391	2512	3206
SENIOR PERMIT SPECIALIST	474	3766	4806
SENIOR PROGRAMMER ANALYST	507	4424	5646
SENIOR PUBLIC HEALTH ASSISTANT	396	2574	3285
SENIOR SHERIFF'S SERVICE OFCR	403	2663	3399
SENIOR SOCIAL WORKER	473	3747	4784
SENIOR STAFF ANALYST	468	3657	4668
SENIOR VETERANS REPRESENTATIVE	415	2824	3604
SENIOR VOCATIONAL COUNSELOR	478	3840	4901
SHERIFF'S RECORDS SPECIALIST I	366	2223	2838
SHERIFF'S RECORDS SPECIALIST II	386	2451	3128
SHERIFF'S RECORDS SPECIALIST III	396	2574	3285
SOCIAL SERVICE AIDE	383	2415	3082
SOCIAL SERVICE PROGRAM AIDE	383	2415	3082
SOCIAL WORKER	448	3317	4234
STAFF SERVICES ANALYST I	425	2965	3784
STAFF SERVICES ANALYST II	455	3432	4381
SYSTEM SUPPORT ANALYST	410	2756	3517
TREASURY CASHIER I	375	2323	2965
TREASURY CASHIER II	400	2624	3350
TYPIST CLERK I	333	1892	2415
TYPIST CLERK II	348	2036	2599
TYPIST CLERK III	371	2278	2908

VETERANS SERVICES REP I	385	2440	3113
VETERANS SERVICES REP II	405	2690	3432
VICTIM ADVOCATE I	420	2894	3692
VICTIM ADVOCATE II	450	3350	4276
VOCATIONAL COUNSELOR	468	3657	4668
VOCATIONAL EVALUATOR TECH	403	2663	3399
VOCATIONAL INSTRUCTOR I	315	1734	2212
VOCATIONAL INSTRUCTOR II	335	1911	2440
VOCATIONAL INSTRUCTOR III	355	2106	2690

RESOLUTION NO. 2014-082

A RESOLUTION OF THE BOARD OF SUPERVISORS
OF THE COUNTY OF SHASTA
ADOPTING AN AMENDMENT TO THE COMPREHENSIVE MEMORANDUM OF
UNDERSTANDING WITH THE UNITED PUBLIC EMPLOYEES OF CALIFORNIA –
GENERAL UNIT, ATTACHMENTS B THROUGH C AND IMPLEMENTING THE
PROVISIONS THEREOF

WHEREAS, the Shasta County Board of Supervisors adopted the Comprehensive Memorandum of Understanding with the Shasta County United Public Employees of California – General Unit on December 10, 2013;

WHEREAS, the Shasta County Board of Supervisors adopted an amendment to Comprehensive Memorandum of Understanding with the Shasta County United Public Employees of California – General Unit on February 11, 2014;

BE IT RESOLVED, that the Shasta County Board of Supervisors adopts the second amendment to the Comprehensive Memorandum of Understanding with the Shasta County United Public Employees of California – General Unit Attachments B through C, a copy of which is attached hereto and incorporated herein by reference, effective August 19, 2014; and

BE IT FURTHER RESOLVED, that this resolution implements completely and in all respects those provisions of the above referenced amendment to the Comprehensive Memorandum of Understanding.

DULY PASSED AND ADOPTED this 19th day of August, 2014 by the Board of Supervisors of the County of Shasta by the following vote:

AYES: Supervisors Baugh, Kehoe, Moty, Giacomini, and Schappell
NOES: None
ABSENT: None
ABSTAIN: None
RECUSE: None



LES BAUGH, CHAIRMAN
Board of Supervisors
County of Shasta
State of California

ATTEST:

LAWRENCE G. LEES
Clerk of the Board of Supervisors

By: Candice Mason
Deputy

THIS INSTRUMENT IS
A CORRECT COPY OF THE ORIGINAL
ON FILE IN THIS OFFICE

ATTEST AUG 21 2014

CLERK OF THE BOARD
Supervisors of the County of Shasta, State of California
By: Candice Mason

ATTACHMENT B

Job Classification	Range	Beginning With Pay Period 06/29/2014	
		A Step	F Step
ACCOUNT CLERK I	345	1967	2511
ACCOUNT CLERK II	365	2169	2769
ACCOUNT CLERK III	390	2450	3127
ACCOUNTANT AUDITOR I	438	3097	3953
ACCOUNTANT AUDITOR II	468	3585	4576
ACCOUNTANT AUDITOR III	488	3953	5046
ACCOUNTING TECHNICIAN	425	2907	3710
ADMIN SECRETARY I	381	2345	2993
ADMIN SECRETARY II	396	2524	3221
AGENCY STAFF SERVS ANALYST I	425	2907	3710
AGENCY STAFF SERVS ANALYST II	455	3365	4295
AGRIC & STDS PROGRAM ASSIST I	381	2345	2993
AGRIC & STDS PROGRAM ASSIST II	391	2463	3143
AGRIC & STDS PROGRAM ASSOC I	420	2837	3620
AGRIC & STDS PROGRAM ASSOC II	430	2979	3802
AIR POLLUTION CONTROL TECH	426	2921	3729
ANIMAL CARE TECHNICIAN	372	2244	2864
ANIMAL REGULATION OFFICER I	372	2244	2864
ANIMAL REGULATION OFFICER II	392	2475	3158
ANIMAL REGULATION OFFICER III	407	2663	3398
ASSESSOR/RECORDER CLERK I	349	2006	2561
ASSESSOR/RECORDER CLERK II	364	2159	2755
ASSESSOR/RECORDER CLERK III	387	2414	3082
ASSIST INFO TECHNOLOGY ANALYST	462	3482	4444
ASSIST PROGRAMMER ANALYST	462	3482	4444
ASSIST SOCIAL WORKER	418	2809	3585
ASSISTANT PERMIT SPECIALIST	414	2755	3516
ASSOCIATE INFO TECH ANALYST	492	4031	5145
ASSOCIATE PERMIT SPECIALIST	444	3189	4071
ASSOCIATE PROGRAMMER ANALYST	492	4031	5145
BOATING SAFETY OFFICER	425	2907	3710
BUILDING INSPECTOR I	442	3158	4031
BUILDING INSPECTOR II	467	3568	4554

Final UPEC-Gen Attachments B-C

BUILDING INSPECTOR III	477	3746	4781
BUSINESS OFFICE CLERK I	352	2035	2599
BUSINESS OFFICE CLERK II	367	2190	2795
BUYER I	423	2879	3674
BUYER II	453	3332	4253
CERTIFIED OCCUP THERAPY ASSIST	475	3710	4735
CHILD SUPPORT ASSISTANT I	358	2096	2676
CHILD SUPPORT ASSISTANT II	372	2244	2864
CHILD SUPPORT ASSISTANT III	382	2357	3008
CHILD SUPPORT SPECIALIST I	392	2475	3158
CHILD SUPPORT SPECIALIST II	417	2795	3568
CHILD SUPPORT SPECIALIST III	427	2936	3746
CLAIMS SPECIALIST I	384	2380	3037
CLAIMS SPECIALIST II	409	2688	3431
CLAIMS SPECIALIST III	419	2823	3603
CLERK I	333	1855	2368
CLERK II	348	1996	2548
CLERK III	371	2233	2851
CLERK/ELECTIONS SPECIALIST I	361	2127	2715
CLERK/ELECTIONS SPECIALIST II	381	2345	2993
CLINICIAN INTERN	FLAT	1793	1793
COLLECTION ASSISTANT I	381	2345	2993
COLLECTION ASSISTANT II	401	2585	3300
COLLECTIONS CLERK I	381	2345	2993
COLLECTIONS CLERK II	404	2623	3349
COLLECTIONS CLERK III	414	2755	3516
COMMUNITY EDUCATION SPECIAL I	472	3657	4667
COMMUNITY EDUCATION SPECIAL II	488	3953	5046
COMMUNITY HEALTH ADVOCATE	391	2463	3143
COMMUNITY MENTAL HEALTH WORKER	379	2323	2964
COMMUNITY ORGANIZER	406	2649	3381
COMMUNITY SERVICES COORDINATOR	448	3252	4151
COUNTY FAIR BUSINESS ASSISTANT	437	3082	3934
COUNTY REAL PROP/RT OF WAY AGT	500	4192	5350
CRIME ANALYST	459	3431	4380
DATA ENTRY OPERATOR I	345	1967	2511
DATA ENTRY OPERATOR II	370	2223	2837
DATA ENTRY OPERATOR III	383	2368	3022

Final UPEC-Gen Attachments B-C

DEPUTY CORONER INVESTIGATOR	467	3568	4554
DEPUTY PUBLIC GUARDIAN	458	3414	4358
DRIVER	320	1742	2223
ELECTIONS TECHNICIAN	432	3008	3839
ELIGIBILITY WORKER I	384	2380	3037
ELIGIBILITY WORKER II	409	2688	3431
ELIGIBILITY WORKER III	419	2823	3603
EMPLOYMENT & TRNG WORKER I	403	2611	3332
EMPLOYMENT & TRNG WORKER II	423	2879	3674
EMPLOYMENT & TRNG WORKER III	438	3097	3953
EMPLOYMENT SERVICES INSTR I	315	1700	2169
EMPLOYMENT SERVICES INSTR II	335	1874	2392
EMPLOYMENT SERVICES INSTR III	355	2065	2637
ENGINEERING AIDE I	377	2300	2936
ENGINEERING AIDE II	417	2795	3568
ENGINEERING TECHNICIAN I	450	3284	4192
ENGINEERING TECHNICIAN II	480	3802	4852
ENGINEERING TECHNICIAN III	493	4051	5170
ENVIRON HEALTH TECHNICIAN I	387	2414	3082
ENVIRON HEALTH TECHNICIAN II	417	2795	3568
EPIDEMIOLOGIST	496	4111	5247
FAIR HEARING OFFICER	429	2964	3783
FIRE SAFETY INSPECTOR	467	3568	4554
FOSTER PARENT LIAISON	383	2368	3022
HOME HEALTH AIDE	356	2076	2649
HOUSING & COM PROG SPEC I	433	3022	3857
HOUSING & COM PROG SPEC II	443	3173	4051
HOUSING INSPECTION TECHNICIAN	408	2676	3414
HOUSING PROGRAMS SPECIALIST	414	2755	3516
HOUSING REHABILITATION SPEC I	442	3158	4031
HOUSING REHABILITATION SPEC II	467	3568	4554
INFORMATION SYS COORD I	386	2403	3067
INFORMATION SYS COORD II	416	2782	3550
INFORMATION SYS COORD III	432	3008	3839
INT PUBLIC SAFETY PROGRAM I	462	3482	4444
INT PUBLIC SAFETY PROGRAM II	492	4031	5145
INT PUBLIC SAFETY PROGRAM III	507	4337	5535
INVESTIGATIVE TECHNICIAN I	403	2611	3332

Final UPEC-Gen Attachments B-C

INVESTIGATIVE TECHNICIAN II	413	2742	3499
IT COMPUTER SYSTEMS SPECIALIST	517	4554	5812
IT DATABASE SUPPORT SPECIALIST	507	4337	5535
IT DESKTOP SUPPORT ASSISTANT	392	2475	3158
IT DESKTOP SUPPORT ENGINEER	507	4337	5535
IT GIS ANALYST	507	4337	5535
IT INFRASTRUCTURE SUPP ENG I	457	3398	4337
IT INFRASTRUCTURE SUPP ENG II	492	4031	5145
IT NETWORK ARCHITECT	517	4554	5812
IT TECHNICIAN	432	3008	3839
IT WEB DESIGNER	474	3693	4712
JOB DEVELOPER	413	2742	3499
LEAD SUBSTANCE ABUSE PREV SPEC	458	3414	4358
LEGAL CLERK	365	2169	2769
LEGAL PROCESS CLERK I	361	2127	2715
LEGAL PROCESS CLERK II	381	2345	2993
LEGAL SECRETARY	406	2649	3381
LICENSED PHYSICAL THERAP ASST	475	3710	4735
LICENSED VOCATIONAL NURSE	426	2921	3729
MAPPING SPECIALIST I	441	3143	4011
MAPPING SPECIALIST II	473	3674	4690
MEDICAL BILLING CLERK	367	2190	2795
MEDICAL RECORDS CLERK I	349	2006	2561
MEDICAL RECORDS CLERK II	369	2211	2823
MEDICAL SERVICES CLERK	358	2096	2676
NUTRITION ASSISTANT I	354	2056	2623
NUTRITION ASSISTANT II	374	2266	2893
NUTRITION ASSISTANT III	434	3037	3877
OFFICE ASSISTANT I	333	1855	2368
OFFICE ASSISTANT II	348	1996	2548
OFFICE ASSISTANT III	371	2233	2851
PATIENTS' RIGHTS ADVOCATE	476	3729	4759
PERSONNEL ASSISTANT	425	2907	3710
PROBATION ASSISTANT	404	2623	3349
PROJECT INTEGRATION SPECIALIST	492	4031	5145
PROPERTY TAX SPECIALIST III	387	2414	3082
PROPERTY TX SPEC I-PA ASST I	352	2035	2599
PROPERTY TX SPEC II-PA ASST II	377	2300	2936

Final UPEC-Gen Attachments B-C

PSYCHIATRIC TECHNICIAN	439	3113	3972
PSYCHOLOGY INTERN I	FLAT	1996	1996
PSYCHOLOGY INTERN II	FLAT	2159	2159
PUBLIC DEFENDER INVESTIGATOR	482	3839	4900
PUBLIC HEALTH ASSISTANT	386	2403	3067
PUBLIC HLTH LABORATORY TECH	395	2511	3205
PUBLIC HLTH PROG & POLICY ANAL	496	4111	5247
PUBLIC SAFETY SERVICE OFFICER	388	2427	3097
SENIOR ACCOUNT CLERK	390	2450	3127
SENIOR ASSESSOR/RECORDER CLERK	407	2663	3398
SENIOR INFO TECHNOLOGY ANALYST	507	4337	5535
SENIOR INVESTIGATIVE TECH	428	2950	3765
SENIOR LEGAL PROCESS CLERK	391	2463	3143
SENIOR PERMIT SPECIALIST	474	3692	4712
SENIOR PROGRAMMER ANALYST	507	4337	5535
SENIOR PUBLIC HEALTH ASSISTANT	396	2524	3221
SENIOR SHERIFF'S SERVICE OFCR	403	2611	3332
SENIOR SOCIAL WORKER	473	3674	4690
SENIOR STAFF ANALYST	468	3585	4576
SENIOR VETERANS REPRESENTATIVE	415	2769	3533
SENIOR VOCATIONAL COUNSELOR	478	3765	4805
SHERIFF'S RECORDS SPECIALIST I	366	2179	2782
SHERIFF'S RECORDS SPECIALIST II	386	2403	3067
SHERIFF'S RECORDS SPECIALIST III	396	2524	3221
SOCIAL SERVICE AIDE	383	2368	3022
SOCIAL SERVICE PROGRAM AIDE	383	2368	3022
SOCIAL WORKER	448	3252	4151
STAFF SERVICES ANALYST I	425	2907	3710
STAFF SERVICES ANALYST II	455	3365	4295
SYSTEM SUPPORT ANALYST	410	2702	3448
TREASURY CASHIER I	375	2277	2907
TREASURY CASHIER II	400	2573	3284
TYPIST CLERK I	333	1855	2368
TYPIST CLERK II	348	1996	2548
TYPIST CLERK III	371	2233	2851
VETERANS SERVICES REP I	385	2392	3052
VETERANS SERVICES REP II	405	2637	3365
VICTIM ADVOCATE I	420	2837	3620

Final UPEC-Gen Attachments B-C

VICTIM ADVOCATE II	450	3284	4192
VOCATIONAL COUNSELOR	468	3585	4576
VOCATIONAL EVALUATOR TECH	403	2611	3332
VOCATIONAL INSTRUCTOR I	315	1700	2169
VOCATIONAL INSTRUCTOR II	335	1874	2392
VOCATIONAL INSTRUCTOR III	355	2065	2637

ATTACHMENT C

Job Classification	Range	Beginning With Pay Period 06/28/2015	
		A Step	F Step
ACCOUNT CLERK I	345	2006	2561
ACCOUNT CLERK II	365	2212	2824
ACCOUNT CLERK III	390	2499	3190
ACCOUNTANT AUDITOR I	438	3159	4032
ACCOUNTANT AUDITOR II	468	3657	4668
ACCOUNTANT AUDITOR III	488	4032	5147
ACCOUNTING TECHNICIAN	425	2965	3784
ADMIN SECRETARY I	381	2392	3053
ADMIN SECRETARY II	396	2574	3285
AGENCY STAFF SERVS ANALYST I	425	2965	3784
AGENCY STAFF SERVS ANALYST II	455	3432	4381
AGRIC & STDS PROGRAM ASSIST I	381	2392	3053
AGRIC & STDS PROGRAM ASSIST II	391	2512	3206
AGRIC & STDS PROGRAM ASSOC I	420	2894	3692
AGRIC & STDS PROGRAM ASSOC II	430	3039	3878
AIR POLLUTION CONTROL TECH	426	2979	3804
ANIMAL CARE TECHNICIAN	372	2289	2921
ANIMAL REGULATION OFFICER I	372	2289	2921
ANIMAL REGULATION OFFICER II	392	2525	3221
ANIMAL REGULATION OFFICER III	407	2716	3466
ASSESSOR/RECORDER CLERK I	349	2046	2612
ASSESSOR/RECORDER CLERK II	364	2202	2810
ASSESSOR/RECORDER CLERK III	387	2462	3144
ASSIST INFO TECHNOLOGY ANALYST	462	3552	4533
ASSIST PROGRAMMER ANALYST	462	3552	4533
ASSIST SOCIAL WORKER	418	2865	3657
ASSISTANT PERMIT SPECIALIST	414	2810	3586
ASSOCIATE INFO TECH ANALYST	492	4112	5248
ASSOCIATE PERMIT SPECIALIST	444	3252	4152
ASSOCIATE PROGRAMMER ANALYST	492	4112	5248
BOATING SAFETY OFFICER	425	2965	3784
BUILDING INSPECTOR I	442	3221	4112
BUILDING INSPECTOR II	467	3639	4645

Final UPEC-Gen Attachments B-C

BUILDING INSPECTOR III	477	3821	4877
BUSINESS OFFICE CLERK I	352	2076	2651
BUSINESS OFFICE CLERK II	367	2234	2851
BUYER I	423	2937	3747
BUYER II	453	3399	4338
CERTIFIED OCCUP THERAPY ASSIST	475	3784	4830
CHILD SUPPORT ASSISTANT I	358	2138	2730
CHILD SUPPORT ASSISTANT II	372	2289	2921
CHILD SUPPORT ASSISTANT III	382	2404	3068
CHILD SUPPORT SPECIALIST I	392	2525	3221
CHILD SUPPORT SPECIALIST II	417	2851	3639
CHILD SUPPORT SPECIALIST III	427	2995	3821
CLAIMS SPECIALIST I	384	2428	3098
CLAIMS SPECIALIST II	409	2742	3500
CLAIMS SPECIALIST III	419	2879	3675
CLERK I	333	1892	2415
CLERK II	348	2036	2599
CLERK III	371	2278	2908
CLERK/ELECTIONS SPECIALIST I	361	2170	2769
CLERK/ELECTIONS SPECIALIST II	381	2392	3053
CLINICIAN INTERN	FLAT	1829	1829
COLLECTION ASSISTANT I	381	2392	3053
COLLECTION ASSISTANT II	401	2637	3366
COLLECTIONS CLERK I	381	2392	3053
COLLECTIONS CLERK II	404	2675	3416
COLLECTIONS CLERK III	414	2810	3586
COMMUNITY EDUCATION SPECIAL I	472	3730	4760
COMMUNITY EDUCATION SPECIAL II	488	4032	5147
COMMUNITY HEALTH ADVOCATE	391	2512	3206
COMMUNITY MENTAL HEALTH WORKER	379	2369	3023
COMMUNITY ORGANIZER	406	2702	3449
COMMUNITY SERVICES COORDINATOR	448	3317	4234
COUNTY FAIR BUSINESS ASSISTANT	437	3144	4013
COUNTY REAL PROP/RT OF WAY AGT	500	4276	5457
CRIME ANALYST	459	3500	4468
DATA ENTRY OPERATOR I	345	2006	2561
DATA ENTRY OPERATOR II	370	2267	2894
DATA ENTRY OPERATOR III	383	2415	3082

Final UPEC-Gen Attachments B-C

DEPUTY CORONER INVESTIGATOR	467	3639	4645
DEPUTY PUBLIC GUARDIAN	458	3482	4445
DRIVER	320	1777	2267
ELECTIONS TECHNICIAN	432	3068	3916
ELIGIBILITY WORKER I	384	2428	3098
ELIGIBILITY WORKER II	409	2742	3500
ELIGIBILITY WORKER III	419	2879	3675
EMPLOYMENT & TRNG WORKER I	403	2663	3399
EMPLOYMENT & TRNG WORKER II	423	2937	3747
EMPLOYMENT & TRNG WORKER III	438	3159	4032
EMPLOYMENT SERVICES INSTR I	315	1734	2212
EMPLOYMENT SERVICES INSTR II	335	1911	2440
EMPLOYMENT SERVICES INSTR III	355	2106	2690
ENGINEERING AIDE I	377	2346	2995
ENGINEERING AIDE II	417	2851	3639
ENGINEERING TECHNICIAN I	450	3350	4276
ENGINEERING TECHNICIAN II	480	3878	4949
ENGINEERING TECHNICIAN III	493	4132	5273
ENVIRON HEALTH TECHNICIAN I	387	2462	3144
ENVIRON HEALTH TECHNICIAN II	417	2851	3639
EPIDEMIOLOGIST	496	4193	5352
FAIR HEARING OFFICER	429	3023	3859
FIRE SAFETY INSPECTOR	467	3639	4645
FOSTER PARENT LIAISON	383	2415	3082
HOME HEALTH AIDE	356	2118	2702
HOUSING & COM PROG SPEC I	433	3082	3934
HOUSING & COM PROG SPEC II	443	3236	4132
HOUSING INSPECTION TECHNICIAN	408	2730	3482
HOUSING PROGRAMS SPECIALIST	414	2810	3586
HOUSING REHABILITATION SPEC I	442	3221	4112
HOUSING REHABILITATION SPEC II	467	3639	4645
INFORMATION SYS COORD I	386	2451	3128
INFORMATION SYS COORD II	416	2838	3621
INFORMATION SYS COORD III	432	3068	3916
INT PUBLIC SAFETY PROGRAM I	462	3552	4533
INT PUBLIC SAFETY PROGRAM II	492	4112	5248
INT PUBLIC SAFETY PROGRAM III	507	4424	5646
INVESTIGATIVE TECHNICIAN I	403	2663	3399

Final UPEC-Gen Attachments B-C

INVESTIGATIVE TECHNICIAN II	413	2797	3569
IT COMPUTER SYSTEMS SPECIALIST	517	4645	5928
IT DATABASE SUPPORT SPECIALIST	507	4424	5646
IT DESKTOP SUPPORT ASSISTANT	392	2525	3221
IT DESKTOP SUPPORT ENGINEER	507	4424	5646
IT GIS ANALYST	507	4424	5646
IT INFRASTRUCTURE SUPP ENG I	457	3466	4424
IT INFRASTRUCTURE SUPP ENG II	492	4112	5248
IT NETWORK ARCHITECT	517	4645	5928
IT TECHNICIAN	432	3068	3916
IT WEB DESIGNER	474	3767	4806
JOB DEVELOPER	413	2797	3569
LEAD SUBSTANCE ABUSE PREV SPEC	458	3482	4445
LEGAL CLERK	365	2212	2824
LEGAL PROCESS CLERK I	361	2170	2769
LEGAL PROCESS CLERK II	381	2392	3053
LEGAL SECRETARY	406	2702	3449
LICENSED PHYSICAL THERAP ASST	475	3784	4830
LICENSED VOCATIONAL NURSE	426	2979	3804
MAPPING SPECIALIST I	441	3206	4091
MAPPING SPECIALIST II	473	3747	4784
MEDICAL BILLING CLERK	367	2234	2851
MEDICAL RECORDS CLERK I	349	2046	2612
MEDICAL RECORDS CLERK II	369	2255	2879
MEDICAL SERVICES CLERK	358	2138	2730
NUTRITION ASSISTANT I	354	2097	2675
NUTRITION ASSISTANT II	374	2311	2951
NUTRITION ASSISTANT III	434	3098	3955
OFFICE ASSISTANT I	333	1892	2415
OFFICE ASSISTANT II	348	2036	2599
OFFICE ASSISTANT III	371	2278	2908
PATIENTS' RIGHTS ADVOCATE	476	3804	4854
PERSONNEL ASSISTANT	425	2965	3784
PROBATION ASSISTANT	404	2675	3416
PROJECT INTEGRATION SPECIALIST	492	4112	5248
PROPERTY TAX SPECIALIST III	387	2462	3144
PROPERTY TX SPEC I-PA ASST I	352	2076	2651
PROPERTY TX SPEC II-PA ASST II	377	2346	2995

Final UPEC-Gen Attachments B-C

PSYCHIATRIC TECHNICIAN	439	3175	4051
PSYCHOLOGY INTERN I	FLAT	2036	2036
PSYCHOLOGY INTERN II	FLAT	2202	2202
PUBLIC DEFENDER INVESTIGATOR	482	3916	4998
PUBLIC HEALTH ASSISTANT	386	2451	3128
PUBLIC HLTH LABORATORY TECH	395	2561	3269
PUBLIC HLTH PROG & POLICY ANAL	496	4193	5352
PUBLIC SAFETY SERVICE OFFICER	388	2476	3159
SENIOR ACCOUNT CLERK	390	2499	3190
SENIOR ASSESSOR/RECORDER CLERK	407	2716	3466
SENIOR INFO TECHNOLOGY ANALYST	507	4424	5646
SENIOR INVESTIGATIVE TECH	428	3009	3840
SENIOR LEGAL PROCESS CLERK	391	2512	3206
SENIOR PERMIT SPECIALIST	474	3766	4806
SENIOR PROGRAMMER ANALYST	507	4424	5646
SENIOR PUBLIC HEALTH ASSISTANT	396	2574	3285
SENIOR SHERIFF'S SERVICE OFCR	403	2663	3399
SENIOR SOCIAL WORKER	473	3747	4784
SENIOR STAFF ANALYST	468	3657	4668
SENIOR VETERANS REPRESENTATIVE	415	2824	3604
SENIOR VOCATIONAL COUNSELOR	478	3840	4901
SHERIFF'S RECORDS SPECIALIST I	366	2223	2838
SHERIFF'S RECORDS SPECIALIST II	386	2451	3128
SHERIFF'S RECORDS SPECIALIST III	396	2574	3285
SOCIAL SERVICE AIDE	383	2415	3082
SOCIAL SERVICE PROGRAM AIDE	383	2415	3082
SOCIAL WORKER	448	3317	4234
STAFF SERVICES ANALYST I	425	2965	3784
STAFF SERVICES ANALYST II	455	3432	4381
SYSTEM SUPPORT ANALYST	410	2756	3517
TREASURY CASHIER I	375	2323	2965
TREASURY CASHIER II	400	2624	3350
TYPIST CLERK I	333	1892	2415
TYPIST CLERK II	348	2036	2599
TYPIST CLERK III	371	2278	2908
VETERANS SERVICES REP I	385	2440	3113
VETERANS SERVICES REP II	405	2690	3432
VICTIM ADVOCATE I	420	2894	3692

Final UPEC-Gen Attachments B-C

VICTIM ADVOCATE II	450	3350	4276
VOCATIONAL COUNSELOR	468	3657	4668
VOCATIONAL EVALUATOR TECH	403	2663	3399
VOCATIONAL INSTRUCTOR I	315	1734	2212
VOCATIONAL INSTRUCTOR II	335	1911	2440
VOCATIONAL INSTRUCTOR III	355	2106	2690

Amendment - Agreement to Extend

2012-2015 Memorandum of Understanding (MOU)

Between the

General Unit

Represented by

United Public Employees of California (UPEC) Local 792 (Union)

And the

County of Shasta

The parties listed above hereby agree to a one year extension of their current MOU to April 30, 2016.

By the Union agreeing to this extension, the County will make the following changes to the terms of the original agreement:

1. County will advance the beginning date for the 2014 wage increase from September 28, 2014 to June 29, 2014 and add a two percent (2%) increase on June 28, 2015. The following language will be substituted for the language in the original MOU:

2. **9.1 GENERAL WAGES**

Wages for the job classifications in this General Unit are shown in Attachment A.

A. Effective June 29, 2014, a general increase of three percent (3.0%) shall be applied to the pay schedules based upon the previously valid rates in the General Unit pay schedules through May 2014. This increase is reflected in the wage rates listed in Attachment B.

B. Effective June 28, 2015, a general increase of two percent (2.0%) shall be applied to the wage rates shown in Attachment B. This increase is reflected in the wage tables listed in Attachment C.

3. ARTICLE 11 HEATH AND WELFARE BENEFITS

County will amend its contribution to employees' dependents health plan coverage to show the basis of 65% of the cost of plans of Employee plus one dependent and Employee plus two or more dependents. This would continue through the length of the MOU. The following language will be substituted for the language in the original MOU.

4. 11.4 CONTRIBUTIONS TO MEDICAL AND DENTAL PLANS

The County's maximum health contributions to the PERS-approved medical and the County maximum dental contributions during the term shall be:

Category	Monthly Medical Contribution		Monthly Dental Contribution
	2013	For 2014	
Employee Only	\$649.18	\$544.92	\$28.14
Employee + 1	\$779.74	\$833.40	\$45.67
Employee + Family	\$979.87	\$1083.43	\$59.91

Beginning for January 2014 and continuing for 2015 and 2016, the County will adjust its contribution by an amount equal to eighty-five percent (85%) of the PERS Choice Employee-only medical premium cost and an amount equal to sixty-five percent (65%) of the costs for Employee plus one and Employee plus two or more dependents. Those percentages shall be converted to monthly maximums which dollar amounts shall not be exceeded without specifically being changed through the negotiations process. The employee will pay that portion of the premium not contributed by the County.

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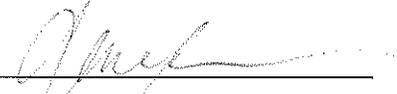
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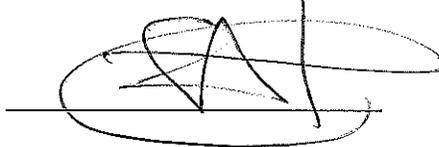
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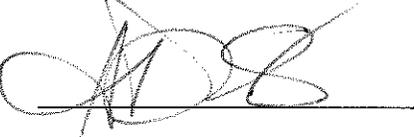
As witness to their agreement to this MOU extension under these terms, the undersigned hereby affix their signatures:

FOR THE COUNTY:

FOR UPEC AND THE GENERAL UNIT:


Gene Bell, Chief Negotiator


Steve Allen, Chief Negotiator


Angela Davis, Director Support Services

12/20/13
Date

12-5-13
Date

ATTACHMENT A

Job Classification	Range	Current (Prior to 06/29/2014)	
		A Step	F Step
ACCOUNT CLERK I	345	1910	2438
ACCOUNT CLERK II	365	2106	2688
ACCOUNT CLERK III	390	2379	3036
ACCOUNTANT AUDITOR I	438	3007	3838
ACCOUNTANT AUDITOR II	468	3481	4443
ACCOUNTANT AUDITOR III	488	3838	4899
ACCOUNTING TECHNICIAN	425	2822	3602
ADMIN SECRETARY I	381	2277	2906
ADMIN SECRETARY II	396	2450	3127
AGENCY STAFF SERVS ANALYST I	425	2822	3602
AGENCY STAFF SERVS ANALYST II	455	3267	4170
AGRIC & STDS PROGRAM ASSIST I	381	2277	2906
AGRIC & STDS PROGRAM ASSIST II	391	2391	3051
AGRIC & STDS PROGRAM ASSOC I	420	2754	3515
AGRIC & STDS PROGRAM ASSOC II	430	2892	3691
AIR POLLUTION CONTROL TECH	426	2836	3620
ANIMAL CARE TECHNICIAN	372	2179	2781
ANIMAL REGULATION OFFICER I	372	2179	2781
ANIMAL REGULATION OFFICER II	392	2403	3066
ANIMAL REGULATION OFFICER III	407	2585	3299
ASSESSOR/RECORDER CLERK I	349	1948	2486
ASSESSOR/RECORDER CLERK II	364	2096	2675
ASSESSOR/RECORDER CLERK III	387	2344	2992
ASSIST INFO TECHNOLOGY ANALYST	462	3381	4315
ASSIST PROGRAMMER ANALYST	462	3381	4315
ASSIST SOCIAL WORKER	418	2727	3481
ASSOCIATE INFO TECH ANALYST	492	3914	4995
ASSOCIATE PROGRAMMER ANALYST	492	3914	4995
BOATING SAFETY OFFICER	425	2822	3602
BUILDING INSPECTOR I	442	3066	3914
BUILDING INSPECTOR II	467	3464	4421

BUILDING INSPECTOR III	477	3637	4642
BUSINESS OFFICE CLERK I	352	1976	2523
BUSINESS OFFICE CLERK II	367	2126	2714
BUYER I	423	2795	3567
BUYER II	453	3235	4129
CERTIFIED OCCUP THERAPY ASSIST	475	3602	4597
CHILD SUPPORT ASSISTANT I	358	2035	2598
CHILD SUPPORT ASSISTANT II	372	2179	2781
CHILD SUPPORT ASSISTANT III	382	2288	2920
CHILD SUPPORT SPECIALIST I	392	2403	3066
CHILD SUPPORT SPECIALIST II	417	2714	3464
CHILD SUPPORT SPECIALIST III	427	2850	3637
CLAIMS SPECIALIST I	384	2311	2949
CLAIMS SPECIALIST II	409	2610	3331
CLAIMS SPECIALIST III	419	2741	3498
CLERK I	333	1801	2299
CLERK II	348	1938	2474
CLERK III	371	2168	2768
CLERK/ELECTIONS SPECIALIST I	361	2065	2636
CLERK/ELECTIONS SPECIALIST II	381	2277	2906
CLINICIAN INTERN	FLAT	1741	1741
COLLECTION ASSISTANT I	381	2277	2906
COLLECTION ASSISTANT II	401	2510	3204
COLLECTIONS CLERK I	381	2277	2906
COLLECTIONS CLERK II	404	2547	3251
COLLECTIONS CLERK III	414	2675	3414
COMMUNITY EDUCATION SPECIAL I	472	3550	4531
COMMUNITY EDUCATION SPECIAL II	488	3838	4899
COMMUNITY HEALTH ADVOCATE	391	2391	3051
COMMUNITY MENTAL HEALTH WORKER	379	2255	2878
COMMUNITY ORGANIZER	406	2572	3283
COMMUNITY SERVICES COORDINATOR	448	3157	4030
COUNTY FAIR BUSINESS ASSISTANT	437	2992	3819
COUNTY REAL PROP/RT OF WAY AGT	500	4070	5194
CRIME ANALYST	459	3331	4252
DATA ENTRY OPERATOR I	345	1910	2438
DATA ENTRY OPERATOR II	370	2158	2754
DATA ENTRY OPERATOR III	383	2299	2934

DEPUTY CORONER INVESTIGATOR	467	3464	4421
DEPUTY PUBLIC GUARDIAN	458	3315	4231
DRIVER	320	1691	2158
ELECTIONS TECHNICIAN	432	2920	3727
ELIGIBILITY WORKER I	384	2311	2949
ELIGIBILITY WORKER II	409	2610	3331
ELIGIBILITY WORKER III	419	2741	3498
EMPLOYMENT & TRNG WORKER I	403	2535	3235
EMPLOYMENT & TRNG WORKER II	423	2795	3567
EMPLOYMENT & TRNG WORKER III	438	3007	3838
EMPLOYMENT SERVICES INSTR I	315	1650	2106
EMPLOYMENT SERVICES INSTR II	335	1819	2322
EMPLOYMENT SERVICES INSTR III	355	2005	2560
ENGINEERING AIDE I	377	2233	2850
ENGINEERING AIDE II	417	2714	3464
ENGINEERING TECHNICIAN I	450	3188	4070
ENGINEERING TECHNICIAN II	480	3691	4711
ENGINEERING TECHNICIAN III	493	3933	5019
ENVIRON HEALTH TECHNICIAN I	387	2344	2992
ENVIRON HEALTH TECHNICIAN II	417	2714	3464
EPIDEMIOLOGIST	496	3991	5094
FAIR HEARING OFFICER	429	2878	3673
FIRE SAFETY INSPECTOR	467	3464	4421
FOSTER PARENT LIAISON	383	2299	2934
HOME HEALTH AIDE	356	2016	2572
HOUSING & COM PROG SPEC I	433	2934	3745
HOUSING & COM PROG SPEC II	443	3081	3933
HOUSING INSPECTION TECHNICIAN	408	2598	3315
HOUSING PROGRAMS SPECIALIST	414	2675	3414
HOUSING REHABILITATION SPEC I	442	3066	3914
HOUSING REHABILITATION SPEC II	467	3464	4421
INFORMATION SYS COORD I	386	2333	2978
INFORMATION SYS COORD II	416	2701	3447
INFORMATION SYS COORD III	432	2920	3727
INT PUBLIC SAFETY PROGRAM I	462	3381	4315
INT PUBLIC SAFETY PROGRAM II	492	3914	4995
INT PUBLIC SAFETY PROGRAM III	507	4211	5374
INVESTIGATIVE TECHNICIAN I	403	2535	3235

INVESTIGATIVE TECHNICIAN II	413	2662	3397
IT COMPUTER SYSTEMS SPECIALIST	517	4421	5643
IT DATABASE SUPPORT SPECIALIST	507	4211	5374
IT DESKTOP SUPPORT ENGINEER	507	4211	5374
IT GIS ANALYST	507	4211	5374
IT INFRASTRUCTURE SUPP ENG I	457	3299	4211
IT INFRASTRUCTURE SUPP ENG II	492	3914	4995
IT NETWORK ARCHITECT	517	4421	5643
IT TECHNICIAN	432	2920	3727
IT WEB DESIGNER	474	3585	4575
JOB DEVELOPER	413	2662	3397
LEAD SUBSTANCE ABUSE PREV SPEC	458	3315	4231
LEGAL CLERK	365	2106	2688
LEGAL PROCESS CLERK I	361	2065	2636
LEGAL PROCESS CLERK II	381	2277	2906
LEGAL SECRETARY	406	2572	3283
LICENSED PHYSICAL THERAP ASST	475	3602	4597
LICENSED VOCATIONAL NURSE	426	2836	3620
MAPPING SPECIALIST I	441	3051	3894
MAPPING SPECIALIST II	473	3567	4553
MEDICAL BILLING CLERK	367	2126	2714
MEDICAL RECORDS CLERK I	349	1948	2486
MEDICAL RECORDS CLERK II	369	2147	2741
MEDICAL SERVICES CLERK	358	2035	2598
NUTRITION ASSISTANT I	354	1996	2547
NUTRITION ASSISTANT II	374	2200	2809
NUTRITION ASSISTANT III	434	2949	3764
OFFICE ASSISTANT I	333	1801	2299
OFFICE ASSISTANT II	348	1938	2474
OFFICE ASSISTANT III	371	2168	2768
PATIENTS' RIGHTS ADVOCATE	476	3620	4620
PERSONNEL ASSISTANT	425	2822	3602
PROBATION ASSISTANT	404	2547	3251
PROJECT INTEGRATION SPECIALIST	492	3914	4995
PROPERTY TAX SPECIALIST III	387	2344	2992
PROPERTY TX SPEC I-PA ASST I	352	1976	2523
PROPERTY TX SPEC II-PA ASST II	377	2233	2850
PSYCHIATRIC TECHNICIAN	439	3022	3856

PSYCHOLOGY INTERN I	FLAT	1938	1938
PSYCHOLOGY INTERN II	FLAT	2096	2096
PUBLIC DEFENDER INVESTIGATOR	482	3727	4757
PUBLIC HEALTH ASSISTANT	386	2333	2978
PUBLIC HLTH LABORATORY TECH	395	2438	3112
PUBLIC HLTH PROG & POLICY ANAL	496	3991	5094
PUBLIC SAFETY SERVICE OFFICER	388	2356	3007
SENIOR ACCOUNT CLERK	390	2379	3036
SENIOR ASSESSOR/RECORDER CLERK	407	2585	3299
SENIOR INFO TECHNOLOGY ANALYST	507	4211	5374
SENIOR INVESTIGATIVE TECH	428	2864	3655
SENIOR LEGAL PROCESS CLERK	391	2391	3051
SENIOR PROGRAMMER ANALYST	507	4211	5374
SENIOR PUBLIC HEALTH ASSISTANT	396	2450	3127
SENIOR SHERIFF'S SERVICE OFCR	403	2535	3235
SENIOR SOCIAL WORKER	473	3567	4553
SENIOR STAFF ANALYST	468	3481	4443
SENIOR VETERANS REPRESENTATIVE	415	2688	3430
SENIOR VOCATIONAL COUNSELOR	478	3655	4665
SHERIFF'S RECORDS SPECIALIST I	366	2116	2701
SHERIFF'S RECORDS SPECIALIST II	386	2333	2978
SHERIFF'S RECORDS SPECIALIST III	396	2450	3127
SOCIAL SERVICE AIDE	383	2299	2934
SOCIAL SERVICE PROGRAM AIDE	383	2299	2934
SOCIAL WORKER	448	3157	4030
STAFF SERVICES ANALYST I	425	2822	3602
STAFF SERVICES ANALYST II	455	3267	4170
SYSTEM SUPPORT ANALYST	410	2623	3348
TREASURY CASHIER I	375	2211	2822
TREASURY CASHIER II	400	2498	3188
TYPIST CLERK I	333	1801	2299
TYPIST CLERK II	348	1938	2474
TYPIST CLERK III	371	2168	2768
VETERANS SERVICES REP I	385	2322	2963
VETERANS SERVICES REP II	405	2560	3267
VICTIM ADVOCATE I	420	2754	3515
VICTIM ADVOCATE II	450	3188	4070
VOCATIONAL COUNSELOR	468	3481	4443

VOCATIONAL EVALUATOR TECH	403	2535	3235
VOCATIONAL INSTRUCTOR I	315	1650	2106
VOCATIONAL INSTRUCTOR II	335	1819	2322
VOCATIONAL INSTRUCTOR III	355	2005	2560

ATTACHMENT B

Job Classification	Range	Beginning With Pay Period 06/29/2014	
		A Step	F Step
ACCOUNT CLERK I	345	1967	2511
ACCOUNT CLERK II	365	2169	2769
ACCOUNT CLERK III	390	2450	3127
ACCOUNTANT AUDITOR I	438	3097	3953
ACCOUNTANT AUDITOR II	468	3585	4576
ACCOUNTANT AUDITOR III	488	3953	5046
ACCOUNTING TECHNICIAN	425	2907	3710
ADMIN SECRETARY I	381	2345	2993
ADMIN SECRETARY II	396	2524	3221
AGENCY STAFF SERVS ANALYST I	425	2907	3710
AGENCY STAFF SERVS ANALYST II	455	3365	4295
AGRIC & STDS PROGRAM ASSIST I	381	2345	2993
AGRIC & STDS PROGRAM ASSIST II	391	2463	3143
AGRIC & STDS PROGRAM ASSOC I	420	2837	3620
AGRIC & STDS PROGRAM ASSOC II	430	2979	3802
AIR POLLUTION CONTROL TECH	426	2921	3729
ANIMAL CARE TECHNICIAN	372	2244	2864
ANIMAL REGULATION OFFICER I	372	2244	2864
ANIMAL REGULATION OFFICER II	392	2475	3158
ANIMAL REGULATION OFFICER III	407	2663	3398
ASSESSOR/RECORDER CLERK I	349	2006	2561
ASSESSOR/RECORDER CLERK II	364	2159	2755
ASSESSOR/RECORDER CLERK III	387	2414	3082
ASSIST INFO TECHNOLOGY ANALYST	462	3482	4444
ASSIST PROGRAMMER ANALYST	462	3482	4444
ASSIST SOCIAL WORKER	418	2809	3585
ASSOCIATE INFO TECH ANALYST	492	4031	5145
ASSOCIATE PROGRAMMER ANALYST	492	4031	5145
BOATING SAFETY OFFICER	425	2907	3710
BUILDING INSPECTOR I	442	3158	4031
BUILDING INSPECTOR II	467	3568	4554
BUILDING INSPECTOR III	477	3746	4781

BUSINESS OFFICE CLERK I	352	2035	2599
BUSINESS OFFICE CLERK II	367	2190	2795
BUYER I	423	2879	3674
BUYER II	453	3332	4253
CERTIFIED OCCUP THERAPY ASSIST	475	3710	4735
CHILD SUPPORT ASSISTANT I	358	2096	2676
CHILD SUPPORT ASSISTANT II	372	2244	2864
CHILD SUPPORT ASSISTANT III	382	2357	3008
CHILD SUPPORT SPECIALIST I	392	2475	3158
CHILD SUPPORT SPECIALIST II	417	2795	3568
CHILD SUPPORT SPECIALIST III	427	2936	3746
CLAIMS SPECIALIST I	384	2380	3037
CLAIMS SPECIALIST II	409	2688	3431
CLAIMS SPECIALIST III	419	2823	3603
CLERK I	333	1855	2368
CLERK II	348	1996	2548
CLERK III	371	2233	2851
CLERK/ELECTIONS SPECIALIST I	361	2127	2715
CLERK/ELECTIONS SPECIALIST II	381	2345	2993
CLINICIAN INTERN	FLAT	1793	1793
COLLECTION ASSISTANT I	381	2345	2993
COLLECTION ASSISTANT II	401	2585	3300
COLLECTIONS CLERK I	381	2345	2993
COLLECTIONS CLERK II	404	2623	3349
COLLECTIONS CLERK III	414	2755	3516
COMMUNITY EDUCATION SPECIAL I	472	3657	4667
COMMUNITY EDUCATION SPECIAL II	488	3953	5046
COMMUNITY HEALTH ADVOCATE	391	2463	3143
COMMUNITY MENTAL HEALTH WORKER	379	2323	2964
COMMUNITY ORGANIZER	406	2649	3381
COMMUNITY SERVICES COORDINATOR	448	3252	4151
COUNTY FAIR BUSINESS ASSISTANT	437	3082	3934
COUNTY REAL PROP/RT OF WAY AGT	500	4192	5350
CRIME ANALYST	459	3431	4380
DATA ENTRY OPERATOR I	345	1967	2511
DATA ENTRY OPERATOR II	370	2223	2837
DATA ENTRY OPERATOR III	383	2368	3022
DEPUTY CORONER INVESTIGATOR	467	3568	4554

DEPUTY PUBLIC GUARDIAN	458	3414	4358
DRIVER	320	1742	2223
ELECTIONS TECHNICIAN	432	3008	3839
ELIGIBILITY WORKER I	384	2380	3037
ELIGIBILITY WORKER II	409	2688	3431
ELIGIBILITY WORKER III	419	2823	3603
EMPLOYMENT & TRNG WORKER I	403	2611	3332
EMPLOYMENT & TRNG WORKER II	423	2879	3674
EMPLOYMENT & TRNG WORKER III	438	3097	3953
EMPLOYMENT SERVICES INSTR I	315	1700	2169
EMPLOYMENT SERVICES INSTR II	335	1874	2392
EMPLOYMENT SERVICES INSTR III	355	2065	2637
ENGINEERING AIDE I	377	2300	2936
ENGINEERING AIDE II	417	2795	3568
ENGINEERING TECHNICIAN I	450	3284	4192
ENGINEERING TECHNICIAN II	480	3802	4852
ENGINEERING TECHNICIAN III	493	4051	5170
ENVIRON HEALTH TECHNICIAN I	387	2414	3082
ENVIRON HEALTH TECHNICIAN II	417	2795	3568
EPIDEMIOLOGIST	496	4111	5247
FAIR HEARING OFFICER	429	2964	3783
FIRE SAFETY INSPECTOR	467	3568	4554
FOSTER PARENT LIAISON	383	2368	3022
HOME HEALTH AIDE	356	2076	2649
HOUSING & COM PROG SPEC I	433	3022	3857
HOUSING & COM PROG SPEC II	443	3173	4051
HOUSING INSPECTION TECHNICIAN	408	2676	3414
HOUSING PROGRAMS SPECIALIST	414	2755	3516
HOUSING REHABILITATION SPEC I	442	3158	4031
HOUSING REHABILITATION SPEC II	467	3568	4554
INFORMATION SYS COORD I	386	2403	3067
INFORMATION SYS COORD II	416	2782	3550
INFORMATION SYS COORD III	432	3008	3839
INT PUBLIC SAFETY PROGRAM I	462	3482	4444
INT PUBLIC SAFETY PROGRAM II	492	4031	5145
INT PUBLIC SAFETY PROGRAM III	507	4337	5535
INVESTIGATIVE TECHNICIAN I	403	2611	3332
INVESTIGATIVE TECHNICIAN II	413	2742	3499

IT COMPUTER SYSTEMS SPECIALIST	517	4554	5812
IT DATABASE SUPPORT SPECIALIST	507	4337	5535
IT DESKTOP SUPPORT ENGINEER	507	4337	5535
IT GIS ANALYST	507	4337	5535
IT INFRASTRUCTURE SUPP ENG I	457	3398	4337
IT INFRASTRUCTURE SUPP ENG II	492	4031	5145
IT NETWORK ARCHITECT	517	4554	5812
IT TECHNICIAN	432	3008	3839
IT WEB DESIGNER	474	3693	4712
JOB DEVELOPER	413	2742	3499
LEAD SUBSTANCE ABUSE PREV SPEC	458	3414	4358
LEGAL CLERK	365	2169	2769
LEGAL PROCESS CLERK I	361	2127	2715
LEGAL PROCESS CLERK II	381	2345	2993
LEGAL SECRETARY	406	2649	3381
LICENSED PHYSICAL THERAP ASST	475	3710	4735
LICENSED VOCATIONAL NURSE	426	2921	3729
MAPPING SPECIALIST I	441	3143	4011
MAPPING SPECIALIST II	473	3674	4690
MEDICAL BILLING CLERK	367	2190	2795
MEDICAL RECORDS CLERK I	349	2006	2561
MEDICAL RECORDS CLERK II	369	2211	2823
MEDICAL SERVICES CLERK	358	2096	2676
NUTRITION ASSISTANT I	354	2056	2623
NUTRITION ASSISTANT II	374	2266	2893
NUTRITION ASSISTANT III	434	3037	3877
OFFICE ASSISTANT I	333	1855	2368
OFFICE ASSISTANT II	348	1996	2548
OFFICE ASSISTANT III	371	2233	2851
PATIENTS' RIGHTS ADVOCATE	476	3729	4759
PERSONNEL ASSISTANT	425	2907	3710
PROBATION ASSISTANT	404	2623	3349
PROJECT INTEGRATION SPECIALIST	492	4031	5145
PROPERTY TAX SPECIALIST III	387	2414	3082
PROPERTY TX SPEC I-PA ASST I	352	2035	2599
PROPERTY TX SPEC II-PA ASST II	377	2300	2936
PSYCHIATRIC TECHNICIAN	439	3113	3972
PSYCHOLOGY INTERN I	FLAT	1996	1996

PSYCHOLOGY INTERN II	FLAT	2159	2159
PUBLIC DEFENDER INVESTIGATOR	482	3839	4900
PUBLIC HEALTH ASSISTANT	386	2403	3067
PUBLIC HLTH LABORATORY TECH	395	2511	3205
PUBLIC HLTH PROG & POLICY ANAL	496	4111	5247
PUBLIC SAFETY SERVICE OFFICER	388	2427	3097
SENIOR ACCOUNT CLERK	390	2450	3127
SENIOR ASSESSOR/RECORDER CLERK	407	2663	3398
SENIOR INFO TECHNOLOGY ANALYST	507	4337	5535
SENIOR INVESTIGATIVE TECH	428	2950	3765
SENIOR LEGAL PROCESS CLERK	391	2463	3143
SENIOR PROGRAMMER ANALYST	507	4337	5535
SENIOR PUBLIC HEALTH ASSISTANT	396	2524	3221
SENIOR SHERIFF'S SERVICE OFCR	403	2611	3332
SENIOR SOCIAL WORKER	473	3674	4690
SENIOR STAFF ANALYST	468	3585	4576
SENIOR VETERANS REPRESENTATIVE	415	2769	3533
SENIOR VOCATIONAL COUNSELOR	478	3765	4805
SHERIFF'S RECORDS SPECIALIST I	366	2179	2782
SHERIFF'S RECORDS SPECIALIST II	386	2403	3067
SHERIFF'S RECORDS SPECIALIST III	396	2524	3221
SOCIAL SERVICE AIDE	383	2368	3022
SOCIAL SERVICE PROGRAM AIDE	383	2368	3022
SOCIAL WORKER	448	3252	4151
STAFF SERVICES ANALYST I	425	2907	3710
STAFF SERVICES ANALYST II	455	3365	4295
SYSTEM SUPPORT ANALYST	410	2702	3448
TREASURY CASHIER I	375	2277	2907
TREASURY CASHIER II	400	2573	3284
TYPIST CLERK I	333	1855	2368
TYPIST CLERK II	348	1996	2548
TYPIST CLERK III	371	2233	2851
VETERANS SERVICES REP I	385	2392	3052
VETERANS SERVICES REP II	405	2637	3365
VICTIM ADVOCATE I	420	2837	3620
VICTIM ADVOCATE II	450	3284	4192
VOCATIONAL COUNSELOR	468	3585	4576
VOCATIONAL EVALUATOR TECH	403	2611	3332

VOCATIONAL INSTRUCTOR I	315	1700	2169
VOCATIONAL INSTRUCTOR II	335	1874	2392
VOCATIONAL INSTRUCTOR III	355	2065	2637

ATTACHMENT C

Job Classification	Range	Beginning With Pay Period 06/28/2015	
		A Step	F Step
ACCOUNT CLERK I	345	2006	2561
ACCOUNT CLERK II	365	2212	2824
ACCOUNT CLERK III	390	2499	3190
ACCOUNTANT AUDITOR I	438	3159	4032
ACCOUNTANT AUDITOR II	468	3657	4668
ACCOUNTANT AUDITOR III	488	4032	5147
ACCOUNTING TECHNICIAN	425	2965	3784
ADMIN SECRETARY I	381	2392	3053
ADMIN SECRETARY II	396	2574	3285
AGENCY STAFF SERVS ANALYST I	425	2965	3784
AGENCY STAFF SERVS ANALYST II	455	3432	4381
AGRIC & STDS PROGRAM ASSIST I	381	2392	3053
AGRIC & STDS PROGRAM ASSIST II	391	2512	3206
AGRIC & STDS PROGRAM ASSOC I	420	2894	3692
AGRIC & STDS PROGRAM ASSOC II	430	3039	3878
AIR POLLUTION CONTROL TECH	426	2979	3804
ANIMAL CARE TECHNICIAN	372	2289	2921
ANIMAL REGULATION OFFICER I	372	2289	2921
ANIMAL REGULATION OFFICER II	392	2525	3221
ANIMAL REGULATION OFFICER III	407	2716	3466
ASSESSOR/RECORDER CLERK I	349	2046	2612
ASSESSOR/RECORDER CLERK II	364	2202	2810
ASSESSOR/RECORDER CLERK III	387	2462	3144
ASSIST INFO TECHNOLOGY ANALYST	462	3552	4533
ASSIST PROGRAMMER ANALYST	462	3552	4533
ASSIST SOCIAL WORKER	418	2865	3657
ASSOCIATE INFO TECH ANALYST	492	4112	5248
ASSOCIATE PROGRAMMER ANALYST	492	4112	5248
BOATING SAFETY OFFICER	425	2965	3784
BUILDING INSPECTOR I	442	3221	4112
BUILDING INSPECTOR II	467	3639	4645
BUILDING INSPECTOR III	477	3821	4877

BUSINESS OFFICE CLERK I	352	2076	2651
BUSINESS OFFICE CLERK II	367	2234	2851
BUYER I	423	2937	3747
BUYER II	453	3399	4338
CERTIFIED OCCUP THERAPY ASSIST	475	3784	4830
CHILD SUPPORT ASSISTANT I	358	2138	2730
CHILD SUPPORT ASSISTANT II	372	2289	2921
CHILD SUPPORT ASSISTANT III	382	2404	3068
CHILD SUPPORT SPECIALIST I	392	2525	3221
CHILD SUPPORT SPECIALIST II	417	2851	3639
CHILD SUPPORT SPECIALIST III	427	2995	3821
CLAIMS SPECIALIST I	384	2428	3098
CLAIMS SPECIALIST II	409	2742	3500
CLAIMS SPECIALIST III	419	2879	3675
CLERK I	333	1892	2415
CLERK II	348	2036	2599
CLERK III	371	2278	2908
CLERK/ELECTIONS SPECIALIST I	361	2170	2769
CLERK/ELECTIONS SPECIALIST II	381	2392	3053
CLINICIAN INTERN	FLAT	1829	1829
COLLECTION ASSISTANT I	381	2392	3053
COLLECTION ASSISTANT II	401	2637	3366
COLLECTIONS CLERK I	381	2392	3053
COLLECTIONS CLERK II	404	2675	3416
COLLECTIONS CLERK III	414	2810	3586
COMMUNITY EDUCATION SPECIAL I	472	3730	4760
COMMUNITY EDUCATION SPECIAL II	488	4032	5147
COMMUNITY HEALTH ADVOCATE	391	2512	3206
COMMUNITY MENTAL HEALTH WORKER	379	2369	3023
COMMUNITY ORGANIZER	406	2702	3449
COMMUNITY SERVICES COORDINATOR	448	3317	4234
COUNTY FAIR BUSINESS ASSISTANT	437	3144	4013
COUNTY REAL PROP/RT OF WAY AGT	500	4276	5457
CRIME ANALYST	459	3500	4468
DATA ENTRY OPERATOR I	345	2006	2561
DATA ENTRY OPERATOR II	370	2267	2894
DATA ENTRY OPERATOR III	383	2415	3082
DEPUTY CORONER INVESTIGATOR	467	3639	4645

DEPUTY PUBLIC GUARDIAN	458	3482	4445
DRIVER	320	1777	2267
ELECTIONS TECHNICIAN	432	3068	3916
ELIGIBILITY WORKER I	384	2428	3098
ELIGIBILITY WORKER II	409	2742	3500
ELIGIBILITY WORKER III	419	2879	3675
EMPLOYMENT & TRNG WORKER I	403	2663	3399
EMPLOYMENT & TRNG WORKER II	423	2937	3747
EMPLOYMENT & TRNG WORKER III	438	3159	4032
EMPLOYMENT SERVICES INSTR I	315	1734	2212
EMPLOYMENT SERVICES INSTR II	335	1911	2440
EMPLOYMENT SERVICES INSTR III	355	2106	2690
ENGINEERING AIDE I	377	2346	2995
ENGINEERING AIDE II	417	2851	3639
ENGINEERING TECHNICIAN I	450	3350	4276
ENGINEERING TECHNICIAN II	480	3878	4949
ENGINEERING TECHNICIAN III	493	4132	5273
ENVIRON HEALTH TECHNICIAN I	387	2462	3144
ENVIRON HEALTH TECHNICIAN II	417	2851	3639
EPIDEMIOLOGIST	496	4193	5352
FAIR HEARING OFFICER	429	3023	3859
FIRE SAFETY INSPECTOR	467	3639	4645
FOSTER PARENT LIAISON	383	2415	3082
HOME HEALTH AIDE	356	2118	2702
HOUSING & COM PROG SPEC I	433	3082	3934
HOUSING & COM PROG SPEC II	443	3236	4132
HOUSING INSPECTION TECHNICIAN	408	2730	3482
HOUSING PROGRAMS SPECIALIST	414	2810	3586
HOUSING REHABILITATION SPEC I	442	3221	4112
HOUSING REHABILITATION SPEC II	467	3639	4645
INFORMATION SYS COORD I	386	2451	3128
INFORMATION SYS COORD II	416	2838	3621
INFORMATION SYS COORD III	432	3068	3916
INT PUBLIC SAFETY PROGRAM I	462	3552	4533
INT PUBLIC SAFETY PROGRAM II	492	4112	5248
INT PUBLIC SAFETY PROGRAM III	507	4424	5646
INVESTIGATIVE TECHNICIAN I	403	2663	3399
INVESTIGATIVE TECHNICIAN II	413	2797	3569

IT COMPUTER SYSTEMS SPECIALIST	517	4645	5928
IT DATABASE SUPPORT SPECIALIST	507	4424	5646
IT DESKTOP SUPPORT ENGINEER	507	4424	5646
IT GIS ANALYST	507	4424	5646
IT INFRASTRUCTURE SUPP ENG I	457	3466	4424
IT INFRASTRUCTURE SUPP ENG II	492	4112	5248
IT NETWORK ARCHITECT	517	4645	5928
IT TECHNICIAN	432	3068	3916
IT WEB DESIGNER	474	3767	4806
JOB DEVELOPER	413	2797	3569
LEAD SUBSTANCE ABUSE PREV SPEC	458	3482	4445
LEGAL CLERK	365	2212	2824
LEGAL PROCESS CLERK I	361	2170	2769
LEGAL PROCESS CLERK II	381	2392	3053
LEGAL SECRETARY	406	2702	3449
LICENSED PHYSICAL THERAP ASST	475	3784	4830
LICENSED VOCATIONAL NURSE	426	2979	3804
MAPPING SPECIALIST I	441	3206	4091
MAPPING SPECIALIST II	473	3747	4784
MEDICAL BILLING CLERK	367	2234	2851
MEDICAL RECORDS CLERK I	349	2046	2612
MEDICAL RECORDS CLERK II	369	2255	2879
MEDICAL SERVICES CLERK	358	2138	2730
NUTRITION ASSISTANT I	354	2097	2675
NUTRITION ASSISTANT II	374	2311	2951
NUTRITION ASSISTANT III	434	3098	3955
OFFICE ASSISTANT I	333	1892	2415
OFFICE ASSISTANT II	348	2036	2599
OFFICE ASSISTANT III	371	2278	2908
PATIENTS' RIGHTS ADVOCATE	476	3804	4854
PERSONNEL ASSISTANT	425	2965	3784
PROBATION ASSISTANT	404	2675	3416
PROJECT INTEGRATION SPECIALIST	492	4112	5248
PROPERTY TAX SPECIALIST III	387	2462	3144
PROPERTY TX SPEC I-PA ASST I	352	2076	2651
PROPERTY TX SPEC II-PA ASST II	377	2346	2995
PSYCHIATRIC TECHNICIAN	439	3175	4051
PSYCHOLOGY INTERN I	FLAT	2036	2036

PSYCHOLOGY INTERN II	FLAT	2202	2202
PUBLIC DEFENDER INVESTIGATOR	482	3916	4998
PUBLIC HEALTH ASSISTANT	386	2451	3128
PUBLIC HLTH LABORATORY TECH	395	2561	3269
PUBLIC HLTH PROG & POLICY ANAL	496	4193	5352
PUBLIC SAFETY SERVICE OFFICER	388	2476	3159
SENIOR ACCOUNT CLERK	390	2499	3190
SENIOR ASSESSOR/RECORDER CLERK	407	2716	3466
SENIOR INFO TECHNOLOGY ANALYST	507	4424	5646
SENIOR INVESTIGATIVE TECH	428	3009	3840
SENIOR LEGAL PROCESS CLERK	391	2512	3206
SENIOR PROGRAMMER ANALYST	507	4424	5646
SENIOR PUBLIC HEALTH ASSISTANT	396	2574	3285
SENIOR SHERIFF'S SERVICE OFCR	403	2663	3399
SENIOR SOCIAL WORKER	473	3747	4784
SENIOR STAFF ANALYST	468	3657	4668
SENIOR VETERANS REPRESENTATIVE	415	2824	3604
SENIOR VOCATIONAL COUNSELOR	478	3840	4901
SHERIFF'S RECORDS SPECIALIST I	366	2223	2838
SHERIFF'S RECORDS SPECIALIST II	386	2451	3128
SHERIFF'S RECORDS SPECIALIST III	396	2574	3285
SOCIAL SERVICE AIDE	383	2415	3082
SOCIAL SERVICE PROGRAM AIDE	383	2415	3082
SOCIAL WORKER	448	3317	4234
STAFF SERVICES ANALYST I	425	2965	3784
STAFF SERVICES ANALYST II	455	3432	4381
SYSTEM SUPPORT ANALYST	410	2756	3517
TREASURY CASHIER I	375	2323	2965
TREASURY CASHIER II	400	2624	3350
TYPIST CLERK I	333	1892	2415
TYPIST CLERK II	348	2036	2599
TYPIST CLERK III	371	2278	2908
VETERANS SERVICES REP I	385	2440	3113
VETERANS SERVICES REP II	405	2690	3432
VICTIM ADVOCATE I	420	2894	3692
VICTIM ADVOCATE II	450	3350	4276
VOCATIONAL COUNSELOR	468	3657	4668
VOCATIONAL EVALUATOR TECH	403	2663	3399

VOCATIONAL INSTRUCTOR I	315	1734	2212
VOCATIONAL INSTRUCTOR II	335	1911	2440
VOCATIONAL INSTRUCTOR III	355	2106	2690

MEMORANDUM OF UNDERSTANDING

BETWEEN THE

COUNTY OF SHASTA

AND THE

UNITED PUBLIC EMPLOYEES OF CALIFORNIA

SHASTA COUNTY GENERAL UNIT



May 1, 2012 through April 30, 2015

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ARTICLE 1. PARTIES

1.1 This Agreement is entered into by and between the County of Shasta (hereinafter referred to as "County") and the United Public Employees of California, Local 792, LIUNA,(hereinafter referred to as "General Unit", "UPEC", or "Union").

1.2 Unless otherwise defined, all references to "days" shall mean calendar days.

ARTICLE 2. AUTHORIZED AGENTS

For the purpose of administering the terms and provisions of this Agreement, the following agents, or his/her designee, have been identified:

County's principal authorized agent shall be:

Director of Support Services
County of Shasta
1450 Court Street, Suite 348
Redding, CA 96001
Telephone: (530) 225-5515
FAX#: (530) 225-5345

Union's principal authorized agent shall be:

Business Manager
United Public Employees of California (UPEC), Local 792
1800Park Marina Drive
Redding, CA 96001
Telephone: (530) 245-1890
FAX #: (530) 246-1651

ARTICLE 3. RECOGNITION

The County recognizes the Union as the exclusive collective bargaining agent for all regular full-time and regular part-time employees (one-half time or more) in the General Unit, excluding all management, extrahelp, and confidential employees. See Attachment A for a list of job classifications covered by this Agreement.

ARTICLE 4. TERM

4.1 TERM

The term of this Agreement, ratified by the General Unit on July 1, 2013 and approved by the Board of Supervisors on July 23, 2013 is from May 1, 2012 to and inclusive of April 30, 2015, except as otherwise provided. Unless otherwise provided herein, any changes caused by the approval of this Agreement shall be implemented as of the first of the payroll period immediately

following its formal adoption by the Board of Supervisors. During the month of January of the final year of this Agreement, either party may serve notice to commence negotiations on a successor agreement. If notice is served by either party, negotiations shall begin no later than ninety (90) days prior to the term of this Agreement or on a later date by mutual agreement.

4.2 CONTINUED DISCUSSIONS AND REOPENERS

- A. The County will provide notice to the Union of an opportunity to meet and confer regarding implementation of legislative changes that impact the status of a group of employees for other than items that are management rights.
- B. Review of Funding Method of Employee Coverage. The parties will continue to explore an alternative method of funding and structure of unit members' health coverage as a subject in the Joint Issues Forum. Such potential methods shall be limited to those which would cause no expansion of total cost of County contributions over the method approved herein.

ARTICLE 5. UNION RIGHTS

5.1 RELEASE TIME

- A. Stewards. The County shall recognize up to twenty (20) employees designated by the Union as Stewards. A County employee who is designated as a Steward shall be provided a reasonable amount of release time for the amount of time necessary to represent an employee in meetings with management. After notifying his/her immediate supervisor as far in advance as reasonably possible, the Steward shall be permitted to leave the regular work area. Permission for such use of work time shall not be unreasonably withheld. Additionally, Stewards will be provided one (1) hour per month release time for a regularly scheduled Stewards' meeting.
- B. Meet and Confer. In meetings with County management for the purpose of meeting and conferring on matters within the scope of bargaining, the Union may be represented by not more than four (4) employees on release time unless a greater number is agreed to by the County. Meetings shall be scheduled so as not to unreasonably interfere with the operation of any County department.

5.2 BULLETIN BOARDS

In departments of more than fifteen (15) employees represented by the Union which have bulletin board space, the department head shall designate at least one (1) posting space in each non-contiguous location for use by the Union. No posting shall be made on County premises on space other than that provided except for postings relating solely to social activities of the Union. Bulletin boards shall be used only to inform employees of the procedure for joining the Union, notification of meetings, internal organizational elections, or other similar internal business matters. Bulletin boards shall not be used for presenting arguments, making charges, or for matters which may adversely reflect upon the effectiveness of the County.

5.3 ACCESS TO EMPLOYEES/COUNTY FACILITIES

The Union shall, upon request detailing the specific purpose of the contact, be granted the use of general meeting space by each department head before or after the regular work shift, except in cases in which such permission will interfere with the duties of the department. In the case of the departments with continuing or staggered shifts, arrangements shall be made for space at other suitable locations which will not interfere with the operation of the department.

A department head shall, upon request detailing the specific purpose for the contact and reasonable advance notice, permit authorized employee representatives to contact individual employees in County facilities during working hours if such contact is not disruptive to County business and does not occur with undue frequency. Employees shall not be approached in the field except upon expressed approval of the department head or his/her authorized representative.

Membership solicitation, collection of dues, or other general organizational business shall not be conducted on County time, nor in areas generally not open to the public except as may occur during scheduled meetings before or after a regular work shift.

5.4 LIMITED ACCESS TO EMPLOYEES THROUGH COUNTY E-MAIL SYSTEM

The Union may send email to County email addresses of employees it represents in accordance with the following provisions:

- A. The email must be sent from a source outside of the County email system with a static IP address;
- B. The email must be on Union letterhead and otherwise only contain text of not more than 350 kb in length;
- C. The email may not contain attachments, but may include links to information outside of the County email system;
- D. No political communication of any kind may be transmitted by the bargaining unit representative;
- E. The individual sending the email must be identified by name;
- F. Up to three (3) individuals may be authorized to send email upon notification to the Director of Support Services;
- G. The Director of Support Services must be copied on all email;
- H. Email may only notify employees of Union meetings and may direct employees to the Union's web site for other information;
- I. The Union may send up to four (4) emails per calendar month unless otherwise authorized by the Director of Support Services;

- J. Recipients of email may not use work time to respond to Union emails, view Union web sites, or conduct Union business;
- K. Employees may request that email not be sent to them, and the Union shall respect these requests;
- L. After notice to the Union, the County maintains the right to withdraw use of County email, at its sole discretion, for violation of this section. Such action will not be subject to grievance or other appeals process. Employee actions prohibited in subsection J will not be considered reason for implementation of subsection L;
- M. Within five (5) calendar days of notice in subsection L, the Union shall have the right to meet with the Director of Support Services in an attempt to resolve concerns prior to withdrawal of use; and
- N. The Union and employees accept the fact that the County spam filter may direct some email to employees' spam mailboxes, and employees will need to access these mailboxes to view such mail.

5.5 PAYROLL DEDUCTION

The Union shall have regular dues, service fees, and insurance premiums deducted from employee's pay warrants. Payroll deductions shall be made only upon written authorization of the individual employee on a form acceptable to the County Auditor-Controller. The County shall make the deductions and provide reports of these transactions to the Union.

5.6 PERSONNEL REPORTS

The County will, to the extent practicable, provide, upon request with reasonable advance notice, the Union with the Employee Roster Index and the New Hires and Termination Listing. The County shall provide these reports when they are published.

ARTICLE 6. AGENCY SHOP AND PAYROLL DEDUCTION

6.1 REPRESENTATION OBLIGATION

UPEC agrees that it has a duty to provide fair and nondiscriminatory representation to all employees in job classifications within the General Unit.

6.2 AGENCY SHOP

The Union has achieved Agency Shop through implementation of Government Code Section 3509 by election. As a result, all employees in the General Unit must either join the Union and pay dues, or pay an Agency Fee to the Union in lieu of Union dues. Agency Fee shall remain in effect until General Unit employees remove the obligation through a majority vote of those in the General Unit to rescind it according to the appropriate provisions of the Government Code.

6.3 PAYROLL DEDUCTION

All employees in the General Unit shall complete the County approved form authorizing payroll deduction and return the completed form to the Auditor's Office-Payroll Unit (Payroll). Should an employee fail to provide a form authorizing payroll deduction for Union Dues or Agency Fee, the Union shall have the authority to pursue such payment directly or by other legal means.

6.4 RELIGIOUS OBJECTION

Any employee who is a member of a bona fide religion, body, or sect which has historically held conscientious objection to joining or financially supporting public employee organizations shall not be required to join or financially support UPEC. Such an employee shall authorize a payroll deduction in an amount equal to the Agency Fee to a non-religious, non-labor, charitable organization exempt from taxation under Section 501 (c) (3) of the Internal Revenue Code. Payroll deductions under this section shall only be authorized for such organizations which have been approved by the County Auditor in accordance with Section 3502.5(a) of the Government Code.

Each person requesting exemption from payment of the Agency Fee under this provision shall file a claim with UPEC on a form provided by UPEC and approved by the County. A claim for religious exemption must be filed within thirty (30) days of the hire date or other action bringing an employee into the General Unit. Claims received after the thirty (30) day period will not be considered.

Should an employee request an exemption from payment of the Agency Fee because he/she asserts he/she has become a member of a bona fide religion, body, or sect which has historically held conscientious objection to joining or financially supporting public employee organizations, the employee must file a claim for religious objection within thirty (30) days on a form provided by UPEC and approved by the County.

UPEC shall review all claims for religious exemption and notify the employee and Payroll of approval or denial of the claim within thirty (30) days of receipt by UPEC. An employee's sole remedy for reconsideration shall be with UPEC.

6.5 FINANCIAL REPORT

UPEC shall maintain an adequate itemized record of its expenditures and financial transactions, and shall make available annually to the County and to the employees in job classifications within the General Unit, a detailed written financial report thereof in the form of a balance sheet and operating statement. Such financial report shall be made available within sixty (60) days after the end of its fiscal year and shall be certified as to its accuracy by a certified public accountant.

6.6 INDEMNIFY AND HOLD HARMLESS

UPEC fully indemnifies and holds harmless and agrees to defend the County, its officers, agents, and employees acting on behalf of the County against any and all claims, demands, suits, and

from liabilities of any nature which may arise out of or by reason of any action taken or not taken by the County under provisions of this article.

ARTICLE 7. COUNTY RIGHTS AND RESPONSIBILITIES

7.1 RETAINED RIGHTS

County retains, solely and exclusively, all the rights, powers, and authority exercised or held prior to the execution of this Agreement, except as expressly limited by a specific provision of this Agreement. Without limiting the generality of the foregoing, the rights, powers, and authority retained solely and exclusively by the County and not abridged herein, include, but are not limited to the following:

- A. To manage and direct its business and personnel;
- B. To manage, control, and determine the mission of its departments, building facilities, and operations;
- C. To create, change, combine, or abolish jobs, policies, departments, and facilities in whole or in part;
- D. To subcontract or discontinue work for economic or operational reasons;
- E. To lay off employees;
- F. To direct the work force;
- G. To increase or decrease the work force and determine the number of employees needed;
- H. To hire, assign, transfer, promote, and maintain the discipline and efficiency of its employees;
- I. To establish work standards, schedules of operation, and reasonable workloads;
- J. To specify or assign work requirements and require overtime;
- K. To schedule working hours and shifts;
- L. To adopt rules of conduct and penalties for violation thereof;
- M. To determine the type and scope of work to be performed by County employees and the services to be provided;
- N. To classify positions;
- O. To establish initial salaries of new job classifications after notification of the Union;

- P. To determine the methods, processes, means, and places of providing services; and
- Q. To take whatever action necessary to prepare for and operate in an emergency.

7.2 EXCEPTION IN AN EMERGENCY

Except in an emergency, County decisions shall not supersede the provisions of this Agreement. Actions taken by the County to meet an emergency that are not in compliance with this Agreement shall be in effect only for the duration of the emergency.

7.3 RIGHT OF UNION TO CONFER

The exercise of such rights shall not preclude the Union from conferring with County representatives about the practical consequences that decisions on these matters may have on wages, hours, and other terms and conditions of employment.

ARTICLE 8. NON-DISCRIMINATION AND AMERICANS WITH DISABILITIES ACT

8.1 NON-DISCRIMINATION

The County and the Union agree that they shall not unlawfully discriminate against any employee on the basis of race, color, religion, sex, national origin, ancestry, age, medical condition, disability, veteran status, marital or registered domestic partner status, or any other characteristic protected by state or federal law. Discrimination on the basis of sex, age, medical condition, or disability is prohibited except where specific sex, age, medical and/or physical requirements constitute a bona fide occupational qualification necessary for proper and efficient administration of County business.

Employees shall have the right to form, join, and participate in the activities of the Union or the right to refuse to join or participate in such activities. Employees shall not be interfered with, intimidated, restrained, coerced, or discriminated against because of their exercise of these rights.

Any employee alleging a violation of this article shall have the burden of proving the existence of a discriminatory act or acts and of proving that but for such act or acts the alleged injury or damage to the employee would not have occurred.

8.2 AMERICANS WITH DISABILITIES ACT

The parties recognize that the County may be required to make accommodations in order to carry out its obligations under the Americans With Disabilities Act (ADA) and/or state law enforced by the Department of Fair Employment and Housing (DFEH). Some of these accommodations may require actions which are contrary to the language or intent of existing provisions of this Agreement.

The parties agree that such accommodation relating to ADA/DFEH shall not constitute a "past practice" or waiver by either party of its right to fully enforce such provisions in the future with regard to persons not subject to the protections of the ADA/DFEH.

The parties recognize that circumstances surrounding ADA/DFEH compliance in individual cases may involve matters which are personal and require the utmost confidentiality. Specifics of an individual case may not be divulged by the County.

Prior to taking action, the County shall notice the Union of a proposed accommodation, as it may apply to the working conditions of the General Unit, and shall give the Union an opportunity for input. Actions taken by the County under this article shall not be subject to the grievance procedure.

ARTICLE 9. WAGES

9.1 GENERAL WAGES

Wages for the job classifications in this General Unit are shown in Attachment A.

Effective September 21, 2014, a general increase of three percent (3.0%) shall be applied to the pay schedules based upon the previously valid rates in the General Unit pay schedules through August 2014.

9.2 SALARY ADJUSTMENT

The County retains the right to adjust salaries upward as needed for recruitment, retention, or other purposes after notice and discussion with the Union.

9.3 WORK ABOVE CLASSIFICATION

A. Qualification Period. When an employee is temporarily assigned to the duties of a vacant higher level position, the employee shall, commencing on the eighty first (81st) hour and effective the first (1st) hour, receive a rate equivalent to that provided for under County promotional rules. To be eligible for the higher rate, the employee must:

- (1) Be assigned in writing by the department head with the approval of the Personnel Unit;
- (2) Be assigned for other than training purposes;
- (3) Perform the full regular duties of the higher position;
- (4) Perform the duties of the higher position for a period of at least eighty (80) work hours, except with an approved interruption. Holidays shall be treated like weekends or comparable regularly scheduled days off.
 - a. An approved interruption shall be the use of approved leave balances not to exceed an accumulation of sixteen (16) hours during the eighty (80) hour qualification period.

- b. Returning to the employee's regularly assigned position for more than sixteen (16) accumulated work hours will cause the eighty(80) hour requirement to begin again if full duties of the higher position are resumed.

(5) Reestablish his/her eligibility for a higher rate by meeting the above four criteria on a semiannual basis.

- B. Payment for Hours Worked. An employee who has qualified for the higher rate shall receive such a rate on an hourly basis only for hours worked while so assigned.
- C. Same or Lower Level Duties. If the work temporarily assigned is normally assigned to a position at or below the employee's salary rate, he/she shall continue to receive his/her regularly established rate.
- D. Maximum Period. Working in a vacant higher level position for which there is no incumbent, may not normally exceed a six (6) month period. However, the Director of Support Services may approve an additional period on a case-by-case basis.
- E. Vacant Higher Level Position. A "vacant higher level position," as referred to herein, is understood to include absences by the incumbent of the higher position of more than ten (10) workdays including vacation, sick, or other forms of leave.

9.4 PREMIUM PAY

- A. An employee in the Public Safety Service Officer or Senior Sheriffs Service Officer job classification, when assigned the duties of the Training Officer and during actual hours with the trainee, shall receive an additional fifty-eight cents (\$.58) per hour.
- B. An employee in the job classification of Vocational Instructor III who is assigned the duties of a job coach will be paid an additional seven and one-half percent (7.5%) of base salary when such duties are actually performed.
- C. Employees in the job classifications of Employment Services Instructor I/II/III may have their salaries adjusted by the Director of Social Services to conform with Federal requirements when incumbent performs janitorial services and ground maintenance duties.

9.5 SHIFT DIFFERENTIAL

- A. Unless covered by 10.2.B or 10.2.C, employees who are regularly assigned to the second shift (swing) shall receive, in addition to their base pay, an additional sixty cents (\$0.60) per hour shift differential premium. To be eligible for swing shift differential, at least fifty percent (50%) of the employee's regular schedule of hours must occur after 4:00 p.m. or prior to 12:30 a.m. Regularly assigned shift means the shift an employee is normally assigned to, excluding overtime hours or additional shifts.

- B. Unless covered by 10.2.B or 10.2.C, employees who are regularly assigned to the third shift (graveyard) shall receive, in addition to their base pay, an additional eighty-five cents (\$0.85) per hour shift differential premium. To be eligible for graveyard shift differential, at least fifty percent (50%) of the employee's regular schedule of hours must occur after 12:30 a.m. or prior to 9:00 a.m. Regularly assigned shift means the shift an employee is normally assigned to, excluding overtime hours or additional shifts.
- C. Senior Sheriff's Service Officers and Public Safety Service Officers who are regularly assigned to a twelve (12) hour shift that includes the hours between midnight and 8:00 a.m. shall receive seventy-five cents (\$0.75) per hour for each hour of the shift. Regularly assigned shift means the shift an employee is normally assigned to, excluding overtime hours or additional shifts.
- D. Such differentials shall not be considered part of the regular base wages and therefore not applicable to vacation, sick leave, and other forms of non-work pay.

ARTICLE 10. HOURS OF WORK

10.1 WORK PERIODS AND HOURS OF WORK

- A. The regular work week shall consist of five (5) working days of eight (8) hours each from and including Sunday through the following Saturday. The first shift of the work week shall be the first shift wherein the majority of its scheduled hours follow 12:01 a.m. Sunday.
- B. Where alternate work schedules are established in accordance with the provisions outlined below, alternative beginning and ending work weeks may be established by the department head on either Monday or Friday for the purpose of minimizing overtime liability.

10.2 ALTERNATE WORK SCHEDULES

- A. An alternate work schedule is defined as a variation of the standard workweek, which for most employees is five (5), eight (8) hour days between the hours of 8:00 a.m. and 5:00 p.m. Alternate schedules include 4-10 schedules, 9-80 schedules, hours from 7:00 a.m. to 3:30 p.m., and other schedules, but in each case the schedule will result in employees working a fixed schedule of forty (40) hours per week or eighty (80) hours biweekly.
- B. Twelve (12) hour shifts at Mental Health: The Mental Health Director may establish a twelve (12) hour shift under the following conditions:
 - (1) Shifts will be assigned by Mental Health's management and will not be changed without prior notice. All leave and holidays shall be accrued on the same basis as a standard 5-8 shift assignment, so that no advantage will be gained by the twelve(12) hour shift schedule. Pay for work on a holiday will consist of eight (8) hours holiday, four (4) hours regular, and eight (8) hours of holiday overtime.

- (2) Any return to the standard 5-8 schedule shall remain at the discretion of Mental Health's management and may be implemented upon a minimum of fourteen (14) days prior notice to the employee and Union or, if on a single position, to the affected employee. Such periods shall not apply to emergencies or individual circumstances that are unplanned.
 - (3) Mental Health staff who are regularly assigned by the Mental Health Director, or designee, to a twelve (12) hour shift that includes the hours between midnight and 6:00 a.m., shall receive seventy-five cents (\$0.75) per hour for each hour of the shift. Nursing staff (LVN and LPT) who are regularly assigned to a twelve (12) hour shift that includes the hours between midnight and 6:00 a.m. shall receive three dollars (\$3.00) per hour for each hour of the shift. Regularly assigned shift means the shift an employee is normally assigned to excluding overtime hours or additional shifts. Such differential is considered part of the regular base wages and therefore not applicable to vacation, sick leave, and other forms of non-work pay.
- C. Twelve (12) hour shifts at the Jail: The County agrees to a twelve (12) hour shift schedule in the Jail for Senior Sheriff's Safety Service Officers and Public Safety Service Officers.
- (1) Shifts will be assigned by the Sheriff's Office management and will not be changed without prior notice. All leave and holidays shall be accrued on the same basis as a standard 5-8 shift assignment, so that no advantage will be gained by the twelve (12) hour shift schedule. Pay for work on a holiday will consist of eight (8) hours holiday, four (4) hours regular, and eight (8) hours of holiday overtime.
 - (2) Any return to the standard 5-8 schedule shall remain at the discretion of the Sheriff's management and may be implemented upon a minimum of fourteen (14) days prior notice to the Union or, if on a single position, to the affected employee. Such periods shall not apply to emergencies or individual circumstances that are unplanned.
 - (3) Shift Differential shall be paid at seventy-five cents (\$0.75) per hour for each regularly assigned shift that includes the hours between midnight and 6:00 a.m. Regularly assigned shift means the shift to which an employee is normally assigned, excluding overtime hours or additional shifts. Such differential is considered part of the regular base wages and therefore not applicable to vacation, sick leave, and other forms of non-work pay.
- D. Flexible Work Hours Plan. The County and the Union have agreed that the "Flexible Work Hours Plan" (see Personnel Rules for details of the Plan) is an alternative work schedule. By the process described in subsection E below, this plan allows an employee to voluntarily set a flex schedule each week, with their supervisor's approval. The schedule provides for working forty (40) hours in a week, but provides time for personal

or medical appointments, to participate in children's school activities, or for other reasons that would not normally be available in a regular five (5) days per week, eight (8) hours per day schedule unless the employee utilized leave balances.

E. The establishment of alternate work schedules shall be subject to the following:

- (1) An alternate schedule shall be established and approved in writing by the department head and the County Executive Officer (CEO) with notice to the Personnel Unit and the Union.
- (2) The department head may, at any time, cause any employee or group of employees to revert to a standard work schedule permanently or temporarily. Except in cases of an emergency, the department head shall provide an employee and the Union with fourteen (14) days advance notice of a permanent schedule change and/or twelve (12) hours notice of a temporary change. If requested, a meeting between the department head and the employee(s) and/or Union representative will be held to discuss the change prior to the end of the fourteen (14) day notice period. The final decision shall remain with the department head.
- (3) During payroll periods which contain a holiday, employees may be required to revert to a standard work schedule. In no case shall an employee on an alternative work schedule receive more than eight (8) hours of holiday pay per holiday or receive premium holiday overtime credit for working on a holiday for work beyond eight (8) hours.
- (4) The usage of accrued leave balances such as vacation, sick leave, and other paid time off shall be on an hour-for-hour basis, e.g., an employee on a 4-10 schedule who misses a day because of illness shall be charged ten hours sick leave for that day.

10.3 JOB SHARING

A. Job sharing is defined as the assignment of a full-time workload and set of duties to two (2) employees with oversight and approval of the supervisor. The employees who are sharing the workload of the full-time position must be equally familiar with and involved in the duties and responsibilities of the job. Employees who are job sharing assume the added responsibility of coordinating their workloads and schedules so as to maintain efficiency and productivity.

B. The establishment of job sharing arrangements shall be subject to the following:

- (1) A job sharing arrangement shall be established if approved in writing by the department head and the CEO, with notice to the Personnel Unit and the Union.
- (2) The department head may, at any time, cause an employee who is job sharing to revert to a standard full-time work schedule permanently or temporarily to cover the workload.

- (3) The accrual of leave balances, such as vacation, sick leave, and holiday credit, shall be based on the actual hours worked of the reduced work schedule. Employees in a job sharing assignment shall be treated as a regular full-time employee for the purposes of determining insurance benefit eligibility.

10.4 REST PERIODS

When practical, employees shall be granted a fifteen (15) minute paid rest period during each half of a work shift of four (4) hours or longer. Employees working on an alternative work schedule of twelve (12) hour shifts, when practical, shall be granted one fifteen (15) minute paid rest period during each four (4) hours of the shift. Unless otherwise approved by the department head, such breaks shall not be taken within one (1) hour of the employee's starting time, quitting time, or meal break and shall not be accumulated or used to supplement meal breaks, arrive at work late, or leave work early.

10.5 MEAL PERIODS

An unpaid meal period of at least one-half (1/2) hour and up to one (1) hour shall be part of the normal daily work schedule for a full-time employee. Such meal period shall occur at approximately the midpoint (after four hours) of the shift and be approved by the employee's supervisor. Some work schedules may include a meal period within the scheduled duty hours. In such cases the employee shall be so notified in writing and no specific off duty meal time shall be granted or required.

10.6 OVERTIME

All regular full-time employees covered by this Agreement shall be compensated for overtime in accordance with the following provisions:

- A. Work beyond the assigned work period described below must be expressly approved by the department head, or his/her designee, in advance. Unless specifically authorized in advance, employees may not begin work more than fifteen (15) minutes prior to the regular starting time, take work home, or otherwise engage in overtime work.
- B. Except as indicated in subsection C below, all eligible employees shall be entitled to overtime compensation at a rate of oneandone-half (1-1/2) times each hour worked in excess of forty (40) hours in a seven (7) day work period.
 - (1) As an exception to subsection 10.1, an employee with an occasional assignment outside of regular work hours, with the prior approval of their supervisor, may request to work a flexible schedule of forty (40) hours in seven (7) calendar days, Sunday through Saturday.
 - (2) When in the opinion of a supervisor, it would be in the best interest of the County and the employee, the supervisor may request an employee flex their hours for the purpose of fulfilling an occasional assignment outside of their regular duty hours.

A supervisor shall not make such a request for the sole purpose of avoiding payment of overtime nor shall an employee be obligated to agree to the request.

- C. Overtime will be computed on actual minutes worked, adjusted to the nearest increment of six (6) minutes. Only those hours actually worked, vacation, or holiday credit hours taken, jury duty hours served and paid travel time may be used to qualify for overtime compensation. All time lost as a result of a job-related injury or illness will be considered as hours worked for purposes of overtime compensation.
- D. Eligible employees shall be entitled to compensatory time off or cash payment as overtime compensation. The department head, or his/her designee, shall determine the form of overtime compensation based on operational needs. Cash payments shall be made in the pay period in which the overtime is earned. Compensatory time off shall accrue and may be used upon approval of the department head, or his/her designee. Compensatory time off may be accumulated up to sixty (60) hours (forty hours at timeandone-half). The department head may, upon the request of an employee, and with the concurrence of the Director of Support Services, extend the limit on accumulated compensatory time off in excess of sixty (60) hours. Hours accumulated in excess of the maximum accruals shall be paid in cash at the appropriate overtime rate.
- E. Accumulated compensatory time off shall be scheduled and used prior to the use of accrued vacation or holiday time unless the employee is within twelve (12) pay periods of incurring a loss of accrued leave.
- F. Upon separation from County employment or transfer to a management job classification, employees shall be paid in cash for accumulated compensatory time off at the appropriate rate.
- G. Unless otherwise specified, the workweek on which overtime calculations will be based shall begin each Sunday at midnight (12:01 a.m.) and each workday shall be begin daily at midnight (12:01 a.m.).

10.7 STANDBY

- A. A department head may assign employees to standby. General Unit employees assigned standby shall be compensated at a rate of two dollars and fifty cents (\$2.50) per hour while so assigned. Standby duty shall cease during the hours for which callback is paid.
- B. In order for an employee to become eligible for standby pay, the employee must be assigned to standby status by his/her department head requiring the employee to:
 - (1) Review the projected standby assignment schedule within the deadlines established by the applicable department;
 - (2) Wear a County-provided pager and/or carry a County-provided cellular phone during standby assignment;

- (3) Contact the department/dispatch and respond to the callback location within the time period established by the department head;
- (4) Respond to call backs during scheduled standby time unless he/she has notified the department of the name of another qualified employee who will respond;
- (5) Refrain from activities that impair his/her ability to perform assigned duties;
- (6) Request mileage reimbursement for callback responses performed in non-County vehicles within one (1) month after mileage costs are incurred;
- (7) Receive permission to transport non-County employees in County vehicles no later than the last working day prior to standby assignment; and
- (8) Accept the applicable standby pay as referred to in subsection A as full consideration for any inconvenience the standby assignment may pose.

C. On Call/Subject to Call. Standby pay is to be distinguished from the uncompensated status of being "subject to call" or "on call", wherein an employee returns to work during off-duty hours in response to being called, but is not required to meet the standby criteria.

10.8 CALLBACK FROM STANDBY

Any employee, when called back to duty from standby status, shall be compensated for the hours actually worked at one and one-half (1-1/2) times the equivalent hourly rate of their regular salary. The minimum for each callback from standby duty shall be one (1) hour. Such time worked shall not include travel time between an employee's residence and his/her regularly assigned work location. Responding to a phone call when not required to respond to the worksite shall entitle the incumbent to be paid for the actual time involved in that phone call. This does not constitute a callback from standby.

10.9 CALLBACK WHILE NOT ON STANDBY

- A. An employee not on standby status who is called back to work shall be credited with a minimum of two (2) hours pay.
- B. Should callback time become contiguous with regular work hours, time worked shall not be credited as callback and the minimum time period shall not apply.

10.10 CALLBACK FROM VACATION

An employee called in to work during his/her regularly scheduled vacation period shall be compensated at a rate one and one-half (1-1/2) times his/her regular rate of pay for all time worked. "Regularly scheduled vacation period" means vacation approved at least twenty-four (24) hours in advance.

10.11 RELEASE FROM DUTY

When the best interest of the County requires the immediate removal of the employee from his/her position, any employee may be released from regularly assigned duties with pay and benefits by the Department Head for a period not to exceed eighty (80) working hours upon the approval of the Director of Support Services. Upon showing of good cause by the appointing authority, such release from duty may be extended up to an additional eighty (80) work hours by the Director of Support Services.

ARTICLE 11. HEALTH AND WELFARE BENEFITS

11.1 MEDICAL PLAN

Employees and their eligible dependents may select medical insurance coverage from the available options under the County approved Medical Plans. Eligibility, participation, and enrollment shall be in accordance with the requirements set forth by the carrier.

11.2 DENTAL PLAN

The County will provide a dental plan for all regular full-time and regular part-time employees. Employees and dependents may participate in the plan in accordance with the requirements set forth by the carrier. The County will adjust its monthly contribution to the Employee Only dental premium by up to five dollars (\$5.00) effective with the appropriate pay period in June 2014 should the Dental rates increase by that amount. Rate increases greater than those amounts will be absorbed by the employee.

11.3 BENEFIT AND CONTRIBUTION WAITING PERIOD

Eligibility for medical and dental insurance shall begin the first of the month following employment unless otherwise required by the insurance provider(s). County contributions towards medical and dental shall commence the first of the month following six (6) months of employment unless otherwise required by the insurance provider(s). Employees who are otherwise eligible for insurance coverage during their first six (6) months of employment and elect such coverage shall pay the insurance premium(s) through payroll deductions. This provision shall not apply to employees recalled from layoff who were receiving the County contributions at the time of layoff.

11.4 CONTRIBUTIONS TO MEDICAL AND DENTAL PLANS

The County maximum health contributions to the CalPERS-approved medical and the County maximum dental contributions during the term shall be:

Category	Monthly Medical Contribution		Monthly Dental Contribution
	For 2013	For 2014	
Employee Only	\$649.18	\$544.92	\$28.14
Employee + 1	\$779.74	\$779.74	\$45.67
Employee + Family	\$979.87	\$979.87	\$59.91

Beginning for January 2014 and continuing for 2015, the County will adjust its contribution by an amount equal to eighty-five percent (85%) of the PERS Choice Employee-only medical premium cost and fifty percent (50%) of the increase in the dependent costs of PERS Choice. The employee will pay that portion of the premium not contributed by the County.

11.5 Spouse Accommodation. Spouse or Registered Domestic Partner Accommodation. Should an employee and his/her spouse or registered domestic partner both work for the County and are both eligible for County-provided health contributions, one employee may choose in writing to be added to his/her spouse's or registered domestic partner's insurance as a dependent, and the County will make a contribution to the dependent coverage that is equal to the County's contribution to the Employee-only contribution of the covered employee's plan in addition to the County's contribution to the covered employee's dependent coverage. In no event shall the total County's contribution be greater than the actual premium needed for the level of applicable coverage. Likewise, in no event shall the total County contribution be greater than it would have been without this option being invoked.

11.6 Employees' Contribution to Retiree/Admin Fee. Except as otherwise provided in this article any additional contribution necessary for the medical and dental plans and the retiree/administrative fee shall be paid by the employee through payroll deduction. The retiree/administrative fee under the CalPERS Medical Plans shall be twenty-six dollars and forty cents (\$26.40) biweekly effective for the term of this Agreement.

11.7 ELIGIBILITY FOR RETIREE HEALTH BENEFITS.

Unless otherwise required by the medical provider's contract or modified through negotiations, the County shall provide payment toward each retiree's medical/dental premiums, provided such person retires from active County service on or after November 4, 1990, and remains uninterrupted in the medical plan provided by the County. Such payment shall equal ten (10) percent of such premium and only apply to retirees having a minimum of ten (10) years of County service. Such County service need not be continuous.

11.8 VISION PLAN

The County will provide a vision plan for all regular full-time employees and regular part-time employees using the California Vision Services Plan A (\$15 deductible) as the minimum standard. The County shall pay the premiums for all regular full-time and regular part-time employees. Employees may enroll their eligible dependents in the vision care program and pay the premiums through payroll deductions.

11.9 LIFE AND ACCIDENTAL DEATH & DISMEMBERMENT INSURANCE

The County shall pay the premium for a \$25,000 life insurance policy and a \$25,000 Accidental Death and Dismemberment Insurance (AD&D) insurance policy for each employee in the General Unit.

11.10 STATE DISABILITY INSURANCE

Disability insurance benefits shall be extended to employees in accordance with the terms and conditions of the State Disability Insurance Program. Each employee shall contribute to the plan through payroll deductions. Accrued sick leave shall be used to supplement the disability benefit and must be exhausted prior to the use of other accrued leave balances. An employee may elect, in advance, to use accrued vacation, compensatory time off, or holiday time to supplement the disability benefit. The total compensation from accrued leaves and disability benefits shall not exceed the employee's base salary at the time of disability. Disability benefits will be considered the primary benefit and used leave accruals will be treated as secondary to supplement the employee's earnings. Paid Family Leave Insurance will be administered as described above, except employees will be required to use other leave balances after Family Sick Leave (if appropriate) has been exhausted.

11.11 COUNTY CONTRIBUTIONS WHILE ON LEAVE

- A. The County shall continue making its portion of Health Plan payments, including dependent premiums, for employees who are on medical leave without pay due to on-the-job disability for a maximum of twenty-six (26) pay periods. Workers' Compensation benefits shall not be considered as pay. If applicable, this benefit shall run concurrently with the provisions of the Federal Family and Medical Leave Act (FMLA), the California Pregnancy Disability Leave Act, and the California Family Rights Act (CFRA).
- B. In cases wherein an employee who does not yet qualify for FMLA coverage but who suffers from an otherwise FMLA/CFRA qualifying personal serious medical condition, the County may continue making its portion of Health Plan payments, including dependent premiums, for employees who are on medical leave without pay for a maximum of six (6) pay periods. State disability benefits shall not be considered as pay. This provision shall be limited to those employees who, but for time served with the County would otherwise qualify for FMLA/CFRA coverage. Application for such continuation shall be made to the Director of Support Services.

11.12 EMPLOYEE ASSISTANCE PROGRAM

The County shall continue to provide an Employee Assistance Program and Policy during this contract period.

11.13 IRS SECTION 125 BENEFIT PLAN

Employees shall sign appropriate authorization forms to establish or decline participation in payroll deductions of pre-tax earnings for payment by the County of employees' medical and dental insurance premiums and flexible spending accounts (including child and dependent care expenses and unreimbursed medical expenses) in accordance with Section 125 of the Internal Revenue Code and Board action of November 3, 1998 and subsequent updates. The Vendor may charge an administrative fee for the flexible spending accounts which will be disclosed to employees before he/she completes the annual sign up. The County will not change the benefits or providers of this plan without first seeking input from the Union.

ARTICLE 12. RETIREMENT

12.1 CalPERS MISCELLANEOUS EMPLOYEES

The County shall continue all eligible miscellaneous employees (hired prior to May 8, 2011) under CalPERS the 2% @ age 55 service retirement formula. The County shall pay the full share of the employer contributions associated with this formula as determined by CalPERS.

The County amended its contract with CalPERS effective May 8, 2011 so that all newly hired employees between that date and January 1, 2013 are enrolled in the 2% @ age 60 service retirement formula. Employees hired on January 1, 2013 and thereafter shall be enrolled in the 2% @ age 62 formula or the 2% @ age 60 formula as determined by CalPERS in compliance with California state law.

12.2 CalPERS MISCELLANEOUS EMPLOYEES - EMPLOYEE CONTRIBUTIONS

Employee contributions towards the retirement system shall be made in the following manner:

- A. Employee Contribution. All employees pay the full employee share (100%) of CalPERS pension contributions.
- B. Pre-Tax Basis. The County amended its contract with CalPERS, effective August 1997, so that the employee-paid portion of CalPERS contributions is made on a pre-tax basis.

12.3 DETERMINATION OF FINAL COMPENSATION

For employees hired before May 8, 2011, County's CalPERS miscellaneous contract provided employees with the "single highest year" retirement formula. The County amended its contract with CalPERS on May 8, 2011; final compensation for employees hired after that date are based upon the "average of the employee's highest three years" of CalPERS enrollment.

ARTICLE 13. PAID LEAVES

13.1 HOLIDAYS

- A. Official Holidays. The following are established as official holidays for regular full-time and regular part-time employees:
 - (1) January 1st, New Year's Day;
 - (2) The third Monday in January, Martin Luther King, Jr. Day;
 - (3) February 12th, Lincoln's Birthday;
 - (4) The third Monday in February, Presidents' Day;
 - (5) The last Monday in May, Memorial Day;

- (6) July 4th, Independence Day;
- (7) The first Monday in September, Labor Day;
- (8) November 11th, Veterans Day;
- (9) The fourth Thursday in November, Thanksgiving Day;
- (10) The day following Thanksgiving Day;
- (11) December 24th; and
- (12) December 25th.

B. Annual Holiday Schedule. The annual holiday schedule shall be announced by the Director of Support Services prior to January of each year, but such announcement shall not alter any provision of this article.

C. Maximum Holiday Hours. Each holiday listed above shall be treated as the full-time equivalent of eight (8) hours. No employee shall be compensated more than once for each of the above listed holidays, i.e., maximum of ninety-six (96) hours per year.

D. Observed Holidays. The official holidays listed above shall be treated as observed holidays when the following occur:

- (1) When an official holiday listed above falls on Sunday, Monday will be observed as the paid holiday;
- (2) When an official holiday listed above falls on a Saturday, the preceding Friday shall be observed as the paid holiday;
- (3) Should December 24th fall on a Friday, December 23rd shall be observed as the paid holiday; and
- (4) Should December 25th fall on a Monday, December 26th shall be observed as the paid holiday.

E. Work On An Official Holiday.

- (1) Unless on an approved Alternate Work Schedule, a regular employee who does not work a five (5) day per week schedule with Saturdays and Sundays as normal days off and who works on an official holiday, as defined in section 13.1.A, shall earn holiday compensation at a rate of one and one-half (1-1/2) times the hours worked plus straight time pay for assigned regular hours as full compensation for the official holiday. At employee's choice, the time and one-half (1/2) portion may be taken in pay or as Holiday Credit subject to the provisions of this article.

- (2) Unless on an approved Alternate Work Schedule, a regular employee who does not work a five (5) day per week schedule with Saturdays and Sundays as normal days off and who works a shift that overlaps part of an official holiday shall receive holiday compensation (maximum of eight hours) for the entire shift if the majority of hours worked (fifty percent or more) fall on the holiday, otherwise the employee shall receive no holiday compensation.
- F. Work on an Observed Holiday. An employee working on an observed holiday shall not be eligible to receive time and one-half (1-1/2) holiday compensation unless that employee works a five (5) day per week schedule with Saturdays and Sundays as normal days off.
- G. Holiday Compensation.
- (1) Those employees working a five (5) day per week schedule with Saturdays and Sundays as normal days off shall receive cash payment for eight (8) hours per holiday subject to the conditions of this article.
 - (2) Those employees not working a five (5) day per week schedule with Saturdays and Sundays as normal days off whose normal day off falls on an official holiday shall receive eight (8) hours Holiday Credit.
 - (3) Holiday Credit may be accumulated to a maximum of sixty (60) straight-time hours. Use of such time shall be treated as if it were Compensatory Time Off (CTO). An employee shall receive cash payment at the equivalent rate accrued in excess of sixty (60) hours. However, the department head may, upon the request of the employee and with the concurrence of the Director of Support Services, extend the limit on accrued holiday time.
 - (4) An employee who does not work on the holiday must be in a paid status the working day before and the working day after the holiday to be eligible to receive credit for the holiday. An employee who is hired and commences working on the holiday shall receive holiday compensation.

13.2 SICK LEAVE

- A. Accrual. Regular full-time and part-time employees shall accrue .0462 hours of sick leave for each regularly scheduled hour in a paid status, excluding overtime hours worked.
- B. Usage. Paid sick leave can only be granted upon the recommendation of the department head in cases of bona fide illness, injury, or an appointment and/or treatment by an approved licensed medical practitioner, in the event of illness/medical appointments in the employee's immediate family. No paid sick leave may be taken prior to the completion of three (3) months of continuous service.

- C. Sick Leave Usage in Lieu of Vacation. An employee who becomes ill while on vacation leave and wishes to be placed on sick leave shall make such request to the department head immediately or as soon as possible. The department head shall then make a determination whether to approve such request based on the criteria normally utilized in approving sick leave.

- D. Family Illness/Medical Appointments/Family Sick Leave. Sick leave granted because of illness in the immediate family or because of scheduled doctor/dentist appointments for members of the immediate family shall normally be limited to fifty-six (56) working hours per calendar year for all incidents. Additional accrued sick leave can be authorized to be used for reasons held to be sufficient by the employee's department head. Immediate family means father, mother, husband, wife, registered domestic partner, son, daughter, sister or brother, grandparents, step grandparents, step parents, step children, step sisters, step brothers, grandchildren, step grandchildren, foster children, or as otherwise stipulated by law.

- E. Verification of Illness. Written verification by an approved licensed medical practitioner or other satisfactory proof of illness or family illness may be required at the discretion of the department head.

13.3 SICK LEAVE RETENTION INCENTIVE PAYMENT

Upon separation or termination, other than discharge for cause, a regular full-time or regular part-time employee shall become entitled to payment for accrued sick leave as follows, such payment not to exceed the maximum amounts indicated:

Years of Service	% of Accrual Eligible	Maximum Cash Payment
5 through 9	10%	\$3,500
10 through 14	25%	\$4,500
15 through 19	37 ½ %	\$6,000
20 or more	50%	\$6,000

13.4 SICK LEAVE ACCRUAL BALANCE AS AFFECTED BY LAYOFF

At the time of layoff, an affected employee shall have the option to receive a sick leave payoff as provided for in section 13.3. If having elected such option and subsequently recalled, such employee shall not be eligible for sick leave accrual balance restoration, unless he/she repays to the County immediately upon return the full cash payoff amount received at the time of layoff.

13.5 SICK LEAVE - CalPERS SERVICE CREDIT CONVERSION

The County's CalPERS contract allows miscellaneous employees to convert some or all of his/her accumulated, but unused sick leave to CalPERS service credit upon retirement. Any sick leave utilized for cash payment as provided in the above section shall not be available for such conversion.

13.6 BEREAVEMENT LEAVE

- A. Regular full-time and regular part-time employees shall be entitled to bereavement leave without loss of pay or charge against sick leave up to a maximum of twenty-four (24) working hours for each non-concurrent death in the immediate family, including the immediate family of the spouse or registered domestic partner; provided however, that not more than two (2) additional working days chargeable against accumulated sick leave may be granted for reasons deemed sufficient by the department head; provided further that such leave with pay shall not be authorized for time expended in business or estate matters. Immediate family means husband, wife, registered domestic partner, father, mother, son, daughter, sister, brother, employee's brother-in-law and sister-in-law, grandparent, or grandchild, step parent, step child, step sister, step brother, step grandparent, or step grandchild.
- B. Verification of Bereavement Leave. Satisfactory proof of death may be required at the discretion of the department head for any use of Bereavement Leave.

13.7 JURY DUTY

- A. A regular employee who is required to serve on any grand jury or trial jury, or who reports for such jury duty but is not selected, shall be reimbursed for the difference between the pay (excluding mileage, food, and lodging allowances) he/she receives as a juror and his/her straight time hourly or daily earnings, excluding shift differential, for time lost as a direct consequence of jury service, not to exceed eight (8) hours per day or forty (40) hours per week.
- B. If the employee elects to waive or remit to the County the fee for jury duty, no deduction will be made from his/her regular straight time earnings for time lost as a result of jury service.
- C. For purposes of calculating overtime for the pay period in which jury duty occurs, such service shall be considered time worked.

13.8 ELECTIONS VOLUNTEER DUTY

- A. With department head approval, a County employee who qualifies as a volunteer, who volunteers and is accepted to work on a County-run election, and who works for the entire Election Day, shall be released from his/her normal duty without loss of pay and benefits.
- B. As a volunteer, the employee is not eligible for overtime for such election work. The employee may, however, accept normal payment made to non-County employee election workers.

13.9 VACATION

- A. Accrual. Regular full-time and regular part-time employees paid on an hourly basis shall accrue the following hours vacation time for each paid regularly scheduled working hour not to exceed eighty (80) regularly scheduled working hours in any one (1) pay period. An employee with a minimum of six (6) months of County service shall become eligible to use vacation up to the maximum time accrued as of the date such vacation is taken.

Years of Continuous Services	Vacation Hours Accrued per Hour Paid	Equivalent Days per Year	Maximum Hours Accrued
0 through 3	.0385	10	160
4 through 9	.0577	15	240
10 through 15	.0654	17	272
16 and thereafter	.0769	20	320

B. Use of Vacation

- (1) It is County policy that employees take their accrued vacation each year at such time or times as may be approved by the department head, provided, however, that for reasons deemed sufficient by the department head, an employee may take less than the accrued vacation one (1) year and a correspondingly longer vacation the following year. No employee shall be allowed paid vacation time off in excess of that accrued.
- (2) The maximum time limits for vacation accrual may be extended by the appointing authority according to standards in the Personnel Rules.
- (3) All vacation hours lost by an employee as a result of exceeding the maximum vacation accrual limit will be put into the Vacation Donation Bank.

C. Payment for Vacation

- (1) Upon Separation. Any employee separating from County employment shall be paid off for any accrued but unused vacation. Any employee who is granted military leave of absence, other than temporary military leave for a period not exceeding six (6) months, shall be paid off for any accrued but unused vacation upon the written request from employee.
- (2) Annual Payment. Once during each calendar year, an employee may choose to receive payment for up to twenty (20) hours of accrued vacation leave or compensatory time. Request for payment may be made in July, October, or December of each calendar year. Such payment shall be made during the month of July, October, or December and will be granted only if the employee has taken at least forty (40) hours of vacation/compensatory time during the calendar year. Only one such payment may be made per year. Such payment shall be at the base hourly rate only, no add-ons.

D. Working for County During Vacation. No person shall be compensated for work for the County in any capacity during the time of his/her paid vacation, except as may be authorized by the appointing authority.

ARTICLE 14. WORK-RELATED EXPENSES

14.1 PUBLIC SAFETY SERVICE OFFICERS – UNIFORMS

The following clothing and equipment shall be provided and replaced as needed to Public Safety Service Officers and Senior Sheriff's Service Officers required by the Department Head to wear uniforms: 1 blazer, 1 vest, 3 short sleeved shirts, 1 long sleeved shirt, 3 pairs of pants or 3 skirts (optional), 2 ties, 1 name tag, and other law enforcement equipment or uniforms as the Department Head deems necessary. Those items of clothing and equipment not deemed needed by the employee will not be issued. Replacement shall be limited to those articles found by the Department Head to be no longer serviceable by reason of use in the line of duty.

14.2 PUBLIC SAFETY SERVICE OFFICERS - NEW HIRES

The following clothing and equipment shall be initially provided to General Unit employees required by the Sheriff to wear uniforms: 1 blazer, 1 vest, 3 short sleeved shirts, 3 trousers (or skirts), 2 ties, 1 long sleeved shirt, plus other law enforcement equipment or uniforms as the Department Head deems necessary. Those items of clothing and equipment not deemed needed by the employee will not be issued. Replacement shall be limited to those articles found by the Department Head to be no longer serviceable by reason of use in the line of duty.

14.3 ANIMAL REGULATION OFFICERS – UNIFORMS

The following clothing and equipment shall be provided and replaced as needed to Animal Regulation Officers required by the Sheriff to wear uniforms: 1 duty jacket, 1 rain coat (and rain pants), 3 short sleeved shirts, 3 trousers, 2 ties, 1 dress belt, 3 long sleeved shirts, and other law enforcement equipment or uniforms as the Sheriff deems necessary. Those items of clothing and equipment not deemed needed by the employee will not be issued. Replacement shall be limited to those articles found by the Sheriff to be no longer serviceable by reason of use in the line of duty.

14.4 COUNTY PROPERTY

All uniforms and other equipment issued by the County for personal use by an employee shall remain County property.

14.5 REIMBURSEMENT MEALS AND TRAVEL EXPENSES

Refer to the Personnel Rules, "Travel and Other Expenses – County Charges", for the complete policy on meal and travel reimbursement.

ARTICLE 15. PROBATIONARY PERIOD

15.1 INITIAL PROBATION

Upon initial appointment, all General Unit employees shall serve the equivalent of twelve (12) months of full-time service as a probationary period, during which time the employee may be dismissed without cause or right of appeal, unless otherwise restricted by the State Merit System. While on initial probation, an employee may not promote to another job classification (except in an unusual circumstance after approval by the Director of Personnel).

15.2 PROMOTIONAL PROBATION

Upon promotion to a job classification with a higher salary schedule, a General Unit employee shall serve the equivalent of twelve (12) months of full-time service as a probationary period, during which time the employee may be returned to his/her previous job classification without cause or right of appeal, provided the employee had successfully attained permanent status in the previous class, unless otherwise restricted by the State Merit System. An employee on this type of probationary period shall receive a six-month performance review.

15.3 PROBATION ON TRANSFER OR DEMOTION

For good cause shown, a department head may require a twelve (12) month probationary period (full-time equivalent) as a condition of appointment in cases of lateral transfer or demotion, voluntary or otherwise, from another department. During such probationary period, the employee may be dismissed without cause or right of appeal. An employee on this type of probationary period shall receive a six (6) month performance review.

15.4 EXTENSION OF PROBATIONARY PERIODS

Any accumulated time absent during the probationary period for a period of more than five (5) working days shall serve to extend the employee's probationary period for the total period of absence. Probation shall not be extended for any other reason.

15.5 REJECTION FROM PROBATION

Rejection during a probationary period is not a disciplinary action.

ARTICLE 16. DISCIPLINARY ACTION

16.1 GENERAL

The tenure and status of every employee covered by this Agreement is conditioned on reasonable standards of personal conduct and satisfactory job performance. Failure to meet such standards shall be grounds for appropriate disciplinary action.

The procedures set forth in this article shall not apply to probationary employees who are rejected during probation, to casual workers, to any employee serving in a seasonal or temporary appointment, or to officers or employees in the unclassified service of the County. These

procedures shall not apply to a reduction in force, or a reduction in pay which is part of a reclassification action or reorganization approved by the County Board of Supervisors.

Any appointing authority, may initiate disciplinary action for cause. As used in this section, "appointing authority" shall mean an elected or appointed department head, or his/her designee, who initiates the disciplinary action.

The procedures set forth in this article shall not preclude an employee from entering into a written agreement with the County to settle a pending disciplinary matter, and further shall not preclude an employee from waiving any of the notice provisions herein provided for, as part of that written settlement agreement.

16.2 BASIS FOR DISCIPLINARY ACTION

Disciplinary action, up to and including termination of employment, may be taken against any employee for unsatisfactory performance or for misconduct including, but are not limited to, the following:

- A. Absence without leave;
- B. Misfeasance, malfeasance, nonfeasance, or neglect of duty;
- C. Incompetence;
- D. Inefficiency;
- E. Violation of any lawful or reasonable regulation, or order made or given by a superior officer;
- F. Negligent or willful damage to public property;
- G. Waste or misuse of public supplies or equipment;
- H. Discourteous treatment of members of the public, public officers, or employees while on duty;
- I. The unlawful manufacture, unlawful distribution, unlawful dispensing, unlawful possession, unlawful use of a controlled substance or alcohol intoxication while on duty, while operating a County vehicle or while in uniform. "Controlled substance" includes any substance described in sections 11054 et seq. of the Health and Safety Code;
- J. Use of alcohol or controlled substances which interferes with the employee's ability to perform his/her duties;
- K. Conviction of any criminal act involving moral turpitude;

- L. Disorderly conduct while on duty, while attending any event related to employment, while using a County vehicle, while on County owned or leased property, or while in uniform;
- M. Conduct unbecoming a County employee which indicates the employee is unfit to perform the employee's job functions while on duty, while attending any event related to employment, while using a County vehicle, while on County owned or leased property, or while in uniform;
- N. Conduct unbecoming a County employee while off duty which by its inherent nature brings disrepute to the County or impairs its credibility with the public or other public agencies. This provision is not intended to limit an employee's constitutionally protected speech;
- O. Dishonesty, including but not limited to falsifying official records, embezzlement, or theft;
- P. Fraud in obtaining County employment;
- Q. Violation of any of the provisions of the Personnel Rules or any rule, policy, or regulation adopted pursuant to this contract or law; and/or
- R. Violation of the County's Sexual Harassment Policy.

16.3 BASIS FOR OTHER TERMINATION FOR CAUSE

- A. Medical Inability. An employee can be terminated from County employment because of mental or physical inability to perform the essential functions of the employee's job, as determined by a medical or mental examination (not disciplinary in nature).
- B. Abandonment. An employee who voluntarily quits employment through unauthorized absence (no call, no show) of three (3) consecutive work days or more, shall be considered to have abandoned his/her position. Employees terminated under this section (not disciplinary in nature), shall have the availability of subsections 16.5.A., B., and the introductory paragraph of C. only.

16.4 TYPES OF DISCIPLINE

The types of discipline recognized for purposes of applying one of the appeal procedures under this article are:

- A. Written Reprimand. A reprimand, the details of which are committed to in writing and placed in the employee's personnel file. An employee receiving a written reprimand may, within ten (10) calendar days, appeal such action to the department head, or his/her designee. Within ten (10) calendar days thereafter, the department head, or his/her designee, shall respond to the employee in writing by either granting or denying the appeal. Such response shall be final.

B. Intermediate Disciplinary Action. Suspension without pay, demotion, or reduction in base pay. An employee receiving a suspension without pay, reduction in base pay, or demotion shall be afforded the opportunity to clear him/herself through the notice and response provisions of section 16.5 A and B below. Following a review of the proposed disciplinary action, the management representative shall issue a decision based upon the facts and the employee's response. If any proposed disciplinary action is to be implemented, the decision shall include the specific findings made against the employee, the effective date of the action, and reference to this article regarding possible further appeal.

If requested within ten (10) working days following receipt of the management representative's decision; further appeal shall include: Review by the Director of Support Services, or his/her designee, referral to a Mediator from State Mediation and Conciliation Service if mutually agreed by the County and the employee's representative; and/or final presentation of the matter to the Board of Employee Appeals.

C. Severe Disciplinary Action-Discharge. An employee whose employment is proposed to be terminated or termination for cause pursuant to section 16.3 above shall be afforded the procedural protections of section 16.5 below.

16.5 APPEAL PROCEDURES

Employees covered by the State Merit System must choose whether to use those procedures and appeal processes afforded by that system or the procedures contained within this Memorandum of Understanding. For all other employees and those Merit System employees choosing to follow the procedures contained herein, the below-listed procedures shall be the exclusive means of appeal available to a disciplined employee, depending on the severity of discipline proposed. Disciplinary action may be taken prior to the completion of any of the listed appeals procedures.

A. Notice. The employee shall be advised in writing of the proposed disciplinary action when such action is to result in demotion, suspension without pay, or discharge. The written statement shall contain:

- (1) A description of the events which necessitated the proposed disciplinary action;
- (2) A statement of the charges;
- (3) A statement of the proposed disciplinary action;
- (4) A copy of the materials, if any, upon which the proposed personnel action is based and notification that the employee may review or make copies of available materials, if any, which are too numerous to supply with the notice;
- (5) A statement of the employee's right to representation; and

- (6) Notification of the right of the employee to meet with the designated management representative or to submit in writing his/her response to the proposed action at (date and time of response meeting).

No notice shall be served upon an employee unless first reviewed and approved by the County Counsel. A copy of every notice shall be sent to the Director of Support Services. Upon mutual written agreement the response meeting may be delayed beyond the date set in section 6 above.

B. Employee's Response.

- (1) Since the purpose of the response meeting is to enable the County to avoid error in taking disciplinary action, any evidence within the knowledge of the employee, his/her representative or accessible to them which is not presented in this response meeting or otherwise presented to the Management Representative prior to his/her taking final action cannot be presented in any subsequent proceeding.
- (2) An employee's opportunity to respond to the designated Management Representative is not intended to be an adversary hearing. However, the employee may present the names of witnesses in support of his/her opposition to the proposed demotion, suspension, reduction in pay, or discharge. The limited nature of this response does not obviate Management's authority to initiate further investigation if the employee's version of the facts raises doubts as to the accuracy of the initial information leading to the proposed discipline. The employee may be accompanied and represented by a person of his/her choice during the meeting.

C. Management Representative's Decision. Following a review of a proposed disciplinary action by the designated Management Representative, the latter shall cause to be served on the employee affected, by certified mail or personal delivery, a statement signed by him/her indicating, if applicable, the Management Representative's decision based on the employee's response and, if the proposed action is to be implemented, the specific findings made against the employee and the effective date of the action. Service by certified mail is effective upon the United States Postal Service's final attempt to deliver the statement.

- (1) This statement shall clearly inform the employee that he/she, through the Union, has the right, within ten (10) working days after receipt of this notice, to request in writing an appeal, and within ten (10) working days thereafter to specify whether such appeal shall be before an Arbitrator in the manner set forth in section D below or the Board of Employee Appeals pursuant to the Personnel Rules, to contest the action of the management representative. The request must be filed by the employee, through the Union with the Director of Support Services.
- (2) If, within the initial ten (10) working day appeal period the employee, through the Union, does not file said appeal, the action of management representative shall be considered conclusive.

D. Appeal of Discharge. Employees who are discharged have the right to the following procedures in lieu of appeal to the Board of Employee Appeals. If, within the five (5) day appeal period, the employee, through the Union, files notice of appeal of discharge, then a time for an appeal hearing before an Arbitrator shall be established which shall not be less than ten (10) days, nor more than sixty (60) days from the date of the filing of the appeal. All interested parties shall be notified in writing of the date, time, and place of hearing at least five (5) working days prior to the hearing. In addition to appealing to the Board of Employee Appeals or an appeal hearing before an Arbitrator, the County and the Union may jointly agree to schedule the matter for review by the Director of Support Services and/or mediation with a Mediator from the State Mediation and Conciliation Service (or another jointly agreed upon source). Such review and/or mediation would be scheduled prior to a hearing before the Arbitrator with the goal of resolving the issue prior to the formal hearing before the Arbitrator.

- (1) The Arbitrator shall be selected by requesting a list of nine (9) labor arbitrators from the American Arbitration Association or the State Mediation and Conciliation Service and following that organization's selection procedure.
- (2) All hearings shall be private; provided, however, that the appellant may request the hearing be open to the public.
- (3) The hearing shall be conducted in a manner most conducive to determinations of the truth. The Voluntary Labor Arbitration Rules promulgated by the American Arbitration Association shall be used by the Arbitrator as a guide in ruling on evidentiary matters.
- (4) Each party shall have the right to be represented by legal counsel or other person of his/her choice; to call and examine witnesses on any matter relevant to the issues; to introduce exhibits, to cross-examine opposing witnesses on any matter relevant to the issues even though such matter was not covered on direct examination; to impeach any witness regardless of which party first called him/her to testify; and to rebut the evidence against him/her. If the respondent does not testify in his/her own behalf, he/she may be called and examined as if under cross-examination. Every witness shall declare by oath or affirmation that he/she will testify truthfully.
- (5) The Arbitrator shall determine whether to sustain, reject, or modify the action discharging the employee.
- (6) Mutually incurred costs for the Arbitration procedure shall be divided equally between the County and the Union.
- (7) The jurisdiction and authority of the Arbitrator and his/her opinion and award shall be confined exclusively to deciding properly filed, timely appeals from Severe Disciplinary Action or other termination for cause as defined above.

He/she shall have no authority to add to or detract from, alter, amend, or modify any provision of this Agreement; to impose on either party a limitation or obligation not explicitly provided for in this Agreement; or to establish or alter any wage rate or wage structure. The Arbitrator shall not hear or decide more than one (1) appeal in one (1) session without the mutual consent of the County and the Union.

- (8) The written award of the Arbitrator on the merits of any appeal adjudicated within his/her jurisdiction and authority shall be final and binding on the employee, the Union, and the County.

16.6 SUMMARY SUSPENSION

Prior to any disciplinary proceedings under this section, the appointing authority may summarily place any County employee on an immediate suspended status without pay. Such suspensions shall be made in cases where the employee's continued active duty status might, in the sole opinion of the appointing authority, constitute a hazard to the employee or others; tend to bring the County service into discredit; or prolong acts or omission of improper employee conduct. This section also applies to employees in the classes of Employment Services Instructor I-II pursuant to the footnote in Article 20 of this Agreement. If a disciplinary action or suspension is not subsequently ordered and/or affirmed, the employee shall be reinstated in status and restored all pay and fringe benefits lost during such summary suspension.

16.7 RIGHT TO REPRESENTATION

An employee subject to a meeting or an investigation that may result in disciplinary action, a predisciplinary conference or an appeal hearing has the right to be represented by the Union, an employee representative, or an attorney retained by the employee at the employee's expense.

ARTICLE 17. MISCELLANEOUS PROVISIONS

17.1 CONTRACTING OUT

When the County elects to contract out work which is regularly performed by General Unit employees, and when such contract will result in a loss of regular County positions or a reduction in regular hours, the County will give reasonable notice of its decision to UPEC to afford an opportunity for prompt and timely discussion of the decision's impact on General Unit employees.

17.2 WORK REASSIGNMENTS/LAYOFF PERIOD

If a regular employee is laid off, the employee's duties shall not be assigned to or performed by a general assistance worker, inmate worker, or a community service worker for a period of one (1) year following the effective date of lay off.

17.3 JOINT ISSUES FORUM

A member selected by the Union and its paid representative will be invited to attend periodic meetings of the Joint Issues Forum during which County representatives and representatives of each bargaining unit will discuss items of common interest to the County and all employee groups. Meetings of this Forum are not to be construed as meet and confer sessions.

17.4 REEMPLOYMENT AFTER LAYOFF

Any employee holding regular status with the County and who is laid off and then subsequently re-employed in a different regular County position within three (3) months of layoff will not lose County seniority for purposes of layoff, vacation accrual, CalPERS contribution status, medical and dental coverage. However, time between layoff and re-employment shall not count toward seniority.

17.5 ALCOHOL-FREE AND DRUG-FREE WORKPLACE POLICY

County has implemented an Alcohol Free and Drug Free policy applicable to County departments as well as one in the Sheriff's Office which augments the normal County policy with regard to those subjects. Both programs have been recently updated. With respect to those employees represented by UPEC, such policy may not further burden the employees nor further intrude on their privacy beyond that which was agreed in bargaining without further negotiations with UPEC. A copy of the policy is available from the Sheriff's Office. Nothing in this section shall make the operation of such policy "grievable" under Article 18.

17.6 SAFETY REPORTING

The Shasta County Injury Illness Prevention Program Policy (IIPP) (available on the Support Services / Risk Management Intranet web site for reference) states that County employees are responsible for ensuring their own safety and the safety of others by: Bringing to the supervisor's attention any activity, behavior, or unsafe condition which would cause injury or illness to others or damage property. The Union and the County agree that as an alternative to the supervisor, the employee may fulfill his/her responsibility by immediately bringing such matters to the attention of the Department Safety Coordinator (described as the Department Safety Representative in the IIPP).

ARTICLE 18. GRIEVANCE PROCEDURE

18.1 DEFINITIONS

- A. Grievance. A grievance is a claimed violation, misapplication, misinterpretation of a specific provision of this Agreement or one of the policies listed in Article 20, Personnel Rules, which adversely affects the grievant.

Disciplinary actions, performance evaluations, preambles, purpose clauses, and the exercise or lack of exercise of County Rights shall not be grievable, nor shall any complaint be grievable for which a separate appeal process is established.

- B. Grievant. A grievant is an employee covered by the Agreement who is filing a grievance as defined above. Individual grievances with alleged violations, misapplication, or misinterpretations affecting more than one (1) employee in a substantially similar manner may be consolidated at the discretion of management as a group grievance and shall thereafter be represented by a single grievant.

18.2 INFORMAL RESOLUTION

Within twenty (20) days from the event giving rise to a grievance or from the date the employee could reasonably have been expected to have had knowledge of such event, the grievant shall orally discuss his/her grievance with his/her immediate supervisor. The supervisor shall have seven (7) days within which to respond. If the employee is dissatisfied with the response to his/her complaint, or if he/she receives no response, the complaint may, within fourteen (14) days after the supervisor's response was due, be formally submitted as a grievance in accordance with the following procedure.

18.3 FORMAL PROCESS

- A. Step 1: If a grievant is not satisfied with the resolution proposed at the informal level, he/she may within fourteen (14) days after the supervisor's response was due, file a formal written grievance with his/her manager on a form provided by the County Personnel Unit containing a statement describing the grievance, the section of this Agreement allegedly violated, and remedy requested. The manager, or his/her designee, shall, within seven (7) days have a meeting with the grievant and within seven (7) days thereafter give a written answer to the grievant.
- B. Step 2: If the grievant is not satisfied with the written answer from his/her manager, the grievant may, within seven (7) days from the receipt of such answer, file a written appeal to the department head. Within fourteen (14) days of receipt of the written appeal, the Department Head or his/her designee, shall investigate the grievance which may include a meeting with the concerned parties and, thereafter give written answer to the grievant within seven (7) days.
- C. Step 3: If the grievant is not satisfied with the written answer from the Department Head, the grievant may, within seven (7) days from the receipt of such answer, file a written appeal to the Grievance Board. The Grievance Board shall review, investigate and hear the grievance, and render its written decision within twenty-one (21) days of receipt of the employee's appeal. The majority decision of the Board shall be final and binding, subject to ratification by the Board of Supervisors, only if said decision mandates a capital expenditure or significant, unbudgeted expenditure. In those instances, actions by the Board of Supervisors may include modifications or reversals. In addition to appealing to the Grievance Board, the County and the Union may jointly agree to schedule the matter for mediation with a Mediator from the State Mediation and Conciliation Service (or another jointly agreed upon source). Such mediation would be scheduled prior to a hearing before the Grievance Board with the goal of resolving the issue prior to the formal hearing before the Grievance Board.

18.4 GRIEVANCE BOARD

- A. The Grievance Board who shall all serve as neutrals shall consist of three (3) members as follows:
 - (1) A Department Head, or his/her designee, of a County department other than that in which the aggrieved employee is assigned, to be appointed by the CEO;
 - (2) A County employee represented and designated by the Union; and
 - (3) The Director of Support Services, or his/her designee, who shall serve as chairperson.
- B. The Union designee shall be granted release time to participate in the activities of the Grievance Board.

18.5 GENERAL PROVISIONS

- A. If a grievant fails to carry his/her grievance forward to the next level within the prescribed time period, the grievance shall be considered settled based upon the decision rendered at the most recent step utilized.
- B. If a manager fails to respond with an answer within the given time period, the grievant may appeal his/her grievance to the next higher level as if a negative response had been received on the final day for the decision.
- C. The grievant may be represented by a person of his/her choice at any formal level of this procedure.
- D. Prior to or during the steps of the grievance procedure, the grievant or his/her representative, supervisor(s), or department head may consult with the Director of Support Services.
- E. Time limits and formal steps may be waived by mutual written consent of the parties.
- F. Proof of service shall be accomplished by certified mail or personal service.
- G. The County Personnel Unit shall serve as the repository for all grievances filed, regardless of the step in the procedure at which each is resolved. A copy of all grievances, written replies, appeals, decisions, and other supportive material should be submitted to the County Personnel Unit.

18.6 COMPLAINT PROCEDURE

An employee may bring non-grievable items to the attention of the Department Head by memorandum through the department's chain of command. Should the employee feel the issue

is unresolved at that level, he/she may bring it to the Director of Support Services for consideration and final decision.

ARTICLE 19. PEACEFUL PERFORMANCE

19.1 NO STRIKES OR LOCKOUTS

- A. During the term of this Agreement, neither the Union nor its agents, or any employees, individually or collectively, shall call, sanction, support or participate in any strike, work stoppage, picketing, sit-down, slowdown, or any refusal to enter the Employer's premises, or any other interference with any of the Employer's services or operations, or with movement or transportation of persons or goods to or from the Employer's premises. The Employer shall not engage in a lockout or any other deprivation of work as a means of obtaining the Union's or its members' agreement to a change in working conditions.

- B. The prohibitions of this section shall apply whether or not (i) the dispute giving rise to the prohibited conduct is subject to any dispute resolution procedure provided under this Agreement, (ii) such conduct is in support of or in sympathy with a work stoppage or picketing conducted by the Union, any other labor organization, or any other group of employees, or (iii) such conduct is for any other reason, including but not limited to protest of an alleged violation of any state or federal law, political protest, civil rights protests, consumer protest, or environmental protest. However, picketing with respect to issues in (iii) above for the sole purpose of providing information to the public is permissible; provided that the picket signs clearly state that the picketing is informational only.

- C. If any conduct prohibited by this section occurs, the Union shall immediately make every reasonable effort to terminate such conduct. If the Union makes such an effort to terminate, and does not in any way encourage any of the activities prohibited by this section, which were not instigated by the Union or its staff, the Union will not be liable for damages to the Employer caused by such activities.

19.2 DISCIPLINE

Any employee who participates in any activity prohibited by section 19.1 of this article shall be subject to discharge or any lesser discipline as the Employer shall determine. Such discharge or discipline shall be subject to Article 16, Disciplinary Action.

19.3 REMEDIES FOR BREACH

The Employer and the Union shall be entitled to seek all appropriate remedies, including but not limited to injunctive relief and damages, if section 19.1 of this article is violated, without prior resort to any dispute resolution procedure provided under this Agreement, and whether or not the dispute giving rise to the conduct which violates such section is subject to such procedures.

ARTICLE 20. PERSONNEL RULES

20.1 ADDITIONAL POLICIES IN PERSONNEL RULES

Additional rules, regulations, policies, and general working conditions governing employment for employees covered by this Agreement are set forth in the County Personnel Rules. During this bargaining cycle the General Unit reviewed and agreed to revisions to the Alcohol Free, Drug Free Workplace Policy and the Employee Assistance Policy.

20.2 AMENDMENTS TO PERSONNEL RULES

If during the term of this Agreement the County desires to amend the provisions of the Personnel Rules, listed in section 20.3, the County shall give notice to the Union and provide an opportunity to meet and confer on any proposed substantive changes. Should the Union choose to meet and confer, it shall notify the County within five (5) days of receipt of the County's notice. Representatives of the County and the Union shall meet and confer in a timely manner. If an agreement is not reached, the County reserves the right to unilaterally implement in accordance with the law.

20.3 APPLICABLE PROVISIONS

The following provisions of the Personnel Rules are covered by this article:

- A. Voluntary Time Off Without Pay;
- B. Leaves of Absence;
- C. Drug/Alcohol Testing Policy;
- D. Salary administration provisions dealing with merit steps; salary on promotion; reclassification; transfer and demotion; and anniversary dates;
- E. Layoff Provisions¹;
- F. Vehicle Operations Policy;
- G. Travel and Reimbursement Policy; and
- H. Employee Assistance Policy.

¹The Parties agree that in return for the County granting "regular" status to employees in the Classifications of Employment Services Instructors I-II who were previously "at-will" employees, Personnel Rules Section 17.13 is hereby modified to include that the minimum Notice of Layoff provided to the above-cited classes will be seven (7) days. Additionally, with regards to any disciplinary termination action, Summary Suspension shall take effect no later than seven (7) days after service of the Skelly Notice.

20.4 LIMITED GRIEVABILITY

The above provisions which are contained in the County Personnel Rules are the proper subject of the Grievance Procedure.

ARTICLE 21. FULL UNDERSTANDING, MODIFICATION, AND WAIVER

21.1 FULL UNDERSTANDING

It is intended that this Agreement sets forth the full and entire understanding of the parties regarding the matters set forth herein and all other topics subject to bargaining, and therefore any other prior or existing understanding or agreement by the parties, whether formal or informal, written or unwritten, regarding such matters is hereby superseded or terminated in their entirety.

21.2 NO INTERIM BARGAINING

- A. It is agreed and understood that during the negotiations which culminated in this Agreement each party enjoyed and exercised without restraint, except as provided by law, the right and opportunity to make demands and proposals or counter proposals with respect to any matter subject to bargaining and that the understandings and agreements arrived at after the exercise of that right are set forth in this Agreement. Except as may be otherwise provided herein, matters agreed to in this Agreement, shall remain in full force and effect for the term of this Agreement.
- B. Except as specifically provided herein, it is agreed and understood that each party hereto voluntarily and unqualifiedly waives its right, and agrees that the other shall not be required to negotiate with respect to any subject or matter covered herein or with respect to any other matters within the scope of representation during the term of this Agreement.

21.3 MODIFICATION

- A. Any agreement, alteration, understanding, waiver, or modification of any of the terms or provisions contained in this Agreement shall not be binding on the parties unless made and signed in writing by all of the parties to this Agreement, and if required, approved and implemented by the County's Board of Supervisors.
- B. In the event any new practice, subject or matter arises during the term of this Agreement that is within the scope of meet and confer, and an action is proposed by the County, the Union shall be afforded all possible advance notice and shall have the right to meet and confer upon request. In the absence of an agreement on such a proposed action, the County reserves the right to take necessary action in accordance with provisions of the law.

21.4 WAIVER

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.

21.5 SUPERSESSION

This Memorandum of Understanding shall supersede any documents unilaterally adopted by the County where conflicts exist regarding a subject covered herein.

21.6 SAVINGS PROVISION

If any provisions of this Agreement are held to be contrary to law by a court of competent jurisdiction, or if there are any statutory or regulatory changes affecting this Agreement, then such provisions shall not be deemed valid and subsisting, except to the extent permitted by law, but all other provisions shall continue in full force and effect. Notwithstanding this article, should a provision or application be deemed invalid by a court of competent jurisdiction or as the result of a statutory or regulatory change, the parties shall, upon written request of either party, meet not later than thirty (30) days after such court or legislative change to renegotiate the provision or provisions so affected.

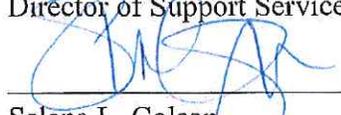
FOR THE COUNTY OF SHASTA:



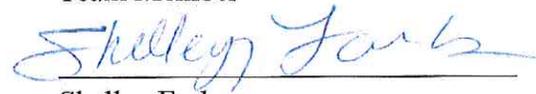
Gene Bell
Chief Negotiator



Angela Davis
Director of Support Services



Selena L. Colson
Team Member

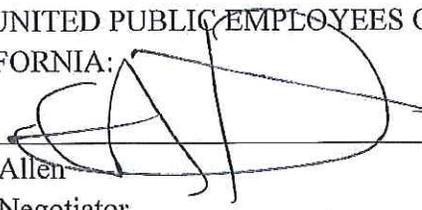


Shelley Forbes
Team Member

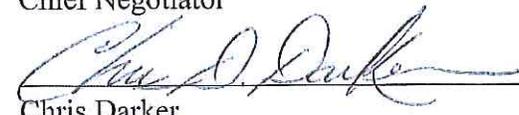
7/23/2013

Date

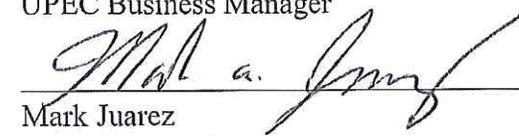
FOR UNITED PUBLIC EMPLOYEES OF CALIFORNIA:



Steve Allen
Chief Negotiator



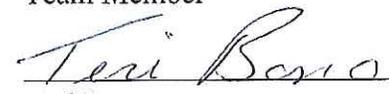
Chris Darker
UPEC Business Manager



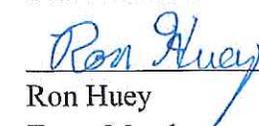
Mark Juarez
Team Member



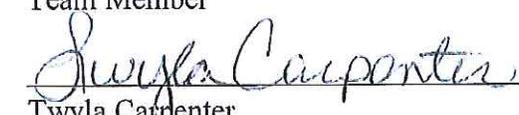
Steve Suske
Team Member



Teri Bono
Team Member



Ron Huey
Team Member



Twyla Carpenter
Team Member

7/22/2013

Date

**ATTACHMENT A
UPEC GENERAL UNIT SALARY FOR MOU TERM**

Job Classification	Range	Current		Effective 09/21/2014	
		A Step	F Step	A Step	F Step
ACCOUNT CLERK I	345	1910	2438	1967	2511
ACCOUNT CLERK II	365	2106	2688	2169	2769
ACCOUNT CLERK III	390	2379	3036	2450	3127
ACCOUNTANT AUDITOR I	438	3007	3838	3097	3953
ACCOUNTANT AUDITOR II	468	3481	4443	3585	4576
ACCOUNTANT AUDITOR III	488	3838	4899	3953	5046
ACCOUNTING TECHNICIAN	425	2822	3602	2907	3710
ADMIN SECRETARY I	381	2277	2906	2345	2993
ADMIN SECRETARY II	396	2450	3127	2524	3221
AGENCY STAFF SERVS ANALYST I	425	2822	3602	2907	3710
AGENCY STAFF SERVS ANALYST II	455	3267	4170	3365	4295
AGRIC & STDS PROGRAM ASSIST I	381	2277	2906	2345	2993
AGRIC & STDS PROGRAM ASSIST II	391	2391	3051	2463	3143
AGRIC & STDS PROGRAM ASSOC I	420	2754	3515	2837	3620
AGRIC & STDS PROGRAM ASSOC II	430	2892	3691	2979	3802
AIR POLLUTION CONTROL TECH	426	2836	3620	2921	3729
ANIMAL CARE TECHNICIAN	372	2179	2781	2244	2864
ANIMAL REGULATION OFFICER I	372	2179	2781	2244	2864
ANIMAL REGULATION OFFICER II	392	2403	3066	2475	3158
ANIMAL REGULATION OFFICER III	407	2585	3299	2663	3398
ASSESSOR/RECORDER CLERK I	349	1948	2486	2006	2561
ASSESSOR/RECORDER CLERK II	364	2096	2675	2159	2755
ASSESSOR/RECORDER CLERK III	387	2344	2992	2414	3082
ASSIST INFO TECHNOLOGY ANALYST	462	3381	4315	3482	4444
ASSIST PROGRAMMER ANALYST	462	3381	4315	3482	4444
ASSIST SOCIAL WORKER	418	2727	3481	2809	3585
ASSOCIATE INFO TECH ANALYST	492	3914	4995	4031	5145
ASSOCIATE PROGRAMMER ANALYST	492	3914	4995	4031	5145
BOATING SAFETY OFFICER	425	2822	3602	2907	3710
BUILDING INSPECTOR I	442	3066	3914	3158	4031
BUILDING INSPECTOR II	467	3464	4421	3568	4554
BUILDING INSPECTOR III	477	3637	4642	3746	4781
BUSINESS OFFICE CLERK I	352	1976	2523	2035	2599
BUSINESS OFFICE CLERK II	367	2126	2714	2190	2795

Job Classification	Range	Current		Effective 09/21/2014	
		A Step	F Step	A Step	F Step
BUYER II	453	3235	4129	3332	4253
CERTIFIED OCCUP THERAPY ASSIST	475	3602	4597	3710	4735
CHILD SUPPORT ASSISTANT I	358	2035	2598	2096	2676
CHILD SUPPORT ASSISTANT II	372	2179	2781	2244	2864
CHILD SUPPORT ASSISTANT III	382	2288	2920	2357	3008
CHILD SUPPORT SPECIALIST I	392	2403	3066	2475	3158
CHILD SUPPORT SPECIALIST II	417	2714	3464	2795	3568
CHILD SUPPORT SPECIALIST III	427	2850	3637	2936	3746
CLAIMS SPECIALIST I	384	2311	2949	2380	3037
CLAIMS SPECIALIST II	409	2610	3331	2688	3431
CLAIMS SPECIALIST III	419	2741	3498	2823	3603
CLERK I	333	1801	2299	1855	2368
CLERK II	348	1938	2474	1996	2548
CLERK III	371	2168	2768	2233	2851
CLERK/ELECTIONS SPECIALIST I	361	2065	2636	2127	2715
CLERK/ELECTIONS SPECIALIST II	381	2277	2906	2345	2993
CLINICIAN INTERN	FLAT	1741	1741	1793	1793
COLLECTION ASSISTANT I	381	2277	2906	2345	2993
COLLECTION ASSISTANT II	401	2510	3204	2585	3300
COLLECTIONS CLERK I	381	2277	2906	2345	2993
COLLECTIONS CLERK II	404	2547	3251	2623	3349
COLLECTIONS CLERK III	414	2675	3414	2755	3516
COMMUNITY EDUCATION SPECIAL I	472	3550	4531	3657	4667
COMMUNITY EDUCATION SPECIAL II	488	3838	4899	3953	5046
COMMUNITY HEALTH ADVOCATE	391	2391	3051	2463	3143
COMMUNITY MENTAL HEALTH WORKER	379	2255	2878	2323	2964
COMMUNITY ORGANIZER	406	2572	3283	2649	3381
COMMUNITY SERVICES COORDINATOR	448	3157	4030	3252	4151
COUNTY FAIR BUSINESS ASSISTANT	437	2992	3819	3082	3934
COUNTY REAL PROP/RT OF WAY AGT	500	4070	5194	4192	5350
CRIME ANALYST	459	3331	4252	3431	4380
DATA ENTRY OPERATOR I	345	1910	2438	1967	2511
DATA ENTRY OPERATOR II	370	2158	2754	2223	2837
DATA ENTRY OPERATOR III	383	2299	2934	2368	3022
DEPUTY CORONER INVESTIGATOR	467	3464	4421	3568	4554
DEPUTY PUBLIC GUARDIAN	458	3315	4231	3414	4358

Job Classification	Range	Current		Effective 09/21/2014	
		A Step	F Step	A Step	F Step
ELECTIONS TECHNICIAN	432	2920	3727	3008	3839
ELIGIBILITY WORKER I	384	2311	2949	2380	3037
ELIGIBILITY WORKER II	409	2610	3331	2688	3431
ELIGIBILITY WORKER III	419	2741	3498	2823	3603
EMPLOYMENT & TRNG WORKER I	403	2535	3235	2611	3332
EMPLOYMENT & TRNG WORKER II	423	2795	3567	2879	3674
EMPLOYMENT & TRNG WORKER III	438	3007	3838	3097	3953
EMPLOYMENT SERVICES INSTR I	315	1650	2106	1700	2169
EMPLOYMENT SERVICES INSTR II	335	1819	2322	1874	2392
EMPLOYMENT SERVICES INSTR III	355	2005	2560	2065	2637
ENGINEERING AIDE I	377	2233	2850	2300	2936
ENGINEERING AIDE II	417	2714	3464	2795	3568
ENGINEERING TECHNICIAN I	450	3188	4070	3284	4192
ENGINEERING TECHNICIAN II	480	3691	4711	3802	4852
ENGINEERING TECHNICIAN III	493	3933	5019	4051	5170
ENVIRON HEALTH TECHNICIAN I	387	2344	2992	2414	3082
ENVIRON HEALTH TECHNICIAN II	417	2714	3464	2795	3568
EPIDEMIOLOGIST	496	3991	5094	4111	5247
FAIR HEARING OFFICER	429	2878	3673	2964	3783
FIRE SAFETY INSPECTOR	467	3464	4421	3568	4554
FOSTER PARENT LIAISON	383	2299	2934	2368	3022
HOME HEALTH AIDE	356	2016	2572	2076	2649
HOUSING & COM PROG SPEC I	433	2934	3745	3022	3857
HOUSING & COM PROG SPEC II	443	3081	3933	3173	4051
HOUSING INSPECTION TECHNICIAN	408	2598	3315	2676	3414
HOUSING PROGRAMS SPECIALIST	414	2675	3414	2755	3516
HOUSING REHABILITATION SPEC I	442	3066	3914	3158	4031
HOUSING REHABILITATION SPEC II	467	3464	4421	3568	4554
INFORMATION SYS COORD I	386	2333	2978	2403	3067
INFORMATION SYS COORD II	416	2701	3447	2782	3550
INFORMATION SYS COORD III	432	2920	3727	3008	3839
INT PUBLIC SAFETY PROGRAM I	462	3381	4315	3482	4444
INT PUBLIC SAFETY PROGRAM II	492	3914	4995	4031	5145
INT PUBLIC SAFETY PROGRAM III	507	4211	5374	4337	5535
INVESTIGATIVE TECHNICIAN I	403	2535	3235	2611	3332
INVESTIGATIVE TECHNICIAN II	413	2662	3397	2742	3499
IT COMPUTER SYSTEMS SPECIALIST	517	4421	5643	4554	5812

Job Classification	Range	Current		Effective 09/21/2014	
		A Step	F Step	A Step	F Step
IT DATACENTER SUP SPECIALIST	432	2920	3727	3008	3839
IT DESKTOP SUPPORT ENGINEER	507	4211	5374	4337	5535
IT GIS ANALYST	507	4211	5374	4337	5535
IT NETWORK ARCHITECT	517	4421	5643	4554	5812
IT NETWORK ENGINEER I	457	3299	4211	3398	4337
IT NETWORK ENGINEER II	492	3914	4995	4031	5145
IT TECHNICIAN	432	2920	3727	3008	3839
IT WEB DESIGNER	474	3585	4575	3693	4712
JOB DEVELOPER	413	2662	3397	2742	3499
LEAD SUBSTANCE ABUSE PREV SPEC	458	3315	4231	3414	4358
LEGAL CLERK	365	2106	2688	2169	2769
LEGAL PROCESS CLERK I	361	2065	2636	2127	2715
LEGAL PROCESS CLERK II	381	2277	2906	2345	2993
LEGAL SECRETARY	406	2572	3283	2649	3381
LICENSED PHYSICAL THERAP ASST	475	3602	4597	3710	4735
LICENSED VOCATIONAL NURSE	426	2836	3620	2921	3729
MAPPING SPECIALIST I	441	3051	3894	3143	4011
MAPPING SPECIALIST II	473	3567	4553	3674	4690
MEDICAL BILLING CLERK	367	2126	2714	2190	2795
MEDICAL RECORDS CLERK I	349	1948	2486	2006	2561
MEDICAL RECORDS CLERK II	369	2147	2741	2211	2823
MEDICAL SERVICES CLERK	358	2035	2598	2096	2676
NUTRITION ASSISTANT I	354	1996	2547	2056	2623
NUTRITION ASSISTANT II	374	2200	2809	2266	2893
NUTRITION ASSISTANT III	434	2949	3764	3037	3877
OFFICE ASSISTANT I	333	1801	2299	1855	2368
OFFICE ASSISTANT II	348	1938	2474	1996	2548
OFFICE ASSISTANT III	371	2168	2768	2233	2851
PATIENTS' RIGHTS ADVOCATE	476	3620	4620	3729	4759
PERSONNEL ASSISTANT	425	2822	3602	2907	3710
PROBATION ASSISTANT	404	2547	3251	2623	3349
PROJECT INTEGRATION SPECIALIST	492	3914	4995	4031	5145
PROPERTY TAX SPECIALIST III	387	2344	2992	2414	3082
PROPERTY TX SPEC I-PA ASST I	352	1976	2523	2035	2599
PROPERTY TX SPEC II-PA ASST II	377	2233	2850	2300	2936
PSYCHIATRIC TECHNICIAN	439	3022	3856	3113	3972

Job Classification	Range	Current		Effective 09/21/2014	
		A Step	F Step	A Step	F Step
PSYCHOLOGY INTERN II	FLAT	2096	2096	2159	2159
PUBLIC DEFENDER INVESTIGATOR	482	3727	4757	3839	4900
PUBLIC HEALTH ASSISTANT	386	2333	2978	2403	3067
PUBLIC HLTH LABORATORY TECH	395	2438	3112	2511	3205
PUBLIC HLTH PROG & POLICY ANAL	496	3991	5094	4111	5247
PUBLIC SAFETY SERVICE OFFICER	388	2356	3007	2427	3097
SENIOR ACCOUNT CLERK	390	2379	3036	2450	3127
SENIOR ASSESSOR/RECORDER CLERK	407	2585	3299	2663	3398
SENIOR INFO TECHNOLOGY ANALYST	507	4211	5374	4337	5535
SENIOR INVESTIGATIVE TECH	428	2864	3655	2950	3765
SENIOR LEGAL PROCESS CLERK	391	2391	3051	2463	3143
SENIOR PROGRAMMER ANALYST	507	4211	5374	4337	5535
SENIOR PUBLIC HEALTH ASSISTANT	396	2450	3127	2524	3221
SENIOR SHERIFF'S SERVICE OFCR	403	2535	3235	2611	3332
SENIOR SOCIAL WORKER	473	3567	4553	3674	4690
SENIOR STAFF ANALYST	468	3481	4443	3585	4576
SENIOR VETERANS REPRESENTATIVE	415	2688	3430	2769	3533
SENIOR VOCATIONAL COUNSELOR	478	3655	4665	3765	4805
SHERIFF'S RECORDS SPECIALIST I	366	2116	2701	2179	2782
SHERIFF'S RECORDS SPECIALIST II	386	2333	2978	2403	3067
SHERIFF'S RECORDS SPECIALIST III	396	2450	3127	2524	3221
SOCIAL SERVICE AIDE	383	2299	2934	2368	3022
SOCIAL SERVICE PROGRAM AIDE	383	2299	2934	2368	3022
SOCIAL WORKER	448	3157	4030	3252	4151
STAFF SERVICES ANALYST I	425	2822	3602	2907	3710
STAFF SERVICES ANALYST II	455	3267	4170	3365	4295
SYSTEM SUPPORT ANALYST	410	2623	3348	2702	3448
TREASURY CASHIER I	375	2211	2822	2277	2907
TREASURY CASHIER II	400	2498	3188	2573	3284
TYPIST CLERK I	333	1801	2299	1855	2368
TYPIST CLERK II	348	1938	2474	1996	2548
TYPIST CLERK III	371	2168	2768	2233	2851

Job Classification	Range	Current		Effective 09/21/2014	
		A Step	F Step	A Step	F Step
VETERANS SERVICES REP II	405	2560	3267	2637	3365
VICTIM ADVOCATE I	420	2754	3515	2837	3620
VICTIM ADVOCATE II	450	3188	4070	3284	4192
VOCATIONAL COUNSELOR	468	3481	4443	3585	4576
VOCATIONAL EVALUATOR TECH	403	2535	3235	2611	3332
VOCATIONAL INSTRUCTOR I	315	1650	2106	1700	2169
VOCATIONAL INSTRUCTOR II	335	1819	2322	1874	2392
VOCATIONAL INSTRUCTOR III	355	2005	2560	2065	2637