



AGENDA

WORKSHOP OF THE BOARD OF DIRECTORS

**WEDNESDAY, AUGUST 1, 2018
10:00 A.M.**

**INLAND EMPIRE UTILITIES AGENCY*
AGENCY HEADQUARTERS
BOARD ROOM
6075 KIMBALL AVENUE
CHINO, CALIFORNIA 91708**

CALL TO ORDER OF THE INLAND EMPIRE UTILITIES AGENCY BOARD OF DIRECTORS WORKSHOP

FLAG SALUTE

PUBLIC COMMENT

Members of the public may address the Board on any item that is within the jurisdiction of the Board; however, no action may be taken on any item not appearing on the agenda unless the action is otherwise authorized by Subdivision (b) of Section 54954.2 of the Government Code. Those persons wishing to address the Board on any matter, whether or not it appears on the agenda, are requested to complete and submit to the Board Secretary a "Request to Speak" form which is available on the table in the Board Room. Comments will be limited to three minutes per speaker. Thank you.

ADDITIONS TO THE AGENDA

In accordance with Section 54954.2 of the Government Code (Brown Act), additions to the agenda require two-thirds vote of the legislative body, or, if less than two-thirds of the members are present, a unanimous vote of those members present, that there is a need to take immediate action and that the need for action came to the attention of the local agency subsequent to the agenda being posted.

1. **WORKSHOP**

A. **IEUA ENERGY MANAGEMENT PROGRAM**

B. **ORGANICS DIVERSION NEW LAWS AND SIGNIFICANT CHANGES**

2. **CLOSED SESSION**

A. **PURSUANT TO GOVERNMENT CODE SECTION 54957.6 –
CONFERENCE WITH LABOR NEGOTIATIONS**

Meet and Confer Negotiations – All Bargaining Units
Negotiating Parties: General Manager Halla Razak

3. **ACTION ITEM**

A. **ADOPTION OF RESOLUTIONS 2018-8-2 THROUGH 2018-8-8
APPROVING MOU, PERSONNEL MANUALS, AND SALARY MATRIX
FOR SIX EMPLOYEE GROUPS**


Staff recommends that the Board:

1. Adopt Resolution Nos. 2018-8-2 through 2018-8-5, approving Memorandum of Understanding (MOUs) for all employees of the General, Laboratory, Professional, and Supervisors' Units;
2. Adopt Resolution Nos. 2018-8-6 and 2018-8-7, approving the Personnel Manuals for all Unrepresented and Executive Management Employees, respectively;
3. Adopt Resolution No. 2018-8-8, approving the Salary Schedule/Matrix; and
4. Authorize the General Manager to execute the MOU's for the General, Laboratory, Professional and Supervisors' Units; and make the necessary changes to the Personnel Manuals effecting the Unrepresented and Executive Management Employees.

4. **ADJOURN**

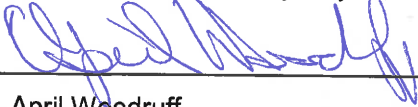
*A Municipal Water District

In compliance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting, please contact the Board Secretary (909) 993-1736, 48 hours prior to the scheduled meeting so that the Agency can make reasonable arrangements.

Proofed by: 

Declaration of Posting

I, April Woodruff, Board Secretary of the Inland Empire Utilities Agency*, A Municipal Water District, hereby certify that a copy of this agenda has been posted by 5:30 p.m. at the Agency's main office, 6075 Kimball Avenue, Building A, Chino, CA on Thursday, July 26, 2018.



April Woodruff

WORKSHOP

1A

IEUA Energy Management Program



Presentation Overview

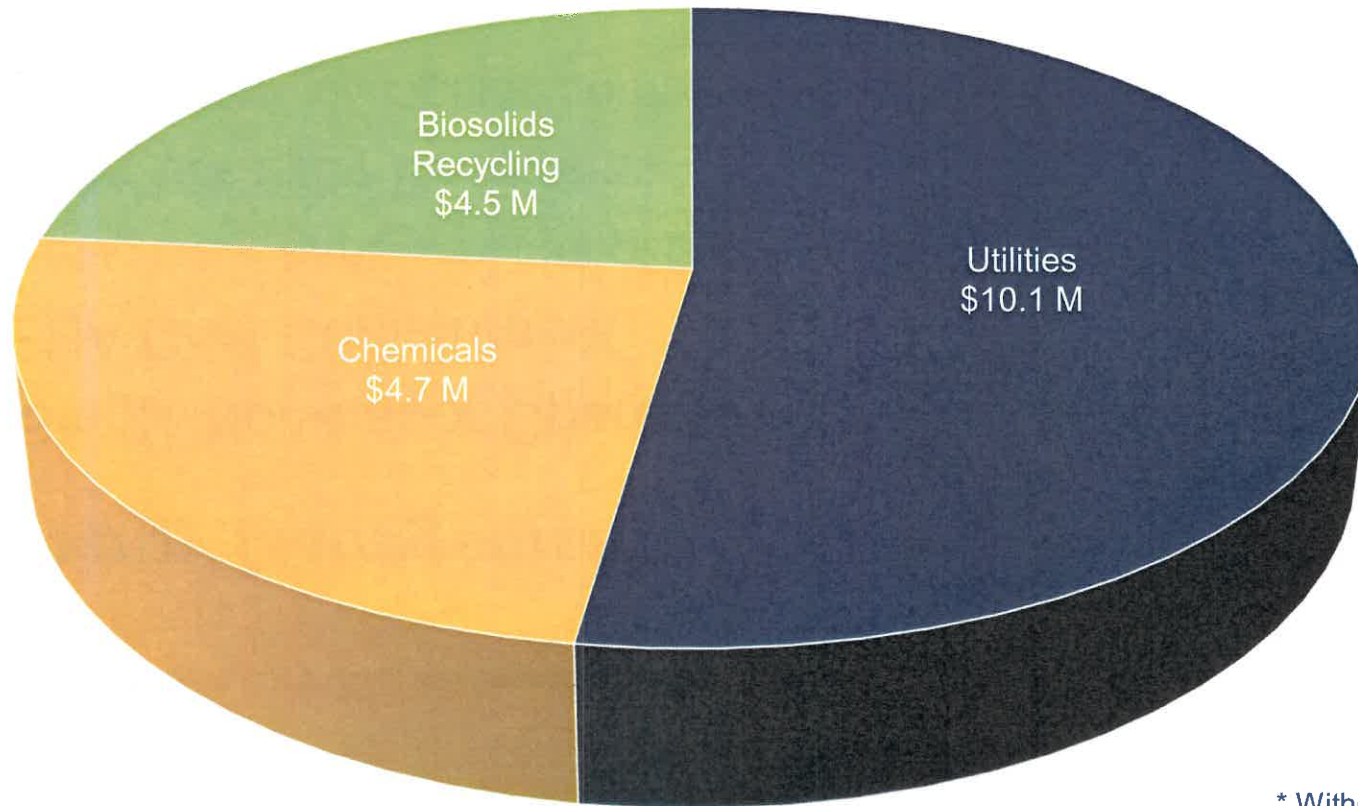
- Energy Management Drivers
- Historical Energy Usage
- Historical Energy Management Benefits
- Tour of Agency Facilities
- Regional Plant No. 1 (RP-1)
 - Case Study and Future Planning Goals
- Next Steps

Energy Management Drivers

Why is Energy Management a core IEUA function?

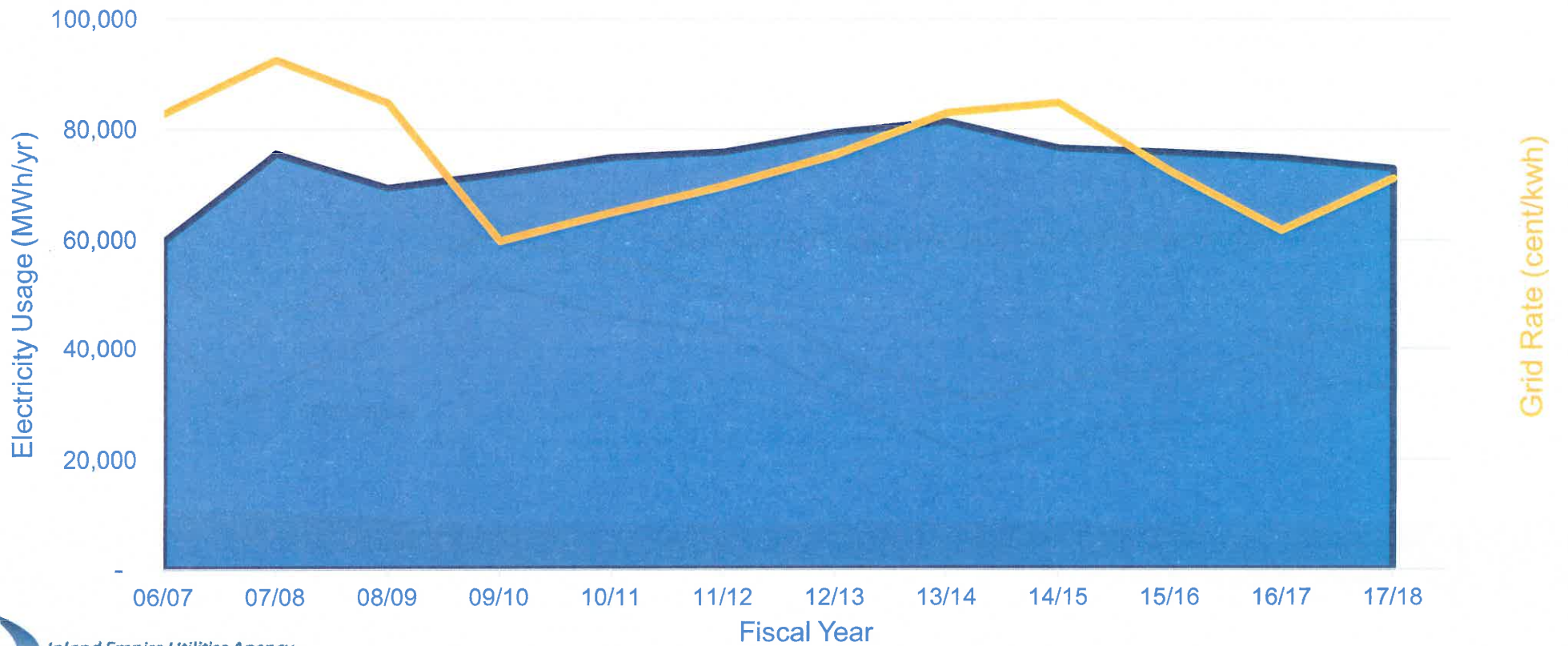
- Largest Single Non-Labor Operational Cost
- Key to IEUA Cost Containment
 - Energy efficiency, beneficial use of biogas and demand management
- Market Price Volatility Resilience
 - On site generation, diversified portfolio and energy storage
 - Budgeting and rate setting

IEUA Operating Costs*

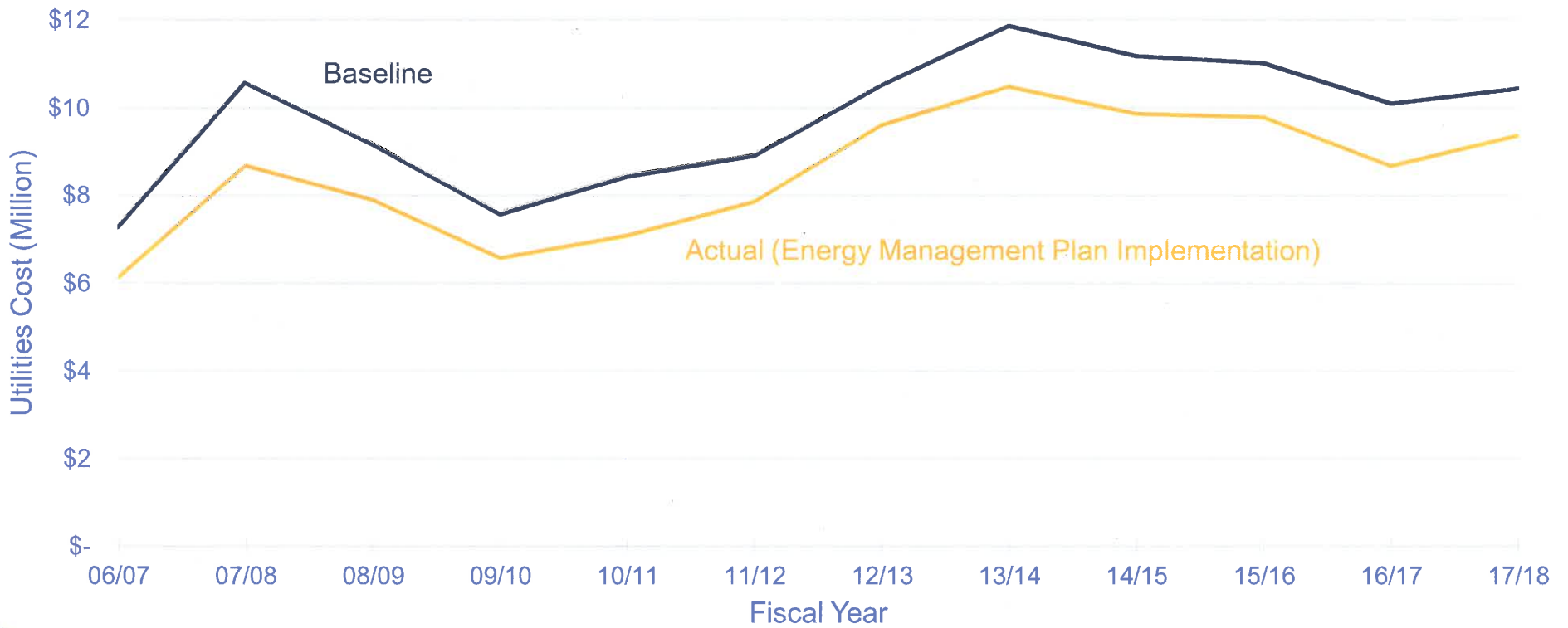


* Without employment expenses
(2018/19 Budget)

Agency Wide Electricity Usage



Utilities Cost



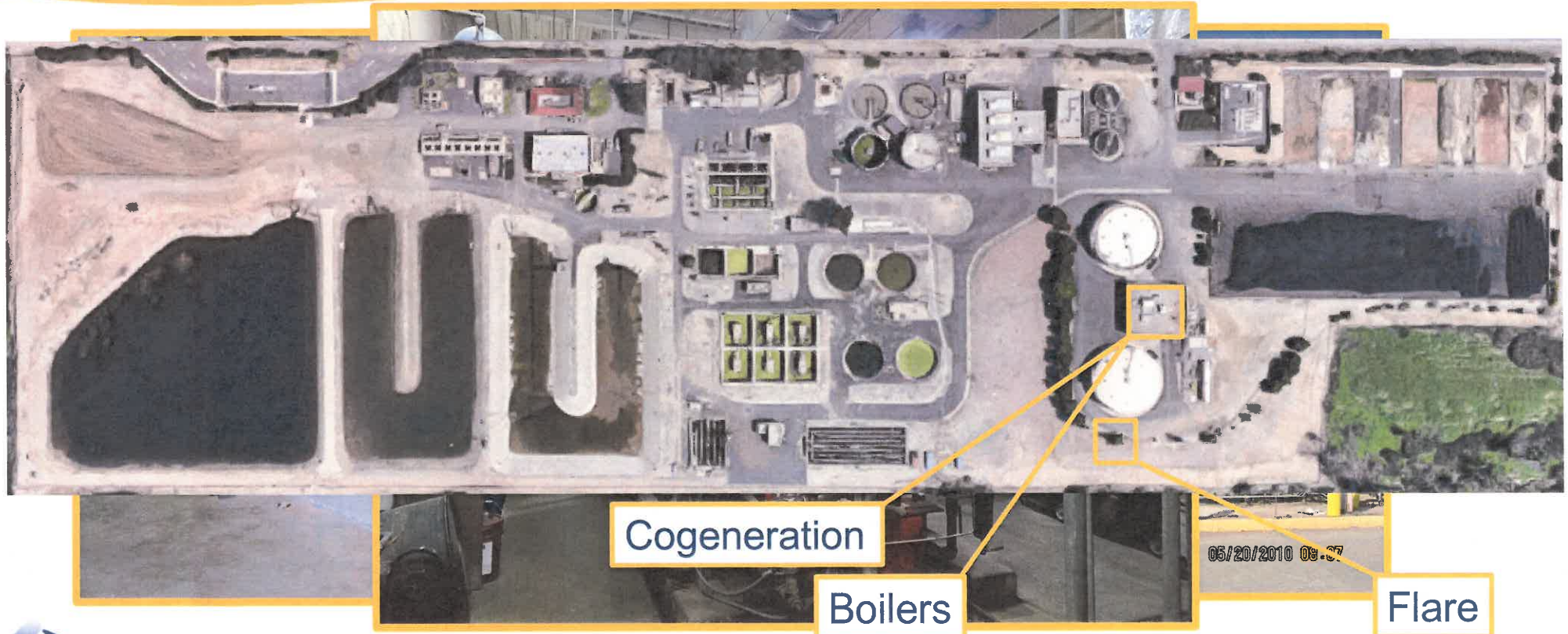
Carbon Canyon Wastewater Recycling Facility

Solar



Battery

Regional Water Recycling Plant No. 2



Regional Water Recycling Plant No. 4 Inland Empire Regional Composting Facility



Solar

Battery

Wind

Regional Water Recycling Plant No. 5

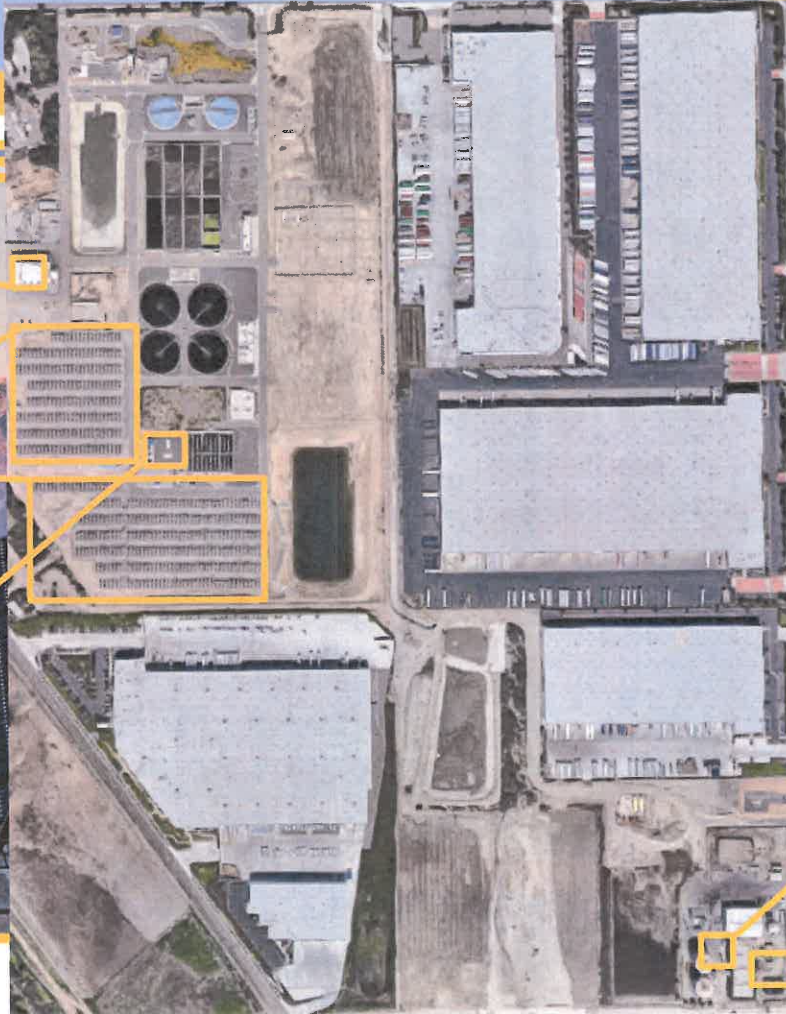
REEP Engines

Solar

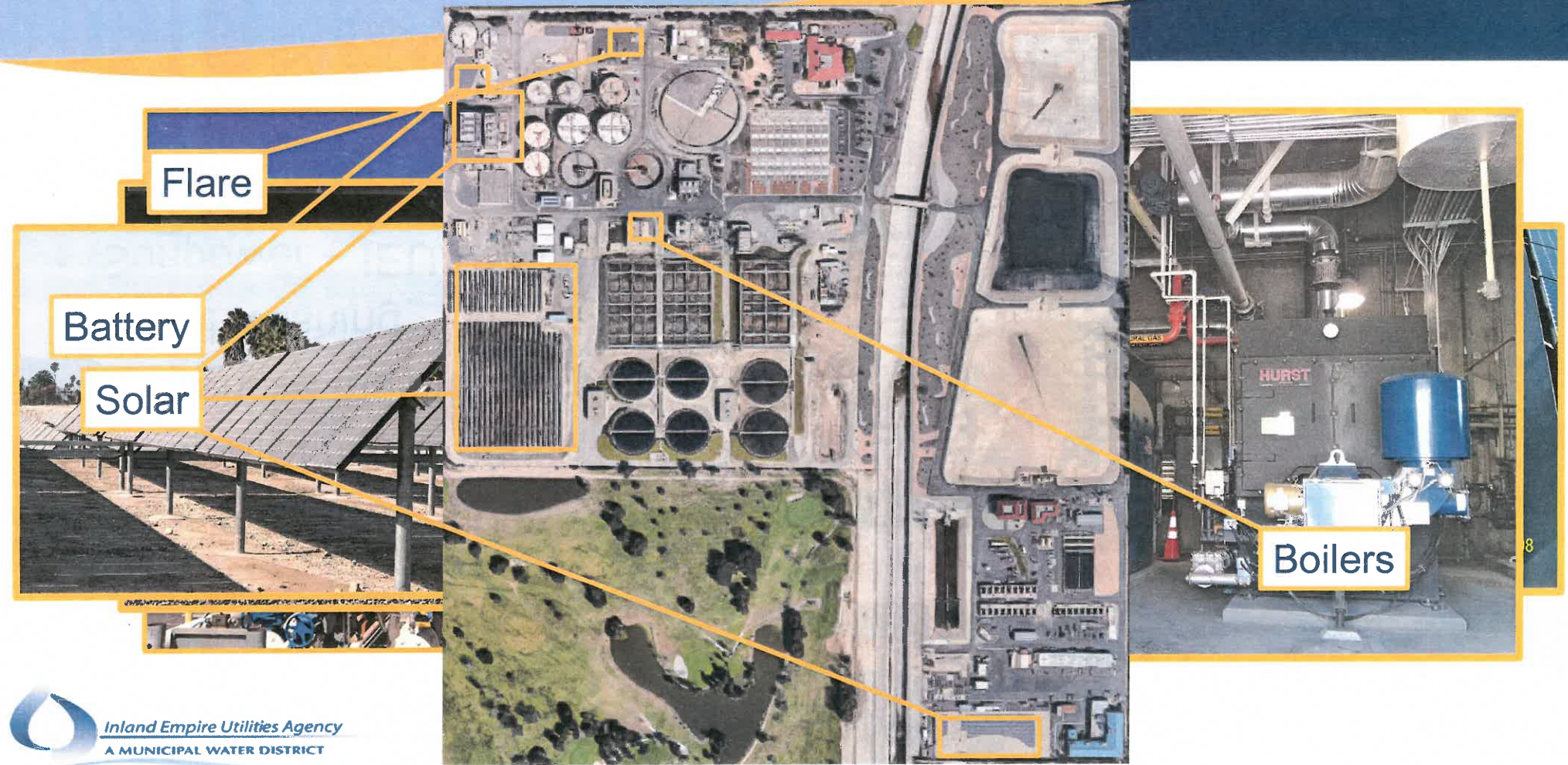
Battery

Boiler

Flare

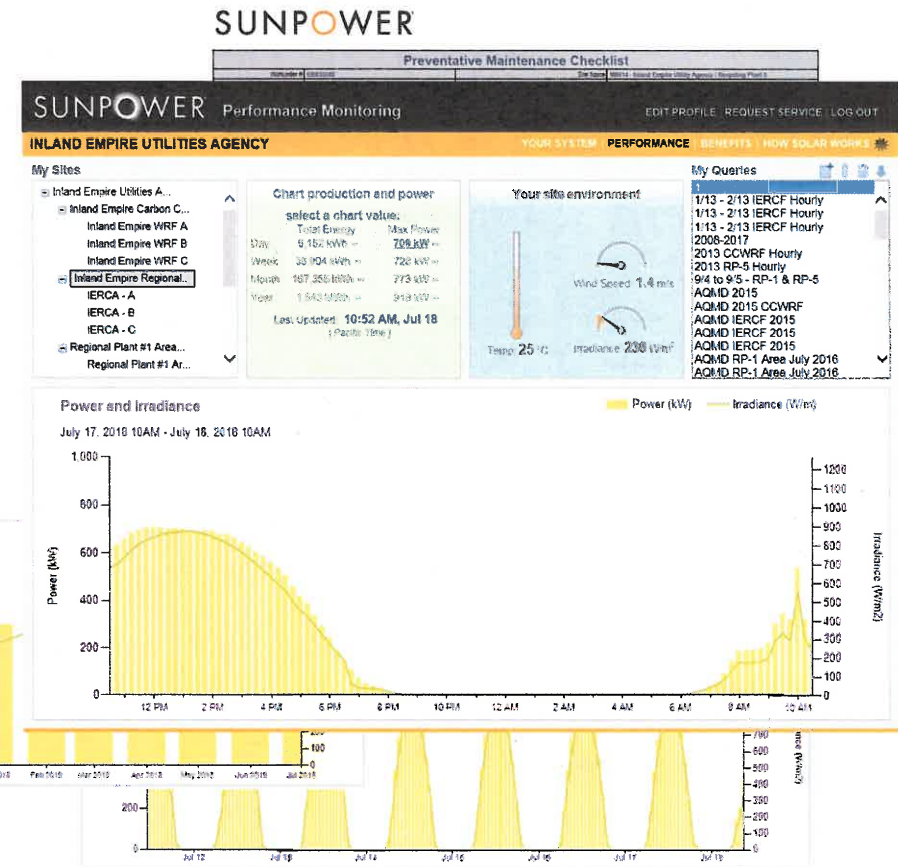


Regional Water Recycling Plant No. 1



Solar Efficiency

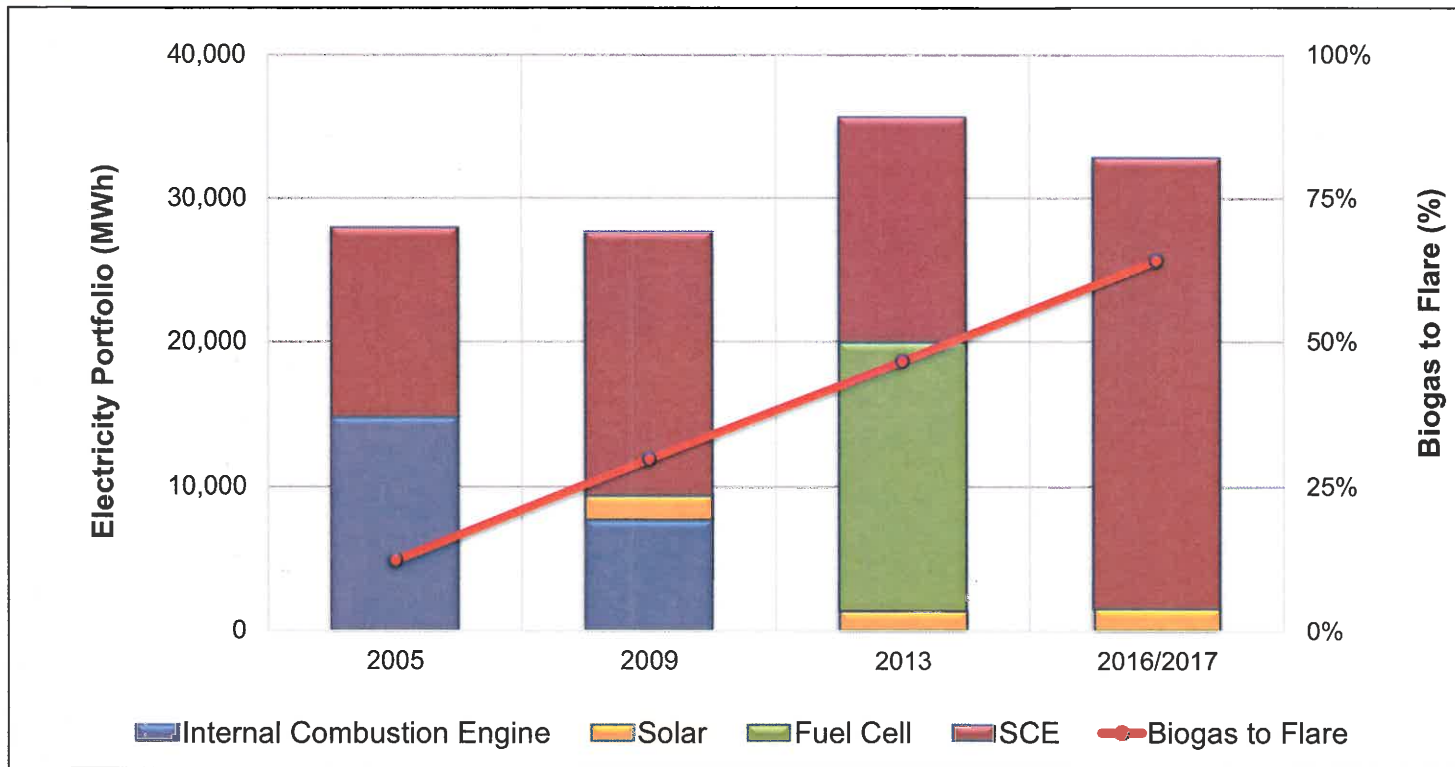
- Real time monitoring
- Long term performance evaluation
- Preventive maintenance
- Panel washing
- Sunpower – IEUA collaboration



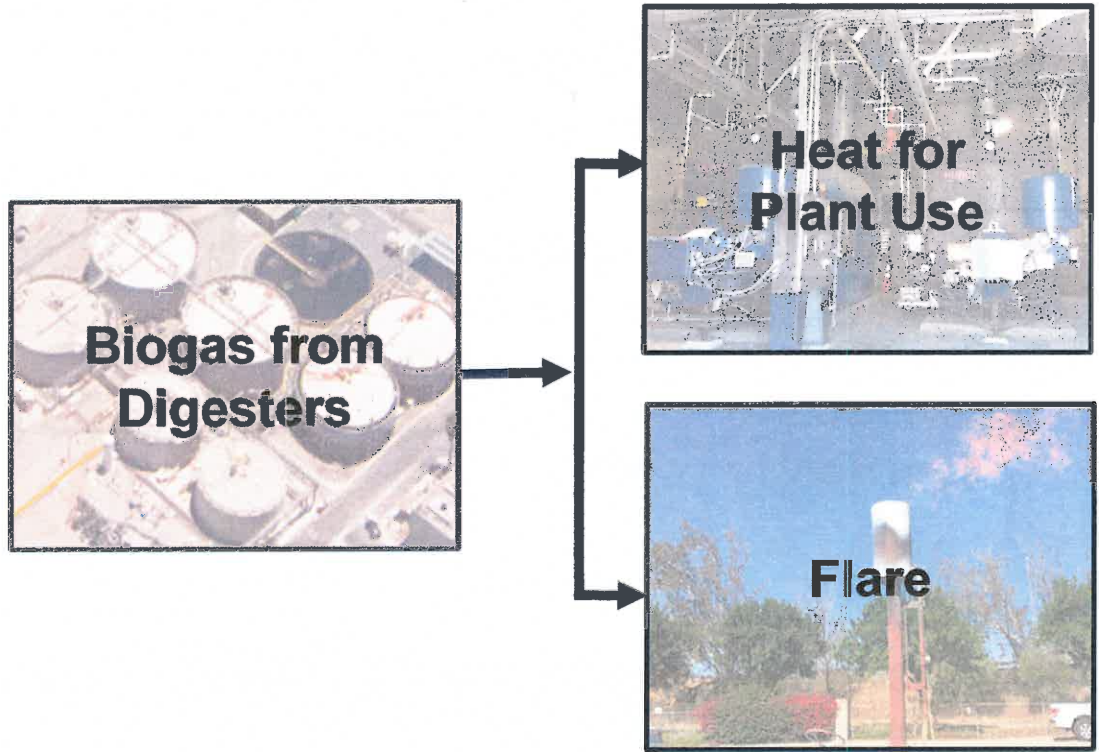


Regional Plant No. 1 Case Study

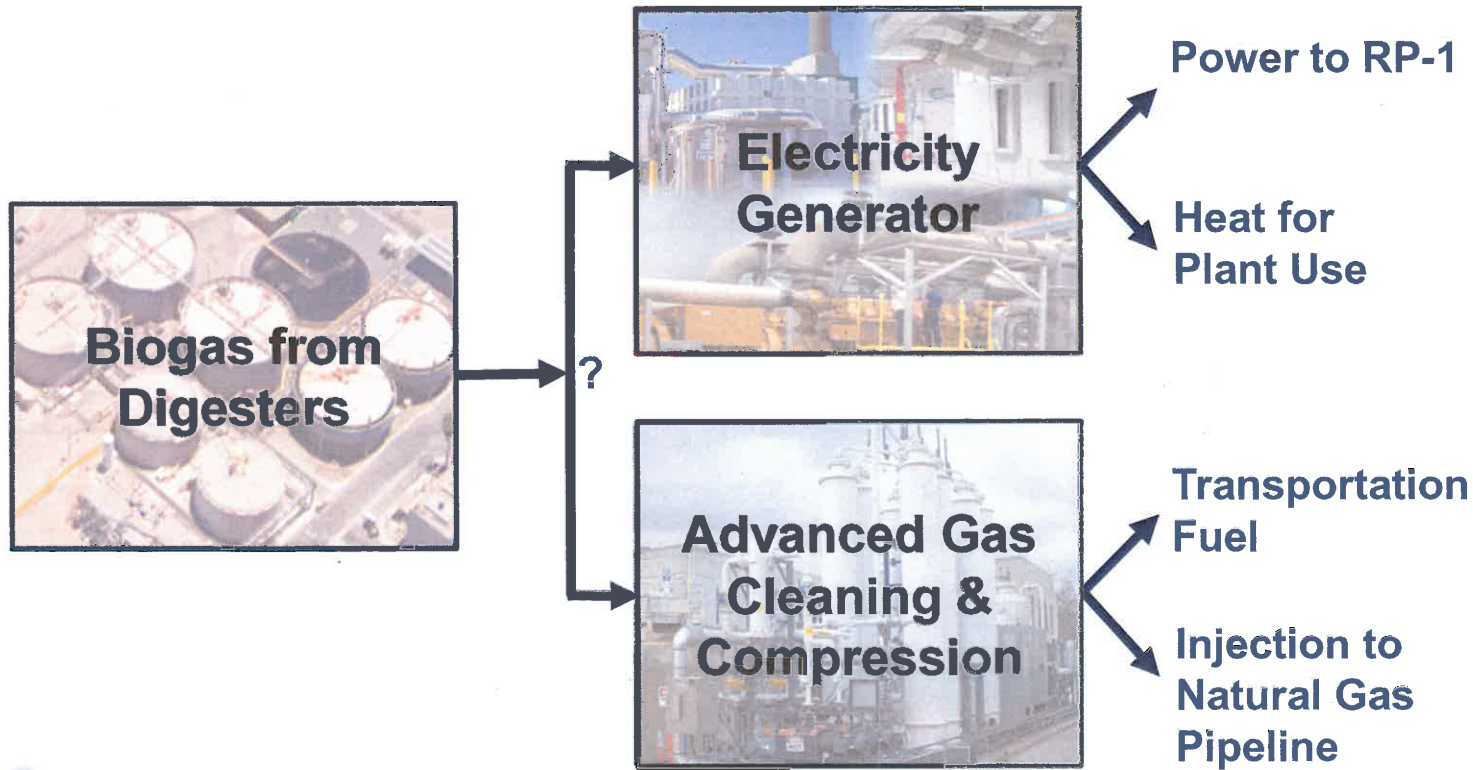
RP-1 Biogas & Flare Use



RP-1 Energy Recovery – 2018



RP-1 Energy Recovery – Long Term



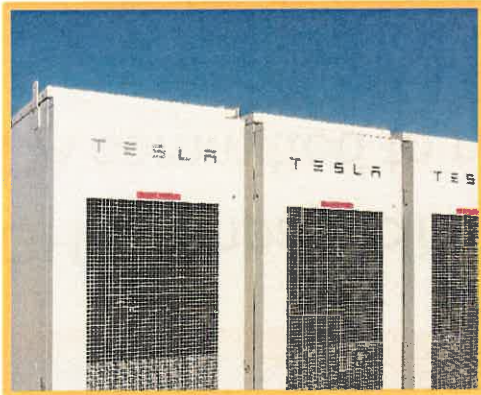
Next Steps

- Beneficial Use Biogas at RP-1
- Aeration System Evaluation
 - Blowers
 - Ammonia sensors
- Energy Efficiency Projects
- Evaluate Future Solar Projects
- Further Evaluate Co-Digestion of Organics

WORKSHOP

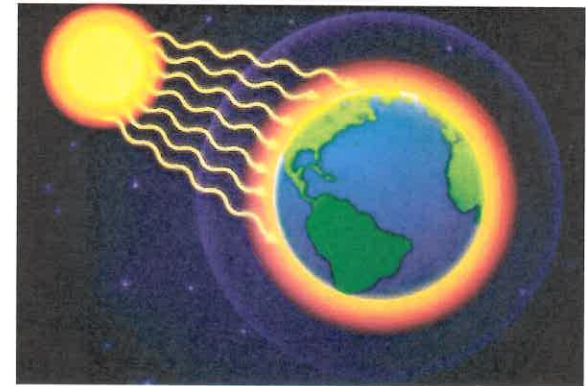
1B

Organics Diversion New Laws and Significant Changes



Green House Gases (GHGs)

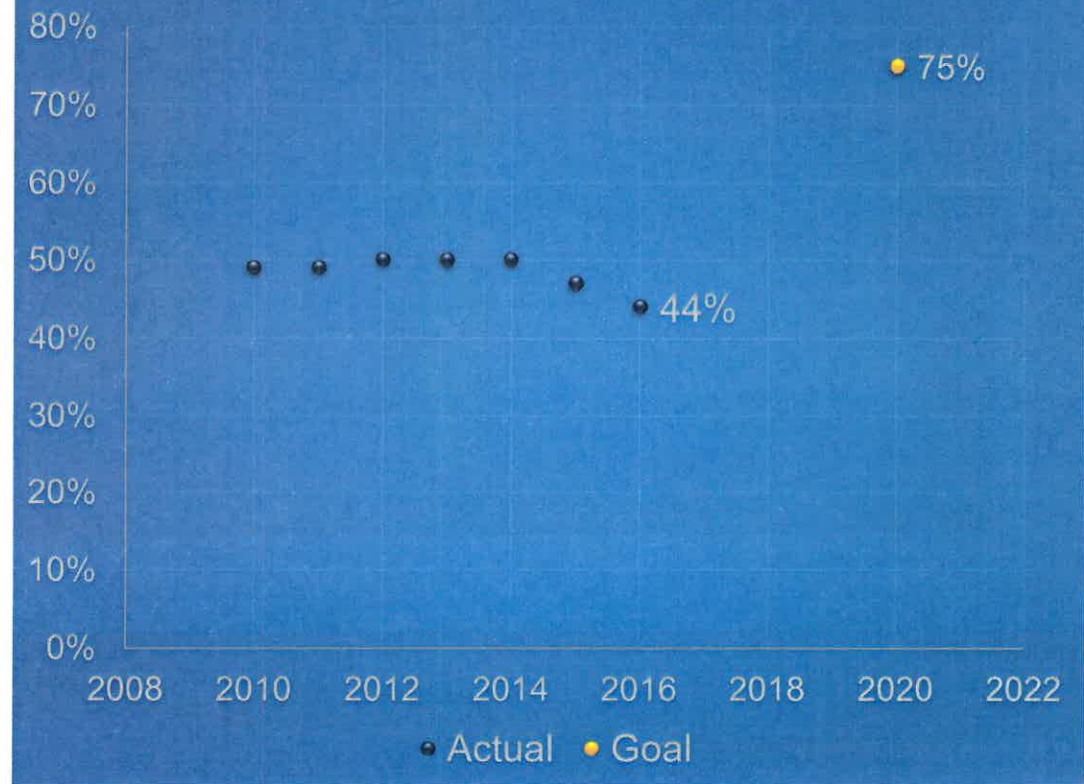
- GHGs impact climate change
- CA committed to reducing GHGs
 - Landfills significant contributor
 - Less disposed organics reduces GHGs



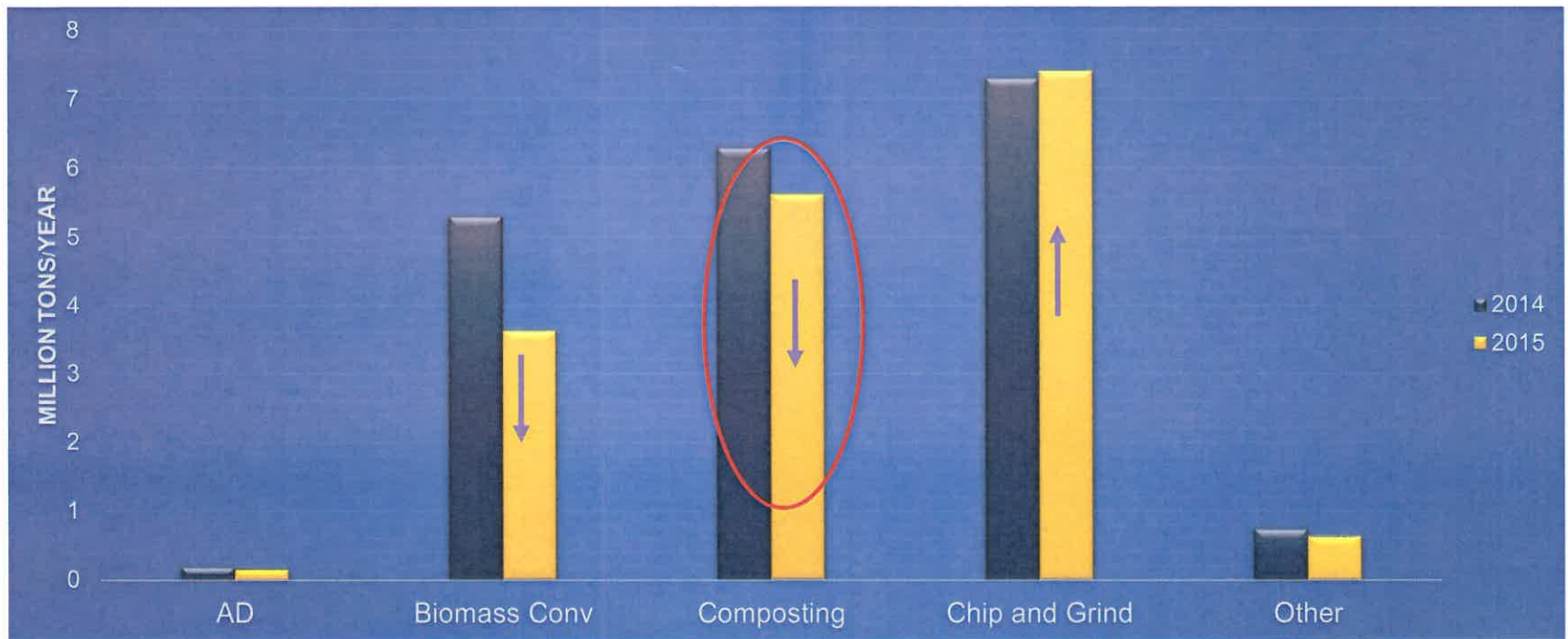
California

- 5th largest economy in the world - \$2.75 trillion
- 39.5 million people
- 76.5 million tons of solid waste
- 56% to landfill
 - About 1 ton per person in the state/year!
 - Target – reduce by 50%
 - 44% recycling rate
 - 10 million tons of organics recycled

California Percent Recycling



Organics Recycling in California



California Mandates



- Global Warming Solutions Act of 2006 (AB 32)
- AB 341– 75% recycling by 2020
 - More than half solid waste needs to be reduced or recycled
- Mandatory Commercial Recycling (AB 1826)
- Short Lived Climate Pollutants (SB 1383)
 - 50% organic waste reduction by 2020
 - 75% organic waste reduction by 2025!

Forecasts

75% reduction =

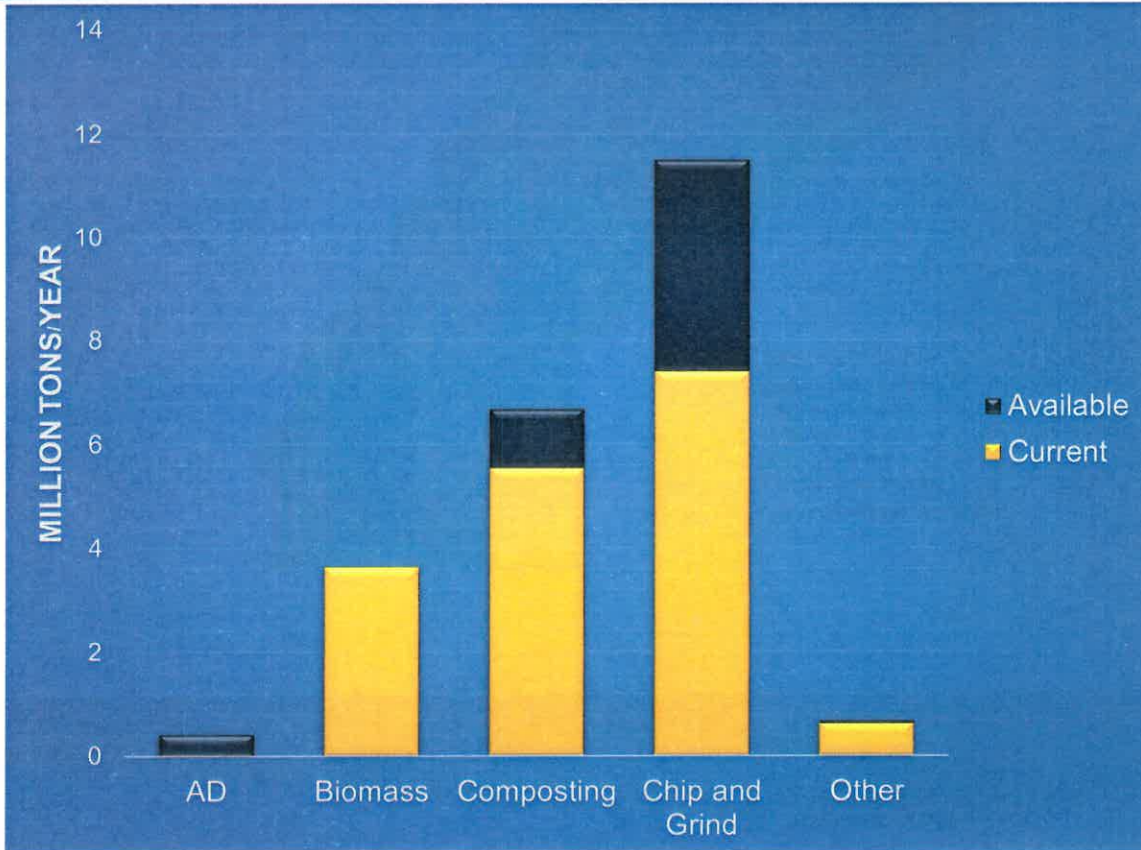
- 15-20 million new tons of organics
- Triple the state's Anaerobic Digestion (AD) and composting throughput



California Capacity

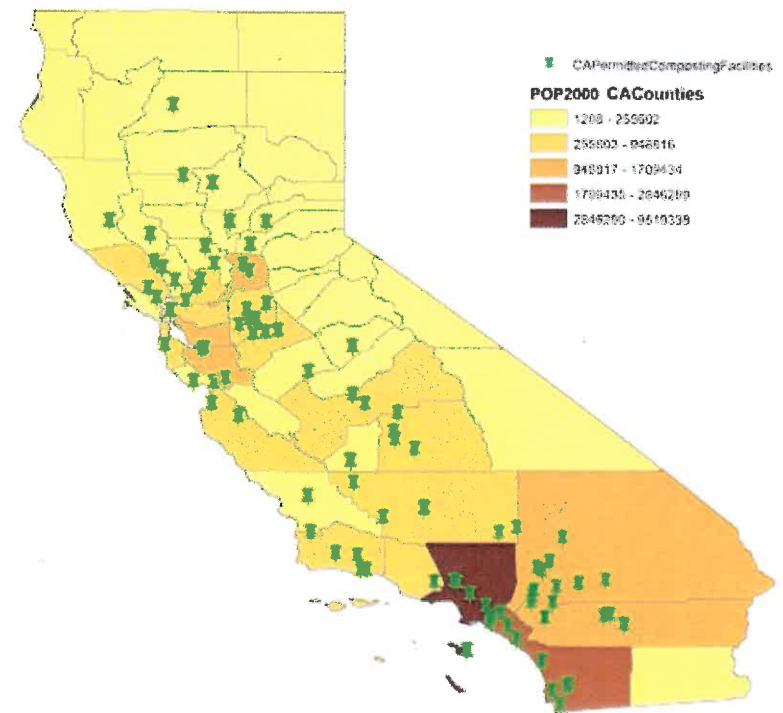
Available now:

- >1 million tons composting/AD
- Little in biomass conversion
 - 20 biomass facilities left in CA
 - 6 facilities closed since 2012



California Compost Industry

- ~ 200 facilities
- 6 million tons composted
- 15-20 million cubic yards compost produced
- Diverse:
 - Community to industrial facilities throughout the state



CalRecycle's Regions



Compost Permit Status			
Region	Permit Capacity	Actual Throughput	Available Capacity
Bay	2,300,000	1,800,000	500,000
Central	1,400,000	1,100,000	300,000
Northern	500,000	400,000	100,000
Southern	4,000,000	3,000,000	1,000,000
Total	8,200,000	6,300,000	1,900,000

- Each region has unique challenges
- Southern doing half the state's composting
- Need infrastructure and Markets
- CalRecycle estimates 15 million new tons by 2025

Wastewater Treatment Plants



- Explore mutual benefits to bring food waste into wastewater treatment plants (WWTPs)
- Significant infrastructure exists at WWTPs
- IEUA case study – planned expansion creates opportunity

Recycling Challenges

- More trash
- More foodwaste (moisture, odors)
- Wastewater treatment plants – not primary role



Field in Temecula



- Trash in land – applied greenwaste

Inland Empire Regional Composting Facility



- Largest enclosed composting facility in North America
- >205,000 wet tons/year
 - Started operations April 2007
- Total cost \$95 million
- Produces 230,000 cubic yards of compost/year

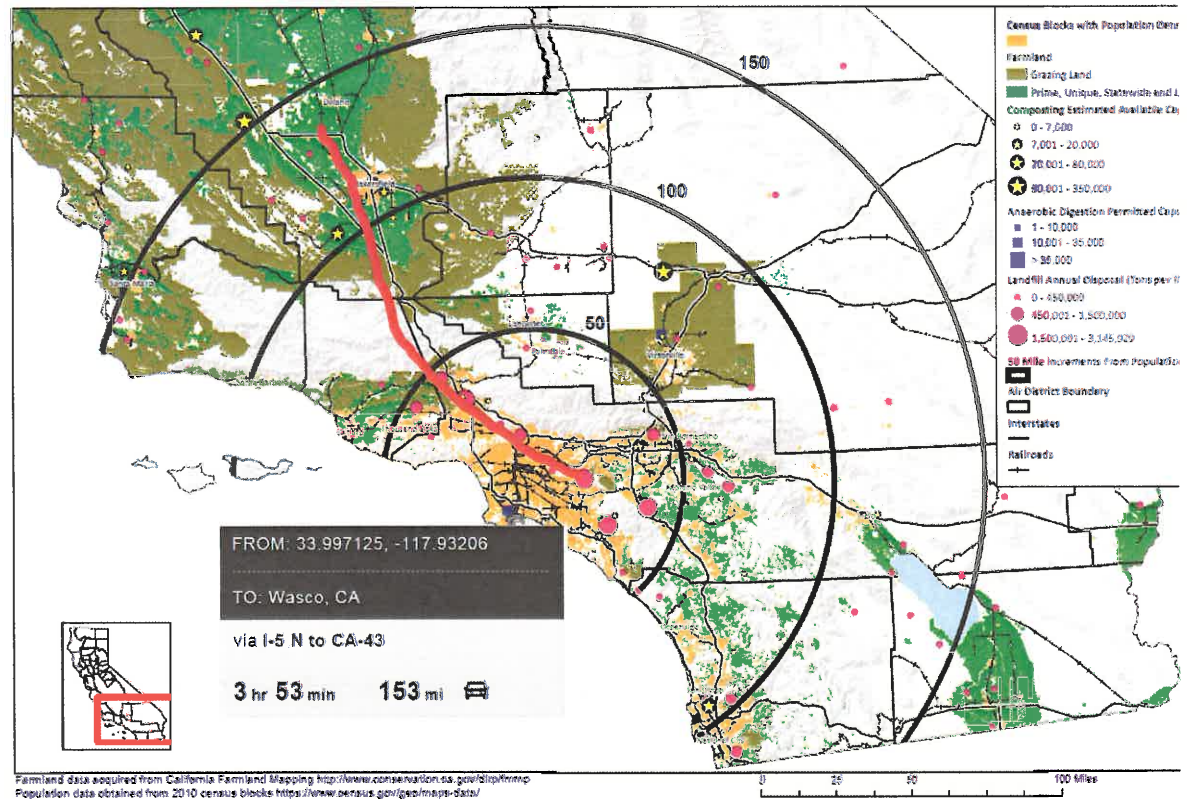
SOILPRO Products
Quality Products for Healthy Soil

Regional Challenge

- Glut may create market challenges
- May need to haul further increasing costs

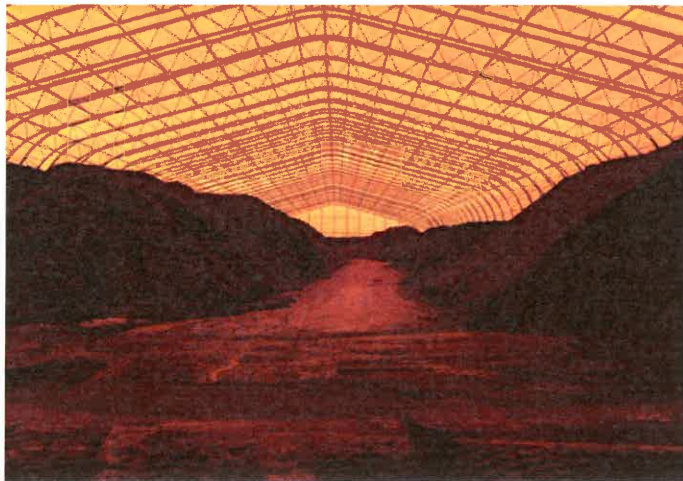


Sources and Potential End-Use Locations for Organic Materials in Southern California



IERCF Compost Storage

2016



2018



- Compost completely sold out through Spring 2018

Next Steps

- Explore wastewater treatment plant capacity
- Enforce existing requirements
 - Title 14 – trash and pathogen requirements
 - Model Water Efficient Landscape Ordinance (MWELO)
 - Buy Recycled Program (enforced by CalRecycle)
- Work with permitting agencies to remove barriers and expand markets
- Healthy Soil Initiative

**ACTION
ITEM**


3A

Date: August 1, 2018

To: The Honorable Board of Directors

From: Halla Razak, General Manager

Committee:

Executive Contact: Christina Valencia, Executive Manager of Finance & Administration/AGM 

Subject: Adoption of Resolutions 2018-8-2 through 2018-8-8 approving Memorandum of Understanding, Personnel Manuals and Salary Matrix for six employee groups

Executive Summary:

In 2013, the Board of Directors approved five-year term Memorandum of Understandings (MOUs) for all represented employee groups, and Personnel Manuals for unrepresented and executive management employee groups. These agreements expired on June 30, 2018. Negotiations with all of the represented groups were initiated in February 2018, with a key objective to conclude the process prior to the expiration date. Other key objectives included negotiation of multi-year agreements; compensation and benefit adjustments within Board approved budget; and language "clean-up". All represented groups voted to ratify three-year term agreements prior to June 30. The proposed agreements include adjustments to compensation and certain incentives, such as: a cost of living adjustment (COLA) for each of the three fiscal years; increases to the monthly medical contribution amount; annual wellness benefit, certifications, professional memberships; and an Agency match to employees 457 deferred compensation accounts. Additional key negotiated terms and conditions are listed on Exhibit A.

Upon Board approval of the proposed Resolutions 2018-8-2 through 2018-8-8, the MOUs and Personnel Manuals will represent terms and conditions of employment beginning July 1, 2018 through June 30, 2021.

Staff's Recommendation:

1. Adopt Resolution Nos. 2018-8-2 through 2018-8-5, approving the Memorandum of Understanding (MOUs) for all employees of the General, Laboratory, Professional, and Supervisors' Units;
2. Adopt Resolution Nos. 2018-8-6 and 2018-8-7, approving the Personnel Manuals for all Unrepresented and Executive Management Employees, respectively;
3. Adopt Resolution No. 2018-8-8, approving the Salary Schedule/Matrix; and
4. Authorize the General Manager to execute the MOU's for the General, Laboratory, Professional and Supervisors' Units; and to make the necessary changes to the Personnel Manuals effecting the Unrepresented and Executive Management Employees.

Budget Impact *Budgeted (Y/N): Y Amendment (Y/N): N Amount for Requested Approval:*

Account/Project Name:

The Agency's FY 2018/19 Amended Budget provides sufficient funding for the compensation adjustments and other incentives as provided in the proposed MOUs and Personnel Manuals.

Fiscal Impact (explain if not budgeted):

None.

Prior Board Action:

On September 13, 2013, the Board approved Memorandum of Understanding (MOUs) for the General, Laboratory, Operators, and Supervisor employee groups and Personnel Manuals for the unrepresented and executive management employee groups.

On November 20, 2013, the Board approved Memorandum of Understanding for the Professional Unit.

Environmental Determination:

Not Applicable

Business Goal:

Timely negotiation of the MOUs with the various represented employee groups at a reasonable cost to the Agency ensures employees are fairly compensated and promotes positive labor relations consistent with the IEUA Business Goal Work Environment.

Attachments:

Exhibit A - Key Negotiated Terms & Conditions

Attachment 1. Resolution 2018-8-2 MOU for the Laboratory Unit

Attachment 2. Resolution 2018-8-3 MOU for the Supervisors' Unit

Attachment 3. Resolution 2018-8-4 MOU for the General Unit

Attachment 4. Resolution 2018-8-5 MOU for the Professional Unit

Attachment 5. Resolution 2018-8-6 Personnel Manual for Unrepresented Employees

Attachment 6. Resolution 2018-8-7 Personnel Manual for Executive Management Employees

Attachment 7. Resolution 2018-8-8 Salary Schedule/Matrix

KEY NEGOTIATED TERMS & CONDITIONS

While each of the five labor bargaining units and IEUA management negotiated numerous terms and conditions, the key negotiated terms and conditions reached with all five employee bargaining units were:

1. The Agency and the units entered into three-year term agreements (FYs 2018/19-2020/21).
2. IEUA Employees will receive a 3% Cost of Living Adjustment (COLA) increase for each year of the contract.
3. Supervisors' Unit salaries were adjusted as negotiated by the unit.
4. Longevity benefit was increased for certain represented units and unrepresented employees.
5. IEUA employees will receive an additional monthly medical contribution toward their medical premiums of \$50/Year 1, +\$25/Year 2, and +\$25/Year 3.
6. The Educational Reimbursement amount available to employees was increased to \$5,250 per fiscal year.
7. The Wellness Benefit amount available to employees was increased from \$350 to \$500 per fiscal year.
8. The Agency will match \$25 per pay period to employee 457 Deferred Compensation Plans for a total of \$650 per fiscal year.

RESOLUTION NO. 2018-8-2

RESOLUTION OF THE BOARD OF DIRECTORS OF THE INLAND EMPIRE UTILITIES AGENCY*, SAN BERNARDINO COUNTY, CALIFORNIA, APPROVING THE MEMORANDUM OF UNDERSTANDING FOR LABORATORY UNIT EMPLOYEES

WHEREAS, the representatives of the Board of Directors of Inland Empire Utilities Agency* have met and conferred with duly authorized representatives of the Laboratory Unit to make equitable adjustments to terms and conditions of employment; and

WHEREAS, a Memorandum of Understanding prepared by said representatives has been presented to the Board of Directors for ratification; and

WHEREAS, a majority of the unit members from this group voted to approve the Memorandum of Understanding.

NOW, THEREFORE, the Board of Directors of the Inland Empire Utilities Agency* does hereby **RESOLVE, DETERMINE AND ORDER** as follows:

SECTION 1. That this Board of Directors does hereby approve and authorize its President and Secretary to sign the Memorandum of Understanding between the Inland Empire Utilities Agency and the Laboratory Unit attached hereto as Exhibit 1, which shall be effective upon approval and remain in full force and effect until a successor Memorandum of Understanding or Personnel Manual is adopted after the parties have met and conferred.

ADOPTED the 1st day of August 2018.

Steven J. Elie
President of the Inland Empire
Utilities Agency* and of the
Board of Directors thereof

ATTEST:

Jasmin A. Hall
Secretary/Treasurer of the Inland Empire
Utilities Agency* and of the
Board of Directors thereof
*A Municipal Water District

STATE OF CALIFORNIA)
COUNTY OF) SS
SAN BERNARDINO)

I, Jasmin A. Hall, Secretary/Treasurer of the Inland Empire Utilities Agency*, DO
HEREBY CERTIFY that the foregoing Resolution being No. 2018-8-2, was adopted at a regular
Board Meeting on August 1, 2018, of said Agency by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

Jasmin A Hall
Secretary/Treasurer of the Inland Empire
Utilities Agency* and of the
Board of Directors thereof

(SEAL)

*A Municipal Water District

INLAND EMPIRE UTILITIES AGENCY*
MEMORANDUM OF UNDERSTANDING
LABORATORY UNIT

FOR THE PERIOD OF JULY 1, 2018 THROUGH JUNE 30, 2021

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THE INLAND EMPIRE UTILITIES AGENCY*
MEMORANDUM OF UNDERSTANDING

LABORATORY UNIT

The Agency does hereby adopt this Memorandum of Understanding (MOU) establishing rules, regulations and procedures for employees of the Laboratory Unit.

Provisions of the MOU do not apply to part-time, temporary, limited term, contract or intern personnel (employees) unless specifically noted in this MOU, Agency Policy or the employee's contract. This MOU does not create any contract of employment, expressed or implied, or any rights in the nature of a contract.

- A. There are no provisions in this MOU that shall be deemed to limit or curtail the Agency in any way in the exercise of the rights, powers and authority which the Agency had prior to entering into this MOU unless and only to the extent that the provisions of this MOU specifically curtail or limit such rights, powers and authority.
- B. The exclusive rights of the Agency include, but are not limited to:
- 1) Determine the mission of its constituent departments, commissions, and boards;
 - 2) Set standards of service;
 - 3) Determine the procedures and standards of selection for employment and promotion;
 - 4) Direct its employees;
 - 5) Relieve its employees from duty because of lack of work and/or for other legitimate reasons;
 - 6) Maintain efficiency of government operations;
 - 7) Determine the methods, means and personnel by which Agency operations are to be conducted;
 - 8) Determine the content of job classifications;
 - 9) Take all necessary actions to carry out its missions in emergencies;
 - 10) Exercise complete control, direction, and discretion over its organization and the technology of performing its work;
 - 11) Discharge, suspend, demote, reprimand and withhold salary increases and benefits or otherwise discipline employees for cause;
 - 12) Establish reasonable employee performance standards, including but not limited to, quality standards, and required compliance herewith;
 - 13) Determine staffing plans and hours of operations for the best use of Agency resources; and,
 - 14) Enforce other management rights secured by the Inland Empire Utilities Agency Employer-Employee Relations Resolution.

ARTICLE 1 - DESIGNATION OF PARTIES

The Laboratory Unit is a recognized employee organization which represents a unit of representation established by the Board of Directors of the Agency, pursuant to the Agency's Employer/Employee Relations Resolution, and which includes the following classifications, as well as those which may be added, deleted or modified in the future pursuant to the Employer/Employee Relations Resolution:

Biologist	Laboratory Assistant
Chemist *	Laboratory Scientist I, II

* Exempt Classification

The provisions of this MOU shall apply to the above-referenced classifications, who shall receive all benefits agreed to in this MOU for the term of this contract.

ARTICLE 2 - PURPOSE

The parties to this MOU agree that its purpose is to confirm and maintain a spirit of cooperation between the Agency and the Laboratory Unit. The Agency and the Laboratory Unit will strive to promote a harmonious relationship between the parties, through this MOU, that will result in benefits for the Agency and members of the Laboratory Unit.

ARTICLE 3 - DEFINITIONS

Section 3.01. - General

Unless otherwise required by the context, various terms used in this document shall have the meanings set forth in this section. Terms expressed in the singular shall also include the plural.

Section 3.02. - Appointment

The act of filling a vacant position with a person who has met the qualifications for the position.

Section 3.03. - Anniversary Year

The year following the date of employment with the Agency and each successive year thereafter.

Section 3.04. - Classification

A group of positions sufficiently similar in duties, authority, and responsibility, to permit grouping under a common title in the application of common standards of selection, transfer, demotion and salary.

Section 3.05. - Continuous Regular Employment

That period of actual employment by the Agency following an employee's date of employment, or the employee's most recent date of reemployment, or reinstatement, whichever is later. The term shall also include military leaves of absence and pre-approved leaves of absence, provided that on the day prior to such periods the employee was in the employ of the Agency and that during such periods the employee takes no action expressed or implied to terminate employment.

A. Break in Continuous Regular Employment

1) Failure to Return to Work

A break in continuous regular employment for failure to return to work as required at the completion of one of the above-authorized periods of absence shall, except in the event of the employee's death during such a period, be considered as voluntary termination as of the date the period of absence began.

2) Termination of Employment

Termination of employment by resignation, discharge, or other means or failure to return to work at the completion of one of the above authorized periods of absence shall constitute a break in continuous regular employment.

3) Other Employment

Employment by other than the Armed Forces of the United States or its Allies during a period of authorized absence shall constitute a break in continuous regular employment unless such other employment is approved by the Agency.

Section 3.06. - Exempt Employees

Employees in exempt positions who are excluded from FLSA overtime pay requirements and are compensated on a bi-weekly salary basis.

Section 3.07. - Holiday Leave

A holiday recognized by the Agency when employees will be granted a day off with pay.

Section 3.08. - Holiday Pay

Pay received by those employees who are required to work on an Agency recognized holiday.

Section 3.09. - Hourly Rate of Pay

The hourly rate of pay for non-exempt employees is the amount equal to the classification and step position an employee currently holds.

Section 3.10. - Immediate/Extended Family

- A. Immediate Family is limited to: Spouse, State Registered Domestic Partner, Parent (biological or an individual who stands or stood in loco parentis to an employee when the employee was a minor), and Child (biological/adopted/foster/step child, a legal ward, or a child of a person standing in loco parentis who is under age 18) Brother, and Sister.

- B. Extended Family is limited to: Aunt, Brother-in-law, Daughter-in-law, Ex-spouse (if children are involved), Father-in-law, Grandchild, Grandparent, Half-Brother, Half-Sister, Mother-in-law, Nephew, Niece, Sister-in-law, Son-in-law, Step-brother, Step-sister, and Uncle.

Section 3.11. - Inactive Status

An employee who is on an authorized leave of absence without pay for more than thirty (30) calendar days.

Section 3.12. - Job Abandonment

An employee who does not report or call-in to work as scheduled for three (3) or more consecutive work days, and has not been excused for compensatory time off, vacation leave, floating holiday, sick leave or a leave of absence without pay, shall be considered as having abandoned his/her job. Such employee may be disciplined in accordance with Article 16, Disciplinary Actions and Appeals Procedures.

Section 3.13. - Non-Exempt Employees

Employees in non-exempt positions who are covered under FLSA regulations, including overtime pay requirements and are compensated on an hourly basis.

Section 3.14. - Overtime

Overtime shall be defined for non-exempt employees as all hours worked in excess of forty (40) hours per workweek.

Section 3.15. - Overtime Pay

A rate equivalent to one and one-half (1½) times a non-exempt employee's hourly rate of pay.

Section 3.16. - Position

A group of duties and responsibilities assigned by proper authority to be performed by one employee. A position may be full or part time, occupied or vacant, temporary or regular.

Section 3.17. - Probationary Employee

A. Original Probationary Employee

A person appointed to fill a regular position, but who has not yet completed the probationary period. The probationary period is a trial period in which a new employee is evaluated on the ability to fulfill the skills required by a position and the ability to establish an effective working relationship with co-workers.

B. Technical Probationary Employee

A regular employee appointed, through promotion or a lateral transfer, to a classification or position having duties other than the employee's current position.

Section 3.18. - Probationary Period

A period considered an integral part of the examination, recruiting, testing and selection process during which an employee is required to demonstrate fitness for the position to which the employee is appointed by actual performance of the duties and responsibilities of the position.

Section 3.19. - Promotion

The movement of an employee from one classification to another classification having a higher maximum base rate of pay.

Section 3.20. - Reclassification

The reallocation of a position, through a change in duties and responsibilities, based on the needs of the Agency, to a different classification and/or salary range.

Section 3.21. - Reemployment

The rehiring, other than reinstatement, of an individual who formally worked as an employee of the Agency.

Section 3.22. - Regular Employee

An employee who has successfully completed the original probationary period.

Section 3.23. - Reinstatement

The restoration, without competitive examination, of a former regular employee to a classification in which the employee formerly served as a regular, non-probationary employee.

Section 3.24. - Resignation

The termination, at the election of the employee, of employment with the Agency.

Section 3.25. - Step Advancement

A salary increase, based on Meets Expectations or better employee performance, which is within the limits of a pay range established for a classification.

Section 3.26. - Temporary Employee

A person employed to meet a short-term need of the Agency. Temporary employees shall not be retained in this status more than six (6) months without the written approval of the General Manager, or designated representative(s). Temporary employees are not entitled to Agency benefits, or any other provisions stipulated in this MOU.

Section 3.27. - Termination

The termination of an employee at the discretion of the Agency by means of layoff, discharge, or other means.

Section 3.28. - Transfer

The movement of an employee from one position to another position in the same classification or in a comparable classification with the same maximum salary, involving the performance of similar duties and responsibilities and requiring substantially the same basic qualifications.

Section 3.29. - Unpaid Status

When an employee does not receive compensation for time not worked, or does not have any usable accrued leave time, or is not eligible for any other paid leave, such employee shall be considered as being in an unpaid status.

Section 3.30. - Work Schedule

A workweek for non-exempt employees is a fixed and regularly recurring period of one hundred and sixty-eight (168) hours consisting of seven (7) consecutive twenty-four (24) hour periods.

A. Standard Work Schedule

A standard work schedule shall consist of five 8-hour days equaling forty (40) hours per workweek, and is defined as beginning at 12:00 a.m. on Sunday and ending at midnight the following Saturday.

B. 4/10 Work Schedule

A 4/10 work schedule shall consist of four 10-hour days equaling forty (40) hours per workweek, and is defined as beginning at 12:00 a.m. on Sunday and ending at midnight the following Saturday.

C. 9/80 Alternative Workweek

The 9/80 alternative workweek, for purposes of computing overtime, is defined as beginning exactly four (4) hours into the eight (8) hour shift on the day of the week that corresponds with the employee's alternating regular flex day off.

Example: Friday On/Off:

<u>Wk</u>	F	Sa	S	M	T	W	Th	F	Total
1	0	0	0	9	9	9	9	4	= 40
2	4	0	0	9	9	9	9	0	= 40

D. The General Manager, or designated representative(s), shall be empowered to arrange work schedules in alternate time distributions provided that such alternate distributions are in the best interests of the Agency. All employees of the Agency are subject to call for emergencies which are inherent in the Agency's responsibilities.

Section 3.31. - Scheduled Work Day

A scheduled work day is an employee's regularly scheduled work day; or, when an employee is notified two (2) weeks prior, that he/she is scheduled to work, it is considered advanced notification and a scheduled work day. Consideration will be given to doctor's appointments and vacations scheduled prior to the notification. In the event of an unforeseen event or incident for which management could not have planned or scheduled for in advanced, an employee may be given less than two (2) weeks' notice.

Section 3.32. - Unscheduled Work Day

An unscheduled work day is when an employee is notified today (normal day off), that he/she is scheduled to work today's shift, there is no advanced notification and it is determined to be an unscheduled work day.

Section 3.33. - Scheduled Vacation

A scheduled vacation is a leave request that is approved and dated by the supervisor at least two (2) weeks prior to the scheduled time off.

Section 3.34. - Unscheduled Vacation

An unscheduled vacation is a leave request that is approved and dated by the supervisor less than two (2) weeks prior to the scheduled time off.

ARTICLE 4 - GENERAL PROVISIONS

Section 4.01. - Equal Employment Opportunity

The Agency provides equal employment opportunity to all employees and applicants without regard to sex, race, color, religion, national origin, age, ancestry, physical or mental disability, genetics, marital status, sexual orientation or veteran status.

Section 4.02. - Harassment in Employment

Harassment of an applicant or employee by a supervisor, management employee or co-worker on the basis of sex, race, color, religion, national origin, age, ancestry, physical or mental disability, genetics, marital status, sexual orientation or veteran status will not be tolerated. Harassment by or against any employee or applicant or from a person providing services pursuant to a contract on the basis of sex, race, color, religion, national origin, age, ancestry, physical or mental disability, genetics, marital status, sexual orientation or veteran status will not be tolerated (refer to Agency Policy A-29 and A-30).

Section 4.03. - Amendment of Memorandum of Understanding (MOU)

This MOU may be amended by the Agency Board of Directors subject to Government Code Section 3500, et.seq.

Section 4.04. - Labor/Management Meetings

Representatives of the Unit and the Agency shall meet informally at the request of either party

to discuss matters of mutual interest to each party. The time and place of the meeting shall be selected by representatives involved. Three (3) designated Laboratory employees shall be allotted Association Leave time to prepare for MOU negotiations. Association Leave will equal two (2) meetings per month with a maximum of two (2) hours per meeting beginning in January prior to the expiration of current MOU and ending once negotiations begin provided that negotiations commence in March.

The Agency and the Association agree to utilize the labor/management meetings to discuss revisions and modifications to the MOU to establish consistent language for all bargaining units. The labor/management process shall not result in any change in terms and conditions of employment absent a meet and confer process resulting in an agreement between the parties to do so.

Section 4.05. - Savings Clause

If any article or section of this contract shall be held invalid by operation of laws or by any court of competent jurisdiction, the remainder of this contract shall not be affected thereby. In the event that any section is held invalid, the parties agree to immediately enter into negotiations for the purpose of arriving at a mutually satisfactory replacement of the invalidated section or article.

Section 4.06. - Zipper Clause

Both parties agree to meet and confer on any matter within the scope of the Meyers-Milias-Brown Act except that all subjects contained herein have been resolved by means of the meet and confer process. Neither party may be compelled by the other to renegotiate any part of the agreement except as listed in the Savings Clause (Section 4.06). Nothing in this section would preclude the parties from mutually agreeing to re-open a section of the contract for the purposes of improving a particular section.

ARTICLE 5 - FILLING OF VACANCIES

Section 5.01. - General

Vacancies may be filled by appointment, transfer, demotion, promotion, or by the use of temporary help as deemed in the best interest of the Agency, by the General Manager or designated representative(s).

Section 5.02. - Filling of Vacancy

Whenever a vacancy occurs in the Agency's staff or labor force, the General Manager, or designated representative(s), shall decide by what manner the vacancy is to be filled.

- A. Insofar as possible and practical and in keeping with the best interests of the Agency, vacancies may be filled with existing employees of the Agency, subject to the following conditions:
 - 1) A current Agency employee submits a completed application form for the vacant position.

- 2) The employee requesting consideration demonstrates or possesses the experience and/or education and other qualifications that the position requires.
 - 3) An employee scores competitively on examinations, if given.
- B. Employees shall be evaluated for promotion or advancement based on criteria, including but not limited to:
- 1) Overall work performance.
 - 2) Knowledge, training, ability, skill, efficiency and overall job performance.
 - 3) Job-related work experience and education including certificates and degrees.
 - 4) Cooperative working relationships with those contacted in the course of work.
 - 5) Physical and mental ability to perform, with reasonable accommodation (if disabled), the essential functions of the job.
 - 6) Attendance records with the Agency.
 - 7) Seniority with the Agency.
- These criteria shall be evaluated only on the basis of the requirements of the position or classification for which the employee is being considered.
- C. Qualified Agency employees may apply for a transfer or promotional position within the Agency.

ARTICLE 6 - EMPLOYMENT APPLICATIONS AND APPLICANTS

Section 6.01. - Application Forms

Employment applications shall be made online and/or on forms approved by the General Manager, or designated representative(s), and provided by the Agency's Human Resources Department. These forms shall require information regarding education, prior work experience, training, references and other information related to the job for which applying. All applications shall be signed and dated by the applicant under a penalty of perjury. Any falsification of information on an application form may disqualify an applicant.

Section 6.02. - Physical Examination and Condition

After a conditional offer of employment has been made to a job applicant, and prior to the commencement of employment with the Agency, all selected applicants shall be required to undergo a physical examination and evaluation which may include drug and/or alcohol screening performed by a physician selected by the Agency. Employees, in certain classifications, may further be required to undergo additional periodic physical examinations and/or receive certain anti-toxin injections during their employment with the Agency. The expense involved in such an examination

shall be borne by the Agency. The evaluation of an employee's physical ability to perform the job shall be made only on the basis of the essential functions of the position for which the employee is applying.

Section 6.03. - Employment Tests

Applicants for all positions, as determined by the General Manager, or designated representative(s), shall be subject to oral, written and/or performance tests. Only applicants who demonstrate an acceptable level of knowledge, skills and abilities required of the position shall be considered for employment. If there is a job-related requirement for the position, a working knowledge of written and spoken English must be demonstrated by all applicants.

Section 6.04. - Acceptance of Applicant

Prior to hiring, the application and pertinent information of the applicant shall be reviewed by the General Manager, or designated representative(s). Said applicant will be approved for, or recommended for, employment on the qualifications that the General Manager, or designated representative(s), deem pertinent to the position or classification. Refer to Section 4.01 of this MOU for those items which shall not be adjudged pertinent.

Section 6.05. - Rejection of Applicant

The General Manager, or designated representative(s), may reject an application, or, after examination, may disqualify the applicant, if the applicant:

- A. Is found to lack any of the requirements, certifications, or qualifications for the position involved;
- B. Is physically or mentally incapable of performing the essential functions of the job, with or without reasonable accommodation, based on competent medical/psychological evidence, including, but not limited to, impairment caused by current illegal use of drugs; or current abuse of alcohol;
- C. Has made false statements of any material fact, or practiced any deception or fraud on the application, declarations or in securing eligibility or appointment;
- D. Is found by the Agency's automobile insurance carrier to be uninsurable if the essential functions of the job require the employee to be insured;
- E. Has been convicted of a crime, either a misdemeanor or felony, that relates to the position duties that the applicant would perform;
- F. Has used or attempted to use political pressure or bribery to secure an advantage in the employment testing or appointment;
- G. Has directly or indirectly obtained information, in advance, regarding employment tests;
- H. Has failed to complete and/or submit the employment application correctly or within the prescribed time limits;

- I. Has had the privilege to operate a motor vehicle in the State of California suspended or revoked within the past twelve (12) months, if operating a motor vehicle, requiring a driver's license, is an essential function of the job for which applying;
- J. Has a job history which, in the judgment of the General Manager, or designated representative(s), would render the applicant ineligible for the position, including a prior discharge from the Agency.

Section 6.06. - Background Investigations

After a conditional offer of employment has been made to a job applicant, and prior to the commencement of employment with the Agency, all selected applicants shall be required to allow the Agency to conduct a background investigation. Said investigation shall include verification of prior employment, verification of education, fingerprinting, credit check (for positions that regularly are involved in financial transactions) and any other information necessary to evaluate an applicant's qualifications for the position.

ARTICLE 7 - PERSONNEL RECORDS

Section 7.01. - General

- A. Personnel records are by nature confidential, and the General Manager, or designated representative(s), shall establish procedures to maintain this confidential nature (refer to Agency Policy A-58).
- B. The contents of any personnel file or record shall only be released to the employee, the employee's designee, upon written authorization of the employee, upon court order, on a need to know basis to the respective supervisor/manager, or legal representatives of the Agency, relative to personnel actions and only with the approval of the Manager of Human Resources or designated representative(s).
- C. The General Manager, or designated representative(s), shall maintain as a portion of the personnel records the employee's qualifications, education, achievements and other classified and confidential information as well as the following standard forms:
 - 1) Application Form
 - 2) Employment Record
 - 3) Periodic Performance Appraisals
- D. A separate medical file shall be established by the Human Resources Department for each employee. This file shall be maintained in accordance with the Agency's records retention schedule, and in a confidential manner.
- E. The General Manager, or designated representative(s), and the employee shall be empowered and charged to cause entries to be made in the employee's personnel file and each employee shall have the right to review his/her file to assure said personnel file is current and complete.

- F. Disciplinary actions of less than and including a suspension of five (5) days or less will be purged from the employee's personnel file after two (2) years, upon written request of the employee to the Manager of Human Resources, if the employee has not been subject to any formal discipline during the two (2) year period.
- G. Employees must provide the Agency with a current address and phone number.

ARTICLE 8 - PROBATIONARY PERIODS

Section 8.01. - Regulations

- A. Generally, original and promotional appointments shall have a probationary period of six (6) months. The General Manager may in special circumstances, establish an original probationary period one (1) year. Said probationary period shall be declared in any offer letter. There are two (2) types of probationary periods:
 - 1) Original Probation - as defined in Section 3.17.A of this MOU.
 - 2) Technical Probation - as defined in Section 3.17.B of this MOU.
- B. Upon approval of the General Manager, or designated representative(s), the probationary period may be extended a maximum of an additional six (6) months.
- C. Prior to the completion of either an original or technical probationary period, the probationer's supervisor or the manager of the department in which the employee works, shall prepare a performance appraisal reporting the quality of the required skills, knowledge and ability to successfully perform the job as stated in the probationer's job classification specification. This appraisal shall be reviewed with the probationary employee and a signed copy presented to the General Manager, or designated representative(s), along with a recommendation to retain the employee, or discharge the employee. In the case of the technical probationer, the employee may be reclassified or returned to the employee's former classification or position as provided for in Section 8.02.B and 8.02.C.
- D. In the case of an original probationary period of one (1) year, employees who have completed six (6) months may use accrued sick, vacation leave and/or floating holiday.
- E. The time required for probationary periods shall be extended by any time an employee is on an authorized leave of absence, with or without pay, which exceeds ten (10) calendar days during the Original Probationary period or during the first six (6) months of employment in the event of a one (1) year original probationary period.
- F. In the case of an original probationary, limited term employees promoted and/or reclassified to regular in the same classification and who have previously completed six (6) months employment may use accrued sick, vacation leave and/or floating holiday.

Section 8.02. - Technical Probation

- A. In those cases where multiple changes in classification or position occur within said technical probation period, the maximum technical probation period will be at the discretion of the General Manager, or designated representative(s).
- B. An employee who is promoted shall be subject to a technical probationary period of six (6) months (or up to one (1) year in the event of a special circumstance) during which time the employee shall demonstrate the ability to function in the new classification. If at any time during the technical probationary period, the employee or the Agency feels the employee is not qualified or suited to said position, the employee may elect or the Agency shall return said employee to the employee's previous classification, provided an opening exists in said classification. A decision by the Agency to return an employee to the previous classification is not grievable.
- C. An employee, who satisfactorily completes Technical Probation and is on Step "1", shall receive a merit adjustment based on his/her latest performance appraisal.
- D. If a vacancy exists in a different classification, said employee may be reclassified at the discretion of the General Manager, or designated representative(s).
- E. Range placement and future step advancement dates upon unsuccessful completion of technical probation are as follows:
 - 1) The employee will be placed on the same range and step for the classification as the employee was on prior to the time the employee was promoted.
 - 2) The employee will be eligible for the next step advancement on the anniversary date of the original position prior to being promoted.

Section 8.03. - Dismissal During the Probationary Period

- A. During the original probationary period, an employee may be discharged by the General Manager, or designated representative(s), without cause and without right to appeal. Written notification of the discharge shall be served on the probationary employee by the immediate supervisor or designated representative(s), and a copy shall be filed with the General Manager, or designated representative(s).
- B. If an opening exists in a different position or classification, the employee may, at the General Manager's, or designated representative(s), discretion, be offered the position in lieu of termination. The employee will be required to serve another six (6) month probationary period in the new position.
- C. The final decision of the above action(s) will be at the sole discretion of the General Manager, or designated representative(s).
- D. Any employee who is discharged during his/her original probationary period shall receive his/her final compensation, including any accrued vacation leave, at the time he/she is terminated.

ARTICLE 8.1 - WORK SCHEDULE

Section 8.1 - 4/10 Work Schedule

Unit members shall work a 4/10 work schedule as defined by Section 3.30.B of this MOU.

Section 8.2 - Meal Periods

Non-exempt unit members shall be required to take a paid thirty (30) minute lunch break per shift he/she works. All non-exempt unit members shall be required to eat meals on-site during their shift with no reduction in pay. A non-exempt employee working over twelve (12) consecutive hours in one shift must take an additional paid meal period of thirty (30) minutes which may be on or off-site.

ARTICLE 9 - CLASSIFICATION, COMPENSATION AND PAY PERIOD

Section 9.01. - Classification/Compensation Plan

In addition to this MOU, the General Manager, or designated representative(s), shall maintain a file which shall contain the following:

- A. A nine (9) step compensation plan to include a listing of internal salary relationships among classifications, and benchmark classifications for purposes of establishing salaries for each classification within the Agency. The compensation plan shall also include salary and/or hourly rate schedules for all classifications.
- B. Classification specifications for each job classification utilized for making appointments to all positions within the Agency. Class specifications shall define the principal duties, responsibilities, and minimum qualifications required of each classification. The General Manager, or designated representative(s), shall determine and set forth the duties and responsibilities as they are to be presented in said class specifications. Assignments may be varied or interchanged to meet the needs of the Agency.

Section 9.02. - Classification Revision and Reclassification

- A. The initial classification established in the above plan may be amended, combined, or abolished and new classifications set forth by the General Manager, or designated representative(s). In addition, any position may be reclassified to a different classification by the General Manager, or designated representative(s), when there is a change in the duties and responsibilities of the position or other sufficient cause. Any non-voluntary re classification of a position to a different classification shall result in an employee placed into the appropriate pay range for the new position. A demotion is not considered a non-voluntary reclassification.
- B. If an employee believes that his/her duties and responsibilities have changed significantly, the employee may request a classification study of his/her position. Such request must be submitted in writing to the General Manager, or designated representative(s).

Section 9.03. - New Positions

Any new position and/or classification that is established shall comply with this MOU and shall be allocated to the Agency's classification and compensation plans by the General Manager.

Section 9.04. - Compensation

- A. Adjustments, if any, to salary ranges of employees covered by this MOU shall be made as negotiated between the Unit and the Agency and shall become part of this MOU.
- B. Effective July 1, 2018, the Agency shall implement a 3.0% base salary increase for FY 2018-2019.
- C. Effective July 1, 2019, the Agency shall implement a 3.0% base salary increase for FY 2019-2020.
- D. Effective July 1, 2020, the Agency shall implement a 3.0% base salary increase for FY 2020-2021.
- E. Only those persons who are Agency employees and working for the Agency on the date this MOU is approved by the Board of Directors, or on the date the base salary increase is actually implemented, whichever is later, are entitled to the base salary increases set forth above.
- F. All COLA's provided for in this MOU shall be implemented on Step "1" of the salary matrix and incrementally implemented through Step "9".

Section 9.05. - Preparation of Compensation Plan

A nine (9) step compensation plan shall be prepared by the General Manager, or designated representative(s), to establish the rate of compensation and consideration for all classifications and all positions within said classifications. In determining the compensation rates for the various classifications, considerations may be given to the Agency's financial status, the current cost-of-living, local prevailing rates of compensation for like or comparable employment in public or private agencies, working conditions, fringe benefits, and any other relevant factors. The rates of compensation shall be arranged in clear and understandable tables entitled "Hourly and/or Salary Rate Schedules" which shall be made a part of this MOU.

Section 9.06. - Adoption of Compensation Plan

The nine (9) step compensation plan shall be adopted by the Board of Directors of the Agency and made a part hereof, and will be on file with the General Manager, or designated representative(s). Such Compensation Plan may only be amended or revised after the parties have met and conferred on any proposed amendments and/or revisions.

Section 9.07. - Salary Adjustments and Step Advancements

The procedures for step advancements within each salary range are set forth as follows:

- A. New employees shall be hired at Step "1" of the established salary range for their classification. Variable entrance steps may be established if justified by recruitment needs through Step "9" with the approval of the General Manager, or designated representative(s).
- B. Approval for advancement shall be based upon merit and completion of required length of service in the classification. Step advancements within each salary range shall be in increments of 2½%.
- C. Upon completion of a probationary period, advancement in step(s) shall be based on performance as provided in Section 9.08. Except in cases where employees have exhibited Outstanding performance as provided in Section 9.08.E, other advancements shall be based on performance as provided in Section 9.08.A and are contingent upon completion of one (1) year.
- D. The time required for step advancement shall be extended by any time an employee is on an authorized leave of absence with or without pay which exceeds thirty (30) calendar days (see Section 11.01.D).
- E. The General Manager, or designated representative(s), may authorize the adjustment of the range step or pay rate of an employee to maintain salary equity within the system, to prevent undue hardship or unfairness due to the application of any rule or policy, to correct any payroll error or omission including any such action which may have arisen in the prior fiscal year, or to correct any wage inequity.

Section 9.08. - Step Advancement/Performance

- A. The advancement of an employee within a classification shall be based on the employee exhibiting an increased ability, experience or educational level coupled with a history of meritorious service. The employee's supervisor shall evaluate the employee's qualifications and if merited, shall recommend advancement. The General Manager, or designated representative(s), shall have the authority to grant or reject recommended advancements.
- B. An employee who receives an overall performance rating of Meets Expectations may be eligible to receive a one (1) step advancement, an employee who receives an overall performance rating of Exceeds Expectations shall be eligible to receive a two (2) step advancement, and an employee who receives an overall performance rating of Outstanding shall be eligible to receive a three (3) step advancement. In no instance shall the advancement place the employee higher than Step "9" of his/her salary range. An employee who receives an overall appraisal rating of Below Expectations or Unacceptable shall not receive a merit increase
- C. A Meets Expectations performance appraisal will not be considered as justification for automatic advancement for employees who pass original or technical probation. Should an employee not be awarded a step advancement upon conclusion of his/her probationary period, he/she shall be eligible for a step advancement upon completion of one (1) year in the position.
- D. Advancements that are delayed because of late filing of recommendations shall be retroactive to the employee's benefit date when approved.

- E. An early step advancement may be granted to employees who have exhibited Outstanding performance. The due date of the next merit increase shall be upon completion of one (1) year from the date of the early step advancement (and paid in accordance with Section 9.08F).
- F. Merit adjustments shall become effective as follows:
 - 1) If a merit increase is due during the first week of a pay period, the effective date of the merit increase shall be the first day of that pay period.
 - 2) If a merit increase is due during the second week of a pay period, the effective date of the merit increase shall be the first day of the following pay period.

Section 9.09. - Denial of Step Advancement/Performance

- A. An employee who receives an overall rating of Below Expectations or Unacceptable shall be denied his/her step advancement. A written performance appraisal identifying the areas of weakness and what steps the employee needs to take to improve his/her performance shall be provided to and discussed with the employee.
- B. After receiving an overall rating of Below Expectations or Unacceptable, the employee shall have a maximum of two 3-month feedback evaluations to attain an overall rating of Meets Expectations or better.
- C. At such time as the merit increase is warranted, a formal appraisal will be prepared and submitted along with a written recommendation to grant the increase. The next step advancement will be contingent upon the completion of twenty-six (26) complete pay periods from the date the step advancement was granted as well as an acceptable level of performance during that period.
- D. At the end of the maximum two 3-month feedback evaluations, if the employee's performance is still not at an acceptable level, a formal performance appraisal will be prepared along with a written recommendation to extend the performance appraisal period up to a maximum of an additional six (6) months, or discipline the employee in accordance with Article 16 as well as the reasons for the recommendation.

Section 9.10. - Authority of General Manager

The General Manager, or designated representative(s), is hereby authorized to employ personnel to fill openings allocated by the Board of Directors within the exempt and non-exempt classifications. Within a classification, the General Manager, or designated representative(s), shall have the authority to practice discretion in assigning the position in which the employee shall be employed. Additionally, he/she is authorized to establish new classifications provided that the number of authorized positions does not exceed the total number of positions authorized by the Board of Directors. The General Manager, or designated representative(s), is further empowered to promote, demote or transfer employees from one position to another and from one classification to another provided there is a vacancy in a classification allocated by the Board of Directors or established by the General Manager.

Section 9.11. - Overtime Compensation

- A. A non-exempt employee who is required by the nature of his/her position or by emergency situations to "work" in excess of forty (40) hours during his/her workweek shall be paid at one and one-half (1½) times the employee's hourly rate of pay. Only scheduled vacation and/or holiday time that fall within the employee's regular shift shall count as hours worked when computing overtime.
- B. The General Manager, or designated representative(s), is authorized to determine the circumstances where overtime pay is justified in rare and unusual circumstances.

Section 9.12. - Acting Pay

Any employee performing the duties of a higher job classification, in excess of two (2) complete pay periods, shall be designated as acting. An employee who is designated as acting shall receive a minimum increase of (approximately 5% more than his/her hourly rate of pay, or shall be placed on Step "1" of the range established for the acting position, whichever is higher; however, the employee's salary shall not exceed Step "9" of the range established for the acting position at any time. An employee shall receive acting pay until officially released of those duties with the following conditions:

- A. Compensation shall be requested in writing by the employee, outlining the circumstances, and the request is subject to the approval of the General Manager, or designated representative(s).
- B. Compensation shall only be requested if the additional duties are to be undertaken for more than two (2) complete pay periods.
- C. Acting pay will be effective at the beginning of the first pay period following completion of two (2) complete pay periods from the effective date of placement in the higher job classification.
- D. An employee shall receive acting pay for a maximum of twenty-six (26) consecutive pay periods. Under special circumstances, the General Manager, or designated representative(s), may authorize an extension not to exceed an additional thirteen (13) consecutive pay periods.
- E. An employee can receive a merit increase that he/she is scheduled to receive for the position in which he/she normally fills while serving in an acting status. The employee shall receive an increase in acting pay if the new spread between his/her new hourly rate of pay and the acting rate of pay becomes less than approximately five percent (5%) the employee shall receive a corresponding increase in acting pay, not to exceed Step "9" of the acting salary. The employee's merit review date shall not be affected by acting status unless they are appointed to the position in which they were acting. If such, their review date shall be adjusted to coincide with the date they started in the acting position or as provided for in Section 9.12.F.
- F. If an employee who is receiving acting pay is promoted to permanently fill the position in which he/she is acting, the date from which the employee began receiving acting pay shall be credited to the employee's total time worked in the position.

Following the promotion, the employee's merit increase **will** be awarded at the conclusion of the technical probationary period, or upon the completion of working one (1) year in the position (including all time he/she was receiving acting pay). All subsequent merit increases will be awarded upon completion of one (1) year in each step.

Section 9.13. - Compensatory Time

- A. Compensatory time, in lieu of monetary overtime compensation, shall be provided, at the discretion of the employee, to regular and probationary non-exempt employees, at a rate equal to one and one-half (1 ½) hours of compensatory time for each hour of overtime worked to be taken as paid time off. Selection of compensatory time vs. overtime pay shall be made by the employee at the time he/she submits his/her timesheet.
- B. All regular and probationary non-exempt employees may accrue up to a maximum of forty (40) hours of compensatory time each calendar year. All compensatory time accrued, but not yet taken as paid time off, (as of pay period twenty-six (26) of the current calendar year), shall be paid to the employee, at his/her current hourly rate of pay in pay period three (3). The forty (40) hour maximum will limit the amount of compensatory time that can be earned in one (1) calendar year. Employees using any part of the forty (40) hour bank may not add any additional compensatory time to the bank in order to bring the total back to forty (40) hours in the same calendar year. Once an employee has earned forty (40) hours of compensatory time in one (1) calendar year, payroll will pay the employee overtime pay for the hours worked even if the employee has marked compensatory time on his/her time sheet.
- C. In the event an employee is promoted/reclassified from a non-exempt position, in which he/she was eligible for compensatory time, to an exempt position, the employee shall be paid for all compensatory time on the books at the employee's hourly rate of pay as of the end of the last pay period that the employee worked as a non-exempt employee.
- D. The usage of compensatory time shall be approved in advance by the employee's manager and/or supervisor. Compensatory time usage may be denied by supervisory staff and/or management without right to appeal.

Section 9.14. - Shift Differential Pay

Non-exempt employees shall receive a five (5%) hourly rate of pay differential, in addition to the employee's hourly rate of pay, for all hours worked between the hours of 2000 and 0400.

Section 9.15. - Call Back Pay

- A. Whenever an off-duty non-exempt employee is required to return to duty, said employee shall be entitled to not less than two (2) hours of pay computed at the employee's hourly rate of pay.
- B. In instances where the non-exempt employee is called in early to work, said employee shall be compensated for the actual time from when they were called in and shall not receive a minimum two (2) hours.

Section 9.16. - Official Business Pay Authorization

Any non-exempt employee of the Agency may be authorized to attend business and other matters of interest to the Agency outside the Agency area and for time periods which exceed the normal work day on the date of attendance. Employees on such assignment, at the Agency's request, must have prior approval for compensation at his/her hourly rate of pay for the number of hours they would normally work on the day of attendance.

Section 9.17. - Pay Periods

All employees of the Agency shall be paid biweekly. Payroll shall be distributed every other Friday by 10:00 a.m. If a payday falls on a holiday, the payroll will be distributed on the proceeding Thursday. At Thanksgiving, and when Christmas falls on a Thursday, the payroll will be distributed on Friday.

Section 9.18. - Reduction in Pay

If a non-exempt employee reports to work unprepared (i.e., not appropriately attired in uniform) when his/her shift is scheduled to commence, without prior approval, the employee's supervisor may reduce the employee's pay for each minute that the employee is tardy.

For compelling reasons, the supervisor may approve the use of accrued vacation leave for lost time, and may require verification of reason for absence from work; otherwise, the employee shall not be permitted to use any other paid accrued leave in order to receive compensation for the lost time.

Section 9.19. - Promotional Compensation

An employee who is promoted from one classification to a higher classification shall receive a minimum salary increase of approximately five percent (5%) more than his/her current rate of pay, or shall be placed on Step "1" of the range established for his/her new position, whichever higher; however, the employee's salary shall not exceed Step "9" of the new salary range.

Section 9.20. - Direct Deposits

All employees in the Laboratory Unit shall be compensated only by the use of direct deposit. The only exception shall be when setting up a new employee into the payroll system, for a period not to exceed three (3) pay periods while an employee changes financial institutions, or final (retirement/resignation/terminations) payrolls.

ARTICLE 10 - BENEFITS

Section 10.01. - Medical Benefits/Life Insurance Plans

A. Health Benefits

The Agency shall contribute the minimum health premium contribution established for contracting agencies by CalPERS or \$133.00, whichever is greater, towards the cost of premiums for health insurance under the CalPERS Public Employees Medical and Hospital Care Act (PEMHCA) for each employee and his/her eligible dependents. The contribution shall be adjusted annually by CalPERS to reflect any

changes in the medical care component of the CPI-U and shall be rounded to the nearest dollar by CalPERS. For employees who do not purchase Agency provided health insurance, the PEMHCA minimum or \$133.00 whichever is greater, shall be paid to the employee as ordinary income.

PEMHCA minimum monthly contribution effective 2018 \$133.00

B. Additional Benefit

The Agency shall make a monthly contribution for each employee as follows, minus the minimum PEMHCA contribution or \$133.00 whichever is greater.

Employee +1 \$1,182.00 effective July 1, 2018 through December 31, 2018

Employee Family \$1,450.00 effective July 1, 2018 through December 31, 2018

- 1) Employee Only and Opt-Outs: For employees who purchase employee only health insurance, or who do not purchase Agency provided health insurance, the maximum monthly contribution from July 1, 2018 through December 31, 2018 shall be \$898.00 minus the PEMHCA contribution under Section A above. If the cost of the combined premiums for health, dental, vision and life insurance (including dependent coverage) is less than the maximum allotment, the Agency shall pay the difference to employees as ordinary income, provided that the employee is enrolled and maintains membership in a CalPERS health plan for him/herself, or is able to show proof that he/she obtains and maintains health insurance through another source for him/herself. The Agency may require proof of health insurance at any time. While on Unpaid Status, as defined in Section 3.29, the employee shall not receive this allotment.
- 2) Effective January 1, 2018, and on January 1st of every calendar year thereafter, during the duration of this MOU, any increase in the monthly contributions set forth above shall be based on the "blended rate" of the average increase in premiums, if any, of the two health benefit plans with the most Agency subscribers as of August 1 of the prior calendar month. The "blended rate" shall be calculated by averaging the annual percentage increase and/or decrease of the basic premium rates, as determined by CalPERS, of the two health plans with the most Agency subscribers on December 1 of each calendar year during the duration of this MOU. Any increase in the monthly contributions based upon the "blended rate" shall be capped at 6.5% per calendar year. If the "blended rate" percentage decreases, the then-current medical cap will remain unchanged.
- 3) Effective July 1, 2019, the additional benefit for Employee +1 and Employee Family in Section 10.01.B and the monthly contribution for Employee Only and Opt-Out in Section 10.01B.1 shall increase by twenty-five dollars (\$25).
- 4) Effective July 1, 2020, the additional benefit for Employee +1 and Employee Family in Section 10.01.B and the monthly contribution for Employee Only and Opt-Out in Section 10.01B.1 shall increase by twenty-five dollars (\$25).

- 5) Should an employee's work hours be reduced by 25% or more of his/her normal working schedule due to a light duty assignment and/or doctor's orders for more than twelve (12) weeks or as provided under FMLA, the employee shall receive the difference between the monthly insurance allotment and the actual cost of his/her health, dental, vision and/or life insurance benefits on a pro-rated basis (i.e., works 75%, receives 75% of the difference between the monthly insurance allotment and the actual insurance costs). The Agency shall continue to pay the PEMHCA contribution from Section A above. Any adjustment shall be made to the amount of the additional benefit.
- 6) Except as provided for in Section 10.01.B.2, an employee must be in a paid status for a minimum of sixty (60) hours per pay period to receive the difference between the monthly insurance allotment and the actual cost of his/her health, dental, vision and/or life insurance benefits. The Agency shall continue to pay the PEMHCA contribution from Section A above.
- 7) An Agency-paid \$50,000 life insurance policy is provided to each Unit employee.
- 8) Supplemental Life Insurance is available to employees at their expense through the Agency's life insurance carrier.
- 9) Effective June 24, 2001, the Agency will provide Domestic Partnership health insurance coverage as provided through CalPERS and California State law. The extension of health insurance through CalPERS shall not change or modify any other benefit offered by the Agency unless said benefit is specifically authorized by this MOU.

C. Retiree Health Benefits

The Agency shall contribute the minimum contribution established for contracting agencies by CalPERS or \$133.00, whichever is greater, plus administrative costs towards the cost of premiums for health insurance under the CalPERS Public Employees Medical and Hospital Care Act (PEMHCA) for each annuitant who retired from the Agency through CalPERS and who enrolls in a CalPERS health plan as a retiree. The contribution shall be adjusted annually by CalPERS to reflect any changes in the medical care component of the CPI-U and shall be rounded to the nearest dollar by CalPERS.

PEMHCA minimum monthly contribution effective 2018 \$133.00

- 1) Payment for the retiree health insurance benefit of \$133.00 or the minimum PEMHCA contribution, whichever is greater, shall be made directly to CalPERS for the benefit of the retiree each month.
- 2) Only employees who retire after July 4, 2004, shall have the option of purchasing health insurance from CalPERS or a provider of his/her choice without any loss in benefit. If the retiree so chooses to purchase his/her health insurance from a provider other than CalPERS, the retiree will be reimbursed on a monthly basis for his/her benefit via direct deposit to the

retiree's (or surviving spouse's) bank account, up to the maximum benefit provided. Retirees are responsible for any taxes that may be due on retiree health benefits.

D. Additional Retiree Longevity Benefits

The Agency shall contribute an additional monthly benefit to each retiree minus the minimum PEMHCA contribution or \$133.00, whichever is greater, according to the chart below who simultaneously retires from the Agency through CalPERS and who is a minimum age of fifty-five (55).

Hire Date	Benefit Level	Minimum Years of Agency Service	Benefit
Before Jan. 1, 1992	Employee and/or eligible dependent(s)	20	50% of applicable Kaiser Rate*
After Dec. 31, 1991	Employee only or surviving spouse	12	50% of applicable Kaiser Rate*

*The applicable Kaiser rate is equal to the rate for the region in which the retiree resides, plus administration costs.

The longevity benefit is available to qualifying retirees whether they enroll in a CalPERS medical plan or not. The retiree will be reimbursed on a monthly basis for his/her retiree longevity benefit via direct deposit to the retiree's (or surviving spouse's) bank account, up to the maximum benefit provided. Retirees are responsible for any taxes that may be due on reimbursement of retiree longevity benefits.

Section 10.02. - Retirement Plan

- A. Each probationary and regular employee of the Agency shall participate with the Agency in a retirement plan under the California Public Employees' Retirement System (CalPERS) and be subject to such terms and conditions as the Agency, in its sole discretion, may contract with that system.
- B. All PERS member contributions shall be deducted on a pre-tax basis. Said contribution shall not be considered special compensation for calculation of the employee's retirement benefits.
- C. Employees hired after January 1, 2013, and defined as "new members" under the Public Employees' Pension Reform Act of 2013 ("PEPRA"), Government Code section 7522, *et. seq.*, will receive the 2% @ 62 formula and will pay one half (1/2) of their total normal cost rate as determined by CalPERS.
- D. The Agency contracts with CalPERS for the Pre-retirement Optional Settlement 2 Death Benefit (Section 21548). This benefit provides that, upon the death of a member who was eligible to retire, the spouse may receive an allowance equal to the amount the member would have received if the member had retired for service retirement on the date of death and elected option 2W.

- E. The Agency contracts with CalPERS for the 1 Year Final Compensation Benefit (Section 20042) for all employees hired prior to January 1, 2012. This benefit provides that the final compensation used to calculate a member's retirement allowance is the average full-time monthly pay rate for the highest twelve (12) consecutive months.
- F. The Agency contracts with CalPERS for Military Service Credit Purchases (Section 21024). This benefit allows members to elect to purchase up to 4 years of service credit for any continuous active military or merchant marine service prior to employment.
- G. The Agency has adopted Resolution #2009-4-2 which allows employees who make payments by payroll deduction for CalPERS service credit purchases to defer state and federal income taxes in accordance with IRC 414(h)(2).
- H. The Agency contracts with CalPERS for the 2.5% @ 55 Benefit Formula (Section 21354.4) for all employees hired prior to January 1, 2012. Employees in this plan will pay the full 8% Employer Paid Member Contribution (EPMC).
- I. The Agency contracts with CalPERS a second tier pension plan for employees hired on or after January 1, 2012 and prior to January 1, 2013, or who are hired after January 1, 2013, but were previously members in CalPERS or a reciprocal retirement system with less than 6 months gap in service, i.e. "classic members" pursuant to Section 20475 which provides for the 2.0% @ 55 Benefit Formula (Section 21354) with three year final compensation. Employees in this plan will pay the full 7% EPMC.

Section 10.03. - Long-Term Disability

All regular employees of the Agency are covered under an Agency paid long-term disability plan with the following elements:

- A. Sixty (60) day elimination period.
- B. Sixty percent (60%) of the first ten thousand dollars (\$10,000) of monthly salary.
- C. The maximum benefit period is determined by the employee's age when disability begins.

The choice of carrier and other plan elements rests with the Agency. The Agency may elect to self-insure the plan.

Section 10.04. - State Disability Insurance Programs

- A. State Disability Insurance (SDI) - Any employee who becomes disabled due to a non-work related illness or injury will receive compensation benefits as established by the State Disability Insurance fund.
- B. Paid Family Leave Program (PFL) – All California workers who are covered by the State Disability Insurance (SDI) program will also be covered PFL. The PFL program

provides a maximum of six (6) weeks of paid family leave benefits for workers who take time off as provided for by State law. Employees who utilize this program are not required to use vacation time prior to receiving benefits. PFL runs concurrently with State and Federal Family Leave.

Section 10.05. - Uniforms

Employees in authorized classifications shall be provided with uniforms.

Section 10.06. - Safety Equipment

Employees in authorized classifications, as established in the Safety Manual shall be required to wear appropriate safety shoes. Voucher or reimbursement for safety shoes, shoe inserts, t-shirts and pants shall be processed in accordance with the Safety Shoe Policy contained in the Agency's Safety Manual. Unit members shall be entitled to up to three hundred dollars (\$300.00) per fiscal year for appropriate safety shoes and safety equipment, subject to the terms and conditions of the Safety Manual.

Section 10.07. - Mileage Reimbursement

- A. The Agency shall pay all employees mileage reimbursement in the amount established by the Internal Revenue Service. The employee shall submit a check request to receive reimbursement for mileage costs.
- B. Call Backs. Employees who are called back to work pursuant to the call back provision shall be paid mileage as provided below:
 - 1) If the employee stays to work a scheduled shift after the call back, mileage reimbursement shall not be paid.
 - 2) If the employee returns home after completion of the call back, round-trip mileage reimbursement shall be paid.
 - 3) An employee may decline this mileage reimbursement.
 - 4) This provision does not apply to employees on an extended shift; i.e., called early for normal shift or required to stay longer than a normal shift.

Section 10.08. - Professional Memberships

- A. The Agency will reimburse each employee up to a maximum of two hundred seventy five dollars (\$275.00) per fiscal year for the costs of joining and maintaining membership in Agency-approved professional organizations related to the employee's work at the Agency.
- B. Professional memberships are only payable after the employee has satisfactorily completed his/her original probationary period. Upon successful completion of his/her original probation, an employee may request retro-active reimbursement for memberships obtained during his/her original probation up to the maximum allowable amount per fiscal year.

Section 10.09. - Safety Glasses

Each member of the Unit shall be provided one pair of safety glasses each fiscal year. Employees who require prescription lenses in his/her safety glasses will be provided one pair of prescription lenses with frames each even year (i.e., 2008, 2010, etc.) and one set of prescription lenses each odd year (i.e., 2007, 2009, etc.).

Safety glasses must be maintained in complete compliance with the Agency's Safety Manual and applicable Federal and State laws. Prescription lenses and the required safety frames may be purchased through an Agency approved vendor or a vendor of the employee's choice. Payment shall be on a reimbursement basis, not to exceed two hundred fifty dollars (\$250), including taxes and/or other fees per fiscal year. In instances where said safety glasses are damaged as a result of other than normal wear and tear associated with the employee's responsibilities at the Agency, the safety glasses may be replaced with prior approval from the employee's Department Manager.

Section 10.10. - Educational Reimbursement

The Agency shall reimburse each Laboratory unit member up to five thousand two hundred fifty dollars (\$5250) per fiscal year for the cost of educational expenses that are related to the employee's work at the Agency in accordance with the Educational Reimbursement program (as stated in Agency Policy No. A-39).

Section 10.11. - Certification and Licensing

The Agency agrees to reimburse unit members for certification and licensing expenses in accordance with Agency Policy No. A-70 (Certification and Licensing). An annual incentive of \$250 will be awarded for a CWEA Lab Grade I, \$500 for a CWEA Lab Grade II, \$750 for a CWEA Lab Grade III, and \$1000 for a CWEA Lab Grade IV.

Section 10.12. - 401 Governmental Money Purchase Plan & Trust (401a Plan)

Upon separation from service, all Laboratory Unit employees who participate in the Agency's 401 Governmental Money Purchase Plan & Trust (401a Plan) shall contribute one hundred percent (100%) of paid leave accruals to the 401a Plan up to the annual contribution limit in effect at the time of separation.

Section 10.13 - Wellness Reimbursement

Unit members shall be entitled to a wellness reimbursement of up to five hundred dollars (\$500) per fiscal year. The reimbursement shall be subject to the limitations and terms set forth in Agency Policy A-78.

Section 10.14 - Deferred Compensation

- A. Unit members may borrow against their qualifying 457 plans, if allowed by the plan, subject to the terms and conditions of the deferred compensation plan.
- B. Effective July 1, 2018, The Agency will contribute twenty-five dollars (\$25) per pay period as a matching contribution to a single 457(b) account of each employee who has made an elective deferral of twenty-five dollars (\$25) or more to the plan for that pay period.

ARTICLE 11 - PERFORMANCE APPRAISALS

Section 11.01. - General

The procedures for performance appraisals are set forth as follows:

- A. Each employee will be reviewed by his/her supervisor. This review will be made on a standard Agency performance appraisal form. The purpose of this appraisal is to cause a periodic dialogue between the supervisor and the employee. The supervisor shall take this opportunity to discuss the employee's performance. At this time, the employee may have the opportunity to converse with the supervisor without cause for jeopardy to the employee's position.
- B. The performance appraisal shall become part of each employee's official personnel file.
- C. All regular employees shall have a performance appraisal review once a year, to be conducted at the employee's merit review date. Said review shall occur every twelve (12) months from the anniversary of his/her last merit review date unless said employee receives an overall rating of Below Expectations or Unacceptable (See Section 11.01.F).
- D. The due date for a performance appraisal shall be extended by the number of days the employee is actually out on an authorized leave of absence, with or without pay, that exceeds thirty (30) continuous calendar days (i.e., the employee is off for 31+ days, the date of the appraisal/merit is advanced the number of calendar days the employee is actually out, including the first thirty (30) days). If the employee is off thirty (30) days or less, no adjustment is made.
- E. In cases where no performance appraisal is filed, the employee should contact the Manager of Human Resources.
- F. All employees who receive an overall appraisal rating of Below Expectations or Unacceptable shall be reviewed ninety (90) days after the Below Expectations or Unacceptable appraisal was received by the employee.

Section 11.02. - Duty of Departments

It is the duty of the Supervisor to evaluate the work accomplishments and conduct of employees, to inform employees of their appraisals in writing, and to provide positive assistance to employees in improving work effectiveness.

Section 11.03. - Employee's Responsibility

It is the responsibility of the employee to meet standards established for work accomplishment and conduct and to strive to improve work effectiveness.

Section 11.04. - Grievance of Performance Appraisal

Any dispute arising out of the content of a performance appraisal may be processed in accordance with the Grievance Procedure up to the level of the General Manager.

Section 11.05. - Demotions

- A. If, in the opinion of an employee's supervisor, the employee is unable to perform duties and responsibilities which are within the requirements of his/her position, the supervisor may recommend a demotion without following the progressive discipline steps. The General Manager, or designated representative(s), shall have the authority to act on such recommendations and accept or reject such a demotion at his/her sole discretion in the best interest of the Agency.
- B. If an employee's classification or position is to be eliminated, in accordance with the Agency's classification plan, the employee may be offered a demotion to a lower classification or position for which the employee possesses the minimum qualifications.
- C. If an employee who is to be demoted has achieved regular status in his/her present position, such status shall be maintained after demotion. When demoted the regular employee's salary shall be adjusted to the salary range of his/her new position, representing a two (2) step salary reduction or Step "9", whichever is lower.
- D. Any demotion to prevent layoff may be reversed when the employee's previous position is reopened. In the case of preventing a lay-off, the employee being demoted will accept the pay rate of new position.
- E. An employee who is to be demoted shall be given at least two (2) weeks written notice prior to demotion.

ARTICLE 12 - LEAVES OF ABSENCE

Section 12.01. - Pre-approved Leaves of Absence

Pre-approved leaves of absence are leaves granted by the General Manager, or designated representative(s), in writing before the absence, for any purpose, including but not limited to pregnancy, sickness, accident or other casualty, at the convenience of the Agency, provided that the employee returns to work before or at the expiration of such leave of absence or any extension thereof. Special cases will be at the discretion of the General Manager, or designated representative(s). The Agency in granting leaves of absence shall treat alike all participants in similar circumstances.

Section 12.02. - Leave of Absence With Pay

- A. Any supervisor may authorize leave to any employee within the supervisor's department. This includes granting vacation, bereavement, court leave, sick leave or any other leave within the terms of this MOU, except unpaid leaves of absence.
- B. The authority for granting unpaid leaves or non-routine leaves with pay is at the sole discretion of the General Manager, or designated representative(s).

Section 12.03. - Leave of Absence Without Pay

- A. The General Manager, or designated representative(s), shall have the authority to grant leaves of absence without pay. No employee shall be eligible for a leave of absence without pay until the employee has two (2) or more years of continuous regular employment, except in cases where the law provides otherwise. In special cases, the General Manager, or designated representative(s), may waive the two (2) year employment requirement if in the best interest of the Agency.
- B. Unless otherwise provided by law, an employee shall not be eligible for a leave of absence without pay until all of the employee's accrued leave time with pay has been used, and he/she has obtained the prior approval of the General Manager, or designated representative(s).
- C. An employee on inactive status may request, in writing, to continue participation in the Agency's insurance plans, at the employee's own expense for a defined period of time; i.e., until return to work on "active" status, or until a terminating event; i.e. permanent and stationary disability.
- D. An employee granted leave must return to work not later than the start of the first working day following the end of the leave.
- E. During the period of a leave of absence without pay, the employee shall not accept any other employment except with express written permission of the General Manager, or designated representative(s).

Section 12.04. - Holidays

Subject to the conditions specified in this section, the Agency designates the holidays specified as follows:

<u>Holiday</u>	<u>Date</u>	<u>Duration</u>
New Year's Day	January 1st	1 day
Presidents' Day	3rd Monday in Feb	1 day
Memorial Day	Last Monday in May	1 day
Independence Day	July 4th	1 day
Labor Day	1st Monday in Sept.	1 day
Thanksgiving Day & Day After	4th Thursday in Nov	2 days
Christmas Day & Day After	December 25th & 26th	2 days
Floating Holiday	Employee's Choice	5 days per FY

- A. If the holiday should fall on Saturday, the holiday will be observed on the preceding Friday. If the holiday should fall on Sunday, the holiday will be observed on the following Monday. If Christmas falls on Friday, the day after Christmas shall be observed on the following Monday. If Christmas falls on Saturday, it will be observed on the preceding Friday and the day after will be observed on the following Monday. If Christmas falls on a Sunday, Christmas day and the day after shall be observed on the following Monday and Tuesday.
- B. If a holiday occurs on a non-schedule work, the unit member may receive compensation equal to the number of hours of the employee's regular work day (10

hours) at straight time (or may bank the time at the same rate), as long as the employee worked the entire scheduled work day before and after the holiday or was on an approved pay status the entire scheduled day before and after the holiday (i.e. vacation, compensatory time off) and satisfies all other conditions set forth in Section 12.04.D.

- C. All employees will be granted leave with pay for all holidays recognized by the Agency, with the exception of the following:
- 1) Appointees whose first day of work would have fallen on the holiday.
 - 2) A non-exempt employee scheduled for a normal shift at Agency facilities on a holiday as defined above (with the exception of floating holiday) shall be paid a holiday premium of one and one-half (1½) times his/her hourly rate of pay for all hours actually worked, in addition to his/her holiday pay. If the day of the observed holiday is different from the day of the actual holiday, only those employees working on the day of the actual holiday shall be entitled to this premium pay. Employees shall be paid this premium pay for hours worked beginning at 12:00 a.m. and ending at 11:59 p.m. on the day of the actual holiday. This premium pay shall be paid to employees for a maximum of one shift, unless an employee is requested to work overtime by his/her supervisor.
- D. The employee must work the entire scheduled work day before and after the holiday or be in approved pay status the entire scheduled day before and after the holiday (i.e., vacation, compensatory time off) in order to receive pay for holiday leave, or holiday premium pay if the employee works on the day of the actual holiday. Unscheduled absences and sick leave shall not count as time worked on the day before and after the holiday. In the event that the day before or after the holiday is the employee's regular flex day, the unscheduled absences and sick leave taken on the day before or after the flex day shall not count as time worked on the day before and after the holiday (e.g., The July 4th holiday is Thursday and the employee's flex day is Friday, the employee must be in an approved paid status on Wednesday and Monday to receive the holiday pay). See Sections 3.31 and 3.32 for definitions of scheduled and unscheduled workdays.
- E. If an employee is scheduled to work the day of the actual holiday, and the employee fails to work any portion or all of the holiday due to illness/injury, and has not provided at least forty-eight (48) hours prior notice, such employee shall not be paid holiday pay for the work time missed. See Sections 3.31 and 3.32 for definitions of scheduled and unscheduled workdays.
- F. For the purposes of holiday compensation, a day shall equal the number of hours that the employee customarily would have worked if not for the holiday.
- G. Employees who work on a recognized holiday may receive compensation equal to time and a half for all hours worked or may convert Holiday Premium worked to vacation accrual at time and a half at the employee's option.
- H. Working assignments on holidays will be voluntary unless no qualified volunteers are forth coming, at which time holiday assignments will be made at the Agency's

discretion. If no volunteers are forthcoming, two (2) weeks notice will be provided to those employees assigned to work the holiday.

- I. Floating holidays will be credited to each employee on July 1 and must be used by June 30 of the following year. Any remaining time will be forfeited. Floating holidays cannot be used during the Original Probationary period or during the first six (6) months of employment in the event of a one (1) year original probation. An employee on original probation who is not permitted to use his/her floating holiday prior to the end of the pay period corresponding with the last pay date in June shall have his/her pro-rated hours carried over the following fiscal year. Prior approval to take floating holiday must be obtained from the employee's manager. In cases where an employee must forfeit his/her floating holiday time at the request of the Agency, the employee shall be compensated for his/her unused portion at his/her current hourly rate of pay at the end of the pay period corresponding with the last pay date in June. The amount of floating holiday credited to employees hired or promoted after pay period corresponding with the first pay date in July of each year shall be pro-rated based on the number of pay periods remaining in the fiscal year. Every effort will be made to allow those Laboratory Unit employees desiring Veteran's Day off, the use of one floating holiday on Veteran's Day (November 11). Once an employee has tendered his/her resignation, he/she shall not be permitted to utilize floating holiday. If he/she gives the Agency 30+ days advance notice of separation, he/she may be permitted to utilize floating holiday. Unused floating holiday time shall not be paid out upon separation from employment.
- J. A one hundred twenty-five dollar (\$125) differential (per holiday), in addition to holiday pay, will be paid to each Laboratory employee who actually works on any of the following holidays: Thanksgiving Day, Christmas Day, and/or New Years.

Section 12.05. - Vacation Leave

All regular and probationary employees shall accrue vacation leave time, but may not use the accrued leave during the same pay period in which said leave is accrued. All original probationary employees shall accrue vacation leave but will not be able to use the accrued leave until completion of the original probationary period or completion of first six (6) months of employment in the event of a one (1) year original probation. In case of a family emergency, an employee on original probation shall be permitted to utilize accrued vacation leave. Vacation leave is computed and administered as follows:

- A. All employees shall be entitled to accrue and accumulate vacation leave with pay as follows:

Continuous Months of Service	Continuous Years of Service	Hours Accrued per Pay Period	Hours Accrued per Year	Maximum Accrual
0-60	0-5	3.077	80	160
61-72	6	3.692	96	192
73-84	7	4.308	112	224
85-108	8-9	4.923	128	256
109-180	10-14	6.154	160	320
181-239	15-19	6.769	176	352
240 and thereafter	20+	7.692	200	400

- B. The maximum length of a continuous vacation leave, which is not interrupted by working on the Agency's behalf, shall be equal to twenty (20) working days.
- C. Vacation leave periods which exceed the limits specified in Paragraph B above, must be approved in writing by the General Manager, or designated representative(s), and in the best interest of the Agency.
- D. Vacation leave shall be limited to those days already earned by the last day of the vacation period. No advance of vacation leave shall be permitted, without the expressed written consent of the General Manager, or designated representative(s).
- E. Holidays that occur during an employee's vacation period shall not be considered as a vacation day.
- F. In cases where an employee forfeits vacation leave time at the request of the Agency, upon approval of the General Manager, said employee shall be compensated for forfeited vacation leave time at the employee's current hourly rate of pay. It is the employee's responsibility to schedule vacation time well in advance to avoid forfeiting his/her vacation or to avoid any conflicts.
- G. Employees who are on vacation leave shall be compensated at their current hourly rate of pay.
- H. Vacation leave shall be pre-approved by the employee's supervisor. The employee's wishes shall be considered in evaluating leave requests; however, the Agency's needs shall take precedence.
- I. All regular and probationary employees who leave Agency employment shall be compensated for all vacation leave time accrued but not yet taken to the maximum of the vacation leave the employee is entitled to accrue. Compensation shall be at the employee's hourly rate of pay at the time of separation.
- J. An employee who is on Unpaid Status, as defined in Section 3.29, shall not accrue vacation leave.

- K. Should an employee become ill or injured while on vacation leave, the employee shall be entitled to use sick leave upon approval of the employee's supervisor. The Agency reserves the right to investigate any illness or injury or require verification of any illness or injury for which an employee is claiming sick leave benefits.
- L. An employee must be in a paid status for a minimum of sixty (60) hours per pay period to receive the vacation accrual rates outlined in Section 12.05.A. Vacation accrual rates will be reduced for an employee who is not in a paid status for a minimum of sixty (60) hours per pay period using the following formula:

$$\text{Accrual rate} \div 80 \text{ hrs/pay period} = \text{adjusted accrual rate}$$

$$\text{Adjusted accrual rate} \times \text{hrs paid} = \text{reduced accrual amount}$$

For example: An employee in his/her 30th month of employment, who is receiving pay for 43 hours in a pay period, shall accrue vacation at the following rate:

$$3.077 \div 80 \text{ hrs/pay period} = 0.0385$$

$$0.0385 \times 43 \text{ hours} = 1.6555$$

In this example, the employee would accrue 1.655 hours of vacation, rather than the regular amount of 3.077, for this pay period.

- M. **Vacation Leave Cash Out.** During March of each year or as approved by the General Manager, an employee may, at his/her option, request to convert up to a maximum of seventy percent (70%) of his/her respective annual vacation leave accrual to receive a cash payment at his/her current rate of pay: provided that he/she has used at least thirty percent (30%) of his/her respective annual vacation leave accrual during the previous twenty-six (26) pay periods.

Hours Accrued per Pay Period	Hours Accrued per Year	Minimum Hours Used (30%)	Maximum Hours Cash-Out (70%)
3.077	80	24	56
3.692	96	29	67
4.308	112	34	78
4.923	128	38	90
6.154	160	48	112
6.769	176	53	123
7.692	200	60	140

- 1) It is the employee's responsibility to track his/her own accruals and make a written request for said conversion by the conclusion of the last pay period in March or as approved by the General Manager. A payroll stuffer will be sent out to all employees during the last pay period in February or as approved by the General Manager reminding employees of this option.

- 2) Payment shall be made to qualified employees on a separate check from payroll on the first pay date in April or as approved by the General Manager.
- 3) Qualification for vacation leave cash out shall be based on:

Year	Accrual Rate as of:	Usage Timeframe	Cash-Out Pay Date
2019	February 9, 2019	2/11/18 - 2/9/19	April 12, 2019
2020	February 8, 2020	2/10/19 - 2/8/20	April 10, 2020
2021	February 20, 2021	2/9/20 - 2/20/21	April 9, 2021

or as approved by the General Manager.

- 4) Cashing out of vacation leave accrual shall only be available to employees who have completed thirty-six (36) months of service with the Agency as of the end of the pay period corresponding with the last pay date in February.

Section 12.06. - Sick Leave

All regular employees shall accrue sick leave time, but may not use the accrued leave during the same pay period in which said leave is accrued. All original probationary employees shall accrue sick leave time; however, such employees will not be able to use the accrued leave until completion of the original probationary period or the first six (6) months in the event of a one (1) year original probation period, except in emergency situations when approved in writing by the General Manager, or designated representative(s). Should an employee fail to complete the original probationary period, any advance of sick leave shall be deducted from the employee's final pay.

Paid sick leave is a privilege the Agency grants to employees to allow the continuation of pay and fringe benefits in case of personal (or family) illness and, as such, its usage should not be abused. Maintaining good attendance is a condition of employment and an essential function of your job. To minimize hardships that may result from illness or injury, the Agency provides sick time benefits in case of personal (or immediate family) illness/injury. However, periodic sick leave taken on a repeated basis may be viewed as abuse of the system. It is your responsibility to establish legitimate illness or injury to receive sick leave pay. This leave time is computed as follows:

- A. All regular and probationary employees shall accrue sick leave time at the rate of 3.692 hours per pay period or equivalent to ninety-six (96) hours per anniversary year.
- B. Regular employees shall be permitted to expend accrued sick leave time for the following reasons:
 - 1) Employee is suffering illness or injury.
 - 2) Employee is placed on quarantine due to exposure to contagious disease.
 - 3) Employee requires medical treatment or examination including, but not limited to, health, dental, or vision.

- 4) Illness or injury in the employee's immediate family. (See Section 3.10.A)
 - 5) To care for individuals who permanently reside in the employee's residence. The use of sick leave for this purpose shall not activate any other benefit(s) related to sick leave or medical benefits.
 - 6) Special cases require approval of the General Manager, or designated representative(s).
- C. An employee who is ill or injured may be required to take sick leave if, in the opinion of the employee's supervisor, the employee or co-workers are being exposed to the hazard of illness or injury.
- D. Any employee who needs to take advantage of sick leave benefits shall notify his/her supervisor prior to or at the start of the employee's work shift on each day (unless he/she has submitted a physician's off work order, or made prior arrangements with his/her immediate supervisor) when such benefits are desired. Failure to comply with this requirement may result in loss of benefits for the work shift in which proper notification was not provided.
- E. No employee is entitled to receive sick leave or benefits from the Agency for any condition arising from or due to employment or business dealings, other than Agency employment, that is undertaken for monetary gain or other consideration.
- F. The Agency reserves the right to investigate any illness or injury or require verification of any illness or injury for which an employee is claiming sick or injury leave benefits including requiring verification by the employee's attending physician, dentist or other involved medical practitioner. Any sick leave periods for illness or injury which are three (3) or more consecutive work days in duration must be accompanied with a fitness for duty verification by the employee's physician, dentist or other involved medical practitioner. If reasonable cause exists, and with the approval of the Manager of Human Resources or his/her designated representative(s), the Agency may require verification from the employee's medical practitioner for absences of less than three (3) days.
- G. All regular and probationary employees may accrue sick leave to an unspecified maximum amount and all accumulated accruals may be carried from one anniversary year to the next.
- H. An employee who is recognized under the terms of this section as ill or injured shall use all accrued sick leave and vacation leave to receive compensation for the time that such illness or injury requires the employee to be absent from work (also see Section 12.03B).
- The total amount of compensation that will be paid by the Agency is limited to the value of the sum of the employee's accrued sick leave and vacation leave.
- I. Sick leave benefits shall be limited to the accumulated sick leave the employee has accrued by the end of the employee's sick leave period. No sick leave benefit will be paid in advance.

- J. Employees who resign, or are laid off from Agency employment after being employed by the Agency for five (5) or more years of continuous regular employment, shall be compensated for accumulated, unused sick leave as follows:

<u>YEARS</u>	<u>MAXIMUM MAX REIMBURSABLE HOURS ACCRUABLE</u>	<u>PERCENT PAYABLE</u>
5	320	25%
6	360	25%
7	400	25%
8	440	25%
9	480	25%
10	544	50%
11	608	50%
12	672	50%
13 & thereafter	736	50%

Employees who are terminated from the Agency for cause, or who resign/retire in lieu of termination (must have been served with letter from Agency of intention to terminate employment), shall not receive this benefit.

- K. When an employee has been continuously employed by the Agency for a minimum of five (5) years, has reached age 55, and retires from the Agency and the California Public Employees Retirement System (CalPERS), the employee shall be compensated for accumulated, unused sick leave based on the years of service as indicated below.

<u>COMPLETED YEARS OF SERVICE</u>	<u>MAXIMUM REIMBURSABLE HOURS ACCRUABLE</u>	<u>PERCENT PAYABLE</u>
5	320	50%
6	360	50%
7	400	50%
8	440	50%
9	480	75%
10	544	75%
11	608	75%
12	672	100%
13 & 14	736	100%
15 through 19	770	100%
20 and thereafter	850	100%

- L. An employee who is on Unpaid Status as defined in Section 3.29 shall not accrue sick leave.

- M. An employee must be in a paid status for a minimum of sixty (60) hours per pay period to accrue sick leave at the rate of 3.692 hours per pay period. The sick leave accrual rate will be reduced for an employee who is not in a paid status for a minimum of sixty (60) hours per pay period using the following formula:

3.692 ÷ 80 hrs/pay period = 0.0462
 0.0462 x hrs paid = reduced accrual amount

For example: An employee who is receiving pay for 43 hours in a pay period, shall accrue sick leave at the following rate:

0.0462 x 43 hours = 1.9866

In this example, the employee would accrue 1.986 hours of sick leave, rather than the regular amount of 3.692, for this pay period.

- N. Employees shall be entitled to use up to 80 hours of accrued sick leave during any rolling 12-month period for absences that qualify as “bonding” leave under the Family Medical Leave Act and/or the California Family Rights Act. Only employees eligible for “bonding” leave under these laws may utilize up to 80 hours of sick leave for such absences.

Section 12.07. - Sick Leave Buy Back

Each November, an employee may, at his/her option, convert up to a maximum of ninety-six (96) hours of accrued sick leave to receive up to a maximum of seventy-two (72) hours cash at his/her current rate of pay; provided that at least four hundred eighty (480) hours of accrued sick leave remain on the books after the cash out. For each hour cashed out, sick leave accruals shall be reduced by 1 1/3 hours.

Year	Accrued Hours as of:	Request for Buy Back Deadline	Buy Back Pay Date
2018	October 20, 2018	November 17, 2018	December 7, 2018
2019	October 19, 2019	November 16, 2019	December 6, 2019
2020	October 17, 2020	November 14, 2020	December 4, 2020

- A. Payment shall be made to qualified employees on a separate check f from payroll on the first pay date in December.
- B. To receive payment for the buy back of sick leave the individual must be a current employee on the day actual payment is made.

Section 12.08. - Bereavement Leave

- A. In the event of a death in the employee's immediate family (see Section 3.10.A), the employee shall be granted up to five (5) work days paid bereavement leave.
- B. In the event of a death in the employee's extended family (see Section 3.10.B), the employee shall be granted up to three (3) work days of paid bereavement leave to attend funeral or related services.

- C. All authorized bereavement leave shall be charged against the Agency's bereavement bank.
- D. Agency employees may also be excused by immediate supervisors to attend the funeral of a deceased Agency employee who was an active employee at the time of death, without loss of pay.
- E. Vacation time can be used to attend the funeral of a person not included in the definition of immediate/extended family (see Section 3.10) or a former Agency employee.

Section 12.09. - Industrial Injury Leave

Any employee who is injured within the scope of employment with the Agency will receive workers' compensation benefits as provided for under the California Labor Code.

Section 12.10. - Jury and Court Leave

- A. Jury Leave - Any employee who is called or required to serve as a trial juror, witness, or who is a victim of a crime or domestic violence will be excused from work during the period of such service or while present in court as a result of such a call. Any employee on such a call will continue to receive normal salary for a maximum of one hundred (100) work hours, in any one calendar year provided any and all consideration (except mileage) received for such service is relinquished to the Agency. If the employee receives pay from the court for time served on a day that would have been a scheduled day off for the employee, he/she may retain any compensation paid by the court for that day. Under special circumstances the General Manager, or designated representative(s), may authorize additional paid time if said time will not interfere or become a burden to Agency activities.

Upon return from jury or court leave, the employee shall present a certificate of service to his/her supervisor. If the employee is excused by the court at least three (3) hours prior to the end of his/her shift, the employee shall be required to report to work.

The employee shall provide a minimum of ten (10) working days notice prior to the date he/she is summoned to serve as a trial juror or witness to his/her supervisor in order for the supervisor to make arrangements to cover his/her normal shift.

- B. Court Leave - Pursuant to Government Code Section 1230.1, an employee who is subpoenaed to appear in court as a witness shall be allowed to do so without loss of compensation unless the employee is appearing as a party or an expert witness.

Section 12.11. - Military Leave

- A. Military leave is a temporary leave of absence for ordered military training or for active military duty in the Armed Forces of the United States or its Allies or of the National Guard or the Naval Militia, during a proclamation of war or national emergency by the President of the United States or Congress, an order or request of the United Nations that the Armed Forces of the United States serve outside of the United States or their territories, or any national conscription act in effect.

B. The Agency shall comply with all federal and state laws relative to military leaves.

Section 12.12. - Pregnancy, Childbirth & Other Related Medical Conditions Leave

The Agency shall comply with all federal and state laws relative to pregnancy disability leave.

Any employee, who plans to take a leave of absence pursuant to this section, shall give the Agency reasonable notice of the date such leave shall commence and the estimated duration of such leave.

If the employee requests a temporary transfer to a less strenuous or hazardous position for the duration of the pregnancy, with the written advice of her treating physician, the Agency will grant the request where such transfer can be reasonably accommodated.

Section 12.13. - Longevity Leave

Employees shall receive the following paid leave hours on the employees' designated anniversary dates:

Year of Service	Hours of Leave
10	40
15	60
20	80
25	100
30	100
35	100

Longevity leave shall apply only to the employment year indicated and shall not carry over to intermediate years.

Section 12.14. - Leave of Absence to Vote

Employees who are registered voters may claim necessary time off to vote at elections as follows:

If an employee does not have sufficient time outside of working hours to vote at an election, the employee may, without loss of pay, take off enough working time which, when added to the voting time available outside of working hours, will enable the employee to vote.

No more than two (2) hours of the time taken off for voting shall be without loss of pay. The time off for voting shall be only at the beginning or end of the regular working shift, whichever allows the most free time for voting and the least time off from the regular working shift, unless otherwise mutually agreed.

If the employee on the third working day prior to the day of election, knows or has reason to believe that time off will be necessary to be able to vote on election day, the employee shall give the Agency at least two (2) working days' notice that time off for voting is desired, in accordance with the provisions of this section.

Section 12.15. - Payment of Accrued Leave

Upon the death of an active employee, all wages earned in addition to all accrued vacation leave, sick leave and/or compensatory time shall be paid in accordance with the guidelines set forth in this MOU which apply to other types of employment separation. Such benefits shall be payable to the employee's beneficiary if designated, or if not, the employee's survivor(s) as follows:

- A. Spouse; or, if none,
- B. Child(ren); or, if none,
- C. Employee's estate.

ARTICLE 13 - SEPARATION FROM SERVICE

Section 13.01. - Layoff

- A. The following procedures shall be followed for any proposed layoff for the Unit.
 - 1) The Agency will meet and confer regarding the impact of any proposed layoff.
 - 2) If layoffs are put into place, they will be effected by reverse seniority order (last hired, first laid off) by Unit.
 - 3) Seniority is defined as time since the original hire date with the Agency by Unit.
 - 4) If a more senior employee is targeted for layoff, he/she may bump a less senior employee so long as he/she is qualified for the position being bumped to.
 - 5) If an employee is separated from the Agency because of layoff, he/she shall have first rights of rehire for a period of three hundred sixty-five (365) calendar days to any position for which he/she is qualified for. If the employee fails to respond within fourteen (14) calendar days to a certified notice of rehire, he/she shall be deemed to have waived this right of rehire.
- B. Employees being laid-off shall receive four (4) weeks (20 working days) notice and shall receive two (2) days of severance pay for every complete year of service for the Agency, up to a maximum of four (4) weeks. Severance pay shall be paid at the employee's current rate of pay.

Section 13.02. - Resignation

An employee who wishes to leave the Agency's employment in good standing should file a written resignation with his/her supervisor at least two (2) weeks prior to the date of resignation. Once an employee has tendered his/her resignation, he/she shall not be eligible to utilize bereavement, floating holiday, longevity, or sick leave during the last two (2) weeks of employment.

ARTICLE 14 - EMPLOYEE CONDUCT

Section 14.01. - Peaceful Performance of Duties

Members of the Unit may only participate in labor actions as provided for under State and/or Federal law or as provided for by a court of competent jurisdiction.

Section 14.02. - Recognition of Boycotts

While on duty no employee shall support, instigate, or honor any boycott impressed on any company, agency, individual or employer, which the Agency normally deals with or provides services to.

Section 14.03. - Outside Employment

Full-time Agency employees may not carry on concurrently with their public service any private business or undertaking, attention to which affects the time or quality of their work or which casts discredit upon or creates embarrassment for the Agency. Outside employment must be authorized in writing by the supervisor and the General Manager, or designated representative(s).

Section 14.04. - Personal Conduct

Employees are required at all times to conduct themselves in such a manner as to reflect no discredit upon Inland Empire Utilities Agency.

Section 14.05. - Financial Affairs

Employees shall be required to conduct their personal financial affairs in such a manner that creditors and collectors will not have to make use of the Agency offices or employee times for the purpose of collecting legal debts.

Section 14.06. - Employees Acting as Agents of the Agency

Any employee who is required by the duties assigned to his/her position to act as an agent of the Agency shall not be empowered or authorized to bind the Agency to any expressed or implied contract. Any contract or offers that an agent of the Agency negotiates with a third party shall be subject to ratification by the Agency prior to acceptance. Any commitments made by an agent of the Agency shall be approved by the Agency prior to being consummated.

ARTICLE 15 - GRIEVANCE PROCEDURE

Section 15.01. - General

- A. A grievance is an alleged violation, misinterpretation, inequitable application or noncompliance of Agency ordinances, resolutions, policies, and/or provisions of the MOU of a non-disciplinary nature. Refer to Article 16, Disciplinary Actions and Appeals Procedures, for disciplinary appeals.
- B. No punitive action will be assessed against an employee for utilizing the grievance procedure.

- C. An employee may select another person as his/her representative to assist the employee in processing a grievance at any step in the grievance procedure.
- D. In a hearing or meeting called to resolve a grievance, up to one (1) employee, in addition to the employee instituting the grievance, may be excused from work, with the exception of those called as witnesses, when both parties agree they are necessary to determine certain facts. In all instances, the supervisor, and/or Department Manager of the employee who has filed a grievance may be present. Names of Agency employees requesting pay for attendance to a hearing or meeting should be given to the Manager of Human Resources three (3) working days prior to the hearing/meeting.
- E. A grievance shall be prepared on the employee's personal time, not during working hours.
- F. Organizational channels shall be utilized at all times during the grievance process.
- G. No individual member of the Board of Directors may be approached by the employee, or his/her representative, at any time regarding a grievance.
- H. The failure to process a grievance within the time limits set forth in this Article shall cause the grievance to be deemed settled in accordance with the Agency's last reply.
- I. Any time limit may be extended upon the mutual agreement of both parties.
- J. An employee shall initially attempt settlement of a grievance at the employee-supervisor level.
- K. All grievances shall be treated as confidential by all parties, and no publicity will be given until the final resolution of the grievance.

Section 15.02. - Grievance Initiation

Within twenty (20) workdays after the employee knows or should have known of a grievance, the employee shall commence the grievance procedure specified herein. Failure to commence the grievance procedure within the twenty (20) day period shall be deemed a waiver by the employee of his/her right to grieve the matter.

Section 15.03. - Grievance Steps

- A. Grievances involving salaries, promotions, and performance appraisals may be processed up through Step 3 of this procedure.
- B. The following procedures outlined herein constitute the steps necessary to address **an** employee's grievance:

INFORMAL GRIEVANCE PROCEDURE

Step 1 The employee having a grievance shall personally discuss the grievance with his/her immediate supervisor. Within three (3) workdays, the immediate supervisor shall orally give a decision to the employee.

If the employee believes that the grievance has not satisfactorily been resolved, the employee may proceed to Step 2 within ten (10) workdays after receiving the oral decision of his/her immediate supervisor.

FORMAL GRIEVANCE PROCEDURES

Step 2 The employee shall submit a written statement to his/her Department Manager outlining the grievance, specifying the ordinance, resolution, policy and/or provision of the MOU claimed to be violated, the date of the event, the names of individuals involved, the corrective action requested and any other pertinent data that may be necessary to fully understand and resolve the grievance.

If the employee's grievance relates to the contents of his/her performance appraisal, the employee shall submit a written rebuttal outlining the section(s) of the appraisal with which he/she disagrees, and the reason(s) for the disagreement. The employee shall submit the rebuttal along with the original performance appraisal form to his/her Department Manager within ten (10) working days after receiving the oral decision of his/her immediate supervisor.

The scope of the employee's grievance appeal is limited to the written statement or rebuttal.

Within ten (10) working days after receipt of the written statement or rebuttal, the Department Manager shall meet with the employee to discuss the grievance. The Department Manager shall render a written decision to the employee within ten (10) workdays after discussion with the employee.

If the employee believes that his/her grievance has not satisfactorily been resolved, the employee may proceed to Step 3 within ten (10) workdays after receiving the written decision from the Department Manager.

Step 3 The employee shall submit a written statement to his/her Executive Manager within ten (10) workdays after receipt of a written decision of the Department Manager containing at a minimum the information required in Step 2 above. Receipt shall mean the date the notice was postmarked, delivered to a courier service, or was hand-delivered to the employee, depending on the method of delivery. Within ten (10) workdays after receipt of the written statement of the employee, the Executive Manager shall meet with the employee to discuss the grievance. The Executive Manager shall render a written decision to the employee, within ten (10) workdays after discussion with the employee.

If the employee believes that the grievance has not been satisfactorily resolved, the employee may proceed to Step 4 within ten (10) workdays after receiving the written decision of the Executive Manager, except as provided for in Section 15.03.A.

Step 4 The employee shall submit a written statement to the General Manager within ten (10) workdays after receipt of a written decision of the Executive Manager requesting a meeting with the General Manager and explaining the basis of the request and the corrective action requested. Receipt shall mean the date the notice was postmarked, delivered to a courier service or was hand-delivered to the employee, depending on the method of delivery. Within ten (10) workdays after receipt of the written statement of the employee, the General Manager shall meet with the employee to discuss the grievance. The General Manager shall render a written decision to the employee within ten (10) workdays after discussion with the employee.

If the employee believes that the grievance has not been satisfactorily resolved, the employee may proceed to Step 5 within ten (10) working days after receiving the written decision of the General Manager, except as provided for in Section 15.03.A.

Step 5 The employee shall file a written request within ten (10) working days of receipt of the notice of decision from the General Manager with the Board Secretary/Office Manager, for a hearing before the Finance and Administration Committee of the Board of Directors. The scope of the employee's grievance appeal is limited to the written statement or rebuttal. Receipt shall mean the date the notice was postmarked, delivered to a courier service, or was hand-delivered to the employee, depending on the method of delivery. Within sixty (60) calendar days from receiving the request for hearing, the Finance and Administration Committee of the Board of Directors shall hear the grievance and render a written decision. All appeals to the Board of Directors shall be heard by the Finance and Administration Committee of the Board of Directors and their decision shall be final.

Section 15.04. - Request for Hearing with the Finance and Administration Committee of the Board of Directors

- A. The request for a hearing shall be signed by the employee, or his/her representative, and shall contain:
 - 1) A statement describing the basis of the request;
 - 2) The corrective action requested; and,
 - 3) The name and address to which further communications shall be sent to the employee, or his/her representative.
- B. Failure of the employee, or his/her representative, to file a complete and timely request shall constitute a waiver of the employee's rights to a hearing.
- C. Any employee who proceeds with a request to the Finance and Administration Committee of the Board of Directors, where any provision(s) or requirement(s) of this article has not been complied with, and who fails to object, in writing or on the record prior to making the request, shall be deemed to have waived his/her right to object to said irregularity.
- D. A time for the hearing shall be established by the Board Secretary/Office Manager and shall not be less than ten (10) working days, or more than sixty (60) working days, from the date of the filing of the request.

- E. All interested parties shall be notified in writing of the date, time, and place of the hearing, at least five (5) working days prior to the hearing date.
- F. The parties to any hearing before the Finance and Administration Committee of the Board of Directors may mutually agree in writing, with the permission of the Finance and Administration Committee of the Board of Directors, to waive oral testimony. Submission may be by affidavits, declarations, depositions, or other documents, mutually exchanged. The Finance and Administration Committee of the Board of Directors, will receive and take action on requests to waive oral testimony prior to or at the scheduled hearing date.
- G. With the exception of Agency employees, the expenses of witnesses to appear at a hearing for either side shall be paid by the party producing such witnesses. Agency employees required to testify at said hearing shall be on call and shall be relieved of regular duties to report, when summoned by the Finance and Administration Committee of the Board of Directors to the hearing. Agency employees shall receive their regular compensation for time necessary to testify or such compensation as may be set forth in his/her applicable MOU.
- H. Any time frames specified in the Article may only be waived by the written mutual consent of both parties.
- I. The failure of the employee, and/or a representative of the employee, to appear in person at any hearing shall be deemed a withdrawal of the employee's grievance, unless otherwise excused by the Finance and Administration Committee of the Board of Directors, respectively.

Section 15.05. - Conduct of Grievance Hearings with the Finance and Administration Committee of the Board of Directors

- A. All hearings shall be conducted in closed session, unless prohibited by the Brown Act.
- B. The hearing need not be conducted in accordance with technical rules relating to evidence and witnesses, but hearings shall be conducted in a manner most conducive to determination of the truth.
- C. Any relevant evidence may be admitted if it is the sort of evidence upon which responsible persons are accustomed to rely in the conduct of serious affairs, regardless of the existence of any common law or statutory rules which might make improper the admission of such evidence over objection in civil actions.
- D. Hearsay evidence may be used for the purpose of supplementing or explaining any direct evidence, but shall not be sufficient in itself to support a finding unless it would be admissible over objection in civil actions.
- E. The rules or privileges shall be effective to the same extent that they now or hereafter may be recognized in civil actions, and immaterial, irrelevant, or unduly repetitious evidence may be excluded at the sole discretion of the Finance and Administration Committee of the Board of Directors.

- F. The Finance and Administration Committee of the Board of Directors shall rule on the admission or exclusion of evidence.
- G. Decisions made by the Finance and Administration Committee of the Board of Directors shall not be invalidated by any informality in the proceedings, and the Finance and Administration Committee of the Board of Directors shall not be bound by technical rules of evidence.
- H. Each party shall have the right to:
- 1) Be represented by a person of his/her choice;
 - 2) Call and examine witnesses;
 - 3) Introduce evidence;
 - 4) Cross-examine opposing witnesses on any matter relevant to the issues; and,
 - 5) Impeach any witness, regardless of which party first called him/her to testify.
- I. Oral evidence shall be taken only on oath of affirmation. The witness shall raise his/her right hand and the hearing officer shall ask the witness "do you swear/affirm to tell the truth and nothing but the truth".
- J. The hearing shall proceed in the following order, unless the Finance and Administration Committee of the Board of Directors, for special reason(s), otherwise directs:
- 1) Introductions of the parties present;
 - 2) The employee, or his/her representative, shall be permitted to make an opening statement;
 - 3) The respective Executive Manager, or his/her representative, shall be permitted to make an opening statement;
 - 4) The employee, or his/her representative, may then offer his/her evidence in support thereof;
 - 5) The Executive Manager, or his/her representative, shall produce the evidence on which his/her decision is based; and,
 - 6) Oral arguments or post hearing briefs shall be permitted at the discretion of the Finance and Administration Committee of the Board of Directors.
- K. The Finance and Administration Committee of the Board of Directors shall determine relevancy, weight, and credibility of the evidence, and shall base its findings on the preponderance of the evidence.

- L. Mechanical transcription of the proceedings may be made by either party, provided it is not disruptive to the proceedings.
- M. At its sole discretion, the Finance and Administration Committee of the Board of Directors, prior to or during a hearing, may grant a continuance(s) for any reason it believes to be important in reaching a fair and proper decision.
- N. Each party to the proceedings shall provide ten (10) complete copies of all documents, evidence, and/or photographs to be submitted for the record.

Section 15.06. - Notice of Decision by the Finance and Administration Committee of the Board of Directors

- A. The Finance and Administration Committee of the Board of Directors shall render its written decision as soon after the conclusion of the hearing as possible, and in no event, later than ten (10) working days after completion of the hearing, unless otherwise stipulated by the parties. The decision of the Finance and Administration Committee of the Board of Directors shall be binding and final.

Said decision shall also contain an advisory that the Board of Directors has adopted Agency Resolution No. 88-10-1 adopting the provisions of Section 1094.6 of the Code of Civil Procedure applicable to certain administrative decisions, and providing for time limits on the judicial review of such administrative decisions.

- B. All other grievances such as, but not limited to, working conditions, safety matters, interpretation of Agency ordinances, resolutions, and/or provisions of this MOU, may be processed through the Finance and Administration Committee. No matter that is processed through the procedures provided for in Article 16 may be grieved under the procedures in the Article.

ARTICLE 16 - DISCIPLINARY ACTIONS AND APPEALS PROCEDURES

No disciplinary action may be imposed on any employee covered by this MOU, with the exception of oral counseling, until said action has been reviewed by the Manager of Human Resources or his/her designated representative(s) or as provided for in Section 16.03, without compliance with the procedures set forth in this Article. In the event of a serious infraction, some or all steps of progressive discipline can be bypassed. The type of discipline imposed will be based upon the seriousness of the event as jointly determined between the Manager of Human Resources and the General Manager.

Section 16.01. - Types of Discipline

Where appropriate, discipline imposed by the Agency may consist of one or more of the following:

- A. Oral Counseling. Instruction to the employee by the employee's supervisor to correct workplace behavior or performance.
- B. Oral Reprimand. A warning from the employee's supervisor to the employee to correct workplace behavior or performance which is documented as having occurred.

- C. Written Reprimand. A written notice from the employee's supervisor to the employee that the employee must correct workplace behavior or performance or be subject to more serious disciplinary action.
- D. Suspension. The temporary separation from service of an employee without pay for disciplinary reasons.
- E. Reduction in Pay. A decrease in an employee's pay to a lower step within the employee's current pay range for a specified period of time.
- F. Demotion. An involuntary moving of an employee to a lower-paying classification or position for disciplinary reasons. Failure to meet the requirements of promotional (technical) probation is not considered a disciplinary demotion.
- G. Termination. The discharge, for cause, of an employee at the discretion of the Agency.

Section 16.02. - Conduct Leading to Disciplinary Action(s)

Following are **EXAMPLES** of conduct which could result in disciplinary action up to and including termination. This list is not exhaustive and employees may be disciplined for other inappropriate activities or behavior:

- A. Absenteeism. Excessive unscheduled absences from the workplace.
- B. Tardiness. Arriving late for work, leaving work early without approval of the employee's supervisor, taking excessively long break and/or lunch periods.
- C. Job Abandonment (see Section 3.12).
- D. Violation of Agency/Division/Department Rules and/or Policies.
- E. Uninsurability. Becoming uninsurable by the standards of the Agency's automobile insurance program for any reason if insurability is an essential requirement of the employee's job.
- F. Use of Work Phone and/or Personal Cell Phone for Personal Business. The excessive receipt or placement of non-emergency personal telephone calls during working hours.
- G. Reading Non-Work Related Material During Work Hours.
- H. Discourteous Treatment of the Public or Other Employees.
- I. Violation of MOU Provisions.
- J. Conduct Outside Working Hours. Any conduct outside of working hours that would have an adverse impact on the employee's job, would be injurious to the interests of the Agency, would be in a manner incompatible with the due and faithful discharge of the employee's duties or would be significantly prejudicial to the reputation of the Agency.

- K. Failure To Perform Job. Failure to perform assigned tasks that are within the scope of the employee's position in an effective and timely manner.
- L. Fraudulent Actions. Falsifying employment applications, time cards, production records, overtime sheets, or other work records or the practice of fraud of any type.
- M. Mishandling/Maintenance of Agency Materials or Equipment. Careless, negligent or intentional mishandling of any Agency property, vehicles, materials or equipment or failure to maintain equipment assigned to the employee for use or operation.
- N. Careless or Negligent Actions. Careless, negligent, abusive or other actions that endanger or threaten to endanger the employee or other employees or the public including placing the Agency in a position of liability for the damage or injury to another person or their property.
- O. Violation of the Provisions of the Agency's Safety Manual.
- P. Sleeping on the Job.
- Q. Illegal Strike Against the Agency. Participating in an illegal strike, work stoppage or slow down against the Agency.
- R. Violations of Laws. A violation of any municipal, county, State or Federal law by an employee while acting as an agent or employee of the Agency.
- S. Carrying a firearm or other weapon while on Agency owned or controlled property or while on duty.
- T. Willfully or negligently damaging Agency property.
- U. Criminal Conduct. The commission of a felony or a misdemeanor committed during the course of employment, which jeopardizes the Agency's property, security, or its public reputation, the interests of the other employees, or results in the employee not being available for work. Also, the commission of a felony or a misdemeanor committed during the employee's off-duty hours which is related to the employment relationship between the Agency and the employee which significantly prejudices any one of these interests.
- V. Disruption of Agency business through willful misconduct.
- W. Altercations with a member of the public or another employee during working hours or while on Agency owned or controlled property.
- X. Action by or behavior of the employee which presents a danger to the safety or welfare of the employee, co-workers, or the public.
- Y. Sexual activity on the job.
- Z. Release of confidential information (i.e., Unauthorized release/distribution of confidential material/data, unauthorized opening of confidential/personal material data).

- AA. Insubordination. An employee's refusal or failure to obey a directive from a designated supervisor or to comply with an established work procedure. Under certain circumstances, use of objectionable language or abusive behavior toward supervisors may be deemed insubordination when it directly challenges or undermines management's authority.
- BB. Theft or misappropriation of any property or funds of the Agency or its employees.
- CC. Possess, sell, buy, distribute, offer to possess, sell, buy, distribute, or use, or having in the employee's system, any illegal or purported to be illegal substance, alcohol, or any legal drug or substance not properly obtained by the employee while on or about Agency time and/or property. Reference Agency Policy A-63, Drug/Alcohol Free Workplace.

Section 16.03. - Administrative Leave

- A. The Agency reserves the right to place any employee on administrative leave with pay pending an investigation of his/her acts, or failure to act, which may be grounds for disciplinary action. The placement of an employee on administrative leave is not a disciplinary act. The employee shall be considered as being on a paid leave of absence for purposes of pay, benefits, and seniority. An employee on administrative leave shall receive pay until such time as the Notice of Decision has been issued by the Department Manager, or in the case of an appeal, until such time as the Notice of Decision has been issued by the Executive Manager.
- B. In emergency situations, as defined in Sections 16.02.J through 16.02.CC, it may be necessary to take immediate disciplinary action, up to and including termination. If administrative leave is in the best interests of all parties involved, the Agency reserves the right to place the employee on paid administrative leave without prior written notice (oral notice shall be sufficient, provided that written notice is given to the employee within three (3) working days of when oral notice was given).
- C. In an emergency situation in which an employee is immediately placed on administrative leave and the employee is cleared of any wrongdoing, or it is determined by the General Manager, or designated representative(s), that the employee was wrongfully placed on administrative leave, the employee shall be restored to his/her former position with no loss of pay, benefits, or seniority.

Section 16.04. - Agency Authority

- A. The Agency retains full authority for discipline and discharge. The Agency agrees that employees will only be disciplined for just cause, and that the principles of progressive discipline, where possible and reasonable, will be followed.
- B. It is understood that based on individual circumstances, and/or the nature or severity of an alleged violation, progressive discipline steps may be repeated or, in some cases, bypassed.

Section 16.05. - Employee's Receipt

Employee's receipt of any and all notices shall be defined as the date the notice was: 1) postmarked if sent certified, return receipt requested; 2) delivered to a courier service, or; 3) hand-delivered to the employee.

Section 16.06. - Notice of Proposed Disciplinary Action

- A. Except in emergency situations as provided for in Section 16.02 and 16.03 of this Article, when disciplinary action proposing suspension or termination against a regular full-time employee, the respective Department Manager shall give the employee the Notice of Proposed Disciplinary Action at least five (5) working days prior to the effective date of the proposed action. Said written notice shall contain at least the following information:
- 1) The name, address or Agency facility, and title of the affected employee;
 - 2) The proposed disciplinary action, and the date and time when said action shall become effective;
 - 3) The specific ground(s) for the proposed action;
 - 4) A description of the employee's acts or omissions supporting the proposed action, and/or a description of the events or circumstances upon which the proposed action is based;
 - 5) Copies of the materials and/or documents upon which the proposed action is based; and,
 - 6) An advisory that the employee shall have an opportunity to file a written response to said action, and/or meet with the respective Department Manager, at the option of the employee, prior to the effective date and time of the proposed disciplinary action, provided the response is submitted, and/or a request for a meeting is made, within five (5) working days of the employee's receipt of the Notice of Proposed Disciplinary Action. The advisory shall also inform the employee that his/her failure to file a written response and/or meet with the Department Manager within the stated time frame shall waive his/her right to respond to the proposed action.
- B. Oral notice by the Department Manager is insufficient as complete notice to an employee of a proposed disciplinary action and may only be given as the initial notice in emergency situations which call for immediate action as provided for in Section 16.02 and 16.03 of this Article.

Section 16.07. - Right to Respond

Should the disciplinary action consist of a written reprimand, the employee may file a written rebuttal within five (5) working days of receipt. Rebuttal shall be filed with disciplinary action in the employee's personnel file. An employee shall have no further right to respond or appeal a written reprimand beyond filing the written rebuttal. An employee's failure to respond to a written reprimand in the specified time period shall waive the employee's right to respond to the written reprimand.

All employees served with a Notice of Proposed Disciplinary Action (other than for a written reprimand) shall, at his/her option, have the right to file a written response to said action, and/or meet with the respective Department Manager, provided the response is submitted, or a request for a meeting is made, within five (5) working days of the employee's receipt of the Notice of Proposed Disciplinary action.

An employee's failure to respond in writing to a Notice of Proposed Disciplinary Action in the specified time periods shall waive the employee's right to further appeal the proposed disciplinary action, and the disciplinary action shall become effective on the date and time originally set forth in the notice of proposed disciplinary action.

Section 16.08. - Notice of Decision by the Department Manager

- A. The Department Manager shall, before making a final decision regarding the proposed action, consider any evidence and/or arguments against the proposed action presented by the employee or his/her representative.
- B. After considering all of the facts regarding said action and any responses presented by the employee or his/her representative, the Department Manager may rescind, modify, or impose the proposed action as he/she deems appropriate; however, the proposed action cannot be increased.
- C. After reaching a final decision regarding said action, the Department Manager shall notify the employee of his/her decision within five (5) working days following receipt of any written response provided by the employee and/or after any meeting conducted with the employee, whichever is later, by forwarding to the employee, by certified mail, return receipt requested, by courier service, or by personal delivery, a Notice of Decision.
- D. The Notice of Decision shall contain an advisory that the employee has the right to file an appeal of the Department Manager's decision to the employee's Executive Manager. The employee must request an appeal in writing to the Executive Manager within five (5) working days of the employee's receipt of the Notice of Decision. The advisory shall also inform the employee that his/her failure to file an appeal within the stated time frame shall waive his/her rights to appeal the proposed action.

Section 16.09. - Effective Date of Disciplinary Action

- A. If the Department Manager imposes any disciplinary action, it shall become effective on the date and time originally set in the Notice of Proposed Disciplinary Action or five (5) working days following the employee's receipt of the Notice of Decision, whichever is later.
- B. Should the employee request an appeal to the Executive Manager, implementation of any disciplinary action imposed on the employee by the Department Manager shall be stayed until such time as the Executive Manager reaches his/her decision on such action. During the stay, the employee shall remain in the status he/she was in when the action was proposed; i.e., in service, on Administrative Leave, or on suspension.

Section 16.10. - Disciplinary Appeals to the Executive Manager

- A. A regular full-time employee against whom a disciplinary action has been proposed (other than a decision to impose oral counseling or an oral or written reprimand) may appeal such action by filing a written request for an appeal with the employee's Executive Manager. The request for an appeal meeting must be made within five (5) working days of the employee's receipt of the Notice of Decision by the Department Manager.
- B. The request for an appeal meeting shall be signed by the employee, or his/her representative, and shall contain:
 - 1) A statement describing the basis of the appeal;
 - 2) The corrective action requested; and,
 - 3) The name and address to which further communications shall be sent to the employee, or his/her representative.

The scope of the employee's disciplinary appeal shall be limited to the written request for appeal filed with the Executive Manager.

- C. Failure of the employee, or his/her representative, to file a timely request for an appeal shall constitute a waiver of the employee's rights to an appeal.
- D. An Employee who proceeds with an appeal to the Executive Manager, knowing that any provision(s) or requirement(s) of this Article has not been complied with, and who fails to object, in writing or on the record prior to the appeal, shall be deemed to have waived his/her right to object to said irregularity.
- E. The parties to any appeal before the Executive Manager may mutually agree in writing, with the permission of the Executive Manager, to waive oral testimony. Submission may be by affidavits, declarations, depositions, or other documents, mutually exchanged. The Executive Manager will receive and take action on requests to waive oral testimony prior to or at the scheduled meeting.
- F. With the exception of Agency employees, the expenses of witnesses to appear at any appeal meeting for either side shall be paid by the party producing such witnesses. Agency employees required to testify at said meeting shall be on call and shall be relieved of regular duties to report, when summoned by the Executive Manager to the appeal meeting. Agency employees shall receive their regular compensation for time necessary to testify or such compensation as may be set forth in his/her applicable MOU.
- G. Any time frames specified in this section may only be waived by the written mutual consent of both parties.
- H. The failure of the employee, and/or a representative of the employee, to appear in person at any appeal meeting shall be deemed a withdrawal of the employee's appeal, unless otherwise excused by the Executive Manager respectively.

Section 16.11. - Conduct of Appeals Meeting with the Executive Manager

- A. The Executive Manager shall schedule and conduct an appeal meeting with the employee, within five (5) working days of receipt of the employee's written request for said meeting.
- B. For an appeal meeting with the Executive Manager, the following procedures shall be observed:
 - 1) The affected employee may either represent him/herself, or may be represented by a party of his/her own choice; and,
 - 2) Each party shall be given a reasonable opportunity to be heard on relevant issues, including the right to question and cross-examine witnesses, unless oral testimony has been waived in accordance with Section 16.10.E.

Section 16.12. - Notice of Decision by the Executive Manager

- A. After considering all of the facts regarding said action and any responses presented by the employee, the Executive Manager may rescind, modify, or sustain the disciplinary action as he/she deems appropriate; however, the proposed action cannot be increased.
- B. If the disciplinary action is rescinded, the employee shall be restored to his/her position, with no loss of pay, benefits or seniority.
- C. If the disciplinary action is modified, the employee's pay, benefits, and/or seniority shall be adjusted accordingly. The effective date of the modified discipline shall be set forth in the Notice of Decision.
- D. After reaching a decision regarding said action, the Executive Manager shall notify the employee of his/her decision within five (5) working days following receipt of any written response provided by the employee and/or after any appeal meeting conducted with the employee, whichever is later, by forwarding to the employee, by certified mail, return receipt requested, by courier service, or by personal delivery, a Notice of Decision.
- E. In the event of disciplinary actions sustaining suspension without pay in excess of five (5) days, demotion or termination of employment, the Notice of Decision shall contain an advisory that the employee has the right to file an appeal of the Executive Manager's decision to the Board of Directors, provided the request is submitted in writing to the Board Secretary/Office Manager within five (5) working days of the employee's receipt of the Notice of Decision.

The advisory also shall inform the employee that his/her failure to file an appeal within the stated time frame shall waive his/her rights to appeal the Executive Manager's decision.

Section 16.13. - Effective Date of Disciplinary Action

If the Executive Manager sustains a disciplinary action, it shall become effective on the date and time originally set in the Notice of Proposed Disciplinary Action by the Department Manager, or five (5) working days following the employee's receipt of the Executive Manager's Notice of Decision, whichever is later.

Section 16.14. - Decision of Executive Manager Final and Binding

- A. Except for disciplinary actions imposing suspension without pay in excess of five (5) days, demotion or termination of employment, the decision of the Executive Manager shall be final and binding, and shall not be appealable to the Board of Directors.
- B. Disciplinary actions which are appealable to the Board of Directors will not be stayed during the appeal process to the Board of Directors.

Section 16.15. - Disciplinary Appeals to the Board of Directors

This section shall apply only to disciplinary actions sustaining suspension without pay in excess of five (5) days, demotion or termination of employment.

- A. All requests for an appeal hearing before the Board of Directors shall be made in writing to the Board Secretary/Office Manager within five (5) working days of the employee's receipt of the Notice of Decision from the Executive Manager. All appeals to the Board of Directors shall be heard by the Finance and Administration Committee of the Board of Directors.
- B. The request for an appeal shall be signed by the employee, or his/her representative, and shall contain:
 - 1) A statement describing the basis of the appeal;
 - 2) The corrective action requested; and,
 - 3) The name and address to which further communications shall be sent to the employee, or his/her representative.

The scope of the employee's appeal shall be limited to the written request for appeal filed with the Board Secretary/Office Manager and cannot raise new issues that were not within the scope of the original appeal before the Executive Manager.

- C. Failure of the employee, or his/her representative, to file a timely appeal shall constitute a waiver of the employee's rights to an appeal hearing.
- D. Either party who proceeds with an appeal to the Finance and Administration Committee of the Board of Directors, knowing that any provision(s) or requirement(s) of this Article has not been complied with, and who fail to object, in writing or on the record, shall be deemed to have waived his/her right to object to said irregularity.

- E. A time for the appeal hearing shall be established by the Board Secretary/Office Manager and shall not be less than five (5) working days, or more than sixty (60) working days, from the date the request for an appeal hearing is received.
- F. All interested parties shall be notified in writing of the date, time, and place of the hearing, at least five (5) working days prior to the hearing date.
- G. The parties to any appeal hearing before the Finance and Administration Committee of the Board of Directors may mutually agree in writing, with the permission of the Finance and Administration Committee of the Board of Directors, to waive oral testimony. Submission may be by affidavits, declarations, depositions, or other documents, mutually exchanged. The Finance and Administration Committee of the Board of Directors, will receive and take action on requests to waive oral testimony prior to or at the scheduled hearing date.
- H. With the exception of Agency employees, the expenses of witnesses to appear at an appeal hearing for either side shall be paid by the party producing such witnesses. Agency employees required to testify at said hearing shall be on call and shall be relieved of regular duties to report, when summoned by the Finance and Administration Committee of the Board of Directors to the appeal hearing. Agency employees shall receive their regular compensation for time necessary to testify or such compensation as may be set forth in his/her applicable MOU.
- I. Any time frames specified in the section may only be waived by the written mutual consent of both parties.
- J. The failure of the employee, and/or a representative of the employee, to appear in person at any appeal hearing shall be deemed a withdrawal of the employee's appeal, unless otherwise excused by the Finance and Administration Committee of the Board of Directors.

Section 16.16. - Conduct of Appeals Hearing with the Finance and Administration Committee of the Board of Directors

- A. All hearings shall be conducted in closed session; however, the employee may request a hearing open to the public, unless a public hearing would violate the confidentiality and privacy rights of any party named in the action.
- B. Charges against an employee appealed to the Finance and Administration Committee of the Board of Directors shall not be public record or open to public inspection unless an open public hearing has been conducted.
- C. The hearing need not be conducted in accordance with technical rules relating to evidence and witnesses, but hearings shall be conducted in a manner most conducive to determination of the truth.
- D. Any relevant evidence may be admitted if it is the sort of evidence upon which responsible persons are accustomed to rely in the conduct of serious affairs, regardless of the existence of any common law or statutory rules which might make improper the admission of such evidence over objection in civil actions.

- E. Hearsay evidence may be used for the purpose of supplementing or explaining any direct evidence, but shall not be sufficient in itself to support a finding unless it would be admissible over objection in civil actions.
- F. The rules or privileges shall be effective to the same extent that they now or hereafter may be recognized in civil actions, and immaterial, irrelevant, or unduly repetitious evidence may be excluded at the sole discretion of the Finance and Administration Committee of the Board of Directors.
- G. The Finance and Administration Committee of the Board of Directors shall rule on the admission or exclusion of evidence.
- H. Decisions made by the Finance and Administration Committee of the Board of Directors shall not be invalidated by any informality in the proceedings.
- I. Each party shall have the right to:
 - 1) Be represented by legal counsel, or other person of his/her choice;
 - 2) Receive a witness list from the opposing party five (5) days prior to the date of the hearing;
 - 3) Call and examine witnesses;
 - 4) Introduce evidence;
 - 5) Cross-examine opposing witnesses on any matter relevant to the issues;
 - 6) Impeach any witness, regardless of which party first called him/her to testify; and,
 - 7) Rebut the evidence against him/her.

If the employee does not testify on his/her own behalf, he/she may be questioned as if under cross-examination. The employee must be present at the appeal hearing or the appeal shall be deemed withdrawn.

- J. Each party shall submit a list of witnesses seven (7) working days prior to the hearing to the Manager of Human Resources or designated representative(s) to allow the Manager of Human Resources, or designated representatives(s) to submit a Notice to Appear to the employees.
- K. Seven (7) working days prior to the date set for the hearing, each party shall serve upon the other party a list and copy of all exhibits. An original and nine (9) copies of the exhibits shall be presented to the Finance and Administration Committee in three-hole notebooks which are tabbed down the side with the exhibit numbers. The Agency's exhibits shall be designated by number. The employee's exhibits shall be designated by alphabet letters. Neither party will be permitted to call during the hearing a witness not identified pursuant to this section nor use any exhibit not provided pursuant to this section unless that party can show that they could not reasonably have anticipated the prior need for such witness or such exhibit.

- L. The Finance and Administration Committee is authorized to issue subpoenas at the request of either party prior to the commencement of the hearing. After the commencement of the hearing, the Committee shall issue subpoenas only for good cause. The Finance and Administration Committee will prepare subpoenas for all witnesses; however, they will only serve subpoenas on individuals who are currently employed by the Agency. It will be the responsibility of the employee and the Agency to submit the names of current Agency employees to be subpoenaed at least ten (10) working days before the date of the hearing in which they are requesting the witnesses to appear.
- M. Oral evidence shall be taken only on oath of affirmation. The witness shall raise his/her right hand and the hearing officer shall ask the witness "do you swear/affirm to tell the truth and nothing but the truth".
- N. The hearing shall proceed in the following order, unless the Finance and Administration Committee of the Board of Directors, for special reason(s), otherwise directs:
 - 1) Introductions of the parties present;
 - 2) The Department Manager imposing discipline, or his/her representative, shall be permitted to make an opening statement;
 - 3) The employee appealing, or his/her representative, shall be permitted to make an opening statement;
 - 4) The Department Manager imposing disciplinary action, or his/her representative, shall produce the evidence on which the disciplinary action is based;
 - 5) The employee appealing such disciplinary action, or his/her representative, may then open his/her defense and offer his/her evidence in support thereof;
 - 6) Each party may then, in order, respectively offer rebutting evidence only, unless the Finance and Administration Committee of the Board of Directors, for good reason, permits them to offer evidence upon their original case; and,
 - 7) Oral arguments or post hearing briefs shall be permitted at the discretion of the Finance and Administration Committee of the Board of Directors.
- O. The Finance and Administration Committee of the Board of Directors shall determine relevancy, weight, and credibility of the testimony and evidence, and shall base their findings on the preponderance of the evidence.
- P. During the examination of a witness, all other witnesses, except the parties, shall be excluded from the hearing upon motion of either party.
- Q. No still photographs, videos, moving pictures, or television pictures shall be taken in the hearing room during the hearing, unless an open public hearing is being conducted.

- R. Mechanical transcription of the proceedings may be made by either party, provided it is not disruptive to the proceedings.
- S. At its sole discretion, the Finance and Administration Committee of the Board of Directors, prior to or during a hearing, may grant a continuance(s) for any reason it believes to be important in reaching a fair and proper decision.
- T. Each party to the proceedings shall provide ten (10) complete copies of all documents, evidence, and/or photographs to be submitted for the record.
- U. All appeal hearings shall be recorded by a certified court reporter selected by the Agency. Alternatively, the parties may agree to have the proceedings recorded by an audio device.

Section 16.17. - Notice of Decision by the Finance and Administration Committee of the Board of Directors

- A. The Finance and Administration Committee of the Board of Directors shall render its written decision as soon after the conclusion of the hearing as possible, and in no event, later than ten (10) working days after completion of the hearing, unless otherwise stipulated by the parties. The Finance and Administration Committee of the Board of Directors shall set forth its decision as to each of the charges and the reasons therefore.

Said decision shall also contain an advisory that the Board of Directors has adopted Agency Resolution No. 88-10-1, adopting the provisions of Section 1094.6 of the Code of Civil Procedure applicable to certain administrative decisions, and providing for time limits on the judicial review of such administrative decisions.

- B. The Finance and Administration Committee of the Board of Directors may sustain, rescind, or modify any or all of the disciplinary action imposed against the employee; however, the action cannot be increased.
- C. If the disciplinary action is modified, the employee's pay, benefits and/or seniority shall be adjusted accordingly. The effective date of the modified discipline shall be set forth in the Notice of Decision.
- D. If the disciplinary action is rescinded, the employee shall be restored to his/her position, with no loss of pay, benefits or seniority.

ARTICLE 17 - RULE MAKING AUTHORITY

Section 17.01. - General

The General Manager, or designated representative(s), may adopt and administer personnel rules and regulations which are supplementary to and consistent with the terms set forth in this MOU and the policies of the Agency.

ARTICLE 18 - NOTICE

Section 18.01. - General

Within ninety (90) working days of the adoption of this MOU (Years 2018-2021), a copy shall be presented to each Laboratory Unit employee of the Agency, and to each newly hired Laboratory Unit employee at the time of appointment.

ARTICLE 19 - MISCELLANEOUS LABOR MATTERS

Section 19.01. - Exempt Position

Any Biologist hired or promoted after July 1, 2001, shall be an exempt employee, and thus not subject to overtime compensation.

Section 19.02. - Maintenance of Membership

If agency shop is held invalid by operation of law or by any court of competent jurisdiction then any employee in this unit who has authorized Association dues deductions on the effective date of this MOU or at any time subsequent to the effective date of the MOU shall continue to have such dues deductions made by the Agency during the term of this MOU provided, however, that any employee in the unit may terminate such Association dues during the period of June 1 through June 10 of each year of the MOU by notifying the Association in writing of his/her termination of Association dues deduction. Such notification shall be delivered in person or by U.S. mail and should be in the form of a letter. The Association will provide the Agency's Human Resources Department with the appropriate documentation to process these dues cancellations within ten (10) business days after the close of the withdrawal period.

ARTICLE 20 - CONTRACT TERM

Section 20.01. - General

This MOU shall be effective as of July 1, 2018, and shall remain in full force and effect through June 30, 2021, or until a successor MOU is implemented after meeting and conferring.

IN WITNESS WHEREOF, the parties have executed this agreement, by their duly authorized representatives, on the day and the year first above written.

Laboratory Unit

Inland Empire Utilities Agency

Victor Santa Cruz
Steward

Halla Razak
General Manager

Jennifer Huber
Steward

Kevin Tang
Steward

*A Municipal Water District

RESOLUTION NO. 2018-8-3

RESOLUTION OF THE BOARD OF DIRECTORS OF THE INLAND EMPIRE UTILITIES AGENCY*, SAN BERNARDINO COUNTY, CALIFORNIA, APPROVING THE MEMORANDUM OF UNDERSTANDING FOR SUPERVISORS' UNIT EMPLOYEES

WHEREAS, the representatives of the Board of Directors of Inland Empire Utilities Agency* have met and conferred with duly authorized representatives of the Supervisors' Unit to make equitable adjustments to terms and conditions of employment; and

WHEREAS, a Memorandum of Understanding prepared by said representatives has been presented to the Board of Directors for ratification; and

WHEREAS, a majority of the unit members from this group voted to approve the Memorandum of Understanding.

NOW, THEREFORE, the Board of Directors of the Inland Empire Utilities Agency* does hereby **RESOLVE, DETERMINE AND ORDER** as follows:

SECTION 1. That this Board of Directors does hereby approve and authorize its President and Secretary to sign the Memorandum of Understanding between the Inland Empire Utilities Agency and the Supervisors' Unit attached hereto as Exhibit 1, which shall be effective upon approval and remain in full force and effect until a successor Memorandum of Understanding or Personnel Manual is adopted after the parties have met and conferred.

ADOPTED the 1st day of August, 2018.

Steven J. Elie
President of the Inland Empire
Utilities Agency* and of the
Board of Directors thereof

ATTEST:

Jasmin A. Hall
Secretary/Treasurer of the Inland Empire
Utilities Agency* and of the
Board of Directors thereof
*A Municipal Water District

STATE OF CALIFORNIA)
COUNTY OF) SS
SAN BERNARDINO)

I, Jasmin A. Hall, Secretary/Treasurer of the Inland Empire Utilities Agency*, DO
HEREBY CERTIFY that the foregoing Resolution being No. 2018-8-3, was adopted at a regular
Board Meeting on August 1, 2018, of said Agency by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

Jasmin A Hall
Secretary/Treasurer of the Inland Empire
Utilities Agency* and of the
Board of Directors thereof

(SEAL)

*A Municipal Water District

Exhibit 1

THE INLAND EMPIRE UTILITIES AGENCY*

MEMORANDUM OF UNDERSTANDING

SUPERVISORS' UNIT

FOR THE PERIOD OF JULY 1, 2018 THROUGH JUNE 30, 2021

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THE INLAND EMPIRE UTILITIES AGENCY*
MEMORANDUM OF UNDERSTANDING

SUPERVISORS' UNIT

The Agency does hereby adopt this Memorandum of Understanding (MOU) establishing rules, regulations and procedures for employees of the Supervisors' Unit.

Provisions of the MOU do not apply to part-time, temporary, limited term, contract or intern personnel (employees) unless specifically noted in this MOU, Agency Policy or the employee's contract. This MOU does not create any contract of employment, expressed or implied, or any rights in the nature of a contract.

- A. There are no provisions in this MOU that shall be deemed to limit or curtail the Agency in any way in the exercise of the rights, powers and authority which the Agency had prior to entering into this MOU unless and only to the extent that the provisions of this MOU specifically curtail or limit such rights, powers and authority.

- B. The exclusive rights of the Agency include, but are not limited to:
 - 1) Determine the mission of its constituent departments, commissions, and boards;
 - 2) Set standards of service;
 - 3) Determine the procedures and standards of selection for employment and promotion;
 - 4) Direct its employees;
 - 5) Relieve its employees from duty because of lack of work and/or for other legitimate reasons;
 - 6) Maintain efficiency of government operations;
 - 7) Determine the methods, means and personnel by which Agency operations are to be conducted;
 - 8) Determine the content of job classifications;
 - 9) Take all necessary actions to carry out its missions in emergencies;
 - 10) Exercise complete control, direction and discretion over its organization and the technology of performing its work;
 - 11) Discharge, suspend, demote, reprimand and withhold salary increases and benefits or otherwise discipline employees for cause;
 - 12) Establish reasonable employee performance standards, including but not limited to, quality standards, and required compliance herewith;
 - 13) Determine staffing plans and hours of operations for the best use of Agency resources; and,
 - 14) Enforce other management rights secured by the Inland Empire Utilities Agency Employer-Employee Relations Resolution.

ARTICLE 1 - DESIGNATION OF PARTIES

The Supervisors' Unit is a recognized employee organization which represents a unit of representation established by the Board of Directors of the Agency, pursuant to the Agency's Employer/Employee Relations Resolution, and which includes the following classifications, as well as those which may be added, deleted or modified in the future pursuant to the Employer/Employee Relations Resolution:

Accounting Supervisor	Laboratory Supervisor
Business Systems Supervisor	Maintenance Supervisor
Collection System Supervisor	Operations Supervisor*
Compost Facility Supervisor	Process Automation and Control Supervisor
Contracts and Procurement Supervisor	Records Management Supervisor
Engineering Services Supervisor	Source Control/Environmental Resources Supv.
Facilities Program Supervisor	Supervisor-Environmental Compliance & Energy
Groundwater Recharge Supervisor	Water Resources Supervisor

*Non-exempt classification

The provisions of this MOU shall apply to the above-referenced classifications, who shall receive all benefits agreed to in this MOU for the term of this contract.

ARTICLE 2 - PURPOSE

The parties to this MOU agree that its purpose is to confirm and maintain a spirit of cooperation between the Agency and the Supervisors' Unit. The Agency and the Supervisors' Unit will strive to promote a harmonious relationship between the parties, through this MOU, that will result in benefits for the Agency and the Supervisors' Unit.

ARTICLE 3 - TERM

This MOU shall be effective as of July 1, 2018. It shall remain in full force and effect through June 30, 2021, or until a successor MOU is adopted after the parties have met and conferred.

In or before March 2021, the parties agree to initiate the meet and confer process on a successor MOU.

During the term of this MOU through June 30, 2021, if the Agency provides any other bargaining units a COLA or Medical Benefit adjustment greater than contained in this MOU then the Agency shall adjust this MOU to make it consistent with the changes in the other MOU.

ARTICLE 4 - DEFINITIONS

Section 4.01. - General

Unless otherwise required by the context, various terms used in this document shall have the meanings set forth in this section. Terms expressed in the singular shall also include the plural.

Section 4.02. - Appointment

The act of filling a vacant position with a person who has met the qualifications for the position.

Section 4.03. - Anniversary Year

The year following the date of employment with the Agency and each successive year thereafter.

Section 4.04. - Classification

A group of positions sufficiently similar in duties, authority, and responsibility, to permit grouping under a common title in the application of common standards of selection, transfer, demotion and salary.

Section 4.05. - Continuous Regular Employment

That period of actual employment by the Agency following an employee's date of employment, or the employee's most recent date of reemployment or reinstatement, whichever is later. The term shall also include military leaves of absence and pre-approved leaves of absence, provided that on the day prior to such periods the employee was in the employ of the Agency and that during such periods the employee takes no action expressed or implied to terminate employment.

A. Break in Continuous Regular Employment

1) Failure to Return to Work

A break in continuous regular employment for failure to return to work as required at the completion of one of the above authorized periods of absence shall, except in the event of the employee's death during such a period, be considered as voluntary termination as of the date the period of absence began.

2) Termination of Employment

Termination of employment by resignation, discharge, or other means or failure to return to work at the completion of one of the above authorized periods of absence shall constitute a break in continuous regular employment.

3) Other Employment

Employment by other than the Armed Forces of the United States or its Allies during a period of authorized absence shall constitute a break in continuous regular employment unless such other employment is approved by the Agency.

Section 4.06. - Exempt Employees

Employees in exempt positions who are excluded from FLSA overtime pay requirements and are compensated on a bi-weekly salary basis.

Section 4.07. - Holiday Leave

A holiday recognized by the Agency when employees will be granted a day off with pay.

Section 4.08. - Holiday Pay

Pay received by those employees who are required to work on an Agency recognized holiday.

Section 4.09. - Hourly Rate of Pay

The hourly rate of pay for non-exempt employees is the amount equal to the classification and step position an employee currently holds.

Section 4.10. - Immediate/Extended Family

- A. Immediate Family is limited to: Spouse, State Registered Domestic Partner, Parent (biological or an individual who stands or stood in loco parentis to an employee when the employee was a minor), Child (biological/adopted/foster/step child, a legal ward, or a child of a person standing in loco parentis who is under age 18), Brother and Sister.
- B. Extended Family is limited to: Aunt, Brother-in-law, Daughter-in-law, Ex-spouse (if children are involved), Father-in-law, Grandchild, Grandparent, Half-Brother, Half-Sister, Mother-in-law, Nephew, Niece, Sister-in-law, Son-in-law, Step-brother, Step-sister, and Uncle.

Section 4.11. - Inactive Status

An employee who is on an authorized leave of absence without pay for more than thirty (30) calendar days.

Section 4.12. - Job Abandonment

An employee who does not report or call-in to work as scheduled for two (2) or more consecutive work days, and has not been excused for vacation, floating holiday, sick leave or a leave of absence without pay, shall be considered as having abandoned his/her job. Such employee may be disciplined in accordance with Article 17, Disciplinary Actions and Appeals Procedures.

Section 4.13. - Non-Exempt Employees

Employees in non-exempt positions who are covered under FLSA regulations, including overtime pay requirements and are compensated on an hourly basis.

Section 4.14. - Overtime

Overtime shall be defined for non-exempt employees as all hours worked in excess of

forty (40) hours per workweek.

Section 4.15. - Overtime Pay

A rate equivalent to one and one-half (1½) times an employee's hourly rate of pay.

Section 4.16. - Position

A group of duties and responsibilities assigned by proper authority to be performed by one employee. A position may be full or part time, occupied or vacant, temporary or regular.

Section 4.17. - Probationary Employee

A. Original Probationary Employee

A person appointed to fill a regular position, but who has not yet completed the probationary period. The probationary period is a trial period in which a new employee is evaluated on the ability to fulfill the skills required by a position and the ability to establish an effective working relationship with co-workers.

B. Technical Probationary Employee

A regular employee appointed, through promotion or a lateral transfer, to a classification or position having duties other than the employee's current position.

Section 4.18. - Probationary Period

A period considered an integral part of the examination, recruiting, testing and selection process during which an employee is required to demonstrate fitness for the position to which the employee is appointed by actual performance of the duties and responsibilities of the position.

Section 4.19. - Promotion

The movement of an employee from one classification to another classification having a higher maximum base rate of pay.

Section 4.20. - Reclassification

The reallocation of a position, through a change in duties and responsibilities, based on the needs of the Agency, to a different classification and/or salary range.

Section 4.21. - Reemployment

The rehiring, other than reinstatement, of an individual who formally worked as an employee of the Agency.

Section 4.22. - Regular Employee

An employee who has successfully completed the original probationary period.

Section 4.23. - Reinstatement

The restoration, without competitive examination, of a former regular employee to a classification in which the employee formerly served as a regular, non-probationary employee.

Section 4.24. - Resignation

The termination, at the election of the employee, of employment with the Agency.

Section 4.25. - Step Advancement

A salary increase, based on Meets Expectations or better employee performance, which is within the limits of a pay range established for a classification.

Section 4.26. - Supervisory Employee

Any employee who has authority, in the interest of the Agency, to hire, transfer, suspend, lay off, recall, promote, discharge, assign, reward, or discipline other employees, or has responsibility to direct them, or to adjust their grievances, or effectively to recommend such action, of in connection with the foregoing, the exercise of such authority is not of a merely routine or clerical nature, but requires the use of independent judgement.

Section 4.27. - Temporary Employee

A person employed to meet a short-term need of the Agency. An employee shall not be retained in this status more than six (6) months without the written approval of the General Manager, or designated representative(s). Temporary employees are not entitled to Agency benefits or any other provision stipulated in this MOU.

Section 4.28. - Termination

The termination of an employee at the discretion of the Agency by means of layoff, discharge, or other means.

Section 4.29. - Transfer

The movement of an employee from one position to another position in the same classification or in a comparable classification with the same maximum salary, involving the performance of similar duties and responsibilities and requiring substantially the same basic qualifications.

Section 4.30. - Unpaid Status

When an employee does not receive compensation for time not worked, or does not have any usable accrued leave time, or is not eligible for any other paid leave, such employee shall be considered as being in an unpaid status.

Section 4.31. - Work Schedule

A work period consists of a two (2) week period consisting of eighty (80) hours worked over fourteen (14) days.

A workweek is a fixed and regularly recurring period of one hundred and sixty-eight (168) hours consisting of seven (7) consecutive twenty-four (24) hour periods.

A. 9/80 Work Schedule

A 9/80 work schedule shall consist of eighty (80) hours worked over a two (2) week period with four 9-hour days in one (1) week and four 9-hour days plus one 8-hour day in the other. The 9/80 workweek, for purposes of computing overtime for non-exempt employees, is defined as beginning exactly four (4) hours into the eight (8) hour shift on the day of the week that corresponds with the employee's alternating regular flex day off.

Example: Friday On/Off:

<u>Wk</u>	F	Sa	S	M	T	W	Th	F		Total
1	0	0	0	9	9	9	9	4	=	40
2	4	0	0	9	9	9	9	0	=	40

B. 5/40 Work Schedule

A 5/40 work schedule shall consist of five 8-hour days equaling forty (40) hours per workweek, with the workweek defined as beginning at 12:00 a.m. on Sunday and ending at midnight the following Saturday.

C. 4/10 Work Schedule

A 4/10 work schedule shall consist of four 10-hour days equaling forty (40) hours per week, with the workweek defined as beginning at 12:00 a.m. on Sunday and ending at midnight the following Saturday.

D. The General Manager, or designated representative(s), shall be empowered to arrange work schedules in alternate time distributions provided that such alternate distributions are in the best interests of the Agency and that affected employees have been provided a minimum of fourteen (14) calendar days' notice of said change. All employees of the Agency are subject to call for emergencies which are inherent in the Agency's responsibilities.

Staff assignments and schedules will be determined by management for the best use of agency resources to meet the needs of the Agency.

Section 4.32. - Scheduled Vacation

A scheduled vacation is a leave request that is approved and dated by the supervisor at least two (2) weeks prior to the scheduled time off.

Section 4.33. - Unscheduled Vacation

An unscheduled vacation is a leave request that is approved and dated by the supervisor less than two (2) weeks prior to the scheduled time off.

ARTICLE 5 - GENERAL PROVISIONS

Section 5.01. - Equal Employment Opportunity

The Agency provides equal employment opportunity to all employees and applicants without regard to sex, race, color, religion, national origin, age, ancestry, physical or mental disability, genetics, marital status, sexual orientation or veteran status.

Section 5.02. - Harassment in Employment

Harassment of an applicant or employee by a supervisor, management employee or co-worker on the basis of sex, race, color, religion, national origin, age, ancestry, physical or mental disability, genetics, marital status, sexual orientation or veteran status will not be tolerated. Harassment by or against any employee or applicant or from a person providing services pursuant to a contract on the basis of sex, race, color, religion, national origin, age, ancestry, physical or mental disability, genetics, marital status, sexual orientation or veteran status will not be tolerated (refer to Agency Policy A-29 and A-30).

Section 5.03. - Compliance With Law

The Agency's Board of Directors and employees shall take no actions relative to personnel or labor relations matters that conflict with or attempt to circumvent applicable State or Federal Laws.

Section 5.04. - Amendment of Memorandum of Understanding (MOU)

This MOU may be amended by the Agency Board of Directors, after meeting and conferring with representatives of the unit.

Section 5.05. - Labor/Management Meetings

Representatives of the Unit and the Agency shall meet informally at the request of either party to discuss matters of mutual interest to each party. The time and place of the meeting shall be selected by the representatives involved. Three (3) designated Supervisors' Unit employees shall be allotted Association Leave time to prepare for MOU negotiations. Association Leave will equal two (2) meetings per month with a maximum of two (2) hours per meeting beginning in January prior to the expiration of current MOU and ending once negotiations begin provided that negotiations commence in March.

The Agency and the Association agree to utilize the labor/management meetings to meet informally at the request of either party to discuss the potential for implementing a 4/10 work schedule for unit members.

The Agency and the Association agree to utilize the labor/management meetings to discuss the revisions and modifications to the MOU to establish consistent language for all bargaining units. The labor/management process shall not result in any change in terms and conditions of employment absent a meet and confer process resulting in an agreement between the parties to do so.

Section 5.06. - Whistleblower Protection

California law prohibits retaliation against any employee for opposing/reporting unlawful discriminatory/harassment prohibited by law or for filing a complaint with, or otherwise participating in an investigation, proceeding, or hearing conducted by the Agency or another Governmental Agency. Additionally, the Agency will not retaliate against any employee who files a complaint with the Manager of Human Resources of discrimination, harassment, malfeasance, misappropriation of Agency funds, violation of regulatory permit requirements, state or federal laws, or substantial and specific danger to the public health/safety. Such complaints must be submitted in writing to the Manager of Human Resources, and filed under penalty of perjury.

Section 5.07. - Savings Clause

If any article or section of this contract shall be held invalid by operation of laws or by any court of competent jurisdiction, the remainder of this contract shall not be affected thereby. In the event that any section is held invalid, the parties agree to immediately enter into negotiations for the purpose of arriving at a mutually satisfactory replacement of the invalidated section or article.

Section 5.08. - Zipper Clause

Both parties agree to meet and confer on any matter within the scope of the Meyers-Milias-Brown Act except that all subjects contained herein have been resolved by means of the meet and confer process. Neither party may be compelled by the other to renegotiate any part of the agreement except as listed above in the Savings Clause. Nothing in this section would preclude the parties from mutually agreeing to reopen a section of the contract for the purposes of improving a particular section.

ARTICLE 6 - FILLING OF VACANCIES

Section 6.01. - General

Vacancies may be filled by appointment, transfer, demotion or promotion or by the use of a temporary employee (not to exceed twelve (12) months), as deemed in the best interest of the Agency, by the General Manager, or designated representative(s).

Section 6.02. - Filling of Vacancy

Whenever a vacancy occurs in the Agency's staff or labor force, the General Manager, or designated representative(s), shall decide by what manner the vacancy is to be filled.

- A. Insofar as possible and practical and in keeping with the best interests of the Agency, vacancies may be filled with existing employees of the Agency, subject to the following conditions:
 - 1) A current Agency employee submits a completed application form for the vacant position.
 - 2) The employee requesting consideration demonstrates or possesses the experience and/or education and other qualifications that the position

requires.

- 3) An employee scores competitively on examinations, if given.
- 4) In cases where more than one employee applies and all other factors are equal, seniority in terms of employment with the Agency shall prevail.

B. Employees shall be evaluated for promotion or advancement based on the following criteria including but not limited to:

- 1) Overall work performance.
- 2) Knowledge, training, ability, skill, efficiency and overall job performance.
- 3) Job-related work experience and education including certificates and degrees.
- 4) Cooperative working relationships with those contacted in the course of work.
- 5) Physical and mental ability to perform, with reasonable accommodation if disabled, the essential functions of the job.
- 6) Attendance records with the Agency.
- 7) Seniority with the Agency.

These criteria shall be evaluated only on the basis of the requirements of the position or classification for which the employee is being considered.

C. Qualified Agency employees may apply for a transfer or promotional position within the Agency.

ARTICLE 7 - EMPLOYMENT APPLICATIONS AND APPLICANTS

Section 7.01. - Application Forms

Employment applications shall be made online and/or on forms approved by the General Manager or designated representative(s), and provided by the Agency's Human Resources Department. These forms shall require information regarding education, prior work experience, training, references and other information related to the job for which applying. All applications shall be signed and dated by the applicant under a penalty of perjury. Any falsification of information on an application form may disqualify an applicant.

Section 7.02. - Physical Examination and Condition

After a conditional offer of employment has been made to a job applicant, and prior to the commencement of employment with the Agency, all selected applicants shall be required to undergo a physical examination and evaluation which may include drug and/or alcohol screening performed by a physician selected by the Agency. Employees, in certain classifications, may

further be required to undergo additional periodic physical examinations and/or receive certain anti-toxin injections during their employment with the Agency. The expense involved in such an examination shall be borne by the Agency. The evaluation of an employee's physical ability to perform the job shall be made only on the basis of the essential functions of the position for which the employee is applying.

Section 7.03. - Employment Tests

Applicants for all positions, as determined by the General Manager, or designated representative(s), shall be subjected to oral, written and/or performance tests. Only applicants who demonstrate an acceptable level of knowledge, skills and abilities required of the position shall be considered for employment. If there is a job-related requirement for the position, a working knowledge of written and spoken English must be demonstrated by all applicants.

Section 7.04. - Acceptance of Applicant

Prior to hiring, the application and pertinent information of the applicant shall be reviewed by the General Manager, or designated representative(s). Said applicant will be approved for, or recommended for, employment on the qualifications that the Manager, or designated representative(s), deem pertinent to the position or classification. Refer to Section 5.01 of this MOU for those items which shall not be adjudged pertinent.

Section 7.05. - Rejection of Applicant

The General Manager, or designated representative(s), may reject an application, or, after examination, may disqualify the applicant, if the applicant:

- A. Is found to lack any of the requirements, certifications, or qualifications for the position involved;
- B. Is physically or mentally incapable of performing the essential functions of the job, with or without reasonable accommodation, based on competent medical/psychological evidence, including, but not limited to, impairment caused by current illegal use of drugs; or current abuse of alcohol;
- C. Has made false statements of any material fact, or practiced any deception or fraud on the application, declarations or in securing eligibility or appointment;
- D. Is found by the Agency's automobile insurance program to be uninsurable if the essential functions of the job require the employee to be insured;
- E. Has been convicted of a crime, either a misdemeanor or felony, that relates to the position duties that the applicant would perform;
- F. Has used or attempted to use political pressure or bribery to secure an advantage in the employment testing or appointment;
- G. Has directly or indirectly obtained information, in advance, regarding employment tests;
- H. Has failed to complete and/or submit the employment application correctly or within

the prescribed time limits;

- I. Has had the privilege to operate a motor vehicle in the State of California suspended or revoked within the past twelve (12) months if operating a motor vehicle, requiring a driver's license, is an essential function of the job for which applying;
- J. Has a job history which, in the judgment of the General Manager, or designated representative(s), would render the applicant ineligible for the position, including a prior discharge from the Agency.

Section 7.06. - Background Investigations

After a conditional offer of employment has been made to a job applicant, and prior to the commencement of employment with the Agency, all selected applicants shall be required to allow the Agency to conduct a background investigation. Said investigation shall include verification of prior employment, verification of education, fingerprinting, credit check (for positions that regularly are involved in financial transactions) and any other information necessary to evaluate an applicant's qualifications for the position.

ARTICLE 8 - PERSONNEL RECORDS

Section 8.01. - General

- A. Personnel records are by nature confidential, and the General Manager, or designated representative(s), shall establish procedures to maintain this confidential nature (refer to Agency Policy A-58).
- B. The contents of any personnel file or record shall only be released to the employee; the employee's designee upon written authorization of the employee; upon court order; on a need to know basis to the respective manager/supervisor; legal representatives of the Agency relative to personnel actions; and only with the approval of the Manager of Human Resources or designated representative.
- C. The General Manager, or designated representative(s), shall maintain as a portion of the personnel records the employee's qualifications, education, achievements and other classified and confidential information as well as the following standard forms:
 - 1) Application Form
 - 2) Employment Record
 - 3) Periodic Performance Appraisals
- D. A separate medical file shall be established by the Human Resources Department for each employee. This file shall be maintained in accordance with the Agency's records retention schedule, and in a confidential manner.
- E. The General Manager, or designated representative(s), and the employee shall be empowered and charged to cause entries to be made in the employee's personnel file and each employee shall have the right to review his/her file to assure said

personnel file is current and complete.

- F. Disciplinary actions of less than and including a suspension of five (5) days or less will be purged from the employee's personnel file after two (2) years upon written request of the employee to the Manager of Human Resources if the employee has not been subject to any formal discipline during the two (2) year period.
- G. Employees must provide the Agency with a current address and phone number.

ARTICLE 9 - PROBATIONARY PERIODS

Section 9.01. - Regulations

- A. Generally, original and promotional appointments shall have a probationary period of six (6) months. The General Manager may, in special circumstances, establish an original probationary period of one (1) year. Said probationary period shall be declared in any offer letter. There are two (2) types of probationary periods:
 - 1) Original Probation - as defined in Section 4.17.A of this MOU.
 - 2) Technical Probation - as defined in Section 4.17.B of this MOU.
- B. Upon approval of the General Manager, or designated representative(s), the probationary period may be extended a maximum of an additional six (6) months.
- C. Prior to the completion of an original or technical probationary period, the probationer's supervisor or the manager of the department in which the employee works, shall prepare a performance appraisal reporting the quality of the required skills, knowledge and ability to successfully perform the job as stated in the probationer's job classification specification. This appraisal shall be reviewed with the probationary employee and a signed copy presented to the General Manager, or designated representative(s), along with a recommendation to retain the employee, or discharge the employee. In the case of the technical probationer, the employee may be reclassified or returned to the employee's former classification or position as provided for in Section 9.02.B and Section 9.02.C.
- D. In the case of an original probationary period of one (1) year, employees who have completed six (6) months may use accrued sick leave, vacation leave and/or floating holidays.
- E. The time required for original probationary periods shall be extended by any time an employee is on an authorized leave of absence, with or without pay, which exceeds ten (10) calendar days during the Original Probationary period or during the first six (6) months of employment in the event of a one (1) year original probationary period.
- F. In the case of an original probationary, limited term employees promoted and/or reclassified to regular in the same classification and who have previously completed six (6) months employment may use accrued sick, vacation leave and/or floating holiday.

Section 9.02. - Technical Probation

- A. In those cases where multiple changes in classification or position occur within said technical probation period, the maximum technical probation period will be at the discretion of the General Manager, or designated representative(s).
- B. A regular employee who is promoted shall be subject to a technical probationary period of six (6) months (or up to one (1) year in the event of a special circumstance) during which time the employee shall demonstrate the ability to function in the new classification. If at any time during the technical probationary period the employee or the Agency feels the employee is not qualified or suited to said position, the employee may elect or the Agency shall return said employee to the employee's previous classification. A decision by the Agency to return an employee to the previous classification is not grievable.
- C. If a vacancy exists in a different classification, said employee may be reclassified at the discretion of the General Manager, or designated representative(s).
- D. An employee who satisfactorily completes Technical Probation and who is on Step 1 shall receive a merit adjustment based on his/her latest performance appraisal.
- E. Range placement and future step advancement dates upon unsuccessful completion of technical probation are as follows:
 - 1) The employee will be placed on the same range and step for the classification as the employee was on prior to the time he/she was promoted.
 - 2) The employee will be eligible for the next step advancement on the anniversary date of the original position prior to being promoted.

Section 9.03. - Dismissal During the Probationary Period

- A. During the original probationary period, an employee may be discharged by the General Manager, or designated representative(s), without cause and without right to appeal. Written notification of the discharge shall be served on the probationary employee by the immediate supervisor, or designated representative(s), and a copy shall be filed with the General Manager, or designated representative(s).
- B. If an opening exists in a different position or classification, the employee may, at the General Manager's, or designated representative(s), discretion, be offered the position in lieu of termination. The employee will be required to serve another six (6) month probationary period in the new position.
- C. The final decision of the above action(s) will be at the sole discretion of the General Manager, or designated representative(s).
- D. Any employee who is discharged during his/her original probationary period shall receive his/her final compensation, including any accrued vacation leave, at the time he/she is terminated.

ARTICLE 10 - CLASSIFICATION, COMPENSATION AND PAY PERIOD

Section 10.01. - Classification/Compensation Plan

In addition to this MOU, the General Manager, or designated representative(s), shall maintain a file which shall contain the following:

- A. A nine (9) step compensation plan to include a listing of internal salary relationships among classifications, and benchmark classifications for purposes of establishing salaries for each classification within the Agency. The compensation plan shall also include salary and/or hourly rate schedules for all classifications.
- B. Classification specifications for each job classification utilized for making appointments to all positions within the Agency. Class specifications shall define the principal duties, responsibilities, and minimum qualifications required of each classification. The General Manager, or designated representative(s), shall determine and set forth the duties and responsibilities as they are to be presented in said class specifications. Assignments may be varied or interchanged to meet the needs of the Agency.

Section 10.02. - Classification Revision and Reclassification

- A. The initial classification established in the above plan may be amended, combined, or abolished and new classifications set forth by the General Manager, or designated representative(s). In addition, any position may be reclassified to a different classification by the General Manager, or designated representative(s), when there is a change in the duties and responsibilities of the position or other sufficient cause. Any non-voluntary reclassification of a position to a different classification shall result in an employee being placed into the appropriate pay range for the new position. A demotion is not considered a non-voluntary reclassification.
- B. If an employee believes that his/her duties and responsibilities have changed significantly, the employee may request a classification study of his/her position. Such request must be submitted in writing to the General Manager, or designated representative(s).

Section 10.03. - New Positions

Any new position and/or classification that is established shall comply with this MOU and shall be allocated to the Agency's classification and compensation plan by the General Manager.

Section 10.04. - Compensation

- A. Adjustments, if any, to salary ranges of employees covered by this MOU shall be made as negotiated between the Unit and the Agency, and shall become part of this MOU.
- B. Effective July 1, 2018, the Agency shall implement a 3.0% base salary increase for FY 2018-2019.

C. Effective July 1, 2019, the Agency shall implement a 3.0% base salary increase for FY 2019-2020.

D. Effective July 1, 2020, the Agency shall implement a 3.0% base salary increase for FY 2020-2021.

Only those persons who are Agency employees and working for the Agency on the date this MOU is approved by the Board of Directors, or on the date the base salary increase is actually implemented, whichever is later, are entitled to the base salary increases set forth above.

E. All base salary increases provided for in this MOU shall be implemented on Step "1" of the salary matrix and incrementally implemented through Step "9".

Section 10.05. - Preparation of Compensation Plan

A nine (9) step compensation plan shall be prepared by the General Manager, or designated representative(s), to establish the rate of compensation and consideration for all classifications and all positions within said classifications. In determining the compensation rates for the various classifications, considerations may be given to the Agency's financial status, the current cost-of-living, local prevailing rates of compensation for like or comparable employment in public or private agencies, working conditions, fringe benefits, and any other relevant factors. The rates of compensation shall be arranged in clear and understandable tables entitled "Hourly and/or Salary Rate Schedules" which shall be made a part of this MOU.

Section 10.06. - Adoption of Compensation Plan

The nine (9) step compensation plan shall be adopted by the Board of Directors of the Agency and made a part hereof, and will be on file with the General Manager, or designated representative(s). Such compensation plan may only be amended or revised after the parties have met and conferred on any proposed amendments and or revisions.

Section 10.07. - Salary Adjustments and Step Advancements

The procedures for step advancements within each salary range are set forth as follows:

A. New employees shall be hired at Step "1" of the established salary range for their classification. Variable entrance steps may be established if justified by recruitment needs through Step "9" with the approval of the General Manager, or designated representative(s).

B. Within the base salary range, all step advancements will be effective on the first day of a pay period. Approval for advancement shall be based upon merit and completion of required length of service in the classification. Step advancements within each salary range shall be in increments of approximately 2½%.

C. Upon completion of a probationary period, advancement in step(s) shall be based on performance as provided in Section 10.08. Except in cases where employees have exhibited Outstanding performance as provided in Section 10.08.E, other advancements shall be based on performance as provided in Section 10.08.B, and are contingent upon completion of one (1) year.

D. The time required for step advancement shall be extended by any time an

employee is on an authorized leave of absence with or without pay, which exceeds thirty (30) calendar days (see Section 12.01.D).

- E. The General Manager, or designated representative(s), may authorize the adjustment of the range step or pay rate of an employee to maintain salary equity within the system, to prevent undue hardship or unfairness due to the application of any rule or policy, to correct any payroll error or omission including any such action which may have arisen in the prior fiscal year, or to correct any wage inequity.

Section 10.08. - Step Advancement/Performance

- A. The advancement of an employee within a classification shall be based on the employee exhibiting an increased ability, experience or educational level coupled with a history of meritorious service. The employee's supervisor shall evaluate the employee's qualifications and if merited, shall recommend advancement. The General Manager, or designated representative(s), shall have the authority to grant or reject recommended advancements.
- B. Employees who receive an annual performance appraisal with an overall performance rating of Meets Expectations shall be eligible to receive a one (1) step advancement, employees who receive an overall performance rating of Exceeds Expectations shall be eligible to receive a two (2) step advancement, and employees who receive an overall performance rating of Outstanding shall be eligible to receive a three (3) step advancement. In no instance shall the advancement place the employee higher than Step "9" of his/her salary range.
- C. A Meets Expectations or better performance appraisal will not be considered as justification for automatic advancement for employees who pass original or technical probation. Should an employee not be awarded a step advancement upon conclusion of his/her probationary period, he/she shall be eligible for a step advancement upon completion of one (1) year in the position.
- D. Advancements that are delayed because of late filing of recommendations shall be retroactive to the employee's benefit date when approved.
- E. An early step advancement may be granted to employees who have exhibited Outstanding performance. The due date of the next merit increase shall be upon completion of one (1) year from the date of the early step advancement (and paid in accordance with Section 10.08.G).
- F. In addition to any step advancement, Unit members may receive a Performance Award (paid in one lump sum during pay period 22) of up to ten percent (10%) of the employee's base salary. Performance Awards when authorized by the Board of Directors shall be awarded based on performance during the previous fiscal year. All Performance Awards shall be awarded at the sole discretion of the General Manager. This Performance Award will be awarded to only those Unit members who are working for the Agency on the date the performance award is paid. The amount of the Performance Award to employees hired, promoted or reclassified after the beginning of a fiscal year shall be pro-rated based on the number of pay periods remaining in the fiscal year. An employee on an authorized leave of absence, with or without pay, that exceeds thirty (30) continuous calendar days shall have his/her Performance Award pro-rated by the amount of pay

periods actually worked in the fiscal year.

G. Merit adjustments shall become effective as follows:

- 1) If a merit increase is due during the first week of a pay period, the effective date of the merit increase shall be the first day of that pay period.
- 2) If a merit increase is due during the second week of a pay period, the effective date of the performance appraisal/merit increase shall be the first day of the following pay period.

Section 10.09. - Denial of Step Advancement/Performance

- A. An employee who receives an overall rating of Below Expectations or Unacceptable shall be denied his/her step advancement. A written performance appraisal identifying the areas of weakness and what steps/actions the employee needs to take to improve his/her performance shall be provided to and discussed with the employee.
- B. After receiving an overall rating of Below Expectations or Unacceptable, the employee shall have a maximum of two 3-month feedback evaluations to attain an overall rating of Meets Expectations or better.
- C. At the end of the maximum two 3-month feedback evaluations, if the employee's performance is still not at an acceptable level, a formal performance appraisal will be prepared along with a written recommendation to extend the performance appraisal period up to a maximum of an additional six (6) months, or to discipline the employee in accordance with Article 17, as well as the reasons for the recommendation.

Section 10.10. - Authority of General Manager

The General Manager, or designated representative(s), is hereby authorized to employ personnel to fill openings allocated by the Board of Directors within the exempt and non-exempt classifications. Within a classification, the General Manager, or designated representative(s), shall have the authority to practice discretion in assigning the position in which the employee shall be employed. Additionally, he/she is authorized to establish new classifications provided that the total number of authorized positions does not exceed the number of positions authorized by the Board of Directors. The General Manager, or designated representative(s), is further empowered to promote, demote or transfer employees from one position to another and from one classification to another provided there is a vacancy in a classification allocated by the Board of Directors or established by the General Manager.

Section 10.11. - Acting Pay

Any employee performing the duties of a higher job classification, in excess of two (2) complete pay periods, may be designated as acting. An employee who is designated as acting shall receive a two (2) step minimum increase (approximately five percent (5%)) more than his/her hourly rate of pay, or shall be placed on Step "1" of the range established for the acting position, whichever is higher; however, the employee's salary shall not exceed Step "9" of the range established for the acting position at any time. An employee shall receive acting pay until officially released of those duties with the following conditions:

- A. Compensation shall be requested in writing by the employee, outlining the circumstances, and the request is subject to the approval of the General Manager, or designated representative(s).
- B. Compensation shall only be requested if the additional duties are to be undertaken for more than two (2) complete pay periods.
- C. Acting pay will be effective at the beginning of the first pay period following completion of two (2) complete pay periods from the effective date of placement in the higher job classification.
- D. An employee shall receive acting pay for a maximum of twenty-six (26) consecutive pay periods. Under special circumstances, the General Manager, or designated representative(s), may authorize an extension to meet the needs of the Agency.
- E. If the employee is scheduled to receive a merit increase for the position in which he/she normally fills while serving in an acting status, the employee shall receive a corresponding increase in acting pay, not to exceed Step "9" of the acting salary. If the new spread between his/her new normal rate and the acting rate of pay becomes less than approximately five percent (5%) the employees compensation shall be adjusted, not to exceed Step "9" of the acting salary. The employee's merit review date shall not be affected by acting status unless they are appointed to the position in which they were acting. If such, their review date shall be adjusted to coincide with the date they started in the acting position or as provided for in Section 10.11.F.
- F. If an employee who is receiving acting pay is promoted to permanently fill the position in which he/she is acting, the date from which the employee began receiving acting pay shall be credited to the employee's total time worked in the position. Following the promotion, the employee's merit increase will be awarded at the conclusion of the technical probationary period, or upon the completion of working one (1) year in the position (including all time he/she was receiving acting pay). All subsequent merit increases will be awarded upon completion of one (1) year in each step.

Section 10.12. - Official Business Pay Authorization

Any employee of the Agency may be authorized to attend business and other matters of interest to the Agency outside the Agency area and for time periods which exceed the normal work day on the date of attendance. Employees on such assignment, at the Agency's request, must have prior approval for compensation at his/her normal rate of pay for the number of hours they would normally work on the day of attendance.

Section 10.13. - Pay Periods

All employees of the Agency shall be paid biweekly. Payroll shall be distributed every other Friday by 10:00 a.m. If a payday falls on a holiday, the payroll will be distributed on the preceding Thursday. At Thanksgiving, and when Christmas falls on a Thursday, the payroll will be distributed on Friday.

Section 10.14. - Salary Test of FLSA

Exempt employees will not have their pay docked or reduced in any manner that would be inconsistent with the salary test of FLSA.

Section 10.15. - Promotional Compensation

An employee who is promoted from one classification to a higher classification shall receive a minimum salary increase of two (2) steps (approximately five percent (5%) more than his/her current rate of pay, or shall be placed on Step "1" of the range established for his/her new position, whichever is higher; however, the employee's salary shall not exceed Step "9" of the new salary range.

Section 10.16. - Direct Deposit

All employees of the Supervisors Unit shall be compensated only by the use of direct deposit. The only exception shall be when setting up a new employee into the payroll system, for a period not to exceed three (3) pay periods while an employee changes financial institutions, or final (retirement/resignation/termination) payrolls.

Section 10.17. - Shift Differential

Non-exempt employees working between the hours of 2000 and 0500 shall receive a five percent (5.0%) base salary differential, in addition to the employee's normal base salary, for all hours worked between the above stated hours.

Section 10.18. - Timesheets

Each employee shall complete a biweekly timesheet. All timesheets are to be filled out using the Agency's identified time entry system. . Either party may during the term of this MOU reopen this section, to establish new and/or additional timesheet requirements due to changes in payroll processing.

Section 10.19. - Overtime Compensation

- A. A non-exempt employee who is required by the nature of his/her position or by emergency situations to work in excess of forty (40) hours during his/her standard work schedule shall be paid overtime at one and one-half (1½) times the employee's standard rate of pay. Only scheduled vacation and/or holiday time that falls within the employee's regular shift shall count as hours worked when computing overtime. If a holiday falls outside of an employee's regular shift and the employee does not actually work on the day of the holiday, the holiday shall not count as hours worked.
- B. The General Manager, or designated representative(s), is authorized to determine the circumstances where overtime pay is justified in rare and unusual circumstances.
- C. A non-exempt employee who works overtime during the period of time that a shift differential is paid, shall receive the differential when working overtime. For the purpose of such computation, the shift differential shall be added to the employee's standard hourly rate before the hourly rate is multiplied by one and one-half (1½).

Section 10.20. - On-call

- A. Operations Supervisors assigned to Agency facilities shall receive one and one half (1½) hours on-call compensation at his/her current hourly rate of pay for each night he/she is assigned to on-call duty.
- B. On-call shall first be assigned to operators.
- C. In the event that the Operations Supervisor is not available to be on on-call, it is incumbent upon him/her to make prior arrangements with a qualified Operator to serve in such capacity in his/her absence.
- D. If the Operations Supervisor is receiving a full day's pay from sick, vacation, and/or floating holiday, he/she shall not receive on-call compensation.
- E. Operations Supervisors are expected to respond to emergency phone calls twenty-four (24) hours a day, seven (7) days a week at various locations if necessary. Operations Supervisors are not expected to respond to non-emergency communications unless they are assigned to on-call duty.

Section 10.21. - Assignment Stipend Pay

Any operations supervisor designated as or acting as the Chief Plant Operator (CPO) will receive stipend pay in the amount of one hundred dollars (\$100) per pay period.

Section 10.22. - Exempt Employee Flex Time

If an exempt employee is working excessive hours, the supervisor of the employee shall make every attempt to flex hours in consideration of the extra time worked beyond forty (40) hours.

ARTICLE 11 - BENEFITS

Section 11.01. - Medical Benefits/Life Insurance Plans

- A. Health Benefits

The Agency shall contribute the minimum health premium contribution established for contracting agencies by CalPERS or \$133.00, whichever is greater, towards the cost of premiums for health insurance under the CalPERS Public Employees Medical and Hospital Care Act (PEMHCA) for each employee and his/her eligible dependents. The contribution shall be adjusted annually by CalPERS to reflect any changes in the medical care component of the CPI-U and shall be rounded to the nearest dollar by CalPERS. For employees who do not purchase Agency provided health insurance, the PEMHCA minimum or \$133.00, whichever is greater, shall be paid to the employee as ordinary income.

PEMHCA minimum contribution effective 2018 \$133.00

- B. Additional Benefit

The Agency shall make a monthly contribution for each employee as follows,

minus the minimum PEMHCA contribution or \$133.00, whichever is greater.

Employee +1

\$1,182.00 effective July 1, 2018 through December 31, 2018

Employee Family

\$1,450.00 effective July 1, 2018 through December 31, 2018

- 1) Employee Only and Opt-Outs: For employees who purchase employee only health insurance, or who do not purchase Agency provided health insurance, the maximum monthly contribution, effective July 1, 2018 through December 31, 2018 shall be \$898.00 minus the PEMHCA contribution under Section A above. If the cost of the combined premiums for health, dental, vision and life insurance (including dependent coverage) is less than the maximum allotment, the Agency shall pay the difference to employees as ordinary income, provided that the employee is enrolled and maintains membership in a CalPERS health plan for him/herself, or is able to show proof that he/she obtains and maintains health insurance through another source for him/herself. The Agency may require proof of health insurance at any time. While on Unpaid Status, as defined in Section 4.30, the employee shall not receive this allotment.
- 2) Effective January 1, 2018, and on January 1st of every calendar year thereafter, during the duration of this MOU, any increase in the monthly contributions set forth above shall be based on the "blended rate" of the average increase in premiums, if any, of the two health benefit plans with the most Agency subscribers as of August 1 of the prior calendar month. The "blended rate" shall be calculated by averaging the annual percentage increase and/or decrease of the basic premium rates, as determined by CalPERS, of the two health plans with the most Agency subscribers on December 1 of each calendar year during the duration of this MOU. Any increase in the monthly contributions based upon the "blended rate" shall be capped at 6.5% per calendar year. If the "blended rate" percentage decreases, the then-current medical cap will remain unchanged.
- 3) Effective July 1, 2019, the additional benefit for Employee +1 and Employee Family in Section 11.01.B and the monthly contribution for Employee Only and Opt-Out in Section 11.01.B.1 shall increase by twenty-five dollars (\$25).
- 4) Effective July 1, 2020, the additional benefit for Employee +1 and Employee Family in Section 11.01.B and the monthly contribution for Employee Only and Opt-Out in Section 11.01.B.1 shall increase by twenty-five dollars (\$25).
- 5) Should an employee's work hours be reduced by 25% or more of his/her normal working schedule due to a light duty assignment and/or doctor's orders for more than twelve (12) weeks or as provided under FMLA, the employee shall receive the difference between the monthly insurance allotment and the actual cost of his/her health, dental, vision and/or life insurance benefits on a pro-rated basis (i.e., works 75%, receives 75% of the difference between the monthly insurance allotment and the actual insurance costs). The Agency shall continue to pay the PEMHCA contribution from Section A above. Any adjustment shall be made to the

amount of the additional benefit.

- 6) Except as provided for in Section 11.01.B.2, an employee must be in a paid status for a minimum of sixty (60) hours per pay period to receive the difference between the monthly insurance allotment and the actual cost of his/her health, dental, vision and/or life insurance benefits. The Agency shall continue to pay the PEMHCA contribution from Section A above.
- 7) An Agency-paid \$50,000 life insurance policy is provided to each Unit employee.
- 8) Supplemental Life Insurance is available to employees at their expense through the Agency's life insurance carrier.
- 9) Effective June 24, 2001, the Agency will provide Domestic Partnership health insurance coverage as provided through CalPERS and California State law. The extension of health insurance through CalPERS shall not change or modify any other benefit offered by the Agency unless said benefit is specifically authorized by this MOU.

C. Retiree Health Benefits

The Agency shall contribute the minimum contribution established for contracting agencies by CalPERS or \$133.00, whichever is greater, plus administration costs towards the cost of premiums for health insurance under the CalPERS Public Employees Medical and Hospital Care Act (PEMHCA) for each annuitant who retired from the Agency through CalPERS and who enrolls in a CalPERS health plan as a retiree. The contribution shall be adjusted annually by CalPERS to reflect any changes in the medical care component of the CPI-U and shall be rounded to the nearest dollar by CalPERS.

PEMHCA minimum contribution effective 2018	\$133.00
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- 1) Payment for the retiree health insurance benefit of \$133.00 or the minimum PEMHCA contribution, whichever is greater, shall be made directly to CalPERS for the benefit of the retiree each month.
- 2) Only employees who retire after July 4, 2004, shall have the option of purchasing health insurance from CalPERS or a provider of his/her choice without any loss in benefit. If the retiree so chooses to purchase his/her health insurance from a provider other than CalPERS, the retiree will be reimbursed on a monthly basis for his/her benefit via direct deposit to the retiree's (or surviving spouse's) bank account, up to the maximum benefit provided. Retirees are responsible for any taxes that may be due on retiree health benefits.

D. Additional Retiree Longevity Benefits

The Agency shall contribute an additional monthly benefit to each retiree minus the minimum PEMHCA contribution or \$133.00, whichever is greater, according

to the chart below whom simultaneously retires from the Agency through CalPERS and who is a minimum age of fifty-five (55).

Hire Date	Benefit Level	Minimum Years of Agency Service	Benefit
Before Jan. 1, 1992	Employee and/or eligible dependent(s)	20	50% of applicable Kaiser Rate*
After Dec. 31, 1991	Employee only or surviving spouse	12	50% of applicable Kaiser Rate*

*The applicable Kaiser rate is equal to the rate for the region in which the retiree resides, plus administration costs.

The longevity benefit is available to qualifying retirees whether they enroll in a CalPERS medical plan or not. The retiree will be reimbursed on a monthly basis for his/her retiree longevity benefit via direct deposit to the retiree's (or surviving spouse's) bank account, up to the maximum benefit provided. Retirees are responsible for any taxes that may be due on reimbursement of retiree longevity benefits.

Section 11.02. - Retirement Plan

- A. Each probationary and regular employee of the Agency shall participate with the Agency in a retirement plan under the California Public Employees' Retirement System (CalPERS) and subject to such terms and conditions as the Agency, in its sole discretion, may contract with that system.
- B. All PERS member contributions shall be deducted on a pre-tax basis. Said contribution shall not be considered special compensation for the calculation of the employee's retirement benefits.
- C. Employees hired after January 1, 2013, and defined as "new members" under the Public Employees' Pension Reform Act of 2013 ("PEPRA"), Government Code section 7522, *et seq.*, will receive the 2% @ 62 formula and will pay one half (1/2) of their total normal cost rate as determined by CalPERS.
- D. The Agency contracts with CalPERS for the Pre-retirement Optional Settlement 2 Death Benefit (Section 21548). This benefit provides that, upon the death of a member who was eligible to retire, the spouse may receive an allowance equal to the amount the member would have received if the member had retired for service retirement on the date of death and elected option 2W.
- E. The Agency contracts with CalPERS for the One (1) Year Final Compensation Benefit (Section 20042) for all employees hired prior to January 1, 2012. This benefit provides that the final compensation used to calculate a member's retirement allowance is the average full-time monthly pay rate for the highest twelve (12) consecutive months.
- F. The Agency contracts with CalPERS for Military Service Credit Purchases (Section 21024). This benefit allows members to elect to purchase up to four (4) years of service credit for any continuous active military or merchant marine service prior to

employment.

- G. The Agency has adopted Resolution #2009-4-2, which allows employees who make payments by payroll deduction for CalPERS service credit purchases to defer state and federal income taxes in accordance with IRC 414(h)(2).
- H. The Agency contracts with CalPERS for the 2.5% @ 55 Benefit Formula (Section 21354.4) for all employees hired prior to January 1, 2012. Employees in this plan will pay the full 8.0% Employer Paid Member Contribution (EPMC).
- I. The Agency contracts with CalPERS for a second tier pension plan for employees hired on or after January 1, 2012 and prior to January 1, 2013, or who are hired after January 1, 2013, but were previously members in CalPERS or a reciprocal retirement system with less than 6 months gap in service, i.e. "classic members" pursuant to Section 20475 which provides for the 2.0% @ 55 Benefit Formula (Section 21354) with three year final compensation. Employees in this plan will pay the full 7.0% EPMC.

Section 11.03. - Long-Term Disability

All regular employees of the Agency are covered under an Agency paid for long-term disability plan with the following elements:

- A. Sixty (60) day elimination period.
- B. Sixty percent (60%) of the first ten thousand dollars (\$10,000) of monthly salary.
- C. The maximum benefit period is determined by the employee's age when disability begins.

The choice of carrier and other plan elements rests with the Agency. The Agency may elect to self-insure the plan.

Section 11.04. - State Disability Insurance

- A. State Disability Insurance (SDI) - Any employee who becomes disabled due to a non-work-related illness or injury will receive compensation benefits as established by the State Disability Insurance Fund.
- B. Paid Family Leave (PFL) - All California workers who are covered by the State Disability Insurance (SDI) program will also be covered PFL. The PFL program provides a maximum of six (6) weeks of paid family leave benefits for workers who take time off as provided for by State law. Employees who utilize this program are not required to use vacation time prior to receiving benefits. PFL runs concurrently with State and Federal Family Leave.

Section 11.05. - Uniforms

Employees in authorized classifications shall be provided with uniforms. Employees who are provided with a uniform are required to wear the provided uniform during all working hours.

Section 11.06. - Safety Shoes

All members of the Supervisors Unit identified in the Agency's Safety Manual as requiring safety shoes must wear appropriate safety shoes at all times while on duty. Reimbursement for safety shoes shall be processed in accordance with the Safety Shoe policy contained in the Agency's Safety Manual.

Section 11.07. - Mileage Reimbursement

The Agency shall pay all employees mileage reimbursement in the amount established by the Internal Revenue Service. The employee shall submit a check request to receive reimbursement for mileage costs.

Section 11.08. - Professional Memberships

- A. The Agency will reimburse each unit member up to a maximum of five hundred dollars (\$500) per fiscal year for the costs of joining and maintaining memberships in Agency-approved professional organizations related to their work at the Agency.
- B. Professional memberships are only payable after the employee has satisfactorily completed his/her original probationary period. However, the Agency shall retroactively reimburse any Unit member who successfully completes his/her original probation for Professional Memberships paid by the employee during his/her original probationary period.

Section 11.09. - Educational Reimbursement

The Agency shall reimburse each member of the Unit up to five thousand two hundred fifty dollars (\$5250) per fiscal year for the cost of educational expenses that are related to the employee's work at the Agency in accordance with the Educational Reimbursement program as provided for in Policy No. A-39. Unit members will be allowed to register for classes and/or courses prior to Agency approval for reimbursement.

Section 11.10 - Degree Incentive

The Agency shall provide a one-time payment of \$175 to unit employees who successfully earn an Associate's Degree.

The Agency shall provide a one-time payment of \$300 to unit employees who earn a Bachelor's Degree.

The Agency shall provide a one-time payment of \$300 to unit employees who earn a Master's Degree.

Payments are not retroactive and shall apply only to degrees earned during the duration of the MOU.

Eligibility for the payment and verification of degree shall follow the processes set forth in Policy A-70.

Section 11.11. - Certification and Licensing

The Agency agrees to reimburse unit members for certification and licensing expenses in

accordance with Agency Policy No. A-70 (Certification and Licensing).

All Operations Supervisors will receive a one-time incentive of two-thousand dollars (\$2000) upon their receipt of their next level above Grade III of their Wastewater Treatment Certification. Additionally, Operations Supervisors will receive an annual incentive payment of one thousand dollars (\$1000) for a California State Water Resource Control Board Grade V Certification. Payment will be made with sick leave cash-out payments (see Section 13.07.A) in December.

Exempt supervisors will receive an annual incentive payment of seven hundred fifty dollars (\$750) for a California Water Environment Association Grade III Certification, one thousand dollars (\$1000) for a California Water Environment Association Grade IV. The Groundwater Recharge Supervisor will receive an annual incentive payment of one thousand (\$1,000) for a State of California Hydrogeologist Certification. Certification Payments will be made with sick leave cash-outs payments in December (Section 13.07.A).

All SWRCB Grade V certifications will qualify for one thousand dollar (\$1,000) annual incentive. Additionally, all unit employees will be eligible for up to two (2) five hundred dollar (\$500) annual incentives per fiscal year. The certification/license must be commensurate with the employee's current job classification or deemed beneficial to the Agency by the respective Department Manager.

Section 11.12. - Cellular Telephone Usage

In order to be available for emergency responses, Supervisors' Unit employees may receive an Agency provided cellular telephone in accordance with Agency Policy A-73.

Section 11.13. - 401 Governmental Money Purchase Plan & Trust (401a Plan)

Upon separation from service, all Supervisors' Unit employees who participate in the Agency's 401 Governmental Money Purchase Plan & Trust (401a Plan) shall contribute one hundred percent (100%) of paid leave accruals to the 401a Plan up to the annual contribution limit in effect at the time of separation.

Section 11.14 - Wellness Reimbursement

Unit members shall be entitled to a wellness reimbursement of up to five hundred dollars (\$500) per fiscal year. The reimbursement shall be subject to the limitations and terms set forth in Agency Policy A-78.

Section 11.15 - Deferred Compensation

- A. Unit members may borrow against their qualifying 457 plans, if allowed by the plan, subject to the terms and conditions of the deferred compensation plan.
- B. Effective July 1, 2018, The Agency will contribute twenty-five dollars (\$25) per pay period as a matching contribution to a single 457(b) account of each employee who has made an elective deferral of twenty-five dollars (\$25) or more to the plan for that pay period.

ARTICLE 12 - PERFORMANCE APPRAISALS

Section 12.01. - General

The procedures for performance appraisals are set forth as follows:

- A. Each employee will be reviewed by his/her supervisor. This review will be made on a standard Agency performance appraisal form. The purpose of this appraisal is to cause a periodic dialogue between the supervisor and the employee. The supervisor shall take this opportunity to discuss the employee's performance. At this time, the employee may have the opportunity to converse with the supervisor without cause for jeopardy to the employee's position.
- B. The performance appraisal shall become part of each employee's official personnel file.
- C. All Unit members shall have a performance appraisal review at least once a year on September 15, for the previous July 1 to June 30 appraisal review period. In the event an employee receives a Below Expectations or Unacceptable rating he/she will receive a follow-up review in ninety (90) days unless otherwise stipulated (see Section 12.01.F).
- D. The due date for a performance appraisal and/or a merit increase shall be extended by the number of days the employee is actually out on an authorized leave of absence, with or without pay, that exceeds thirty (30) continuous calendar days (i.e., the employee is off for thirty-one (31) calendar days, the date of the appraisal/merit date is advanced thirty-one (31) calendar days. If the employee is off thirty (30) calendar days or less, no adjustment is made.
- E. In cases where no performance appraisal is filed, the employee should contact the Manager of Human Resources.
- F. All employees who receive an overall appraisal rating of Below Expectations or Unacceptable shall be reviewed ninety (90) days after the Below Expectations or Unacceptable appraisal was received by the employee.

Section 12.02. - Duty of Departments

It is the duty of the Supervisor to evaluate the work accomplishments and conduct of employees, to inform employees of their appraisals in writing, and to provide positive assistance to employees in improving work effectiveness.

Section 12.03. - Employee's Responsibility

It is the responsibility of the employee to meet standards established for work accomplishment and conduct, and to strive to improve work effectiveness.

Section 12.04. - Grievance of Performance Appraisal

Any dispute arising out of the content of a performance appraisal may be processed in accordance with the Grievance Procedure up through the General Manager, Step 4.

Section 12.05. - Demotions

- A. If, in the opinion of an employee's supervisor, the employee is unable to perform

duties and responsibilities which are within the requirements of his/her position, the supervisor may recommend a demotion without following the progressive discipline steps. The General Manager, or designated representative(s), shall have the authority to act on such recommendations and accept or reject such a demotion at his/her sole discretion in the best interest of the Agency.

- B. If an employee's classification or position is to be eliminated, in accordance with the Agency's classification plan, the employee may be offered a demotion to a lower classification or position for which the employee possesses the minimum qualifications.
- C. If an employee who is to be demoted has achieved regular status in his/her present position, such status shall be maintained after demotion. However, when demoted the regular employee's salary shall be adjusted to the salary range of his/her new position, representing a two (2) step salary reduction or Step 9, whichever is lower.
- D. Any demotion to prevent layoff may be reversed when the employee's previous position is reopened. In the case of preventing a layoff, the employee being demoted will accept the pay rate of the new position.
- E. An employee who is to be demoted shall be given at least two (2) weeks written notice prior to demotion and shall be advised of his/her Skelly Rights.

ARTICLE 13 - LEAVES OF ABSENCE

Section 13.01. - Pre-approved Leaves of Absence

Pre-approved leaves of absence are leaves granted by the General Manager, or designated representative(s), in writing, before the absence, for any purpose, including but not limited to pregnancy, sickness, accident or other casualty, at the convenience of the Agency, provided that the employee returns to work before or at the expiration of such leave of absence or any extension thereof. Special cases will be at the discretion of the General Manager, or designated representative(s). The Agency in granting leaves of absence shall treat alike all participants in similar circumstances.

Section 13.02. - Leave of Absence With Pay

- A. Any supervisor may authorize leave to any employee within the supervisor's department. This includes granting vacation, sick, court leave, bereavement or floating holiday within the terms of this MOU except unpaid leaves of absence.
- B. The authority for granting of all other leaves with pay and non-routine leaves with pay is at the sole discretion of the General Manager, or designated representative(s).

Section 13.03. - Leave of Absence Without Pay

- A. The General Manager, or designated representative(s), shall have the authority to grant leaves of absence without pay. No employee shall be eligible for a leave of absence without pay until the employee has two (2) or more years of continuous regular employment, except in cases where the law provides otherwise or as determined by the General Manager. In special cases, the General Manager, or

designated representative(s), may waive the two (2) year employment requirement if in the best interest of the Agency.

- B. Unless otherwise provided by law, an employee shall not be eligible for a leave of absence without pay until all of the employee's accrued leave time with pay has been used, and he/she has obtained the prior approval of the General Manager, or designated representative(s).
- C. An employee on inactive status may request, in writing, to continue participation in the Agency's insurance plans, at the employee's own expense for a defined period of time; i.e. until return to work on "active" status, or until a terminating event; i.e. permanent and stationary disability.
- D. An employee granted leave must return to work not later than the start of the first working day following the end of the leave.
- E. During the period of a leave of absence without pay, the employee shall not accept any other employment except with express written permission of the General Manager, or designated representative(s).

Section 13.04. - Holidays

Subject to the conditions specified in this Section, the Agency designates the holidays specified as follows:

<u>Holiday</u>	<u>Date</u>	<u>Duration</u>
New Year's Day	January 1st	1 day
Presidents' Day	3rd Monday in Feb.	1 day
Memorial Day	Last Monday in May	1 day
Independence Day	July 4th	1 day
Labor Day	1st Monday in Sept.	1 day
Thanksgiving Day & Day After	4th Thursday & Friday in November	2 days
Christmas Day & Day After	December 25th & December 26th	2 days
Floating Holiday	Employee's Choice	8 days

- A. All employees will be granted leave with pay for all holidays recognized by the Agency, with the exception of the following:
 - 1) Appointees whose first day of work would have fallen on the holiday.
 - 2) A non-exempt employee scheduled for a normal shift at Agency facilities on a holiday as defined above (with the exception of floating holiday) shall be paid a holiday premium of one and one-half (1½) times his/her hourly rate of pay for all hours actually worked, in addition to his/her holiday pay. If the day of the observed holiday is different from the day of the actual holiday, only those employees working on the day of the actual holiday shall be entitled to this premium pay. Employees shall be paid this premium pay for hours worked beginning at 12:00 a.m. and ending at 11:59 p.m. on the day of the actual holiday. This premium pay shall be paid to employees for a maximum of one shift, unless an employee is requested to work overtime by his/her supervisor.

- B. A non-exempt employee must work the entire scheduled work day before and after the holiday or be in approved pay status the entire scheduled day before and after the holiday (i.e., vacation) in order to receive pay for holiday leave. Unscheduled absences and sick leave shall not count as time worked on the day before and after the holiday unless medical certification is provided by a qualified medical examiner. In the event that the day before or after the holiday is the employee's regular flex day, the unscheduled absences and sick leave taken on the day before or after the flex day shall not count as time worked on the day before and after the holiday (e.g., The July 4th holiday is Thursday and the employee's flex day is Friday, the employee must be in an approved paid status on Wednesday and Monday to receive the holiday pay).

If an exempt employee is sick the day before or after a holiday and is unable to provide verification of such illness from a qualified medical examiner, the employee shall be required to utilize vacation leave for the time missed.

- C. An employee whose regularly scheduled day off falls on an Agency recognized holiday who does not work due to the holiday, shall receive compensation or an increase in his/her vacation accrual, at the employee's option, equal to the number of hours of the employee's working day (e.g., Employee's flex day off is Friday and he/she works 8 hours on the other Friday of the same pay period, he/she will accrue an extra 8 hours of vacation time or holiday pay).
- D. For the purposes of holiday compensation, a day shall equal the number of hours that the employee normally would have worked other than for the holiday.
- E. Floating holidays will be credited to each employee on July 1. Floating holidays cannot be used during the Original Probationary period or during the first six (6) months of employment in the event of a one (1) year original probation and must be used by June 30 of the following year. Any remaining time will be forfeited. Prior approval to take floating holidays must be obtained from the employee's manager/supervisor. In cases where an employee must forfeit his/her floating holiday at the request of the Agency, the employee shall be compensated for his/her unused portion at his/her current rate of pay at the end of the pay period corresponding with the last pay date in June. The amount of floating holidays credited to employees hired or promoted after the pay period corresponding with the first pay date in July of each year shall be pro-rated based on the number of pay periods remaining in the fiscal year. Every effort will be made to allow those Supervisor Unit employees desiring Veteran's Day off the use of one floating holiday on Veteran's Day (November 11). Once an employee has tendered his/her resignation, he/she may not be permitted to utilize floating holidays. If he/she gives the Agency 30+ days advance notice of separation, he/she may be permitted to utilize. Unused floating holiday's time shall not be paid out upon separation from employment.

Section 13.05. - Vacation Leave

All employees shall accrue vacation leave time, but may not use the accrued leave during the same pay period in which said leave is accrued. All original probationary employees shall accrue vacation leave but will not be able to use the accrued leave until completion of the original probationary period or completion of the first six (6) months of employment in the event of a one (1) year original probation. In case of a family emergency, an employee on original probation shall

be permitted to utilize accrued vacation leave. Vacation leave is computed and administered as follows:

A. All employees shall be entitled to accrue vacation leave with pay as follows:

<u>Duration of Continuous Regular Employment</u>	<u>Hours Accrued per Pay Period</u>
During 1st through 60th month	3.077
During 61st through 72nd month	3.692
During 73rd through 84th month	4.308
During 85th through 108th month	4.923
During 109th month through 180 th month	6.154
During 181 st month through 239 th month	6.769
During 240th month and thereafter	7.692

B. The maximum accrual of vacation leave time that may be accumulated without approval by the General Manager shall be as follows:

- 1) During the 1st through the 60th month of employment (vacation accrual = 80 hours per year), the maximum amount of vacation that may be accumulated shall be 200 hours.
- 2) During the 61st through the 72nd month of employment (vacation accrual = 96 hours per year), the maximum amount of vacation that may be accumulated shall be 288 hours.
- 3) During the 73rd through the 84th month of employment (vacation accrual = 112 hours per year), the maximum amount of vacation that may be accumulated shall be 336 hours.
- 4) During the 85th through the 108th month of employment (vacation accrual = 128 hours per year), the maximum amount of vacation that may be accumulated shall be 384 hours.
- 5) During the 109th month and through the 180th month of employment (vacation accrual = 160 hours per year), the maximum amount of vacation that may be accumulated shall be 480 hours.
- 6) During the 181th month and through the 239th month of employment (vacation accrual = 176 hours per year), the maximum amount of vacation that may be accumulated shall be 480 hours.
- 7) During the 240th month and thereafter of employment (vacation accrual = 200 hours per year), the maximum amount of vacation that may be accumulated shall be 500 hours.

C. The maximum length of a continuous vacation leave, which is not interrupted by working on the Agency's behalf, shall be equal to twenty (20) working days.

D. Vacation leave periods which exceed the limits specified in Paragraph C above must be approved in writing by the General Manager, or designated representative(s), and in the best interest of the Agency.

- E. Vacation leave shall be limited to those days already earned by the last day of the vacation period. No advance of vacation leave shall be permitted, without the expressed written consent of the General Manager, or designated representative(s).
- F. Holidays that occur during an employee's vacation period shall not be considered as a vacation day.
- G. In cases where an employee forfeits vacation leave time at the request of the Agency, upon approval of the General Manager, said employee shall be compensated for forfeited vacation leave time at the employee's current rate of pay. It is the employee's responsibility to schedule vacation time well in advance to avoid forfeiting his/her vacation or to avoid any conflicts.
- H. Employees who are on vacation leave shall be compensated at their current rate of pay.
- I. Vacation leave shall be pre-approved by the employee's supervisor. The employee's wishes shall be considered in evaluating leave requests; however, the Agency's needs shall take precedence.
- J. Regular and probationary employees who leave Agency employment shall be compensated for all vacation leave time accrued but not yet taken to the maximum of the vacation leave the employee is entitled to accrue. Compensation shall be at the employee's rate of pay at the time of separation.
- K. An employee who is on unpaid status as defined in Section 4.30 shall not accrue vacation leave.
- L. Should an employee become ill or injured while on vacation leave, the employee shall be entitled to use sick leave upon approval of the employee's supervisor. The Agency reserves the right to investigate any illness or injury or require verification of any illness or injury for which an employee is claiming sick leave benefits.
- M. An employee must be in a paid status for a minimum of sixty (60) hours per pay period to receive the vacation accrual rates outlined in Section 13.05.A. Vacation accrual rates will be reduced for an employee who is not in a paid status for a minimum of sixty (60) hours per pay period using the following formula:

$$\text{Accrual rate} \div 80 \text{ hrs/pay period} = \text{adjusted accrual rate}$$

$$\text{Adjusted accrual rate} \times \text{hrs paid} = \text{reduced accrual amount}$$

For example: An employee in his/her 30th month of employment, who is receiving pay for 43 hours in a pay period, shall accrue vacation at the following rate:

$$3.077 \div 80 \text{ hrs/pay period} = 0.0385$$

$$0.0385 \times 43 \text{ hours} = 1.6555$$

In this example, the employee would accrue 1.655 hours of vacation, rather than

the regular amount of 3.077, for this pay period.

- N. **Vacation Leave Cash Out.** During March of each year or as approved by the General Manager, an employee may, at his/her option, request to convert up to a maximum of seventy percent (70%) of his/her respective annual vacation leave accrual to receive a cash payment at their current rate of pay provided he/she has used at least thirty percent (30%) of his/her respective annual vacation leave accrual during the previous twenty-six (26) pay periods.

Hours Accrued per Pay Period	Hours Accrued per Year	Minimum Hours Used (30%)	Maximum Hours Cash-Out (70%)
3.077	80	24	56
3.692	96	29	67
4.308	112	34	78
4.923	128	38	90
6.154	160	48	112
6.769	176	53	123
7.692	200	60	140

- 1) It is the employee's responsibility to track his/her own accruals and make a written request for said conversion by the conclusion of the last pay period in March or as approved by the General Manager. A payroll stuffer will be sent out to all employees during the last pay period in February or as approved by the General Manager reminding employees of this option.
- 2) Payment shall be made to qualified employees in April and/or in September or as approved by the General Manager.
- 3) Qualification for vacation leave cash out and payment shall be based on:

Year	Accrual Rate as of:	Usage Timeframe	Cash-Out Pay Date
2019	February 9, 2019	2/11/18 - 2/9/19	April 12, and/or September 13, 2019
2020	February 8, 2020	2/10/19 - 2/8/20	April 10, and/or September 11, 2020
2021	February 20, 2021	2/9/20 - 2/20/21	April 9, and/or September 10, 2021

or as approved by the General Manager.

- 4) Cashing out of vacation leave accrual shall only be available to employees who have completed thirty-six (36) months of service with the Agency as of the end of the pay period corresponding with the last pay date in February.

Section 13.06. - Sick Leave

All regular employees shall accrue sick leave time, but may not use the accrued leave during the same pay period in which said leave is accrued. All original probationary employees shall accrue sick leave time; however, such employees will not be able to use the accrued leave until completion of the original probationary period or the first six (6) months in the event of a one (1) year original probation, except in emergency situations when approved in writing by the General Manager, or designated representative(s). Should an employee fail to complete the original probationary period, any advance of sick leave shall be deducted from the employee's final pay.

Paid sick leave is a privilege the Agency grants to employees to allow the continuation of pay and fringe benefits in case of personal (or family) illness and, as such, its usage should not be abused. Maintaining good attendance is a condition of employment and an essential function of your job. To minimize hardships that may result from illness or injury, the Agency provides paid sick time benefits in case of personal (or immediate family) illness/injury. However, periodic sick leave taken on a repeated basis may be viewed as abuse of the system. It is your responsibility to establish legitimate illness or injury to receive sick leave pay. This leave time is computed as follows:

- A. All regular and probationary employees shall accrue sick leave time at the rate of 3.692 hours per pay period or equivalent to ninety-six (96) hours per anniversary year.
- B. Regular employees shall be permitted to expend accrued sick leave time for the following reasons:
 - 1) Employee is suffering illness or injury.
 - 2) Employee is placed on quarantine due to exposure to contagious disease.
 - 3) Employee requires medical treatment or examination including, but not limited to, health, dental, or vision.
 - 4) Death in the employee's immediate family. Up to ten (10) working days of sick leave may be used for bereavement purposes
 - 5) Illness or injury in the employee's immediate family.
 - 6) Special cases require approval of the General Manager, or designated representative(s).
- C. An employee who is ill or injured may be required to take sick leave if, in the opinion of the employee's supervisor, the employee or co-workers are being exposed to the hazard of illness or injury.
- D. Any employee who needs to take advantage of sick leave benefits shall notify his/her supervisor prior to or at the start of the employee's work shift on each day (unless he/she has submitted a physician's off work order, or made prior arrangements with his/her immediate supervisor) when such benefits are desired. Failure to comply with this requirement may result in loss of benefits for the work shift in which proper notification was not provided.

- E. No employee is entitled to receive sick leave or benefits from the Agency for any condition arising from or due to employment or business dealings, other than Agency employment, that is undertaken for monetary gain or other consideration.
- F. The Agency reserves the right to investigate any illness or injury or require verification of any illness or injury for which an employee is claiming sick leave benefits including requiring verification by the employee's attending physician, dentist or other involved medical practitioner. Any sick leave periods for illness or injury which are three (3) or more days in duration may be verified by the employee's physician, dentist or other involved medical practitioner. If reasonable cause exists, the Agency may require verification from the employee's medical practitioner for absences of less than three (3) days.
- G. All regular and probationary employees may accrue sick leave to an unspecified maximum amount and all accumulated accruals may be carried from one anniversary year to the next.
- H. An employee who is recognized under the terms of this section as ill or injured shall use all accrued sick leave and vacation leave to receive compensation for the time that such illness or injury requires the employee to be absent from work (also see Section 13.03.B).

The total amount of compensation that will be paid by the Agency is limited to the value of the sum of the employee's accrued sick leave and vacation leave.

- I. Sick leave benefits shall be limited to the accumulated sick leave the employee has accrued by the end of the employee's sick leave period. No sick leave benefit will be paid in advance.
- J. Employees who resign or are laid off from Agency employment after being employed by the Agency for five (5) or more years of continuous regular employment, shall be compensated for accumulated, unused sick leave as follows:

<u>COMPLETED YEARS OF CONTINUOUS SERVICE</u>	<u>MAXIMUM REIMBURSABLE HOURS ACCRUABLE</u>	<u>PERCENT PAYABLE</u>
5	320	25%
6	360	25%
7	400	35%
8	440	35%
9	480	35%
10	544	50%
11	608	50%
12	672	50%
13 & 14	736	50%
15 through 19	800	50%
20 and thereafter	850	100%

Employees who are terminated from the Agency for cause, or who resign or retire in lieu of termination, shall not receive this benefit.

- K. When an employee has been continuously employed by the Agency for a minimum of five (5) years, has reached age 55, and retires from the Agency and

the California Public Employees' Retirement System (CalPERS), the employee shall be compensated for accumulated, unused sick leave based on the years of service as indicated below:

<u>COMPLETED YEARS OF CONTINUOUS SERVICE</u>	<u>MAXIMUM REIMBURSABLE HOURS ACCRUABLE</u>	<u>PERCENT PAYABLE</u>
5	320	50%
6	360	50%
7	400	50%
8	440	50%
9	480	75%
10	544	100%
11	608	100%
12	672	100%
13 & 14	736	100%
15 through 19	770	100%
20 and thereafter	850	100%

L. An employee who is on unpaid status as defined in Section 4.30 shall not accrue sick leave.

M. An employee must be in a paid status for a minimum of sixty (60) hours per pay period to accrue sick leave at the rate of 3.692 hours per pay period. The sick leave accrual rate will be reduced for an employee who is not in a paid status for a minimum of sixty (60) hours per pay period using the following formula:

$$3.692 \div 80 \text{ hrs/pay period} = 0.0462$$

$$0.0462 \times \text{hrs paid} = \text{reduced accrual amount}$$

For example: An employee who is receiving pay for 43 hours in a pay period, shall accrue sick leave at the following rate:

$$0.0462 \times 43 \text{ hours} = 1.9866$$

In this example, the employee would accrue 1.986 hours of sick leave, rather than the regular amount of 3.692, for this pay period.

N. Employees shall be entitled to use up to 80 hours of accrued sick leave during any rolling 12-month period for absences that qualify for "bonding" leave under the Family Medical Leave Act and/or California Family Rights Act. Only employees eligible for "bonding" leave under these laws may utilize up to 80 hours of sick leave for such absences.

O. Compensation during an Absence from Work: The purpose of Agency Policy A-16 is to establish the procedures for use of sick leave, receipt of monetary compensation during an absence from work due to an illness or injury, and the receipt of leave donated or surrendered to the Agency leave sharing bank. This policy also establishes how employees who are ill or injured can supplement the monetary benefits received from the Agency's Workers' Compensation Program, the State Disability Insurance Fund/Paid Family Leave, and/or the Agency's Long-Term Disability Program.

Section 13.07. - Sick Leave Buy Back

Each November, an employee may, at his/her option, convert up to a maximum of ninety-six (96) hours of accrued sick leave to receive up to a maximum of seventy-two (72) hours cash at his/her current rate of pay; provided that at least four hundred eighty (480) hours of accrued sick leave remains on the books after the cash out. For each hour cashed out, sick leave accruals shall be reduced by 1 1/3 hours.

Year	Accrued Hours as of:	Request for Buy Back Deadline	Buy Back Pay Date
2018	October 20, 2018	November 17, 2018	December 7, 2018
2019	October 19, 2019	November 16, 2019	December 6, 2019
2020	October 17, 2020	November 14, 2020	December 4, 2020

- A. To receive payment for the buyback of sick leave the individual must be a current employee on the day actual payment is made.

Section 13.08. - Bereavement Leave

- A. In the event of a death in the employee's immediate family (see Section 4.10.A), the employee shall be granted up to five (5) work days paid bereavement leave.
- B. In the event of a death in the employee's extended family (see Section 4.10.B), the employee shall be granted up to three (3) work days of paid bereavement leave to attend funeral or related services.
- C. Agency employees may also be excused by immediate supervisors to attend the funeral of a deceased Agency employee who was an active employee at the time of death, without loss of pay.
- D. Vacation time can be used to attend the funeral of a person not included in the definition of immediate/extended family (see Section 4.10) or a former Agency employee.
- E. All authorized bereavement leave shall be charged against the Agency's bereavement bank.

Section 13.09. - Industrial Injury Leave

Any employee who is injured within the scope of employment with the Agency will receive workers' compensation benefits as provided for under the California Labor Code.

Section 13.10. - Jury and Court Leave

- A. Jury Leave - Any employee of the Agency who is called or required to serve as a trial juror, witness, or who is a victim of a crime or domestic violence will be excused from work during the period of such service or while present in court as a result of such a call. Any employee on such a call will continue to receive normal

salary for a maximum of one hundred (100) work hours in any one calendar year or as required pursuant to FLSA, provided any and all consideration (except mileage) received for such service is relinquished to the Agency. If the employee receives pay from the court for time served on a day that would have been a scheduled day off for the employee, he/she may retain any compensation paid by the court for that day. Under special circumstances, the General Manager, or designated representative(s), may authorize additional paid time if said time will not interfere or become a burden to Agency activities. Upon return from court duty, the employee shall present a certificate of service to his/her supervisor. If the employee is excused by the court prior to 2:00 p.m., the employee shall be required to return to work.

The employee shall provide a minimum of ten (10) working days' notice prior to the date he/she is summoned to serve as a trial juror or witness to his/her supervisor in order for the supervisor to make arrangements to cover his/her normal shift.

- B. Court Leave – Pursuant to Government Code Section 1230.1, an employee who is subpoenaed to appear in court as a witness, shall be allowed to do so without loss of compensation unless the employee is appearing as a party or an expert witness.

Section 13.11. - Military Leave

- A. Military leave is a temporary leave of absence for ordered military training or for active military duty in the Armed Forces of the United States or its Allies or of the National Guard or the Naval Militia, during a proclamation of war or national emergency by the President of the United States or congress, an order or request of the United Nations that the Armed Forces of the United States serve outside of the United States or their territories, or any national conscription act in effect.
- B. The Agency shall comply with all federal and state laws relative to military leaves.

Section 13.12. - Pregnancy, Childbirth & Other Related Medical Conditions Leave

The Agency shall comply with all federal and state laws relative to pregnancy disability leave.

Any employee who plans to take a leave of absence pursuant to this section shall give the Agency reasonable notice of the date such leave shall commence and the estimated duration of such leave.

If the employee requests a temporary transfer to a less strenuous or hazardous position for the duration of the pregnancy, with the written advice of her treating physician, the Agency will grant the request where such transfer can be reasonably accommodated.

Section 13.13. - Longevity Leave

Employees shall receive the following paid leave hours on the employees' designated anniversary dates:

Year of Service	Hours of Leave
10	20
15	29
20	38
25	47
30	47
35	47
40	52
45	57
50	62

Longevity leave shall apply only to the employment year indicated and shall not carry over to intermediate years.

Section 13.14. - Leave of Absence to Vote

Employees who are registered voters may claim necessary time off to vote at elections as follows:

If an employee does not have sufficient time outside of working hours to vote at an election, the employee may, without loss of pay, take off enough working time which, when added to the voting time available outside of working hours, will enable the employee to vote.

No more than two (2) hours of the time taken off for voting shall be without loss of pay. The time off for voting shall be only at the beginning or end of the regular working shift, whichever allows the most free time for voting and the least time off from the regular working shift, unless otherwise mutually agreed.

If the employee on the third working day prior to the day of election, knows or has reason to believe that time off will be necessary to be able to vote on election day, the employee shall give the Agency at least two (2) working days' notice that time off for voting is desired, in accordance with the provisions of this section.

Section 13.15. - Payment of Accrued Leave

Upon the death of an active employee, all wages earned in addition to all accrued vacation leave and/or sick leave shall be paid in accordance with the guidelines set forth in this MOU which apply to other types of employment separation. Such benefits shall be payable to the employee's beneficiary if designated, or if not, the employee's survivor(s) as follows:

- A. Spouse; or, if none,
- B. Child(ren); or, if none,
- C. Employee's estate.

ARTICLE 14 - SEPARATION FROM SERVICE

Section 14.01. - Discharge During Probationary Period

An employee who is within the original probationary period may be discharged at any time without cause by the General Manager, or designated representative(s). The employee shall be compensated for accrued vacation leave as defined in Section 13.05.J of this MOU.

Section 14.02. - Layoff

- A. Any regular employee of the Agency may be laid off at any time as the result of a changed work load within the Agency. Any layoff which may occur for any reason will be based on ability and seniority at the discretion of the General Manager, or designated representative(s), and in the best interest of the Agency. Employees being laid-off shall receive four weeks (20 working days) notice and shall receive two (2) days of severance pay for every complete year of service for the Agency, up to a maximum of four (4) weeks. Severance pay shall be paid at the employee's current rate of pay.
- 1) The Agency will meet and confer to consider the impact of any proposed layoffs.
 - 2) If layoffs are put into place, they will be affected by reverse seniority order (last hired, first laid off).
 - 3) Seniority is defined as time since the original hire date with the Agency.
 - 4) If a more senior employee is targeted for layoff, he/she may bump a less senior employee so long as he/she is qualified for the position being bumped to.
 - 5) If an employee is separated from the Agency because of layoff, he/she shall have first rights of rehire for a period of 365 calendar days to any position for which he/she is qualified. If the employee fails to respond within fourteen (14) calendar days to a certified notice of rehire, he/she shall be deemed to have waived this right of rehire.

Section 14.03. - Resignation

An employee who wishes to leave the Agency's employment in good standing should file a written resignation with his/her supervisor at least two (2) weeks prior to the date of resignation. Once an employee has tendered his/her resignation, he/she shall not be eligible to utilize bereavement, floating holiday, longevity, or sick leave during the last two (2) weeks of employment. Resignations may be withdrawn by the employee up to two (2) business days after they are first submitted. After the two (2) business day period, a resignation may not be rescinded by the employee without the approval of the General Manager. Should an employee who rescinds his/her resignation later resign, he/she shall not be permitted to withdraw future resignations.

ARTICLE 15 - EMPLOYEE CONDUCT

Section 15.01. - Peaceful Performance of Duties

Members of the Unit may only participate in labor actions as provided for under State and/or Federal law or as provided for by a court of competent jurisdiction.

Section 15.02. - Recognition of Boycotts

While on duty no employee shall support, instigate, or honor any boycott impressed on any company, agency, individual or employer, which the Agency normally deals with or provides services to.

Section 15.03. - Outside Employment

Full-time Agency employees may not carry on concurrently with their public service any private business or undertaking, attention to which affects the time or quality of their work or which casts discredit upon or creates embarrassment for the Agency. Outside employment must be authorized in writing by the supervisor and the General Manager, or designated representative(s).

Section 15.04. - Personal Conduct

Employees are required at all times to conduct themselves in such a manner as to reflect no discredit upon Inland Empire Utilities Agency.

Section 15.05. - Financial Affairs

Employees shall be required to conduct their personal financial affairs in such a manner that creditors and collectors will not have to make use of the Agency offices or employee times for the purpose of collecting legal debts.

Section 15.06. - Employees Acting as Agents of the Agency

Any employee who is required by the duties assigned to his/her position to act as an agent of the Agency shall not be empowered or authorized to bind the Agency to any expressed or implied contract. Any contract or offers that an agent of the Agency negotiates with a third party shall be subject to ratification by the Agency prior to acceptance. Any commitments made by an agent of the Agency shall be approved by the Agency prior to being consummated.

ARTICLE 16 - GRIEVANCE PROCEDURE

Section 16.01. - General

- A. A grievance is an alleged violation, misinterpretation, inequitable application or noncompliance of Agency ordinances, resolutions, policies, and/or provisions of the MOU of a non-disciplinary nature. Refer to Article 17, Disciplinary Actions and Appeals Procedures, for disciplinary appeals.
- B. No punitive action will be assessed against an employee for utilizing the grievance procedure.
- C. An employee may select another person as his/her representative to assist the employee in processing a grievance at any step in the grievance procedure.
- D. In a hearing or meeting called to resolve a grievance, up to one (1) employee, in addition to the employee instituting the grievance, may be excused from work, with the exception of those called as witnesses, when both parties agree they are necessary to determine certain facts. In all instances, the supervisor, and/or Department Manager of the employee who has filed a grievance may be present.

Names of Agency employees requesting pay for attendance to a hearing or meeting should be given to the Manager of Human Resources three (3) working days prior to the hearing/meeting.

- E. A grievance is expected to be prepared on the employee's own time. However, the Agency recognizes that some tasks can only be accomplished during working hours. In recognition of this need, an employee may use up to two (2) hours (per grievance) to prepare his/her grievance.
- F. Organizational channels shall be utilized at all times during the grievance process.
- G. No individual member of the Board of Directors may be approached by the employee, or his/her representative, at any time regarding a grievance.
- G. The failure to process a grievance within the time limits set forth in this Article shall cause the grievance to be deemed settled in accordance with the Agency's last reply.
- H. Any limit may be extended upon the mutual agreement of both parties.
- I. An employee shall initially attempt settlement of a grievance at the employee-supervisor level.
- J. All grievances shall be treated as confidential by all parties, and no publicity will be given until the final resolution of the grievance.

Section 16.02. - Grievance Initiation

Within twenty (20) workdays after the employee knows or should have known of a grievance, the employee shall commence the grievance procedure specified herein. Failure to commence the grievance procedure within the twenty (20) day period shall be deemed a waiver by the employee of his/her right to grieve the matter.

Section 16.03. - Grievance Steps

- A. Grievances involving salaries, promotions, and performance appraisals may be processed up through Step 4 of this procedure.
- B. The following procedures outlined herein constitute the steps necessary to address an employee's grievance:

INFORMAL GRIEVANCE PROCEDURE

Step 1 The employee having a grievance shall personally discuss the grievance with his/her immediate supervisor. Within three (3) workdays, the immediate supervisor shall orally give a decision to the employee.

If the employee believes that the grievance has not satisfactorily been resolved, the employee may proceed to Step 2 within ten (10) workdays after receiving the oral decision of his/her immediate supervisor.

FORMAL GRIEVANCE PROCEDURES

Step 2 The employee shall submit a written statement to his/her Department Manager outlining the grievance, specifying the ordinance, resolution, policy and/or provision of the MOU claimed to be violated, the date of the event, the names of individuals involved, the corrective action requested, and any other pertinent data that may be necessary to fully understand and resolve the grievance.

If the employee's grievance relates to the contents of his/her performance appraisal, the employee shall submit a written rebuttal outlining the Section(s) of the appraisal with which he/she disagrees, and the reason(s) for the disagreement. The employee shall submit the rebuttal along with the original performance appraisal form to his/her Department Manager within ten (10) working days after receiving the oral decision of his/her immediate supervisor.

The scope of the employee's grievance appeal is limited to the written statement or rebuttal.

Within ten (10) working days after receipt of the written statement or rebuttal, the Department Manager shall meet with the employee to discuss the grievance. The Department Manager shall render a written decision to the employee within ten (10) workdays after discussion with the employee.

If the employee believes that his/her grievance has not satisfactorily been resolved, the employee may proceed to Step 3 within ten (10) workdays after receiving the written decision from the Department Manager.

Step 3 The employee shall submit a written statement to his/her Executive Manager within ten (10) workdays after receipt of a written decision of the Department Manager containing at a minimum the information required in Step 2 above. Receipt shall mean the date the notice was postmarked, delivered to a courier service or was hand-delivered to the employee, depending on the method of delivery. Within ten (10) workdays after receipt of the written statement of the employee, the Executive Manager shall meet with the employee to discuss the grievance. The Executive Manager shall render a written decision to the employee, within ten (10) workdays after discussion with the employee.

If the employee believes that the grievance has not been satisfactorily resolved, the employee may proceed to Step 4 within ten (10) workdays after receiving the written decision of the Executive Manager.

Step 4 The employee shall submit a written statement to the General Manager within ten (10) workdays after receipt of a written decision of the Executive Manager requesting a meeting with the General Manager and explaining the basis of the request and the corrective action requested. Receipt shall mean the date the notice was postmarked, delivered to a courier service or was hand-delivered to the employee, depending on the method of delivery. Within ten (10) workdays after receipt of the written statement of the employee, the General Manager shall meet with the employee to discuss the grievance. The General Manager shall render a written decision to the employee, within ten (10) workdays after discussion with the employee.

If the employee believes that the grievance has not been satisfactorily resolved, the employee may proceed to Step 5 within ten (10) workdays after receiving the written decision of the General Manager, except as provided for in Section 16.03.A.

Step 5 The employee shall file a written request within ten (10) working days of receipt of

the Notice of Decision from the General Manager with the Board Secretary/Office Manager, for a hearing before the Finance and Administration Committee of the Board of Directors. Receipt shall mean the date the notice was postmarked, delivered to a courier service, or was hand-delivered to the employee, depending on the method of delivery. Within sixty (60) calendar days from receiving the request for hearing, the Finance and Administration Committee of the Board of Directors shall hear the grievance and render a written decision. All appeals to the Board of Directors shall be heard by the Finance and Administration Committee of the Board of Directors, and shall be final and the employee will have exhausted all of his/her administrative remedies. All other grievances such as, but not limited to working conditions, safety matters, interpretation of Agency ordinances, resolutions, policies and/or provisions of this MOU, etc., may be processed through the Finance and Administration Committee. No matter that is processed through the procedures provided for in Article 17 may be grieved under the procedures in this Article.

Section 16.04. - Request for Hearing with the Finance and Administration Committee of the Board of Directors

- A. The request for a hearing shall be signed by the employee, or his/her representative, and shall contain:
 - 1) A statement describing the basis of the request;
 - 2) The corrective action requested; and,
 - 3) The name and address to which further communications shall be sent to the employee, or his/her representative.
- B. Failure of the employee, or his/her representative, to file a complete and timely request shall constitute a waiver of the employee's rights to a hearing.
- C. Any employee who proceeds with a request to the Finance and Administration Committee of the Board of Directors, where any provision(s) or requirement(s) of this Article has not been complied with, and who fail to object, in writing or on the record prior to making the request, shall be deemed to have waived his/her right to object to said irregularity.
- D. A time for the hearing shall be established by the Board Secretary/Office Manager and shall not be less than ten (10) working days, or more than sixty (60) working days, from the date of the filing of the request.
- E. All interested parties shall be notified in writing of the date, time, and place of the hearing, at least five (5) working days prior to the hearing date.
- F. The parties to any hearing before the Finance and Administration Committee of the Board of Directors may mutually agree in writing, with the permission of the Finance and Administration Committee of the Board of Directors, to waive oral testimony. Submission may be by affidavits, declarations, depositions, or other documents, mutually exchanged. The Finance and Administration Committee of the Board of Directors, will receive and take action on requests to waive oral testimony prior to or at the scheduled hearing date.
- G. With the exception of Agency employees, the expenses of witnesses to appear at a hearing for either side shall be paid by the party producing such witnesses.

Agency employees required to testify at said hearing shall be on call and shall be relieved of regular duties to report, when summoned by the Finance and Administration Committee of the Board of Directors to the hearing. Agency employees shall receive their regular compensation for time necessary to testify or such compensation as may be set forth in his/her applicable MOU.

- H. Any time frames specified in the Article may only be waived by the written mutual consent of both parties.
- I. The failure of the employee, and/or a representative of the employee, to appear in person at any hearing shall be deemed a withdrawal of the employee's grievance, unless otherwise excused by the Finance and Administration Committee of the Board of Directors, respectively.

Section 16.05. - Conduct of Grievance Hearings with the Finance and Administration Committee of the Board of Directors

- A. All hearings shall be conducted in closed session, unless prohibited by the Brown Act.
- B. The hearing need not be conducted in accordance with technical rules relating to evidence and witnesses, but hearings shall be conducted in a manner most conducive to determination of the truth.
- C. Any relevant evidence may be admitted if it is the sort of evidence upon which responsible persons are accustomed to rely in the conduct of serious affairs, regardless of the existence of any common law or statutory rules which might make improper the admission of such evidence over objection in civil actions.
- D. Hearsay evidence may be used for the purpose of supplementing or explaining any direct evidence, but shall not be sufficient in itself to support a finding unless it would be admissible over objection in civil actions.
- E. The rules or privileges shall be effective to the same extent that they now or hereafter may be recognized in civil actions, and immaterial, irrelevant, or unduly repetitious evidence may be excluded at the sole discretion of the Finance and Administration Committee of the Board of Directors.
- F. The Finance and Administration Committee of the Board of Directors shall rule on the admission or exclusion of evidence.
- G. Decisions made by the Finance and Administration Committee of the Board of Directors shall not be invalidated by any informality in the proceedings, and the Finance and Administration Committee of the Board of Directors shall not be bound by technical rules of evidence.
- H. Each party shall have the right to:
 - 1) Be represented by a person of his/her choice;
 - 2) Call and examine witnesses;
 - 3) Introduce evidence;

- 4) Cross-examine opposing witnesses on any matter relevant to the issues; and,
 - 5) Impeach any witness, regardless of which party first called him/her to testify.
- I. Oral evidence shall be taken only on oath of affirmation. The witness shall raise his/her right hand and the hearing officer shall ask the witness "do you swear/affirm to tell the truth and nothing but the truth".
- J. The hearing shall proceed in the following order, unless the Finance and Administration Committee of the Board of Directors, for special reason(s), otherwise directs:
- 1) Introductions of the parties present;
 - 2) The employee, or his/her representative, shall be permitted to make an opening statement;
 - 3) The General Manager, or his/her representative, shall be permitted to make an opening statement;
 - 4) The employee, or his/her representative, may then offer his/her evidence in support thereof;
 - 5) The General Manager, or his/her representative, shall produce the evidence on which his/her decision is based; and,
 - 6) Oral arguments or post hearing briefs shall be permitted at the discretion of the Finance and Administration Committee of the Board of Directors.
- K. The Finance and Administration Committee of the Board of Directors shall determine relevancy, weight, and credibility of the evidence, and shall base their findings on the preponderance of the evidence.
- L. Mechanical transcription of the proceedings may be made by either party, provided it is not disruptive to the proceedings.
- M. At its sole discretion, the Finance and Administration Committee of the Board of Directors, prior to or during a hearing, may grant a continuance(s) for any reason it believes to be important in reaching a fair and proper decision.
- N. Each party to the proceedings shall provide ten (10) complete copies of all documents, evidence, and/or photographs to be submitted for the record.

Section 16.06. - Notice of Decision by the Finance and Administration Committee of the Board of Directors

- A. The Finance and Administration Committee of the Board of Directors shall render its written decision as soon after the conclusion of the hearing as possible, and in no event, later than ten (10) working days after completion of the hearing, unless otherwise stipulated by the parties. The decision of the Finance and

Administration Committee of the Board of Directors shall be binding and final.

Said decision shall also contain an advisory that the Board of Directors has adopted Agency Resolution No. 88-10-1 adopting the provisions of Section 1094.6 of the Code of Civil Procedure applicable to certain administrative decisions, and providing for time limits on the judicial review of such administrative decisions.

ARTICLE 17 - DISCIPLINARY ACTIONS AND APPEALS PROCEDURES

No disciplinary action may be imposed on any employee covered by this MOU, with the exception of oral counseling, until said action has been reviewed by the Manager of Human Resources or his/her designated representative(s) or as provided for in Section 17.03, without compliance with the procedures set forth in this Article. In the event of a serious infraction, some or all steps of progressive discipline can be bypassed. The type of discipline imposed will be based upon the seriousness of the event as jointly decided between the Manager of Human Resources and the General Manager.

Section 17.01. - Types of Discipline

Where appropriate, discipline imposed by the Agency may consist of one or more of the following:

- A. Oral Counseling. Instruction to the employee by the employee's supervisor to correct workplace behavior or performance.
- B. Oral Reprimand. A warning from the employee's supervisor to the employee to correct workplace behavior or performance which is documented as having occurred.
- C. Written Reprimand. A written notice from the employee's supervisor to the employee that the employee must correct workplace behavior or performance or be subject to more serious disciplinary action.
- D. Suspension. The temporary separation from service of an employee without pay for disciplinary reasons.
- E. Reduction in Pay. A decrease in an employee's pay to a lower Step within the employee's current pay range for a specified period of time.
- F. Demotion. An involuntary moving of an employee to a lower-paying classification or position for disciplinary reasons. Failure to meet the requirements of promotional (technical) probation is not considered a disciplinary demotion.
- G. Termination. The discharge, for cause, of an employee at the discretion of the Agency.

Section 17.02. - Conduct Leading to Disciplinary Action(s)

Following are **EXAMPLES** of conduct which could result in disciplinary action up to and including termination. This list is not exhaustive and employees may be disciplined for other inappropriate activities or behavior:

- A. Absenteeism. Excessive unscheduled absences from the workplace.

- B. Tardiness. Arriving late for work, leaving work early without approval of the employee's supervisor, taking excessively long break and/or lunch periods.
- C. Job Abandonment (see Section 4.12) .
- D. Violation of Agency/Division/Department Rules and/or Policies.
- E. Uninsurability. Becoming uninsurable by the standards of the Agency's automobile insurance program for any reason if insurability is an essential requirement of the employee's job.
- F. Use of Work Phone and/or personal cell phone for Personal Business. The excessive receipt or placement of non-emergency personal telephone calls during working hours.
- G. Reading Non-Work Related Material During Work Hours.
- H. Discourteous Treatment of the Public or Other Employees.
- I. Violation of MOU Provisions.
- J. Conduct Outside Working Hours. Any conduct outside of working hours that would have an adverse impact on the employee's job, would be injurious to the interests of the Agency, would be in a manner incompatible with the due and faithful discharge of the employee's duties or would be significantly prejudicial to the reputation of the Agency.
- K. Failure To Perform Job. Failure to perform assigned tasks that are within the scope of the employee's position in an effective and timely manner.
- L. Fraudulent Actions. Falsifying employment applications, time cards, production records, overtime sheets, or other work records or the practice of fraud of any type.
- M. Mishandling/Maintenance of Agency Materials or Equipment. Careless, negligent or intentional mishandling of any Agency property, vehicles, materials or equipment or failure to maintain equipment assigned to the employee for use or operation.
- N. Careless or Negligent Actions. Careless, negligent, abusive or other actions that endanger or threaten to endanger the employee or other employees or the public including placing the Agency in a position of liability for the damage or injury to another person or their property.
- O. Violation of the Provisions of the Agency's Safety Manual.
- P. Sleeping on the Job.
- Q. Illegal Strike Against the Agency. Participating in an illegal strike, work stoppage or slow down against the Agency.
- R. Violations of Laws. A violation of any municipal, county, State or Federal law by an employee while acting as an agent or employee of the Agency.
- S. Carrying a firearm or other weapon while on Agency owned or controlled property or while on duty.

- T. Willfully or negligently damaging Agency property.
- U. Criminal Conduct. The commission of a felony or a misdemeanor committed during the course of employment, which jeopardizes the Agency's property, security, or its public reputation, the interests of the other employees, or results in the employee not being available for work. Also, the commission of a felony or a misdemeanor committed during the employee's off-duty hours which is related to the employment relationship between the Agency and the employee which significantly prejudices any one of these interests.
- V. Disruption of Agency business through willful misconduct.
- W. Altercations with a member of the public or another employee during working hours or while on Agency owned or controlled property.
- X. Action by or behavior of the employee which presents a danger to the safety or welfare of the employee, co-workers, or the public.
- Y. Sexual activity on the job.
- Z. Release of confidential information (i.e., Unauthorized release/distribution of confidential material/data, unauthorized opening of confidential/personal material data).
- AA. Insubordination. An employee's refusal or failure to obey a directive from a designated supervisor or to comply with an established work procedure. Under certain circumstances, use of objectionable language or abusive behavior toward supervisors may be deemed insubordination when it directly challenges or undermines management's authority.
- BB. Theft or misappropriation of any property or funds of the Agency or its employees.
- CC. Possess, sell, buy, distribute, offer to possess, sell, buy, distribute, or use, or having in the employee's system, any illegal or purported to be illegal substance, alcohol, or any legal drug or substance not properly obtained by the employee while on or about Agency time and/or property. Reference Agency Policy A-63, Drug/Alcohol Free Workplace.

Section 17.03 - Administrative Leave

- A. The Agency reserves the right to place any employee on administrative leave with pay pending an investigation of his/her acts, or failure to act, which may be grounds for disciplinary action. The placement of an employee on administrative leave is not a disciplinary act. The employee shall be considered as being on a paid leave of absence for purposes of pay, benefits, and seniority. An employee on administrative leave shall receive pay until such time as the Notice of Decision has been issued by the Department Manager, or in the case of an appeal, until such time as the Notice of Decision has been issued by the Executive Manager.
- B. In emergency situations as defined in Sections 17.02.K through 17.02.CC, it may be necessary to take immediate disciplinary action, up to and including termination. If administrative leave is in the best interest of all parties involved, the Agency

reserves the right to place the employee on administrative leave without prior written notice (oral notice shall be sufficient, provided that written notice is given to the employee within three (3) working days of when oral notice was given).

- C. In an emergency situation in which an employee is immediately suspended and the employee is cleared of any wrongdoing, or it is determined by the General Manager, or designated representative(s), that the employee was wrongfully suspended, the employee shall be restored to his/her position with no loss of pay, benefits, or seniority.

Section 17.04. - Agency Authority

- A. The Agency retains full authority for discipline and discharge. The Agency agrees that employees will only be disciplined for just cause, and that the principles of progressive discipline, where possible and reasonable, will be followed.
- B. It is understood that based on individual circumstances, and/or the nature or severity of an alleged violation, progressive discipline steps may be repeated or, in some cases, bypassed.

Section 17.05. - Employee's Receipt

Employee's receipt of any and all notices shall be defined as the date the notice was postmarked, delivered to a courier service, or was hand-delivered to the employee, depending on the method of delivery.

Section 17.06. - Notice of Proposed Disciplinary Action

- A. Except in emergency situations as provided for in Section 17.02 and 17.03 of this Article, when disciplinary action proposed that would invoke Skelly rights against a regular full-time employee, the respective Department Manager shall give the employee the Notice of Proposed Disciplinary Action at least five (5) working days prior to the effective date of the proposed action. Said written notice shall contain at least the following information:
 - 1) The name, address or Agency facility, and title of the affected employee;
 - 2) The proposed disciplinary action, and the date and time when said action shall become effective;
 - 3) The specific ground(s) for the proposed action;
 - 4) A description of the employee's acts or omissions supporting the proposed action, and/or a description of the events or circumstances upon which the proposed action is based;
 - 5) Copies of the materials and/or documents upon which the proposed action is based; and,
 - 6) An advisory that the employee shall have an opportunity to file a written response to said action, and/or meet with the respective Department Manager, at the option of the employee, prior to the effective date and time of the proposed disciplinary action, provided the response is submitted,

and/or a request for a meeting is made, within five (5) working days of the employee's receipt of the Notice of Proposed Disciplinary Action. The advisory shall also inform the employee that his/her failure to file a written response and/or meet with the Department Manager within the stated time frame shall waive his/her right to respond to the proposed action.

- B. Oral notice by the Department Manager is insufficient as complete notice to an employee of a proposed disciplinary action and may only be given as the initial notice in emergency situations which call for immediate action as provided for in Section 17.03 of this Article.

Section 17.07. - Right to Respond

Should the disciplinary action consist of a written reprimand the employee may file a written rebuttal within five (5) working days of receipt. Rebuttal shall be filed with the disciplinary action in the employee's personnel file. An employee shall have no further right to respond or appeal a written reprimand beyond filing the written rebuttal. An employee's failure to respond to a written reprimand in the specified time period shall waive the employee's right to respond to the written reprimand.

An employee served with a Notice of Proposed Disciplinary Action (other than for a written reprimand) shall, at his/her option, have the right to file a written response to said action, and/or meet with the respective Department Manager, provided the response is submitted, or a request for a meeting is made, within five (5) working days of the employee's receipt of the notice of Proposed Disciplinary action.

An employee's failure to respond to a Notice of Proposed Disciplinary Action in the specified time periods shall waive the employee's right to further appeal the proposed disciplinary action, and the disciplinary action shall become effective on the date and time originally set forth in the notice of proposed disciplinary action.

Section 17.08. - Notice of Decision by the Department Manager

- A. The Department Manager shall, before making a final decision regarding the proposed action, consider any evidence and/or arguments against the proposed action presented by the employee or his/her representative.
- B. After considering all of the facts regarding said action and any responses presented by the employee or his/her representative, the Department Manager may rescind, modify, or impose the proposed action as he/she deems appropriate; however, the proposed action cannot be increased.
- C. After reaching a final decision regarding said action, the Department Manager shall notify the employee of his/her decision within five (5) working days following receipt of any written response provided by the employee and/or after any meeting conducted with the employee, whichever is later, by forwarding to the employee, by certified mail, return receipt requested, by courier service, or by personal delivery, a Notice of Decision.
- D. The Notice of Decision shall contain an advisory that the employee has the right to file an appeal of the Department Manager's decision to the employee's Executive Manager. The employee must request an appeal in writing to the Executive Manager within five (5) working days of the employee's receipt of the Notice of

Decision.

The advisory shall also inform the employee that his/her failure to file an appeal within the stated time frame shall waive his/her rights to appeal the proposed action.

Section 17.09. - Effective Date of Disciplinary Action

- A. If the Department Manager imposes any disciplinary action, it shall become effective on the date and time originally set in the Notice of Proposed Disciplinary Action or five (5) working days following the employee's receipt of the Notice of Decision, whichever is later.
- B. Should the employee request an appeal to the Executive Manager, implementation of any disciplinary action imposed on the employee by the Department Manager shall be stayed until such time as the Executive Manager reaches his/her decision on such action. During the stay, the employee shall remain in the status he/she was in when the action was proposed; i.e., in service, on Administrative Leave, or on suspension.

Section 17.10. - Disciplinary Appeals to the Executive Manager

- A. A regular full-time employee against whom a disciplinary action has been proposed (other than a decision to impose oral counseling or an oral or written reprimand) may appeal such action by filing a written request with the employee's Executive Manager. The request for an appeal must be made within five (5) working days of the employee's receipt of the Notice of Decision by the Department Manager.
- B. The request for an appeal meeting shall be signed by the employee, or his/her representative, and shall contain:
 - 1) A statement describing the basis of the appeal;
 - 2) The corrective action requested; and,
 - 3) The name and address to which further communications shall be sent to the employee, or his/her representative.

The scope of the employee's disciplinary appeal shall be limited to the written request for appeal filed with the Executive Manager.

- C. Failure of the employee, or his/her representative, to file a timely request for an appeal meeting shall constitute a waiver of the employee's rights to an appeal.
- D. An employee who proceeds with an appeal to the Executive Manager, where any provision(s) or requirement(s) of this Article has not been complied with, and who fails to object, in writing or on the record prior to the appeal, shall be deemed to have waived his/her right to object to said irregularity.
- E. The parties to any appeal before the Executive Manager may mutually agree in writing, with the permission of the Executive Manager, to waive oral testimony. Submission may be by affidavits, declarations, depositions, or other documents,

mutually exchanged. The Executive Manager will receive and take action on requests to waive oral testimony prior to or at the scheduled meeting.

- F. With the exception of Agency employees, the expenses of witnesses to appear at any appeal meeting for either side shall be paid by the party producing such witnesses. Agency employees required to testify at said meeting shall be on call and shall be relieved of regular duties to report, when summoned by the Executive Manager to the appeal meeting. An Agency employee shall receive his/her regular compensation for time necessary to testify or such compensation as may be set forth in his/her applicable MOU.
- G. Any time frames specified in this Section may only be waived by the written mutual consent of both parties.
- H. The failure of the employee, and/or a representative of the employee, to appear in person at any appeal meeting shall be deemed a withdrawal of the employee's appeal, unless otherwise excused by the Executive Manager respectively.

Section 17.11. - Conduct of Appeals Meeting with the Executive Manager

- A. The Executive Manager shall schedule and conduct an appeal meeting with the employee, within five (5) working days of receipt of the employee's written request for said meeting.
- B. For an appeal meeting with the Executive Manager, the following procedures shall be observed:
 - 1) The affected employee may either represent him/herself, or may be represented by a party of his/her own choice; and,
 - 2) Each party shall be given a reasonable opportunity to be heard on relevant issues, including the right to question and cross-examine witnesses, unless oral testimony has been waived in accordance with Section 17.10.E.

Section 17.12. - Notice of Decision by the Executive Manager

- A. After considering all of the facts regarding said action and any responses presented by the employee, the Executive Manager shall, within five (5) working days, rescind, modify, or sustain the disciplinary action as he/she deems appropriate; however, the action cannot be increased.
- B. If the disciplinary action is rescinded, the employee shall be restored to his/her position, with no loss of pay, benefits or seniority.
- C. If the disciplinary action is modified, the employee's pay, benefits, and/or seniority shall be adjusted accordingly. The effective date of the modified discipline shall be set forth in the Notice of Decision.
- D. After reaching a decision regarding said action, the Executive Manager shall notify the employee of his/her decision within five (5) working days following receipt of any written response provided by the employee and/or after any appeal meeting conducted with the employee, whichever is later, by forwarding to the employee, by certified mail, return receipt requested, by courier service, or by personal delivery, a Notice of Decision.

- E. The Notice of Decision shall contain an advisory that the employee has the right to file an appeal of the Executive Manager's decision to the General Manager. The employee must request an appeal in writing to the General Manager within five (5) working days of the employee's receipt of the Notice of Decision.

The advisory shall also inform the employee that his/her failure to file an appeal within the stated time frame shall waive his/her rights to appeal the proposed action.

Section 17.13. - Effective Date of Disciplinary Action

- A. If the Executive Manager sustains a disciplinary action, it shall become effective on the date and time originally set in the Notice of Proposed Disciplinary Action by the Department Manager, or five (5) working days following the employee's receipt of the Executive Manager's Notice of Decision, whichever is later.
- B. Should the employee request an appeal to the General Manager, implementation of any disciplinary action imposed on the employee by the Executive Manager shall be stayed until such time as the General Manager reaches his/her decision on such action. During the stay, the employee shall remain in the status he/she was in when the action was proposed; i.e., in service, on Administrative Leave, or on suspension.

Section 17.14. - Disciplinary Appeals to the General Manager

- A. A regular full-time employee against whom a disciplinary action has been proposed (other than a decision to impose oral counseling or an oral or written reprimand) may appeal such action by filing a written request with the General Manager. The request for an appeal meeting must be made within five (5) working days of the employee's receipt of the Notice of Decision by the Executive Manager.
- B. The request for an appeal meeting shall be signed by the employee, or his/her representative, and shall contain:
 - 1) A statement describing the basis of the appeal;
 - 2) The corrective action requested; and,
 - 3) The name and address to which further communications shall be sent to the employee, or his/her representative.

The scope of the employee's disciplinary appeal shall be limited to the written request for appeal filed with the General Manager.

- C. Failure of the employee, or his/her representative, to file a timely request for an appeal meeting shall constitute a waiver of the employee's rights to an appeal meeting.
- D. An employee who proceeds with an appeal to the General Manager, where any provision(s) or requirement(s) of this Article has not been complied with, and who fails to object, in writing or on the record prior to the appeal, shall be deemed to have waived his/her right to object to said irregularity.

- E. The parties to any appeal before the General Manager may mutually agree in writing, with the permission of the General Manager, to waive oral testimony. Submission may be by affidavits, declarations, depositions, or other documents, mutually exchanged. The General Manager will receive and take action on requests to waive oral testimony prior to or at the scheduled meeting.
- F. With the exception of Agency employees, the expenses of witnesses to appear at any appeal meeting for either side shall be paid by the party producing such witnesses. Agency employees required to testify at said meeting shall be on call and shall be relieved of regular duties to report, when summoned by the General Manager to the appeal meeting. An Agency employee shall receive his/her regular compensation for time necessary to testify or such compensation as may be set forth in his/her applicable MOU.
- G. Any time frames specified in this Section may only be waived by the written mutual consent of both parties.
- H. The failure of the employee, and/or a representative of the employee, to appear in person at any appeal meeting shall be deemed a withdrawal of the employee's appeal, unless otherwise excused by the General Manager respectively.

Section 17.15. - Conduct of Appeals Meeting with the General Manager

- A. The General Manager shall schedule and conduct an appeal meeting with the employee, within five (5) working days of receipt of the employee's written request for said meeting.
- B. For an appeal meeting with the General Manager, the following procedures shall be observed:
 - 1) The affected employee may either represent him/herself, or may be represented by a party of his/her own choice; and,
 - 2) Each party shall be given a reasonable opportunity to be heard on relevant issues, including the right to question and cross-examine witnesses, unless oral testimony has been waived in accordance with Section 17.14.E.

Section 17.16. - Notice of Decision by the General Manager

- A. After considering all of the facts regarding said action and any responses presented by the employee, the General Manager shall, within five (5) working days, rescind, modify, or sustain the disciplinary action as he/she deems appropriate; however, the action cannot be increased.
- B. If the disciplinary action is rescinded, the employee shall be restored to his/her position, with no loss of pay, benefits or seniority.
- C. If the disciplinary action is modified, the employee's pay, benefits, and/or seniority shall be adjusted accordingly. The effective date of the modified discipline shall be set forth in the Notice of Decision.
- D. After reaching a decision regarding said action, the General Manager shall notify

the employee of his/her decision within five (5) working days following receipt of any written response provided by the employee and/or after any appeal meeting conducted with the employee, whichever is later, by forwarding to the employee, by certified mail, return receipt requested, by courier service, or by personal delivery, a Notice of Decision.

- E. In the event of disciplinary actions sustaining suspension without pay in excess of five (5) days, demotion or termination of employment, the Notice of Decision shall contain an advisory that the employee has the right to file an appeal of the General Manager's decision to the Board of Directors, provided the request is submitted in writing to the Board Secretary/Office Manager within five (5) working days of the employee's receipt of the Notice of Decision.

The advisory also shall inform the employee that his/her failure to file an appeal within the stated time frame shall waive his/her rights to appeal the General Manager's decision.

Section 17.17. - Effective Date of Disciplinary Action

If the General Manager sustains a disciplinary action, it shall become effective on the date and time originally set in the Notice of Proposed Disciplinary Action by the Department Manager, or five (5) working days following the employee's receipt of the General Manager's Notice of Decision, whichever is later.

Section 17.18. - Decision of General Manager Final and Binding

- A. Except for disciplinary actions imposing suspension without pay in excess of five (5) days, demotion or termination of employment, the decision of the General Manager shall be final and binding, and shall not be appealable to the Board of Directors.
- B. Disciplinary actions which are appealable to the Board of Directors will not be stayed during the appeal process to the Board of Directors.

Section 17.19. - Disciplinary Appeals to the Board of Directors

This section shall apply only to disciplinary actions sustaining suspension without pay in excess of five (5) days, demotion, and/or termination of employment.

- A. All requests for an appeal hearing before the Board of Directors shall be made in writing to the Board Secretary/Office Manager within five (5) working days of the employee's receipt of the Notice of Decision from the General Manager. All appeals to the Board of Directors shall be heard by the Finance and Administration Committee of the Board of Directors.
- B. The request for an appeal shall be signed by the employee, or his/her representative, and shall contain:
 - 1) A statement describing the basis of the appeal;
 - 2) The corrective action requested; and,
 - 3) The name and address to which further communications shall be sent to the

employee, or his/her representative.

The scope of the employees appeal shall be limited to the written request for appeal filed with the Board Secretary/Office Manager and cannot raise new issues that were not within the scope of the original appeal before the General Manager.

- C. Failure of the employee, or his/her representative, to file a timely appeal shall constitute a waiver of the employee's rights to an appeal hearing.
- D. Either party who proceeds with an appeal to the Finance and Administration Committee of the Board of Directors, knowing that any provision(s) or requirement(s) of this Article has not been complied with, and who fail to object, in writing or on the record, shall be deemed to have waived his/her right to object to said irregularity.
- E. A time for the appeal hearing shall be established by the Board Secretary and shall not be less than five (5) working days, or more than sixty (60) working days, from the date the request for an appeal hearing is received.
- F. All interested parties shall be notified in writing of the date, time, and place of the hearing, at least five (5) working days prior to the hearing date.
- G. The parties to any appeal hearing before the Finance and Administration Committee of the Board of Directors may mutually agree in writing, with the permission of the Finance and Administration Committee of the Board of Directors, to waive oral testimony. Submission may be by affidavits, declarations, depositions, or other documents, mutually exchanged. The Finance and Administration Committee of the Board of Directors, will receive and take action on requests to waive oral testimony prior to or at the scheduled hearing date.
- H. With the exception of Agency employees, the expenses of witnesses to appear at an appeal hearing for either side shall be paid by the party producing such witnesses. Agency employees required to testify at said hearing shall be on call and shall be relieved of regular duties to report when summoned by the Finance and Administration Committee of the Board of Directors to the appeal hearing. Agency employees shall receive their regular compensation for time necessary to testify or such compensation as may be set forth in his/her applicable MOU.
- I. Any time frames specified in the Section may only be waived by the written mutual consent of both parties.
- J. The failure of the employee, and/or a representative of the employee, to appear in person at any appeal hearing shall be deemed a withdrawal of the employee's appeal, unless otherwise excused by the Finance and Administration Committee of the Board of Directors.

Section 17.20. - Conduct of Appeals Hearing with the Finance and Administration Committee of the Board of Directors

- A. All hearings shall be conducted in closed session; however, the employee may request a hearing open to the public, unless a public hearing would violate the confidentiality and privacy rights of any party named in the action.

- B. Charges against an employee appealed to the Finance and Administration Committee of the Board of Directors shall not be public record or open to public inspection unless an open public hearing has been conducted.
- C. The hearing need not be conducted in accordance with technical rules relating to evidence and witnesses, but hearings shall be conducted in a manner most conducive to determination of the truth.
- D. Any relevant evidence may be admitted if it is the sort of evidence upon which responsible persons are accustomed to rely in the conduct of serious affairs, regardless of the existence of any common law or statutory rules which might make improper the admission of such evidence over objection in civil actions.
- E. Hearsay evidence may be used for the purpose of supplementing or explaining any direct evidence, but shall not be sufficient in itself to support a finding unless it would be admissible over objection in civil actions.
- F. The rules or privileges shall be effective to the same extent that they now or hereafter may be recognized in civil actions, and immaterial, irrelevant, or unduly repetitious evidence may be excluded at the sole discretion of the Finance and Administration Committee of the Board of Directors.
- G. The Finance and Administration Committee of the Board of Directors shall rule on the admission or exclusion of evidence.
- H. Decisions made by the Finance and Administration Committee of the Board of Directors shall not be invalidated by any informality in the proceedings.
- I. Each party shall have the right to:
 - 1) Be represented by legal counsel, or other person of his/her choice;
 - 2) Receive a witness list from the opposing party five (5) days prior to the date of the hearing;
 - 3) Call and examine witnesses;
 - 4) Introduce evidence;
 - 5) Cross-examine opposing witnesses on any matter relevant to the issues;
 - 6) Impeach any witness, regardless of which party first called him/her to testify; and,
 - 7) Rebut the evidence against him/her.

If the employee does not testify on his/her own behalf, he/she may be questioned as if under cross-examination. The employee must be present at the appeal hearing or the appeal shall be deemed withdrawn.

- J. Seven (7) working days prior to the date set for the hearing, each party shall serve upon the other party a list and copy of all exhibits. An original and nine (9) copies of the exhibits shall be presented to the Finance and Administration Committee in

three-hole notebooks which are tabbed down the side with the exhibit numbers. The Agency's exhibits shall be designated by number. The employee's exhibits shall be designated by alphabet letters. Neither party will be permitted to call during the hearing a witness not identified pursuant to this section nor use any exhibit not provided pursuant to this section unless that party can show that they could not reasonably have anticipated the prior need for such witness or such exhibit.

- K. The Finance and Administration Committee is authorized to issue subpoenas at the request of either party prior to the commencement of the hearing. After the commencement of the hearing, the Committee shall issue subpoenas only for good cause. The Finance and Administration Committee will prepare subpoenas for all witnesses; however, they will only serve subpoenas on individuals who are currently employed by the agency. It will be the responsibility of the employee and the Agency to submit the names of current Agency employees to be subpoenaed at least ten (10) working days before the date of the hearing in which they are requesting the witnesses to appear.
- L. Oral evidence shall be taken only on oath or affirmation. The witness shall raise his/her right hand and the hearing officer shall ask the witness "do you swear/affirm to tell the truth and nothing but the truth".
- M. The hearing shall proceed in the following order, unless the Finance and Administration Committee of the Board of Directors, for special reason(s), otherwise directs:
 - 1) Introductions of the parties present;
 - 2) The Department Manager imposing discipline, or his/her representative, shall be permitted to make an opening statement;
 - 3) The employee appealing, or his/her representative, shall be permitted to make an opening statement;
 - 4) The Department Manager imposing disciplinary action, or his/her representative, shall produce the evidence on which the disciplinary action is based;
 - 5) The employee appealing such disciplinary action, or his/her representative, may then open his/her defense and offer his/her evidence in support thereof;
 - 6) Each party may then, in order, respectively offer rebutting evidence only, unless the Finance and Administration Committee of the Board of Directors, for good reason, permits them to offer evidence upon their original case; and,
 - 7) Oral arguments or post hearing briefs shall be permitted at the discretion of the Finance and Administration Committee of the Board of Directors.
- N. The Finance and Administration Committee of the Board of Directors shall determine relevancy, weight, and credibility of the testimony and evidence, and shall base their findings on the preponderance of the evidence.

- O. During the examination of a witness, all other witnesses, except the parties, shall be excluded from the hearing upon motion of either party.
- P. No still photographs, videos, moving pictures, or television pictures shall be taken in the hearing room during the hearing, unless an open public hearing is being conducted.
- Q. Mechanical transcription of the proceedings may be made by either party, provided it is not disruptive to the proceedings.
- R. At its sole discretion, the Finance and Administration Committee of the Board of Directors, prior to or during a hearing, may grant a continuance(s) for any reason it believes to be important in reaching a fair and proper decision.
- S. Each party to the proceedings shall provide ten (10) complete copies of all documents, evidence, and/or photographs to be submitted for the record.
- T. All appeal hearings shall be recorded by a certified court reporter, selected by the Agency. Alternatively, the parties may agree to have proceedings recorded by an audio recording device.

Section 17.21. - Notice of Decision by the Finance and Administration Committee of the Board of Directors

- A. The Finance and Administration Committee of the Board of Directors shall render its written decision as soon after the conclusion of the hearing as possible, and in no event, later than ten (10) working days after completion of the hearing, unless otherwise stipulated by the parties. The Finance and Administration Committee of the Board of Directors shall set forth its decision as to each of the charges and the reasons therefore.

Said decision shall also contain an advisory that the Board of Directors has adopted Agency Resolution No. 88-10-1 adopting the provisions of Section 1094.6 of the Code of Civil Procedure applicable to certain administrative decisions, and providing for time limits on the judicial review of such administrative decisions.

- B. The Finance and Administration Committee of the Board of Directors may sustain, rescind, or modify any or all of the disciplinary action imposed against the employee; however, the action cannot be increased.
- C. If the disciplinary action is modified, the employee's pay, benefits and/or seniority shall be adjusted accordingly. The effective date of the modified discipline shall be set forth in the Notice of Decision.
- D. If the disciplinary action is rescinded, the employee shall be restored to his/her position, with no loss of pay, benefits or seniority.

ARTICLE 18 - RULE MAKING AUTHORITY

Section 18.01. - General

The General Manager, or designated representative(s), may adopt and administer personnel rules and regulations which are supplementary to and consistent with the terms set

forth in this MOU and the policies of the Agency.

ARTICLE 19 - NOTICE

Section 19.01. - General

Within ninety (90) working days of the adoption of this MOU a copy shall be presented to each Supervisor's Unit employee of the Agency, and to each newly hired Supervisors' Unit employee at the time of appointment.

ARTICLE 20 – MAINTENANCE OF MEMBERSHIP

If agency shop is held invalid by operation of law or by any court of competent jurisdiction then any employee in this unit who has authorized Association dues deductions on the effective date of this MOU or at any time subsequent to the effective date of the MOU shall continue to have such dues deductions made by the Agency during the term of this MOU provided however, that any employee in the unit may terminate such Association dues during the period of June 1 through June 10 of each year of the MOU by notifying the Association in writing of his/her termination of Association dues deduction. Such notification shall be delivered in person or by U.S. mail and should be in the form of a letter. The Association will provide the Agency's Human Resources Department with the appropriate documentation to process these dues cancellations within ten (10) business days after the close of the withdrawal period.

ARTICLE 21 - MANDATORY SUBJECTS OF BARGAINING

Section 21.01. - General

The parties agree that wages, hours and other terms and conditions of employment not specifically changed or modified by this MOU shall remain in full force and effect unless otherwise mutually agreed to by the parties.

IN WITNESS WHEREOF, the parties have executed this agreement, by their duly authorized representatives, on the day and the year first above written.

Supervisors' Unit

Inland Empire Utilities Agency

Lucia Diaz
President

Halla Razak
General Manager

Linda Johnson
Secretary

Ian Tillery
Treasurer

*A Municipal Water District

RESOLUTION NO. 2018-8-4

RESOLUTION OF THE BOARD OF DIRECTORS OF THE INLAND EMPIRE UTILITIES AGENCY*, SAN BERNARDINO COUNTY, CALIFORNIA, APPROVING THE MEMORANDUM OF UNDERSTANDING FOR GENERAL UNIT EMPLOYEES

WHEREAS, the representatives of the Board of Directors of Inland Empire Utilities Agency* have met and conferred with duly authorized representatives of the General Unit to make equitable adjustments to terms and conditions of employment; and

WHEREAS, a Memorandum of Understanding prepared by said representatives has been presented to the Board of Directors for ratification; and

WHEREAS, a majority of the unit members from this group voted to approve the Memorandum of Understanding.

NOW, THEREFORE, the Board of Directors of the Inland Empire Utilities Agency* does hereby **RESOLVE, DETERMINE AND ORDER** as follows:

SECTION 1. That this Board of Directors does hereby approve and authorize its President and Secretary to sign the Memorandum of Understanding between the Inland Empire Utilities Agency and the General Unit attached hereto as Exhibit 1, which shall be effective upon approval and remain in full force and effect until a successor Memorandum of Understanding or Personnel Manual is adopted after the parties have met and conferred.

ADOPTED the 1st day of August, 2018.

Steven J. Elie
President of the Inland Empire
Utilities Agency* and of the
Board of Directors thereof

ATTEST:

Jasmin A. Hall
Secretary/Treasurer of the Inland Empire
Utilities Agency* and of the
Board of Directors thereof
*A Municipal Water District

STATE OF CALIFORNIA)
COUNTY OF) SS
SAN BERNARDINO)

I, Jasmin A. Hall, Secretary/Treasurer of the Inland Empire Utilities Agency*, DO
HEREBY CERTIFY that the foregoing Resolution being No. 2018-8-4, was adopted at a regular
Board Meeting on August 1, 2018, of said Agency by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

Jasmin A Hall
Secretary/Treasurer of the Inland Empire
Utilities Agency* and of the
Board of Directors thereof

(SEAL)

*A Municipal Water District

INLAND EMPIRE UTILITIES AGENCY*
MEMORANDUM OF UNDERSTANDING
GENERAL EMPLOYEES' ASSOCIATION, GENERAL UNIT
FOR THE PERIOD OF JULY 1, 2018 THROUGH JUNE 30, 2021

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INLAND EMPIRE UTILITIES AGENCY*
MEMORANDUM OF UNDERSTANDING

GENERAL EMPLOYEES' ASSOCIATION, GENERAL UNIT

The Agency does hereby adopt this Memorandum of Understanding (MOU) establishing rules, regulations and procedures for employees of the General Unit. Provisions of the MOU do not apply to part-time, temporary, limited term, contract or intern personnel (employees) unless specifically noted in this MOU, Agency Policy or the employee's contract. This MOU does not create any contract of employment expressed or implied, or any rights in the nature of a contract. The Agency recognizes the General Employee's Association as the exclusively recognized employee representative of employees in the General Unit. This MOU shall be commonly referred to as the "General Unit MOU".

- A. There are no provisions in this MOU that shall be deemed to limit or curtail the Agency in any way in the exercise of the rights, powers and authority which the Agency had prior to entering into this MOU unless and only to the extent that the provisions of this MOU specifically curtail or limit such rights, powers and authority.

- B. The exclusive rights of the Agency include, but are not limited to:
 - 1) Determine the mission of its constituent departments, commissions, and boards;
 - 2) Set standards of service;
 - 3) Determine the procedures and standards of selection for employment and promotion;
 - 4) Direct its employees;
 - 5) Relieve its employees from duty because of lack of work and/or for other legitimate reasons;
 - 6) Maintain efficiency of government operations;
 - 7) Determine the methods, means and personnel by which Agency operations are to be conducted;
 - 8) Determine the content of job classifications;
 - 9) Take all necessary actions to carry out its missions in emergencies;
 - 10) Exercise complete control, direction, and discretion over its organization and the technology of performing its work;
 - 11) Discharge, suspend, demote, reprimand and withhold salary increases and benefits or otherwise discipline employees for cause in accordance with Article 17, Disciplinary Actions;
 - 12) Establish reasonable employee performance standards, including but not limited to, quality standards, and required compliance herewith;
 - 13) Determine staffing plans and hours of operations for the best use of Agency resources; and,
 - 14) Enforce other management rights secured by the Inland Empire Utilities Agency Employer-Employee Relations Resolution.

ARTICLE 1 - DESIGNATION OF PARTIES

Section 1.01. - General

The General Unit is a recognized employee organization which represents a unit of representation established by the Board of Directors of the Agency, pursuant to the Agency's Employer/Employee Relations Resolution, and which includes the following classifications, as well as those which may be added, deleted or modified in the future pursuant to the Employer/Employee Relations Resolution:

Accounting Technician I	Industrial Engine Technician II
Accounting Technician II	Maintenance Planner
Administrative Assistant I	Mechanic I
Collection System Operator I	Mechanic II
Collection System Operator II	Mechanic III
Collection System Operator III	Mechanic IV
Compost Operator	Office Assistant
Compost Worker	Pretreatment & Source Control Inspector I
Control Systems Administrator	Pretreatment & Source Control Inspector II
Control Systems Analyst I	Records Specialist
Control Systems Analyst II	RW/GW Recharge Systems Maintenance Technician
Electrical & Instrumentation Technician I	Senior Compost Operations & Maintenance Technician
Electrical & Instrumentation Technician II	Senior Pre-Treat & Source Control Inspector
Electrical & Instrumentation Technician III	Technology Specialist I
Electrical & Instrumentation Technician IV	Technology Specialist II
Engineering Technician	Technology Specialist III
HVAC Technician	Warehouse Technician
Industrial Engine Technician I	

The provisions of this MOU shall apply to the above-referenced classifications, who shall receive all benefits in this MOU.

ARTICLE 2 - PURPOSE

Section 2.01. - General

The parties to this MOU agree that its purpose is to confirm and maintain a spirit of cooperation between the Agency and the General Unit. The Agency and the General Unit will strive to promote a harmonious relationship between the parties, through this MOU, that will result in benefits for the Agency and the members of the General Unit.

ARTICLE 3 - TERM

Section 3.01. - General

This MOU shall be effective after approval by the Agency's Board of Directors. It shall remain in full force and effect from July 1, 2018 through June 30, 2021, or until a successor MOU is adopted after the parties have met and conferred.

In or before March 2021, the parties agree to initiate the meet and confer process on a successor MOU.

During the term of this MOU through June 30, 2021, if the Agency provides any other bargaining units a COLA or Medical Benefit adjustment greater than contained in this MOU then the Agency shall adjust this MOU to make it consistent with the changes in the other MOU.

ARTICLE 4 - DEFINITIONS

Section 4.01. - General

Unless otherwise required by the context, various terms used in this document shall have the meanings set forth in this section. Terms expressed in the singular shall also include the plural.

Section 4.02. - Appointment

The act of filling a vacant position with a person who has met the qualifications for the position.

Section 4.03. - Anniversary Year

The year following the date of employment with the Agency and each successive year thereafter.

Section 4.04. - Classification

A group of positions sufficiently similar in duties, authority, and responsibility, to permit grouping under a common title in the application of common standards of selection, transfer, demotion and rate of pay.

Section 4.05. - Continuous Regular Employment

That period of actual employment by the Agency following an employee's date of employment, or the employee's most recent date of reemployment, or reinstatement, whichever is later. The term shall also include military leaves of absence and pre-approved leaves of absence, provided that on the day prior to such periods the employee was in the employ of the Agency and that during such periods the employee takes no action expressed or implied to terminate employment.

A. Break in Continuous Regular Employment

1) Failure to Return to Work

A break in continuous regular employment for failure to return to work as required at the completion of one of the above authorized periods of absence shall, except in the event of the employee's death during such a period, be considered as voluntary termination as of the date the period of absence began.

2) Termination of Employment

Termination of employment by resignation, discharge, or other means or failure to return to work at the completion of one of the above authorized

periods of absence shall constitute a break in continuous regular employment.

3) Other Employment

Employment by other than the Armed Forces of the United States or its allies during a period of authorized absence shall constitute a break in continuous regular employment unless such other employment is approved by the Agency.

Section 4.06. - Exempt Employees

Employees in exempt positions who are excluded from FLSA overtime pay requirements and are compensated on a bi-weekly salary basis.

Section 4.07. - Holiday Leave

A holiday recognized by the Agency when employees will be granted a day off with pay.

Section 4.08. - Holiday Pay

Pay received by those employees who are required to work on an Agency recognized holiday.

Section 4.09. - Hourly Rate of Pay

The hourly rate of pay for non-exempt employees as defined in Section 4.13 is the amount equal to the classification and step position an employee currently holds.

Section 4.10. - Immediate/Extended Family

- A. Immediate Family is limited to: Spouse, State Registered Domestic Partner, Parent (biological or an individual who stands or stood in loco parentis to an employee when the employee was a minor), and Child (biological/adopted/foster/step child, a legal ward, or a child of a person standing in loco parentis who is under age 18), Brother, and Sister.
- B. Extended Family is limited to: Aunt, Brother-in-law, Daughter-in-law, Ex-spouse (if children are involved), Father-in-law, Grandchild, Grandparent, Half-Brother, Half-Sister, Mother-in-law, Nephew, Niece, Sister-in-law, Son-in-law, Step-brother, Step-sister, and Uncle.

Section 4.11. - Inactive Status

An employee who is on an authorized leave of absence without pay for more than thirty (30) calendar days.

Section 4.12. - Job Abandonment

An employee who does not report or call-in to work as scheduled for three (3) or more consecutive work days, and has not been excused for compensatory time off, vacation leave, floating holiday, sick leave or a leave of absence without pay, shall be considered as having abandoned his/her job. Such employee may be disciplined in accordance with Article 17 of this MOU, Disciplinary Actions and Appeals Procedures.

Section 4.13. - Non-Exempt Employees

Employees in non-exempt positions who are covered under FLSA regulations, including overtime pay requirements and are compensated on an hourly basis.

Section 4.14. - Overtime

Overtime shall be defined for non-exempt employees as all hours worked in excess of forty (40) hours per workweek.

Section 4.15. - Overtime Pay

A rate equivalent to one and one-half (1½) times an employee's hourly rate of pay.

Section 4.16. - Position

A group of duties and responsibilities assigned by proper authority to be performed by one employee. A position may be full or part time, occupied or vacant, temporary or regular.

Section 4.17. - Probationary Employee

A. Original Probationary Employee

A person appointed to fill a regular position, but who has not yet completed the probationary period. The probationary period is a trial period in which a new employee is evaluated on the ability to fulfill the skills required by a position and the ability to establish an effective working relationship with co-workers.

B. Technical Probationary Employee

A regular employee appointed, through promotion or a lateral transfer, to a classification or position having duties other than the employee's current position.

Section 4.18. - Probationary Period

A period of time considered an integral part of the examination, recruiting, testing and selection process during which an employee is required to demonstrate fitness for the position to which the employee is appointed by actual performance of the duties and responsibilities of the position.

Section 4.19. - Promotion

The movement of an employee from one classification to another classification having a higher maximum base rate of pay.

Section 4.20. - Reclassification

The reallocation of a position, through a change in duties and responsibilities, based on the needs of the Agency, to a different classification and/or pay range.

Section 4.21. - Reemployment

The rehiring, other than reinstatement, of an individual who formally worked as an employee of the Agency.

Section 4.22. - Regular Employee

An employee who has successfully completed the original probationary period.

Section 4.23. - Reinstatement

The restoration, without competitive examination, of a former regular employee to a classification in which the employee formerly served as a regular, non-probationary employee.

Section 4.24. - Resignation

The termination, at the election of the employee, of employment with the Agency.

Section 4.25. - Step Advancement

A pay rate increase based on satisfactory or better employee performance, which is within the limits of a pay range established for a classification.

Section 4.26. - Temporary Employee

A person requisitioned to meet a short-term need of the Agency. Temporary employees shall not be retained for more than six (6) months without the written approval of the General Manager, or designated representative(s). Temporary employees are not entitled to Agency benefits, or any other provisions stipulated in this MOU.

Section 4.27. - Termination

The termination of an employee at the discretion of the Agency by means of layoff, discharge, or other means.

Section 4.28. - Transfer

The movement of an employee from one position to another position in the same classification or in a comparable classification with the same maximum rate of pay, involving the performance of similar duties and responsibilities and requiring substantially the same basic qualifications.

Section 4.29. - Unpaid Status

When an employee does not receive compensation for time not worked, or does not have any usable accrued leave time, or is not eligible for any other paid leave, such employee shall be considered as being in an unpaid status.

Section 4.30. - Workweek

A workweek is a fixed and regularly recurring period of one hundred and sixty-eight (168) hours consisting of seven (7) consecutive twenty-four (24) hour periods.

A. 5/40 Alternative Work Schedule

A 5/40 work schedule shall consist of five 8-hour days equaling forty (40) hours per workweek, with the workweek defined as beginning at 12:00 a.m. on Sunday and ending at midnight the following Saturday

B. 9/80 Alternate Work Schedule

The 9/80 work schedule, for purposes of computing overtime, is defined as beginning exactly four (4) hours into the eight (8) hour shift on the day of the week that corresponds with the employee's alternating regular flex day off.

Example: Friday On/Off:

<u>Wk</u>	F	Sa	S	M	T	W	Th	F	=	Total
1	0	0	0	9	9	9	9	4	=	40
2	4	0	0	9	9	9	9	0	=	40

C. 4/10 Standard Work Schedule

A 4/10 work schedule shall consist of four 10-hour days equaling forty (40) hours per workweek, and is defined as beginning at 12:00 a.m. on Sunday and ending at midnight the following Saturday.

D. The General Manager, or designated representative(s), shall be empowered to arrange work schedules in alternate time distributions provided that such alternate distributions are in the best interests of the Agency. All employees of the Agency are subject to call for emergencies that are inherent in the Agency's responsibilities.

Section 4.31. - Scheduled Vacation

A scheduled vacation is a leave request that is approved and dated by the supervisor at least two (2) weeks prior to the scheduled time off.

Section 4.32. - Unscheduled Vacation

An unscheduled vacation is a leave request that is approved and dated by the supervisor less than two (2) weeks prior to the scheduled time off.

Section 4.33. - Unscheduled Overtime

Unscheduled overtime is when an employee is not given at least ten (10) hours prior notification to work overtime.

ARTICLE 5 - GENERAL PROVISIONS

Section 5.01. - Equal Employment Opportunity

The Agency is committed to providing equal employment opportunity to all employees and applicants without regard to sex, race, color, religion, national origin, age, ancestry, physical or mental disability, genetics, marital status, sexual orientation, veteran status, and as required by law.

Section 5.02. - Harassment in Employment

Harassment of an applicant or employee by a supervisor, management employee or co-worker on the basis of sex, race, color, religion, national origin, age, ancestry, physical or mental disability, genetics, marital status, sexual orientation or veteran status will not be tolerated. Harassment by or against any employee or applicant or from a person providing services pursuant to a contract on the basis of sex, race, color, religion, national origin, age, ancestry, physical or mental disability, genetics, marital status, sexual orientation or veteran status will not be tolerated (refer to Agency Policy A-29 and A-30).

Section 5.03. - Compliance With Law

The Agency's Board of Directors and employees shall take no actions relative to personnel or labor relations matters that conflict with or attempt to circumvent applicable State or Federal Laws.

Section 5.04. - Amendment of MOU

This MOU may be amended by the Agency Board of Directors subject to Government Code Section 3500, et. seq.

Section 5.05. - Labor/Management Meetings

Representatives of the Unit and the Agency shall meet informally at the request of either party to discuss matters of mutual interest to each party. The time and place of the meeting shall be selected by the representatives involved.

Five (5) designated General Unit employees shall be allotted Association leave time for the purpose of preparing for MOU negotiations. Association leave shall constitute up to two (2) meetings per month with a maximum of two (2) hours per meeting, beginning in the January prior to the expiration of the applicable MOU and ending once negotiations are over.

The General Unit shall be permitted to meet during Agency time and on Agency premises as an entire unit for up to a maximum of two (2) hours twice per calendar year.

The Agency and the Association agree to utilize the Labor/Management meetings to discuss revisions and modifications to the MOU for the purpose of establishing consistent language for all bargaining units. The labor/management process shall not result in any change in terms and conditions of employment absent a meet and confer process resulting in an agreement between the parties to do so.

Section 5.06. - Personal Hygiene Time (Clean Up Time)

Each employee who is required to wear an Agency provided uniform shall be provided twenty (20) minutes at the end of each work day to clean up. Said clean up time shall be used to change from Agency uniforms, shower and change into street clothing, etc.

Section 5.07. - Contracting Work Out

Except in emergency situations, the Agency shall start meeting and conferring with representatives of the Unit at least sixty (60) days before they intend to permanently contract out work that was regularly being performed by members of the Unit. For the purposes of this Section, "regularly performing" shall mean employees of the Unit performed the subject task at least fifty percent (50%) of the work week and "permanently" shall mean that the Agency intends to reduce staffing by contracting out work, or intends to utilize the services of a contractor for more than 365 days to perform the work.

- A. The Agency and General Unit agree to meet and confer on a re-opener to discuss contracting work out in accordance with Section 5.07 by September 31, 2018.
- B. The Agency shall meet and confer, in accordance with Section 5.07, with the General Unit, no later than June 1, 2019, if the Agency wishes to continue or modify the June 2017 mutually agreed-upon use of contract workers in the collections department.

Section 5.08. - Whistleblower Clause

California law prohibits retaliation against any employee for opposing/reporting unlawful discriminatory/harassment prohibited by law or for filing a complaint with the Agency or another Governmental Agency. Additionally, the Agency will not retaliate against any employee who, in good faith, files with the Manager of Human Resources a complaint of discrimination, harassment, malfeasance, misappropriation of Agency funds, violation of regulatory permit requirements, state or federal laws, or substantial and specific danger to the public health/safety. Such complaints must be submitted in writing to the Manager of Human Resources, and filed under penalty of perjury.

Section 5.09. - Savings Clause

If any article or section of this contract shall be held invalid by operation of laws or by any court of competent jurisdiction, the remainder of this contract shall not be affected thereby. In the event that any section is held invalid, the parties agree to immediately enter into negotiations for the purpose of arriving at a mutually satisfactory replacement of the invalidated section or article.

ARTICLE 6 - FILLING OF VACANCIES

Section 6.01. - General

Vacancies may be filled by appointment, transfer, demotion or promotion or by the use of temporary help as deemed in the best interest of the Agency, by the General Manager or designated representative(s).

Section 6.02. - Filling of Vacancy

Whenever a vacancy occurs in the Agency's staff or labor force, the General Manager, or designated representative(s), shall decide by what manner the vacancy is to be filled.

- A. Insofar as possible and practical and in keeping with the best interests of the Agency, vacancies may be filled with existing employees of the Agency, subject to the following conditions:
- 1) A current Agency employee submits a completed application form for the vacant position.
 - 2) The employee requesting consideration demonstrates or possesses the experience and/or education and other qualifications that the position requires.
 - 3) An employee scores competitively on examinations, if given.
 - 4) In cases where more than one employee applies and all other factors are equal, seniority in terms of employment with the Agency shall prevail.

B. Employees shall be evaluated for promotion or advancement based on the following criteria:

- 1) Overall work performance.
- 2) Knowledge, training, ability, skill, efficiency and overall job performance.
- 3) Job-related work experience and education including certificates and degrees.
- 4) Cooperative working relationships with those contacted in the course of work.
- 5) Physical and mental ability to perform, with reasonable accommodation if disabled, the essential functions of the job.
- 6) Attendance records with the Agency.
- 7) Seniority with the Agency.

These criteria shall be evaluated only on the basis of the requirements of the position or classification for which the employee is being considered.

- C. Qualified Agency employees may apply for a transfer or promotional position within the Agency. Employees who chose not to participate in training provided by the Agency retain the right to apply for promotional positions for which they meet minimum qualifications.
- D. For non-permanent transfers, the Agency agrees to first allow "qualified" employees to voluntarily apply for the transfer. In cases where more than one qualified employee voluntarily applies for the transfer, the Agency shall determine which employee is transferred at the Agency's sole discretion. If no "qualified" employees voluntarily apply for the transfer, the Agency shall transfer staff as required to meet the needs of the Agency.

ARTICLE 7 - APPLICATION PROCESS FOR NEW APPLICANTS

Section 7.01. - Application Forms

Employment applications shall be made online and/or on forms approved by the General Manager, or designated representative(s), and provided by the Agency's Human Resources Department. These forms shall require information regarding education, prior work experience, training, references and other information related to the job for which applying. All applications shall be signed and dated by the applicant under a penalty of perjury. Any falsification of information on an application form may disqualify an applicant.

Section 7.02. - Physical Examination and Condition

After a conditional offer of employment has been made to a job applicant and prior to the commencement of employment with the Agency, all selected applicants shall be required to undergo a physical examination. The evaluation, which may include drug and/or alcohol screening, shall be performed by a physician selected by the Agency. Employees, in certain classifications, may further be required to undergo additional periodic physical examinations and/or receive certain anti-toxin injections during his/her employment with the Agency. The expense involved in such an examination shall be borne by the Agency. The evaluation of an employee's physical ability to perform the job shall be made only on the basis of the essential functions of the position for which the employee is applying.

Section 7.03. - Employment Tests

Applicants for all positions, as determined by the General Manager, or designated representative(s), shall be subject to oral, written and/or performance tests. Only applicants who demonstrate an acceptable level of knowledge, skills and abilities required of the position shall be considered for employment. If there is a job-related requirement for the position, a working knowledge of written and spoken English must be demonstrated by all applicants.

Section 7.04. - Acceptance of Applicant

Prior to hiring, the application and pertinent information of the applicant shall be reviewed by the General Manager, or designated representative(s). Said applicant will be approved for, or recommended for, employment on the qualifications that the General Manager, or designated representative(s), deem pertinent to the position or classification. Refer to Section 5.01 of this MOU for those items which shall not be adjudged pertinent.

Section 7.05. - Rejection of Applicant

The General Manager, or designated representative(s), may reject an application, or after examination, may disqualify the applicant, if the applicant:

- A. Is found to lack any of the requirements, certifications, or qualifications for the position involved;
- B. Is physically or mentally incapable of performing the essential functions of the job, with or without reasonable accommodation, based on competent medical/psychological evidence, including, but not limited to, impairment caused by current illegal use of drugs; or current abuse of alcohol;

- C. Has made false statements of any material fact, or practiced any deception or fraud on the application, declarations or in securing eligibility or appointment;
- D. Is found by the Agency's automobile insurance carrier to be uninsurable if the essential functions of the job require the employee to be insured;
- E. Has been convicted of a crime, either a misdemeanor or felony, that relates to the position duties that the applicant would perform;
- F. Has used or attempted to use political pressure or bribery to secure an advantage in the employment testing or appointment;
- G. Has directly or indirectly obtained information, in advance, regarding employment tests;
- H. Has failed to complete and/or submit the employment application correctly or within the prescribed time limits;
- I. Has had the privilege to operate a motor vehicle in the State of California suspended or revoked within the past twelve (12) months, if operating a motor vehicle, requiring a driver's license, is an essential function of the job for which applying;
- J. Has a job history which, in the judgment of the General Manager, or designated representative(s), would render the applicant ineligible for the position, including a prior discharge from the Agency.

Section 7.06. - Recruitment Review

Any internal candidate and his/her representative shall have the right to inspect his/her own examination paper(s) within five working days after the receipt of the notice of examination results. Any error in computation, if called to the attention of the Manager of Human Resources, shall be corrected. Such corrections shall not invalidate appointments previously made.

Section 7.07. - Background Investigations

After a conditional offer of employment has been made to a job applicant, and prior to the commencement of employment with the Agency, all selected applicants shall be required to allow the Agency to conduct a background investigation. Said investigation shall include verification of prior employment, verification of education, fingerprinting, credit check (for positions that regularly are involved in financial transactions), and any other information necessary to evaluate an applicant's qualifications for the position.

ARTICLE 8 - PERSONNEL RECORDS

Section 8.01. - General

- A. Personnel Records are by nature confidential, and the General Manager, or designated representative(s), shall establish procedures to maintain this confidential nature (refer to Agency Policy A-58).
- B. The contents of any personnel file or record shall only be released to the employee or employee's designee, upon written authorization of the employee, upon court order, on a need to know basis to respective supervisor/manager, or legal

representatives of the Agency, relative to personnel actions and only by the Manager of Human Resources or designated representative(s). A written log will be maintained in each General Unit employee's personnel file identifying access to the file by anyone other than Human Resources staff.

- C. The General Manager, or designated representative(s), shall maintain as a portion of the personnel records the employee's qualifications, education, achievements and other classified and confidential information as well as the following standard forms:
 - 1) Application Form
 - 2) Employment Record
 - 3) Periodic Performance Appraisals
- D. A separate medical file shall be established by the Human Resources Department for each employee. This file shall be maintained in accordance with the Agency's records retention schedule, and in a confidential manner.
- E. The General Manager, or designated representative(s), and the employee shall be empowered and charged to cause entries to be made in the employee's personnel file and each employee shall have the right to review his or her file to assure said personnel file is current and complete.
- F. Disciplinary actions of less than and including a suspension of four (4) days or less will be purged from the employee's personnel file after two (2) years, suspensions of five (5) to ten (10) days will be purged from the employee's personnel file after five (5) years, upon written request of the employee to the Manager of Human Resources, if the employee has not been subject to any formal discipline during the preceding two (2) year period. Suspensions of eleven (11) or more days will remain permanently in the employee's personnel file. Employees can ask for expired records to be expunged and can be present when it is done.
- G. Employees must provide the Agency with a current address and phone number.

ARTICLE 9 - PROBATIONARY PERIODS

Section 9.01. - Regulations

- A. Generally, original and promotional appointments shall have a probationary period of one (1) year. The General Manager can reduce or extend the original probation up to six (6) months. Said probationary period shall be declared in any offer letter. There are two (2) types of probationary periods:
 - 1) Original Probation - as defined in Section 4.17.A of this MOU.
 - 2) Technical Probation - as defined in Section 4.17.B of this MOU.
- B. Upon approval of the General Manager, or designated representative(s), either an original or technical probationary period may be extended a maximum of an additional six (6) months.
- C. Prior to the completion of a probationary period, the probationer's supervisor or the

manager of the department in which the employee works shall prepare a performance appraisal reporting the quality of the required skills, knowledge and ability to successfully perform the job as stated in the probationer's job classification specification. This appraisal shall be reviewed with the probationary employee and a signed copy presented to the General Manager, or designated representative(s), along with a recommendation to retain the employee, or discharge the employee. In the case of the technical probationer, the employee may be reclassified or returned to the employee's former classification or position as provided for in Section 9.02.B and 9.02.D.

- D. In the case of an original probationary period of one (1) year, employees who have completed six (6) months may use accrued sick, vacation leave and/or floating holiday.
- E. The time required for original probationary periods shall be extended by any time an employee is on an authorized leave of absence, with or without pay, which exceeds ten (10) calendar days during the Original Probationary period or during the first six (6) months of employment in the event of a one (1) year original probationary period.
- F. In the case of an original probationary, limited term employees promoted and/or reclassified to regular in the same classification and who have previously completed six (6) months employment may use accrued sick, vacation leave and/or floating holiday.

Section 9.02. - Technical Probation

- A. In those cases where multiple changes in classification or position occur within said technical probation period, the maximum technical probation period will be at the discretion of the General Manager, or designated representative(s).
- B. A regular employee who is promoted shall be subject to a technical probationary period of up to one (1) year during which time the employee shall demonstrate the ability to function in the new classification. If at any time during the technical probationary period, the employee or the Agency feels the employee is not qualified or suited to said position, the employee may elect or the Agency shall return said employee to the employee's previous classification. A decision by the Agency to return an employee to his/her previous classification is not grievable.
- C. An employee who satisfactorily completes Technical Probation and is on Step 1 shall receive a step advancement based on his/her latest performance appraisal.
- D. If a vacancy exists in a different classification, said employee may be reclassified at the discretion of the General Manager, or designated representative(s).
- E. Range placement and future step advancement dates upon unsuccessful completion of technical probation are as follows:
 - 1) The employee will be placed on the same range and step for the classification as the employee was on prior to the time the employee was promoted.
 - 2) The employee will be eligible for the next step advancement on the anniversary date of the original position prior to being promoted.

Section 9.03. - Dismissal During the Probationary Period

- A. During the original probationary period, an employee may be discharged by the General Manager, or designated representative(s), without cause and without right to appeal. Written notification of the discharge shall be served on the probationary employee by the immediate supervisor or designated representative(s), and a copy shall be filed with the General Manager, or designated representative(s).
- B. If an opening exists in a different position or classification, the employee may, at the General Manager's or designated representative(s) discretion, be offered the position in lieu of termination. The employee will be required to serve another six (6) month probationary period in the new position.
- C. The final decision of the above action(s) will be at the sole discretion of the General Manager, or designated representative(s).
- D. Any employee who is discharged during his/her original probationary period shall receive his/her final compensation, including any accrued vacation leave, at the time he/she is terminated.

ARTICLE 9.1 - WORK SCHEDULE

Section 9.1 - 4/10 Work Schedule

The parties agree to institute a 4/10 work schedule for unit members subject to the following exceptions as set forth herein.

The Agency retains the discretion, with two weeks' notice, to convert any classifications to a different work schedule, at the Agency's discretion with at least a two-week notice.

Section 9.2 - Standard workday under 4/10

The standard workday under a 4/10 schedule shall be Monday-Thursday, with core business hours being from 8:00 a.m. to 5:00 p.m. On a case by case basis, the Agency will allow alterations to the start and end times upon a showing of good cause and subject to Agency operations and needs.

Section 9.3 - Work Schedule for Maintenance Employees

Maintenance employees shall work a schedule of 6:00 a.m. to 4:30 p.m.

ARTICLE 10 - CLASSIFICATION, COMPENSATION AND PAY PERIOD

Section 10.01. - Classification/Compensation Plan

In addition to this MOU, the General Manager, or designated representative(s), shall maintain a file that shall contain the following:

- A. A nine (9) step compensation plan to include a listing of internal wage relationships among classifications, and benchmark classifications for purposes of establishing salaries for each classification within the Agency. The compensation plan shall also include exempt and/or non-exempt rate schedules for all classifications.

- B. Classification specifications for each job classification utilized for making appointments to all positions within the Agency. Class specifications shall define the principal duties, responsibilities, and minimum qualifications required of each classification. The General Manager, or designated representative(s), shall determine and set forth the duties and responsibilities as they are to be presented in said class specifications. Assignments may be varied or interchanged to meet the needs of the Agency.

Section 10.02. - Classification Revision and Reclassification

- A. The initial classification established in the above plan may be amended, combined, or abolished and new classifications set forth by the General Manager, or designated representative(s). In addition, any position may be re-classified to a different classification by the General Manager, or designated representative(s) when there is a change in the duties and responsibilities of the position or other sufficient cause. A demotion is not considered a non-voluntary re-classification of a position to a different classification and is subject to a reduction in pay rate.
- B. If an employee's classification or position is to be eliminated in accordance with the Agency's classification plan, the employee may be offered a reclassification to a lower classification or position for which the employee possesses the minimum qualifications. The unit will meet and confer with the Agency and allow the employee to have some input as to where he or she will be transferred.
- C. If an employee who is to be reclassified has achieved regular status in his/her present position, such status shall be maintained in his/her new position after the reclassification.
- D. Any reclassification to prevent layoff may be reversed when the employee's previous position is reopened.
- E. An employee who is to be reclassified shall be given at least four (4) weeks written notice prior to reclassification.
- F. If an employee believes that his or her duties and responsibilities have changed significantly, the employee may request a classification study of his/her position. Such request must be submitted in writing to the General Manager, or designated representative(s).

Section 10.03. - New Positions

Any new position and/or classification that is established shall comply with this MOU and shall be allocated to the Agency's classification and compensation plan by the General Manager.

Section 10.04. - Compensation

- A. Adjustments, if any, to salary ranges of employees covered by this MOU shall be made as negotiated between the Unit and the Agency and shall become part of this MOU.

- B. Effective July 1, 2018, the Agency shall implement a 3.0% base salary increase for FY 2018-2019.
- C. Effective July 1, 2019, the Agency shall implement a 3.0% base salary increase for FY 2019-2020.
- D. Effective July 1, 2020, the Agency shall implement a 3.0% base salary increase for FY 2020-2021.
- E. Only those persons who are Agency employees and working for the Agency on the date this MOU is approved by the Board of Directors, or on the date the base salary increase is actually implemented, whichever is later, are entitled to the base salary increases set forth above.
- F. All base salary increases provided for in this MOU shall be implemented on Step 1 of the salary matrix and incrementally implemented through Step 9.

Section 10.05. - Preparation of Compensation Plan

A nine (9) step compensation plan shall be prepared by the General Manager, or designated representative(s), to establish the rate of compensation and consideration for all classifications and all positions within said classifications. In determining the compensation rates for the various classifications, considerations may be given to the Agency's financial status, the current cost-of-living, local prevailing rates of compensation for like or comparable employment in public or private agencies, working conditions, fringe benefits, and any other relevant factors. The rates of compensation shall be arranged in clear and understandable tables entitled "Non-exempt and/or Exempt Rate Schedules" which shall be made a part of this MOU.

Any adjustments made relative to the compensation plan shall be subject to meet and confer in accordance with Government Code Section 3500, et. seq.

Section 10.06. - Adoption of Compensation Plan

The nine (9) step compensation plan shall be adopted by the Board of Directors of the Agency and made a part hereof, and will be on file with the General Manager, or designated representative(s).

Section 10.07. - Salary Adjustments and Step Advancements

The procedures for step advancements within each pay range are set forth as follows:

- A. New employees shall be hired at Step "1" of the established pay range for his/her classification. Variable entrance steps may be established if justified by recruitment needs through Step "9" with the approval of the General Manager, or designated representative(s).
- B. Within the base pay range, all step advancements will be effective on the first day of a pay period. Approval for advancement shall be based upon merit and completion of required length of service in the classification. Step advancements within each pay range shall be in increments of approximately 2½%.
- C. Except in cases where employees have exhibited outstanding performance, other

advancements shall be based on performance as provided in Section 10.08, and are contingent upon completion of one (1) year in each step.

- D. The time required for step advancement shall be extended by any time an employee is on an authorized leave of absence that exceeds thirty (30) calendar days (see Section 12.01.D).
- E. The General Manager, or designated representative(s), may authorize the upward adjustment of the range step or pay rate of an employee to maintain wage equity within the system, to prevent undue hardship or unfairness due to the application of any rule or policy, to correct any payroll error or omission including any such action which may have arisen in the prior fiscal year, or to correct any wage inequity.

Section 10.08. - Step Advancement/Performance

- A. The advancement of an employee within a classification shall be based on the employee exhibiting an increased ability, experience or educational level coupled with a history of meritorious service. The employee's supervisor shall evaluate the employee's qualifications and if merited, shall recommend advancement. The General Manager, or designated representative(s), shall have the authority to grant or reject recommended advancements.
- B. An employee who receives an overall performance rating of Satisfactory may be eligible to receive a one (1) step advancement, an employee who receives an overall performance rating of Exceptional may be eligible to receive a two (2) step advancement, and an employee who receives an overall performance rating of Outstanding may be eligible to receive a three (3) step advancement. In no instance shall the advancement place the employee higher than Step "9" of his/her pay range. An employee who receives an overall appraisal rating of Improvement Required shall not receive a merit increase (see Section 12.01.F).
- C. Advancements that are delayed because of late filing of recommendations shall be retroactive to the employee's benefit date when approved.
- D. An early step advancement may be granted to employees who have exhibited outstanding performance. The due date of the next merit increase shall be upon completion of one (1) year from the date of the early step advancement (and paid in accordance with Section 10.08.E).
- E. Merit adjustments shall become effective as follows:
 - 1) If a merit increase is due during the first week of a pay period, the effective date of the merit increase shall be the first day of the pay period.
 - 2) If a merit increase is due during the second week of the pay period, the effective date of the merit increase shall be the first day of the following pay period.
- F. A Satisfactory performance appraisal will not be considered as justification for automatic step advancement for employees upon successful completion of original or technical probation. Should an employee not be awarded a step advancement upon conclusion of his/her probationary period, he/she shall be eligible for a step advancement upon completion of one (1) year in the position.

Section 10.09. - Denial of Step Advancement/Performance

- A. An employee who receives an overall rating of Improvement Required shall be denied his/her step advancement. A written performance appraisal identifying the areas of weakness and what steps/actions the employee needs to take to improve his/her performance shall be provided to and discussed with the employee.
- B. After receiving an overall rating of Improvement Required, the employee shall have a maximum of two 3-month feedback evaluations to attain an overall rating of Satisfactory or better.
- C. At such time as the merit increase is warranted, a formal appraisal will be prepared and submitted along with a written recommendation to grant the increase. The next step advancement will be contingent upon the completion of one (1) year from the date the step advancement was granted as well as an acceptable level of performance during that period.
- D. At the end of the maximum two 3-month feedback evaluations, if the employee's performance is still not at an acceptable level, a formal performance appraisal will be prepared along with a written recommendation to extend the performance appraisal period up to a maximum of an additional six (6) months, or to discipline the employee in accordance with Article 17 as well as the reasons for the recommendation.

Section 10.10. - Authority of General Manager

The General Manager, or designated representative(s), is hereby authorized to employ personnel to fill openings allocated by the Board of Directors within the exempt and non-exempt classifications. Within a classification, the General Manager, or designated representative(s), shall have the authority to practice discretion in assigning the position in which the employee shall be employed. Additionally, he/she is authorized to establish new classifications provided that the total number of authorized positions does not exceed the number of positions authorized by the Board of Directors. The General Manager, or designated representative(s), is further empowered to promote, demote, or transfer employees from one position to another and from one classification to another provided there is a vacancy in a classification allocated by the Board of Directors or established by the General Manager.

Section 10.11. - Official Business Pay Authorization

Any employee of the Agency may be authorized to attend business and other matters of interest to the Agency outside the Agency area and for time periods which exceed the normal work day on the date of attendance. Employees on such assignment, at the Agency's request, must have prior approval for compensation at his/her hourly rate of pay for the number of hours he/she would normally work on the day of attendance.

Section 10.12. - Pay Periods

All employees of the Agency shall be paid biweekly. Payroll shall be distributed every other Friday by 10:00 a.m. If a payday falls on a holiday, the payroll will be distributed on the preceding

Thursday. At Thanksgiving, and when Christmas falls on a Thursday, the payroll will be distributed on the preceding Wednesday.

Section 10.13. - Payroll Deductions

A. Deduction of dues and premiums

Membership dues to the Association and insurance premiums for qualified plans shall be deducted by the Agency from the pay warrant of each employee in the General Unit who files with the Agency a written authorization requesting that such deduction be made. Remittance of the aggregate amount of all membership dues and insurance premiums deducted from the pay warrants of employees in the General Unit shall be made to the Association or plan sponsor within thirty (30) days after the conclusion of the month in which the membership dues and insurance premiums were deducted.

B. Agency not liable

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

Section 10.14. - Overtime Compensation

- A. All employees required to "**work**" in excess of forty (40) hours in any one workweek shall be paid at one and one-half (1½) times the employee's hourly rate of pay. In addition to actual hours worked, fatigue pay, scheduled vacation and/or agency observed holiday time that falls within the employee's regular shift shall also count as hours worked for purposes of computing overtime. If an agency observed holiday falls outside of an employee's regular shift and the employee does not actually work on the day of the holiday, the holiday shall not count as hours worked when computing overtime.

Any work in excess of twelve (12) consecutive hours shall be compensated at the rate of no less than twice the employee's regular hourly rate of pay. Any work in excess of sixteen (16) consecutive hours shall be compensated at no less than three (3) times the employee's hourly rate of pay.

- B. Overtime Meals: Employees who work in excess of 12 consecutive hours shall be compensated for meals as provided for in Agency Policy A-68. Employees who are provided less than ten (10) hours prior notice of the need to work overtime **AND** who are required to work more than three (3) hours of overtime shall be compensated for meals as provided for in Agency Policy A-68.

Section 10.15. - Compensatory Time

- A. Compensatory time, in lieu of monetary overtime compensation, shall be provided at the discretion of the employee, to regular and probationary employees at a rate equal to one and one-half (1½) hours of compensatory time for each hour of overtime worked to be taken as paid time off. Selection of compensatory time vs. overtime pay shall be made by the employee at the time he/she submits his/her timesheet.

- B. Regular and probationary unit employees shall have the option of earning compensatory time, in lieu of monetary on-call compensation, at the rate equal to one hour of compensatory time for each hour of on-call pay to be taken as paid time off. Selection of compensatory time vs. on-call pay shall be made by the employee at the time he/she submits his/her timesheet. This provision shall be subject to all limitations and restrictions relating to the accrual and use of compensatory time as set forth in this Section.

- C. All regular and probationary employees may accrue up to a maximum of forty (40) hours each calendar year. All compensatory time accrued, but not yet taken as paid time off, as of December 31 of the current calendar year, shall be paid to the employee, at his/her current rate of pay on a separate check from payroll via direct deposit in pay period three (3). The forty (40) hour maximum will limit the amount of compensatory time that can be earned in one (1) calendar year. Employees using any part of the forty (40) hour bank may not add any additional compensatory time to the bank in order to bring the total back to forty (40) hours in the same calendar year. Once an employee has earned forty (40) hours of compensatory time in one (1) calendar year, payroll will pay the employee time and a half for the hours worked even if the employee has marked compensatory time on his/her time sheet.

- D. In the event an employee is promoted/reclassified from a non-exempt position, in which he/she was eligible for compensatory time, to an exempt position, the employee shall be paid for all compensatory time on the books at the employee's non-exempt hourly rate of pay as of the end of the last pay period that the employee worked as a non-exempt employee.

- E. The usage of compensatory time shall be approved in advance by the employee's manager and/or supervisor. Compensatory time usage may be denied by supervisory staff and/or management without right to appeal.

Section 10.16. - Shift Differential Pay

Non-exempt employees working between the hours of 1800 and 0600 shall receive a five percent (5%) hourly rate of pay differential, in addition to the employee's hourly rate of pay, for actual hours worked between the above stated hours.

Section 10.17. - Call Back Pay

- A. Whenever an off-duty employee is required to return to duty, said employee shall be entitled to not less than two (2) hours of pay computed at the employee's hourly rate of pay.

- B. In instances where the employee is called in early to work, said employee shall be compensated for the actual time from when he/she was called in and shall not receive a minimum two (2) hours.

- C. Whenever an on-call employee is required to return to duty, said employee shall be entitled to not less than two (2) hours of pay computed at the employee's hourly rate of pay from the time of the response that triggers the call back. The employee shall not be compensated for travel time upon conclusion of the call back.

Section 10.18. - On-call Pay

- A. On-call pay shall be paid to employees assigned to on-call at the rate of two (2) hours at the employee's current hourly rate of pay for each weekday an employee is assigned on-call duty and three (3) hours for each weekend day an employee is assigned on call duty. Under a 4/10 (Monday-Thursday) work schedule, Fridays are considered weekends. For unit employees who are not on a 4/10 schedule, on-call pay shall be paid as set forth above, however Fridays shall not be considered a weekend day. Employees assigned to on-call during an observed holiday shall be paid at the rate of three (3) hours at the employee's current hourly rate of pay. Employees assigned to on-call during an actual holiday shall be paid at the rate of four (4) hours at the employee's current hourly rate of pay. Employees who call off sick for a full day shall not receive on-call pay for that day.
- B. On-call duty may be mandatory at the discretion of management for the following disciplines: Collection System Operators, Control System Administrators, Control System Analysts, Electricians, Engine Technicians, Instrumentation Technicians, Mechanics, and Plant Maintenance Technicians. Management has the right to assign employees to on-call duty to achieve the most effective and efficient response time. On-call duty is not counted as hours worked when computing overtime.
- C. An employee assigned to on-call duty may be required to carry a cell phone. In addition, he/she may be assigned a laptop or mobile device for response to on-call duties.
- D. An employee assigned to on-call duty is required to respond as soon as practicable but not to exceed ten (10) minutes. An employee assigned to be on-call shall be able to report to his/her work site within one (1) hour after returning the call. An employee may be given a designated time of more than one (1) hour to respond if deemed appropriate by his/her supervisor, or designated representative(s).
- E. If an employee is assigned to on-call duty, such employee must be reachable and available to respond. An employee who fails to respond to a call when assigned to on-call duty shall not receive on-call pay for that day. In addition, management reserves the right to review an employee's on-call status following a failure to respond, and may remove said employee from the on-call program as deemed appropriate.
- F. If an employee who is scheduled for on-call duty works sixteen (16) consecutive hours, on-call duty may be re-assigned to another employee for the balance of the following work day.
- G. In lieu of monetary compensation, on call pay may be added to compensatory time, (see Section 10.15.B for use of compensatory time).
- H. Unit employees can switch on-call time and serve on-call during a regular flex day weekend if unit employees agree to do so and subject to express permission by the Agency.
- I. If an employee trades an on-call assignment, the employee shall not be adversely impacted and/or this will not be documented on the annual performance appraisal. However, employees will be required to accept on-call work at least once every six

(6) months.

Section 10.19. - Laptop Response Pay

- A. An employee who responds to an alarm condition(s) via laptop shall receive a minimum of one (1) hour of pay computed at the employee's hourly rate of pay. Additional responses initiated within a span of one (1) hour of each other shall be included in the minimum compensation. If a response carries past the end of the one (1) hour period, the compensation shall be minimum compensation plus the actual additional time spent (i.e. one (1) hour plus each additional minute). Any responses that are initiated outside the span of one (1) hour of each other, shall be compensated at a minimum of one (1) hour of pay computed at the employee's hourly rate of pay.
- B. A laptop response which requires an employee to return to duty shall not be compensated with the minimum laptop response pay.

Section 10.20. - Telephone Response Pay

- A. An employee who is not on-call and who gets called for assistance shall receive a one quarter (1/4) of an hour of pay computed at the employee's hourly rate of pay.
- B. Telephone response pay not to exceed four (4) calls an hour.

Section 10.21. - Reduction in Pay

If an employee reports to work unprepared (i.e., not appropriately attired in uniform) when his/her shift is scheduled to commence, without prior approval, the employee's supervisor may reduce the employee's pay for each one-tenth (1/10th) of an hour that the employee is tardy. The tenth of an hour shall be rounded to the nearest six (6) minute increment (examples: employee arrives five (5) minutes late for work, pay is reduced by one-tenth (1/10th) of an hour. Employee arrives twenty-six (26) minutes late for work, pay is reduced by 4/10th of an hour).

For compelling reasons, the supervisor may approve the use of accrued vacation leave for lost time, and may require verification of reason for absence from work; otherwise, the employee shall not be permitted to use any other paid accrued leave in order to receive compensation for the lost time.

Section 10.22. - Acting Pay

Any employee performing the duties of a higher job classification for two (2) complete pay periods shall be designated as "Acting." An employee who is designated as acting shall receive a minimum increase of two (2) steps (approximately 5%) more than his/her current hourly rate of pay, or shall be placed on Step "1" of the range established for the acting position, whichever is higher; however, the employee's rate shall not exceed Step "9" of the range established for the acting position at any time. An employee shall receive acting pay until officially released of those duties with the following conditions:

- A. Compensation shall be requested in writing by the employee, outlining the circumstances, and the request is subject to the approval of the General Manager, or designated representative(s).
- B. Compensation shall only be requested if the additional duties are to be undertaken

for more than two (2) complete pay periods.

- C. Acting pay will be effective at the beginning of the first pay period following the completion of two (2) complete pay periods after the effective date of placement in the higher job classification.
- D. An employee shall receive acting pay for a maximum of twenty-six (26) consecutive pay periods. Under special circumstances, the General Manager, or designated representative(s) may authorize an extension to meet the needs of the Agency.
- E. If the employee is scheduled to receive a merit increase for the position in which he/she normally fills while serving in an acting status, the employee shall receive a corresponding increase in acting pay, not to exceed Step "9" of the acting rate if the new spread between his/her new hourly rate of pay and the acting rate of pay becomes less than approximately five percent (5%). The employee's merit review date shall not be affected by acting status unless he/she is appointed to the position in which he/she was Acting. If such, his/her review date shall be adjusted to coincide with the date he/she started in the Acting position or as provided in Section 10.22.F.
- F. If an employee who is receiving acting pay is promoted to permanently fill the position in which he/she is acting, the date from which the employee began receiving acting pay shall be credited to the employee's total time worked in the position. Following the promotion, the employee's merit increase will be awarded at the conclusion of the technical probationary period, or upon the completion of working one (1) year in the position (including all time he/she was receiving acting pay). All subsequent merit increases will be awarded upon completion of one (1) year in each step.
- G. Any employee on original probation shall not be appointed to an acting or interim position.
- H. When an acting pay position is made available, all eligible regular employees not on original probation shall be notified and considered if they are interested in the position.

Section 10.23. - Promotional Pay

An employee who is promoted from one classification to a higher classification shall receive a minimum wage increase of two (2) steps (approximately 5% more than his/her current rate of pay, or shall be placed on Step "1" of the range established for his/her new position, whichever is higher; however, the employee's wage shall not exceed Step "9" of the new range.

Section 10.24. - Flexible Position Advancement

The following positions are included in the Flexible Position Advancement Program. An employee who meets one of the following criteria may submit a written request to his/her supervisor for advancement. Advancement will only be made after the employee meets the necessary criteria and has submitted his/her request. Advancement is not automatic. After a written request has been submitted and compliance with the necessary criteria has been confirmed by the Human Resources Department, advancement shall be effective the start of the next pay period.

FLEXIBLE POSITION ADVANCEMENT

Accounting Technician I/II
Control System Analyst I/II
Collections System Operator I/II
Electrical & Instrumentation Technician I/II/III
Mechanic I/II/III
Pre-treatment and Source Control Inspector I/II
Technology Specialist I/II

- A. The Agency agrees to work with the unit to develop flex requirements for the Accounting Technician and Control System Analyst series by December 1, 2018.
- B. Mandatory requirements for any flex position:
1. Last two years performance appraisal with an overall rating of satisfactory performance or higher.
 2. No documented disciplinary action during the last two years.
- C. Collections System Operator II
- 1) 12 to 18 months experience as a Collections Systems Operator I at the Agency.
 - 2) Collection Systems Maintenance Grade I required.
 - 3) Collection Systems Maintenance Grade II certification issued by the California Water Environment Association (CWEA) is highly desirable.
 - 4) Pipeline Assessment Certification Program (PACP) issued by the National Association of Sewer Service Companies (NASSCO) is required within one year.
- D. Electrical and Instrumentation II
- 1) Typically, 12 to 24 months experience as an Electrical and Instrumentation at the Agency.
 - 2) Failure to successfully obtain the required certifications within the specific timeline will result in the Agency returning said employee's previous classification.
 - 3) Within 12 months of hire or promotion obtain:
 - a. California Water Environment Association Electrical/Instrumentation Technologist Grade 2 Certification.
 - b. International Society of Automation (ISA) Certified Control Systems Technician Associate Certification, or approved alternative.
 - 4) Within 6 months of appointment or promotion and during the course of employment obtain and maintain the following:
 - a. CPR and First Aid Certification.

- b. Confined Space Certification.
 - c. Approved and qualified use of Self-Contained Breathing Apparatus (SCBA).
 - d. Forklift Certification.
- 5) In some assignments, the incumbent must possess and maintain:
- a. California Class A or B driver's license.
 - b. Boom Truck Fixed Cab Operator Certification from the National Commission for the Certification of Crane Operators.
 - c. Weigh Master Certificate.

E. Electrical and Instrumentation III

- 1) Typically, 12 to 24 months as an Electrical and Instrumentation at the Agency.
- 2) Failure to successfully obtain the required certifications within the specific timeline will result in the Agency returning said employee's previous classification.
- 3) Within 12 months of hire or promotion obtain:
 - a. California Water Environment Association Electrical/Instrumentation Technologist Grade 3 Certification.
 - b. International Society Automation (ISA) Certified Control Systems Technician Level 1 Certification, or approved alternative.
- 4) Within 12 months of hire or promotion obtain two of the following or an approved alternative:
 - a. Ultrasound Level 1 Certification, or approved alternative.
 - b. Infrared Thermography I Certification, or approved alternative.
 - c. Certified Maintenance Reliability Technician Certification, or approved alternative.
- 5) Within 6 months of appointment or promotion and during the course of employment obtain and maintain the following:
 - a. CPR and First Aid Certification.
 - b. Confined Space Certification.
 - c. Approved and qualified use of Self-Contained Breathing Apparatus (SCBA).

- d. Forklift Certification.
- 6) In some assignments, the incumbent must possess and maintain:
- a. California Class A or B driver's license.
 - b. Boom Truck Fixed Cab Operator Certification from the National Commission for the Certification of Crane Operators.
 - c. Weigh Master Certificate.

F. Mechanic II

- 1) Typically, 12 to 24 months as Mechanic at the Agency.
- 2) Failure to successfully obtain the required certifications within the specific timeline will result in the Agency returning said employee's previous classification.
- 3) Within 12 months of hire or promotion obtain:
 - b. California Water Environment Association Mechanical Technologist Grade 2.
- 4) Within 12 months of hire or promotion obtain one of the following:
 - a. Vibration Analyst I Certification, or an approved alternative.
 - b. Machinery Lubrication Technician I Certification, or an approved alternative.
- 5) Within 6 months of appointment or promotion and during the course of employment obtain and maintain the following:
 - a. CPR and First Aid Certification.
 - b. Confined Space Certification.
 - c. Approved and qualified use of Self-Contained Breathing Apparatus (SCBA).
 - d. Forklift Certification.
- 6) In some assignments, the incumbent must possess and maintain:
 - a. California Class A or B driver's license.
 - b. Boom Truck Fixed Cab Operator Certification from the National Commission for the Certification of Crane Operators.
 - c. Weigh Master Certificate.

G. Mechanic III

- 1) Typically, 12 to 24 months as Mechanic at the Agency.
- 2) Failure to successfully obtain the required certifications within the specific timeline will result in the Agency returning said employee's previous classification.
- 3) Within 12 months of hire or promotion obtain:
 - a. California Water Environment Association Mechanical Technologist Grade 3.
 - b. Vibration Analyst I Certification, or an approved alternative.
 - c. Machinery Lubrication Technician I Certification, or an approved alternative.
- 4) Within 12 months of hire or promotion obtain one of the following:
 - a. Ultrasound Level 1 Certification, or approved alternative.
 - b. Infrared Thermography 1 Certification, or approved alternative.
 - c. Certified Maintenance Reliability Technician Certification, or approved alternative.
- 5) Within 6 months of appointment or promotion and during the course of employment obtain and maintain the following:
 - a. CPR and First Aid Certification.
 - b. Confined Space Certification.
 - c. Approved and qualified use of Self-Contained Breathing Apparatus (SCBA).
 - d. Forklift Certification.
- 6) In some assignments, the incumbent must possess and maintain:
 - a. California Class A or B driver's license.
 - b. Boom Truck Fixed Cab Operator Certification from the National Commission for the Certification of Crane Operators.
 - c. Weigh Master Certificate.

H. Pretreatment and Source Control Inspector II

- 1) 2 years as a Pretreatment and Source Control Inspector I at the Agency.

- 2) California Water Environment Association Environmental Compliance Inspector Grade II certification required.

I. Technology Specialist II

- 1) 12 to 18 months experience as a Technology Specialist I at the Agency.
- 2) A+ Certification issued by the Computing Technology Industry Association or Microsoft Certified Technology Specialist or the equivalent is preferred.

Section 10.25. - Direct Deposits

All employees shall be compensated only by the use of direct deposit. The only exception shall be when setting up a new employee into the payroll system, for a period not to exceed three (3) pay periods while an employee changes financial institutions, or final (retirement/resignation/termination) payrolls.

Section 10.26. - Fatigue Pay

Any general unit employee that is called in on unscheduled hours to work six (6) hours or more, within fourteen (14) hours before the start of the normal shift, can ask to fatigue out. If the employee qualifies, he/she shall receive no less than eight (8) hours of off-work time (fatigue pay) of off-work time before reporting back to work.

Should the fatigue time overlap into the employee's normal shift time, the employee will receive pay at the employee's regular rate of pay for those hours which overlap with the employee's normal scheduled shift.

If, at the end of the eight (8) hours of off-work time, there are less than three (3) hours remaining in the employee's normal shift, the employee shall not be required to return to work to complete that shift and shall receive pay at the employee's hourly rate for the balance of that shift.

Employees are responsible for personally notifying their supervisor before the start of the shift with the reason for taking fatigue pay, hours worked, and problem repaired, in advance of any time off pursuant to this provision.

ARTICLE 11 - BENEFITS

Section 11.01. - Medical Benefits/Life Insurance Plans

A. Health Benefits

The Agency shall contribute the minimum monthly health premium contribution established for contracting agencies by CalPERS, or \$133.00, whichever is greater, towards the cost of premiums for health insurance under the CalPERS Public Employees Medical and Hospital Care Act (PEMHCA) for each employee and his/her eligible dependents. The contribution shall be adjusted annually by CalPERS to reflect any changes in the medical care component of the CPI-U and shall be rounded to the nearest dollar by CalPERS. For employees who do not purchase Agency provided health insurance, the PEMHCA monthly minimum or \$133.00, whichever is greater, shall be paid to the employee as ordinary income.

PEMHCA minimum monthly contribution effective 2018 \$133.00

B. Additional Benefits

Effective January 1, 2014, the Agency shall make a monthly contribution for each employee as follows, minus the minimum PEMHCA contribution or \$133.00 whichever is greater:

Employee +1 \$1,182.00 effective July 1, 2018 through December 31, 2018

Employee Family \$1,450.00 effective July 1, 2018 through December 31, 2018

- 1) Employee Only and Opt-Outs: For employees who purchase employee only health insurance, or who do not purchase Agency provided health insurance, the maximum monthly contribution from July 1, 2018 through December 31, 2018 shall be \$898.00 minus the PEMHCA contribution under Section A above. Effective, the maximum monthly contribution shall be. If the cost of the combined premiums for health, dental, vision and life insurance (including dependent coverage) is less than the maximum allotment, the Agency shall pay the difference to employees as ordinary income, provided that the employee is enrolled and maintains membership in a CalPERS health plan for him/herself or is able to show proof that he/she obtains and maintains health insurance through another source for him/herself. The Agency may require proof of health insurance at any time. While on Unpaid Status, as defined in Section 4.29 the employee shall not receive this allotment.
- 2) Effective January 1, 2015, and on January 1st of every calendar year thereafter, during the duration of this MOU, any increase in the monthly contributions set forth above shall be based on the "blended rate" of the average increase in premiums, if any, of the two health benefit plans with the most Agency subscribers as of December 1 of the prior calendar month. The "blended rate" shall be calculated by averaging the annual percentage increase and/or decrease of the basic premium rates, as determined by CalPERS, of the two health plans with the most Agency subscribers on December 1 of each calendar year during the duration of this MOU. Any increase in the monthly contributions based upon the "blended rate" shall be capped at 6.5% per calendar year. If the "blended rate" percentage decreases, the then-current medical cap will remain unchanged."
- 3) Effective July 1, 2019, the additional benefit for Employee +1 and Employee Family in Section 11.01.B and the monthly contribution for Employee Only and Opt-Outs in Section 11.01.B.1 shall increase by twenty-five dollars (\$25).
- 4) Effective July 1, 2020, the additional benefit for Employee +1 and Employee Family in Section 11.01.B and the monthly contribution for Employee Only and Opt-Outs in Section 11.01.B.1 shall increase by twenty-five dollars (\$25).
- 5) Should an employee's work hours be reduced by 25% or more of his/her normal working schedule due to a light duty assignment and/or doctor's orders for more than twelve (12) weeks or as provided under FMLA, the employee shall receive the difference between the monthly insurance

allotment and the actual cost of his/her health, dental, vision and/or life insurance benefits on a pro-rated basis (i.e., works 75%, receives 75% of the difference between the monthly insurance allotment and the actual insurance costs). The Agency shall continue to pay the PEMHCA contribution from Section A above. Any adjustment shall be made to the amount of additional benefit.

- 6) Except as provided for in Section 11.01.B.5, an employee must be in a paid status for a minimum of sixty (60) hours per pay period to receive the difference between the monthly insurance allotment and the actual cost of his/her health, dental, vision and/or life insurance benefits. The Agency shall continue to pay the PEMHCA contribution from Section A above.
- 7) An Agency-paid \$50,000 life insurance policy is provided to each Unit employee.
- 8) Supplemental Life Insurance is available to an employee at his/her expense through the Agency's life insurance carrier.
- 9) Effective June 24, 2001, the Agency will provide Domestic Partnership health insurance coverage as provided through CalPERS and California State law. The extension of health insurance through CalPERS shall not change or modify any other benefit offered by the Agency unless said benefit is specifically authorized by this MOU.

C. Retiree Health Benefits

The Agency shall contribute the minimum monthly contribution established for contracting agencies by CalPERS or \$133.00, whichever is greater, plus administrative costs towards the cost of premiums for health insurance under the CalPERS PEMHCA for each annuitant who retired from the Agency through CalPERS and who enrolls in a CalPERS health plan as a retiree. The contribution shall be adjusted annually by CalPERS to reflect any changes in the medical care component of the CPI-U and shall be rounded to the nearest dollar by CalPERS.

PEMHCA minimum monthly contribution effective 2018 \$133.00

- 1) Payment for the retiree health insurance benefit of \$133.00, or the minimum PEMHCA contribution whichever is greater, shall be made directly to CalPERS for the benefit of the retiree each month.
- 2) Only employees who retire after July 4, 2004, shall have the option of purchasing health insurance from CalPERS or a provider of his/her choice without any loss in benefit. If the retiree so chooses to purchase his/her health insurance from a provider other than CalPERS, the retiree will be reimbursed on a monthly basis for his/her benefit via direct deposit to the retiree's (or surviving spouse's) bank account, up to the maximum benefit provided. Retirees are responsible for any taxes that may be due on retiree health benefits.

D. Additional Retiree Longevity Benefits

The Agency shall contribute an additional monthly benefit to each retiree minus the minimum PEMHCA contribution or \$133.00, whichever is greater, according to

the chart below who simultaneously retires from the Agency through CalPERS and who is a minimum age of fifty-five (55).

Hire Date	Benefit Level	Minimum Years of Agency Service	Benefit
Before Jan. 1, 1992	Employee and/or eligible dependent(s)	20	50% of applicable Kaiser Rate*
After Dec. 31, 1991	Employee only or surviving spouse	12	50% of applicable Kaiser Rate*

*The applicable Kaiser rate is equal to the rate for the region in which the retiree resides, plus administrative costs.

The longevity benefit is available to qualifying retirees whether they enroll in a CalPERS health plan or not. The retiree will be reimbursed on a monthly basis for his/her retiree longevity benefit via direct deposit to the retiree's (or surviving spouse's) bank account, up to the maximum benefit provided. Retirees are responsible for any taxes that may be due on reimbursement of retiree longevity benefits.

Section 11.02. - Retirement Plan

- A. Each probationary and regular employee of the Agency shall participate with the Agency in a retirement plan under the California Public Employees' Retirement System (CalPERS) and be subject to such terms and conditions as the Agency may contract with that system.
- B. All CalPERS member contributions shall be deducted on a pre-tax basis. Said contribution shall not be considered special compensation for calculation of the employee's retirement benefits.
- C. Employees hired after January 1, 2013, and defined as "new members" under the Public Employees' Pension Reform Act of 2013 ("PEPRA"), Government Code section 7522, *et. seq.*, will receive the 2% @ 62 formula and will pay one half (1/2) of their total normal cost rate as determined by CalPERS.
- D. The Agency contracts with CalPERS for the Pre-retirement Optional Settlement 2 Death Benefit (Section 21548). This benefit provides that, upon the death of a member who was eligible to retire, the spouse may receive an allowance equal to the amount the member would have received if the member had retired for service retirement on the date of death and elected option 2W.
- E. The Agency contracts with CalPERS for the 1 Year Final Compensation Benefit (Section 20042) for all employees hired prior to January 1, 2012. This benefit provides that the final compensation used to calculate a member's retirement allowance is the average full-time monthly pay rate for the highest twelve (12) consecutive months.
- F. The Agency contracts with CalPERS for Military Service Credit Purchases (Section 21024). This benefit allows members to elect to purchase up to four (4) years of

service credit for any continuous active military or merchant marine service prior to employment.

- G. The Agency has adopted Resolution #2009-4-2 which allows employees who make payments by payroll deduction for CalPERS service credit purchases to defer state and federal income taxes in accordance with IRC 414(h)(2).
- H. The Agency contracts with CalPERS for the 2.5% @ 55 Benefit Formula (Section 21354.4) for all employees hired prior to January 1, 2012. Employees in this plan will pay the full 8.0% Employer Paid Member Contribution (EPMC).
- I. The Agency contracts with CalPERS for a second tier pension plan for employees hired on or after January 1, 2012 and prior to January 1, 2013, or who are hired after January 1, 2013, but were previously members in CalPERS or a reciprocal retirement system with less than six (6) months gap in service, i.e. "classic members" pursuant to Section 20475 which provides for the 2.0% @ 55 Benefit Formula (Section 21354) with three (3) year final compensation. Employees in this plan will pay the full 7.0% Employer Paid Member Contribution (EPMC).

Section 11.03. - Long-Term Disability

All regular employees of the Agency are covered under an Agency paid long-term disability plan, with following elements:

- A. Sixty (60) day elimination period.
- B. Sixty percent (60%) of the first ten thousand dollars (\$10,000) of monthly wage.
- C. The maximum benefit period is determined by the employee's age when disability begins.

The choice of carrier and other plan elements rests with the Agency. The Agency may elect to self-insure the plan.

Section 11.04. - State Disability Insurance

- A. State Disability Insurance (SDI) - Any employee who becomes disabled due to a non-work related illness or injury will receive compensation benefits as established by the State Disability Insurance fund.
- B. Paid Family Leave Program (PFL) – All California workers who are covered by the State Disability Insurance (SDI) program will also be covered for PFL. The PFL program provides a maximum of six (6) weeks of paid family leave benefits for workers who take time off as provided for by State law. Employees who utilize this program are not required to use vacation time prior to receiving benefits. PFL runs concurrently with State and Federal Family Leave.

Section 11.05. - Safety Shoes

General Unit employees in authorized classifications and identified in the Agency's Safety Manual shall be required to wear appropriate safety shoes. Payment and/or reimbursement for safety shoes shall be processed in accordance with the Safety Shoe policy contained in the Agency's Safety Manual.

Section 11.06. - Uniforms

Employees in authorized classifications shall be provided with uniforms. Employees who are provided with a uniform are required to wear the provided uniform during all working hours. Employees who are attending seminars outside of the Agency shall not be required to wear uniforms.

Section 11.07. - Mileage Reimbursement

- A. The Agency shall pay all employees mileage reimbursement in the amount established by the Internal Revenue Service. The employee shall submit a check request to receive reimbursement for mileage costs.
- B. Call Backs (see Section 10.17). Employees who are called back to work pursuant to the call back provision shall be paid mileage as provided below:
 - 2) If the employee stays to work a scheduled shift after the call back, mileage reimbursement shall not be paid.
 - 3) If the employee returns home after completion of the call back, round-trip mileage reimbursement shall be paid.
 - 3) An employee may decline this mileage reimbursement.
 - 4) This provision does not apply to employees on an extended shift; i.e., called early for normal shift or required to stay longer than a normal shift.
- C. Unscheduled Overtime. If an employee is not given at least ten (10) hours prior notification to work unscheduled overtime, they shall be paid round trip mileage reimbursement, except as provided for in Section 11.07.B.

Section 11.08. - Professional Memberships

- A. The Agency will reimburse each unit member up to a maximum of four hundred dollars (\$400) per fiscal year for the costs of joining and maintaining memberships in Agency-approved professional organizations related to his/her work at the Agency.
- B. Professional memberships are only payable after the employee has satisfactorily completed his/her original probationary period. However, the Agency shall reimburse any General Unit member who successfully completes his/her original probation for Professional Memberships, paid by the employee within ninety (90) calendar days before the end of his/her original probationary period.

Section 11.09. - Commercial Driver's License Incentive

The Agency will provide an annual payment of one thousand dollars (\$1,000) for all General Unit employees possessing a Class A or B driver's license in the following classifications: Collections System Operators, Compost Operators, E&I Technicians, Mechanics and Sr. Compost O&M Technicians.

Section 11.10. - Educational Reimbursements

The Agency shall reimburse each General Unit employee up to five thousand two hundred fifty dollars (\$5,250) per fiscal year for the cost of educational courses that are related to the employee's work at the Agency (as stated in Agency Policy A-39).

Section 11.11. - Backflow Prevention Certification Pay

An annual incentive of five hundred dollars (\$500) will be paid to all General Unit employees in the Mechanic classification who are certified by San Bernardino County as a backflow prevention inspector.

Section 11.12. - Crane Certification Pay

An annual incentive of seven hundred fifty dollars (\$750) will be paid to all General Unit employees in the following classifications: Mechanics, E & I Technicians, Industrial Engine Technicians, Sr. Compost O&M Technicians, and who are certified as a crane operator.

Section 11.13. - Confined Space Entry Incentive

An annual incentive will be paid to all General Unit employees who perform confined space entry tasks as follows:

1. Three hundred dollars (\$300) for one (1) to four (4) entries
2. Five hundred fifty dollars (\$550) for five (5) or more entries

A confined space entry is defined as the action by which a person passes through an opening into a permit required confined space. Entry is considered to have occurred as soon as any part of the entrant's body breaks the plane of an opening into the space. A confined space entry includes the entire confined space team.

The number of entries is to be based on the number of confined space permits that the employee is required to sign as an active participant.

Section 11.14. - Incentive Pay

An employee who is eligible for an incentive as stipulated in this article, shall be eligible to receive an incentive for each discipline in which he/she is certified (i.e., If an employee has a Class A or B, Backflow, and Crane certification, he/she is eligible for a total incentive of three thousand dollars (\$3,000). Employees who receive an annual incentive will not be eligible for any further incentives offered through the Certification Incentive Program, Agency Policy A-70. This incentive will be paid on a separate check from payroll between pay period twenty-five (25) and twenty-six (26).

Section 11.15. - Emissions Analyzer Incentive

An annual incentive of two hundred fifty dollars (\$250) will be paid for an emissions analyzer required by state to do 2000 hour NOx test for boiler emissions.

Section 11.16. - Certification and Licensing

The Agency agrees to reimburse unit members for certification and licensing expenses in accordance with Agency Policy A-70.

Section 11.17. - 401 Governmental Money Purchase Plan & Trust (401a Plan)

Upon separation from service, all General Unit employees who participate in the Agency's 401 Governmental Money Purchase Plan & Trust (401a Plan) shall contribute one hundred percent (100%) of paid leave accruals to the 401a Plan up to the annual contribution limit in effect at the time of separation.

Section 11.18. - Wellness Reimbursement

Unit members shall be entitled to a wellness reimbursement of up to five hundred dollars (\$500) per fiscal year. The reimbursement shall be subject to the limitations and terms set forth in Agency Policy.

Section 11.19. - Degree Incentive

The Agency shall provide a one-time payment of \$175 for unit employee who successfully earn an Associate's Degree.

The Agency shall provide a one-time payment of \$300 for unit employees who earn a Bachelor's Degree.

The Agency shall provide a one-time payment of \$300 for unit employees who earn a Master's Degree.

Payments are not retroactive and shall apply only to degrees earned during the duration of the MOU.

Eligibility for the payment and verification of degree shall follow the processes set forth in Policy A-70.

Section 11.20. - Deferred Compensation

- A. Unit members may borrow against their qualifying 457 plans, if allowed by the plan, subject to the terms and conditions of the deferred compensation plan.
- B. Effective July 1, 2018, The Agency will contribute twenty-five dollars (\$25) per pay period as a matching contribution to a single 457(b) account of each employee who has made an elective deferral of twenty-five dollars (\$25) or more to the plan for that pay period.

ARTICLE 12 - PERFORMANCE APPRAISALS

Section 12.01. - General

The procedures for performance appraisals are set forth as follows:

- A. Each employee will be reviewed by his/her supervisor. This review will be made on a standard Agency performance appraisal form. The purpose of this appraisal is to cause a periodic dialogue between the supervisor and the employee. The supervisor

shall take this opportunity to discuss the employee's performance. At this time, the employee may have the opportunity to converse with the supervisor without cause for jeopardy to the employee's position.

- B. The performance appraisal shall become part of each employee's official personnel file.

- C. All regular employees shall have a performance appraisal review at least once a year, to be conducted at the employee's merit review date. Said review shall occur every twelve (12) months from the anniversary of his/her last merit review date unless said employee receives an overall Improvement Required (see Section 12.01.F).

- D. The due date for a performance appraisal shall be extended by the number of days the employee is actually out on an authorized leave of absence, with or without pay, that exceeds thirty (30) continuous calendar days (i.e., the employee is off for 31+ days, the date of the appraisal/merit is advanced the number of calendar days the employee is actually out, including the first 30 days. If the employee is off 30 days or less, no adjustment is made).

- E. In cases where no performance appraisal is filed, the employee should contact the Manager of Human Resources.

- F. All employees who receive an overall appraisal rating of Improvement Required shall be reviewed three (3) months after the Improvement Required appraisal was received by the employee.

Section 12.02. - Duty of Departments

It is the duty of the supervisor to evaluate the work accomplishments and conduct of employees, to inform employees of his/her appraisals in writing, and to provide positive assistance to employees in improving work effectiveness.

Section 12.03. - Employee's Responsibility

It is the responsibility of the employee to meet standards established for work accomplishment and conduct and to strive to improve work effectiveness.

Section 12.04. - Grievance of Performance Appraisal

Any dispute arising out of the content of a performance appraisal may be processed in accordance with the Grievance Procedure up to the level of the Administrative Appeals Committee.

Section 12.05. - Demotions

- A. If, in the opinion of an employee's supervisor, the employee is unable to perform duties and responsibilities that are within the requirements of his/her position, the supervisor may recommend a demotion without following the progressive discipline steps. The General Manager, or designated representative(s), shall have the

authority to act on such recommendations and accept or reject such a demotion in the best interest of the Agency.

- B. If an employee's classification or position is to be eliminated, in accordance with the Agency's classification plan, the employee may be offered a demotion to a lower classification or position for which the employee possesses the minimum qualifications.
- C. If an employee who is to be demoted has achieved regular status in his/her present position, such status shall be maintained after demotion.
- D. Any demotion to prevent layoff may be reversed when the employee's previous position is reopened. In the case of preventing a lay-off, the employee being demoted will accept the pay rate of new position.
- E. An employee who is to be demoted shall be given at least two (2) weeks written notice prior to demotion.
- F. Salary placement and future step advancement dates upon demotion are as follows:
 - 1) When demoted the regular employee's rate of pay shall be adjusted to the pay range of his/her new position, representing a two (2) step pay reduction or Step "9", whichever is lower.
 - 2) If placed on less than Step "9" of his/her new position, the employee will be eligible for the next step advancement on the anniversary date of his/her demotion.

ARTICLE 13 - LEAVES OF ABSENCE

Section 13.01. - Pre-approved Leaves of Absence

Pre-approved leaves of absence are leaves granted by the General Manager, or designated representative(s), in writing, before the absence, for any purpose, including but not limited to pregnancy, sickness, accident or other casualty, at the convenience of the Agency, provided that the employee returns to work before or at the expiration of such leave of absence or any extension thereof. Special cases will be at the discretion of the General Manager, or designated representative(s). The Agency, in granting leaves of absence, shall treat alike all participants in similar circumstances.

Section 13.02. - Leave of Absence With Pay

- A. Any supervisor may authorize leave to any employee within the supervisor's department. This includes granting vacation, bereavement, court leave, sick leave, comp time or any other leave within the terms of this MOU except unpaid leave of absence.
- B. The authority of granting paid leaves or non-routine leaves with pay is at the sole discretion of the General Manager, or designated representative(s).

Section 13.03. - Leave of Absence Without Pay

- A. The General Manager, or designated representative(s), shall have the authority to grant leaves of absence without pay. No employee shall be eligible for a leave of absence without pay until the employee has two (2) or more years of continuous regular employment, except in cases where the law provides otherwise or as determined by the General Manager. In special cases, the General Manager, or designated representative(s), may waive the two (2) year employment requirement if in the best interest of the Agency.
- B. Unless otherwise provided by law, an employee shall not be eligible for a leave of absence without pay until all of the employee's accrued leave time with pay has been used, and he/she has obtained the prior approval of the General Manager, or designated representative(s).
- C. An employee on inactive status may request, in writing, to continue participation in the Agency's insurance plans, at the employee's own expense for a defined period of time; i.e., until return to work on "active" status, or until a terminating event; i.e., permanent and stationary disability.
- D. An employee granted leave must return to work not later than the start of the first working day following the end of the leave.
- E. During the period of a leave of absence without pay, the employee shall not accept any other employment except with express written permission of the General Manager, or designated representative(s).

Section 13.04. - Industrial Injury Leave

Any employee who is injured within the scope of employment with the Agency will receive workers' compensation benefits as provided for under the California Labor Code.

Section 13.05. - Holidays

Subject to the conditions specified in this Section, the Agency designates the holidays specified as follows:

<u>Holiday</u>	<u>Date</u>	<u>Duration</u>
New Year's Day	January 1st	1 day
President's Day	3rd Monday in Feb.	1 day
Memorial Day	Last Monday in May	1 day
Independence Day	July 4th	1 day
Labor Day	1st Monday in Sept.	1 day
Thanksgiving Day & Day After	4th Thursday in Nov.	2 days
Christmas Day & Day After	December 25th & 26th	2 days
Floating Holiday	Employee's Choice	60 hours per FY

- A. For employees on 9/80 schedule, if the holiday should fall on a Saturday, the holiday will be observed on the preceding Friday. If the holiday should fall on a Sunday, the holiday will be observed on the following Monday. If Christmas falls on a Friday, the day after will be observed on the following Monday. If Christmas falls on a Saturday, it will be observed on the preceding Friday and the day after will be

observed on the following Monday. If Christmas falls on a Sunday, Christmas Day and the day after shall be observed on the following Monday and Tuesday.

- B. To the extent any holiday set forth in Section 13.05 occurs on a regular day off, the unit member may receive compensation equal to the number of hours of the employee's regular work day at straight time, or may, in lieu of compensation, bank the hours as accrued vacation, as long as the employee worked the entire scheduled work day before and after the holiday or was on an approved pay status the entire scheduled day before and after the holiday (i.e. vacation, compensatory time off), and satisfies all other conditions set forth in Section 13.05.D.
- C. All employees will be granted leave with pay for all holidays recognized by the Agency, with the exception of the following:
 - 1) Appointees whose first day of work would have fallen on the holiday.
 - 2) An employee who is scheduled to work a normal shift at Agency facilities on a holiday shall be paid a premium of one and one-half (1½) times his/her hourly rate of pay for all hours actually worked, in addition to his/her holiday pay. If the day of the observed holiday is different from the day of the actual holiday, only employees working on the day of the actual holiday shall be entitled to this premium pay. Employees shall be paid this premium pay for hours worked beginning at 12:00 a.m. and ending at 11:59 p.m. on the day of the actual holiday. This premium pay shall be paid to employees for a maximum of one shift, unless an employee is requested to work overtime by his/her supervisor.
- D. For the purposes of holiday compensation, a day shall equal the number of hours that the employee customarily would have worked other than for the holiday.
- E. The employee must work the entire scheduled work day before and after the holiday or be in approved pay status the entire scheduled day before and after the holiday (i.e., vacation, compensatory time off, flex day) in order to receive pay for holiday leave, or holiday premium pay if the employee works on the day of the actual holiday. Unscheduled absences and sick leave shall not count as time worked on the day before and after the holiday. In the event that the day before or after the holiday is the employee's regular flex day, the unscheduled absences and sick leave taken on the day before and/or after the flex day shall not count as time worked on the day before or after the holiday (e.g., The July 4th holiday is Thursday and employee's flex day is Friday, the employee must be in an approved paid status on Wednesday and Monday to receive the holiday pay).
- F. An employee whose regularly scheduled flex day off falls on the actual holiday who does not work due to the flex/holiday may receive either compensation or an increase in his/her vacation accrual equal to the number of hours of the employee's working flex day. (e.g., Employee's flex day off is Friday and he/she works 8 hours on the other Friday of the same pay period, he/she will accrue an extra 8 hours of vacation time/holiday pay.)
- G. Floating Holidays will be credited to each employee on July 1 and must be used by June 30 of the following year. Any remaining time will be forfeited. The amount of floating holiday credited to employees hired or promoted after the pay period

corresponding with the first pay date in July of each year shall be pro-rated based on the number of pay periods remaining in the fiscal year. Floating holidays cannot be used during the Original Probationary period or during the first six (6) months of employment in the event of a one (1) year original probationary period. An employee on original probation who is not permitted to use his/her floating holiday prior to the end of the pay period corresponding with the last pay date in June shall have his/her pro-rated hours carried over to the following fiscal year. Prior approval to take floating holiday(s) must be obtained from the employee's supervisor. In cases where an employee must forfeit his/her floating holiday time at the request of the Agency, the employee shall be compensated for his/her unused floating holiday portion at his/her current hourly rate of pay at the end of the pay period corresponding with the last pay date in June. Every effort will be made to allow the General Unit employees desiring Veteran's Day off, the use of one floating holiday on Veteran's Day (November 11). Once an employee has tendered his/her notice of separation, he/she shall not be permitted to utilize floating holiday(s). If he/she gives the Agency 30+ calendar days advance notice of separation, he/she may be permitted to utilize floating holiday. Unused floating holiday time shall not be paid out upon separation from employment.

- H. A one hundred twenty-five (\$125) differential (per holiday), in addition to holiday pay, will be paid to each General Unit employee assigned to the Inland Empire Regional Composting Authority (IERCA) facility who actually works on a holiday.

Section 13.06. - Vacation Leave

All employees shall accrue vacation leave time, but may not use the accrued leave during the same pay period in which said leave is accrued. All original probationary employees shall accrue vacation leave but will not be able to use the accrued leave until completion of the original probationary period or completion of six (6) months of employment in the event of a one (1) year original probationary period. Vacation leave is computed and administered as follows:

- A. All employees shall be entitled to accrue and accumulate vacation leave with pay as follows:

Continuous Months of Service	Continuous Years of Service	Hours Accrued per Pay Period	Hours Accrued per Year	Maximum Accrual
0-60	0-5	3.077	80	160
61-72	6	3.692	96	192
73-84	7	4.308	112	224
85-108	8-9	4.923	128	256
109-180	10-14	6.154	160	320
181-239	15-19	6.769	176	352
240 and thereafter	20+	7.692	200	400

- B. The maximum length of a continuous vacation leave, which is not interrupted by working on the Agency's behalf, shall be equal to twenty (20) working days.
- C. Vacation leave periods which exceed the limits specified in Paragraph B above, must

be approved in writing by the General Manager, or designated representative(s), and in the best interest of the Agency.

- D. Vacation leave shall be limited to those days already earned by the last day of the vacation period. No advance of vacation leave shall be permitted, without the expressed written consent of the General Manager, or designated representative(s).
- E. Holidays that occur during an employee's vacation period shall not be considered as a vacation day.
- F. In cases where an employee forfeits vacation leave time at the request of the Agency, upon approval of the General Manager, said employee shall be compensated for forfeited vacation leave time at the employee's current hourly rate of pay. It is the employee's responsibility to schedule vacation time well in advance to avoid forfeiting his or her vacation or to avoid any conflicts.
- G. Employees who are on vacation leave shall be compensated at his/her current hourly rate of pay.
- H. Vacation leave shall be pre-approved by the employee's supervisor. Same-day vacation requests may be approved in emergency situations, and shall be subject to proof of the pertinent circumstance(s). The employee's wishes shall be considered in evaluating leave requests; however, the Agency's needs shall take precedence.
- I. Regular and probationary employees who leave Agency employment shall be compensated for all vacation leave time accrued but not yet taken to the maximum of the vacation leave the employee is entitled to accrue. Compensation shall be at the employee's hourly rate of pay at the time of separation.
- J. An employee who is on Unpaid Status, as defined in Section 4.29 of the MOU, shall not accrue vacation leave.
- K. Should an employee become ill or injured while on vacation leave, the employee shall be entitled to use sick leave upon approval of the employee's supervisor. The Agency reserves the right to investigate any illness or injury, or require verification of any illness or injury for which an employee is claiming sick leave benefits.
- L. An employee must be in a paid status for a minimum of sixty (60) hours per pay period to receive the vacation accrual rates outlined in Section 13.06.A. Vacation accrual rates will be reduced for an employee who is not in a paid status for a minimum of sixty (60) hours per pay period using the following formula:

Accrual rate ÷ 80 hrs/pay period = adjusted accrual rate
Adjusted accrual rate x hrs paid = reduced accrual amount

For example: An employee in his/her 30th month of employment, who is receiving pay for 43 hours in a pay period, shall accrue vacation at the following rate:

$3.077 \div 80 \text{ hrs/pay period} = 0.0385$
 $0.0385 \times 43 \text{ hours} = 1.6555$

In this example, the employee would accrue 1.6555 hours of vacation leave, rather than the regular amount of 3.077, for this pay period.

- M. **Vacation Leave Cash Out.** During March of each year or as approved by the General Manager, employees may, at his/her option, request to convert up to seventy percent (70%) of his/her respective annual vacation leave accrual to receive a cash payment at his/her current rate of pay, provided that he/she has used at least thirty percent (30%) of his/her respective annual vacation leave accrual during the previous twenty-six (26) pay periods.

Hours Accrued per Pay Period	Hours Accrued per Year	Minimum Hours Used (30%)	Maximum Hours Cash-Out (70%)
3.077	80	24	56
3.692	96	29	67
4.308	112	34	78
4.923	128	38	90
6.154	160	48	112
6.769	176	53	123
7.692	200	60	140

- 1) It is the employee's responsibility to track his/her own accruals and make a written request for said conversion by the conclusion of the last pay period in March or as approved by the General Manager. A payroll stuffer will be sent out to all employees during the last pay period in February or as approved by the General Manager reminding employees of this option.
- 2) Payment shall be made to qualified employees on a separate check from payroll on the first pay date in April or as approved by the General Manager.
- 3) Qualification for vacation leave cash out and payment shall be based on:

Year	Accrual Rate as of.	Usage Timeframe	Cash-Out Pay Date
2019	February 9, 2019	2/11/18 - 2/9/19	April 12, 2019
2020	February 8, 2020	2/10/19 - 2/8/20	April 10, 2020
2021	February 20, 2021	2/9/20 - 2/20/21	April 9, 2021

- 4) Cashing out of vacation leave accrual shall only be available to employees who have completed thirty-six (36) months of service with the Agency as of the end of the pay period four (4).

Section 13.07. - Sick Leave

Paid sick leave is a privilege the Agency grants to employees to allow the continuation of pay and fringe benefits in case of personal (or immediate family or other family members as may be approved by the General Manager or designated representative) illness and, as such, its usage should not be abused.

Misuse or abuse of this privilege shall result in the denial of sick leave and will be cause for disciplinary action up to and including termination.

All regular employees shall accrue sick leave time, but may not use the accrued leave during the same pay period in which said leave is accrued. All original probationary employees shall accrue sick leave time; however, such employees will not be able to use the accrued leave until completion of the original probationary period or the first six (6) months in the event of a one (1) year original probation, except in emergency situations when approved in writing by the General Manager, or designated representative(s). Should an employee fail to complete the original probationary period, any advance of sick leave shall be deducted from the employee's final pay.

Sick leave time is computed as follows:

- A. All regular and probationary employees shall accrue sick leave time at the rate of 3.692 hours per pay period or equivalent to ninety-six (96) hours per anniversary year.
- B. Regular employees shall be permitted to expend accrued sick leave time for the following reasons:
 - 1) Employee is suffering illness or injury.
 - 2) Employee is placed on quarantine due to exposure to contagious disease.
 - 3) Employee requires medical treatment or examination including, but not limited to, health, dental, or vision.
 - 4) Up to ten (10) working days of sick leave may be used for bereavement purposes.
 - 5) Illness or injury in the employee's immediate family (see Section 4.10.A).
 - 6) Special cases require approval of the General Manager, or designated representative(s).
- C. An employee who is ill or injured may be required to take sick leave if the employee or co-workers are being exposed to the hazard of illness or injury. If it is determined by a physician or other qualified medical practitioner that the employee is not ill or injured, the Agency shall bear any expenses incurred including lost wages, mileage, and medical fees. If the employee is found to be ill or injured, the employee shall be responsible for such expenses.

- D. Any employee who needs to take advantage of sick leave benefits shall notify his or her supervisor prior to or at the start of the employee's work shift on each day when such benefits are desired (unless he/she has submitted a physician's off work order, or made prior arrangements with his/her immediate supervisor). Failure to comply with this requirement may result in loss of benefits for the work shift in which proper notification was not provided.
- E. No employee is entitled to receive sick leave or benefits from the Agency for any condition arising from or due to employment or business dealings, other than Agency employment, that is undertaken for monetary gain or other consideration.
- F. The Agency reserves the right to investigate any illness or injury or require verification of any illness or injury for which an employee is claiming sick leave benefits including requiring verification by the employee's attending physician, dentist or other involved medical practitioner. Any sick leave periods for illness or injury which are three (3) or more consecutive work days in duration must be accompanied with a release to return to work from the employee's physician, dentist or other involved medical practitioner. If reasonable cause exists, and with the approval of the Manager of Human Resources or his/her designated representatives(s), the Agency may require verification from the employee's medical practitioner for absences of less than three (3) days.
- G. All regular and probationary employees may accrue sick leave to an unspecified maximum amount and all accumulated accruals shall be carried from one anniversary year to the next.
- H. An employee who is recognized under the terms of this section as ill or injured shall use all accrued sick leave and vacation leave to receive compensation for the time that such illness or injury requires the employee to be absent from work (also see Section 13.03.B).

The total amount of compensation that will be paid by the Agency is limited to the value of the sum of the employee's accrued sick leave and vacation leave.
- I. Sick leave benefits shall be limited to the accumulated sick leave the employee has accrued by the end of the employee's sick leave period. No sick leave benefit will be paid in advance.
- J. Employees who resign from Agency employment after being employed by the Agency for five (5) or more years of continuous regular employment, shall be compensated for accumulated, unused sick leave as follows:

<u>YEARS</u>	<u>MAXIMUM REIMBURSABLE HOURS ACCRUABLE</u>	<u>PERCENT PAYABLE</u>
5	320	25%
6	360	35%
7	400	35%
8	440	35%
9	480	35%
10	544	50%
11	608	50%
12	672	50%

13 & thereafter

736

50%

Employees laid off after five (5) years of continuous regular employment with the Agency shall receive 100% up to the maximum reimbursable hours accruable. Employees who are terminated from the Agency for cause, or who resign, or retire in lieu of termination (must have been served with a letter, from the Agency, of intention to terminate employment) shall not receive this benefit.

- 1) When an employee has been continuously employed by the Agency for a minimum of five (5) years, has reached age 55, and retires from the Agency and the California Public Employees' Retirement System (CalPERS), the employee shall be compensated for 50% of accumulated, unused sick leave based on the years of service as indicated in number 3 of this section.
- 2) When an employee has been continuously employed by the Agency for a minimum of ten (10) years, has reached age 55, and retires from the Agency and the California Public Employees' Retirement System (CalPERS), the employee shall be compensated for 100% of accumulated, unused sick leave based on the years of service as indicated in number 3 of this section.
- 3) Pursuant to number 1 and number 2 of this section, the maximum reimbursable hours accruable is based on the number of years employed with the Agency as follows:

<u>COMPLETED YEARS OF SERVICE</u>	<u>MAXIMUM REIMBURSABLE HOURS ACCRUABLE</u>	<u>PERCENT PAYABLE</u>
5	320	50%
6	360	50%
7	400	50%
8	440	50%
9	480	75%
10	544	100%
11	608	100%
12	672	100%
13 & 14	736	100%
15	770	100%
20 & thereafter	850	100%

- L. An employee who is on Unpaid Status, as defined in Section 4.30, shall not accrue sick leave.
- M. An employee must be in a paid status for a minimum of sixty (60) hours per pay period to accrue sick leave at the rate of 3.692 hours per pay period. The sick leave accrual rate will be reduced for an employee who is not in a paid status for a minimum of sixty (60) hours per pay period using the following formula:

$$3.692 \div 80 \text{ hrs/pay period} = 0.0462$$

$$0.0462 \times \text{hrs paid} = \text{reduced accrual amount}$$

For example: An employee who is receiving pay for 43 hours in a pay period, shall accrue sick leave at the following rate:

$$0.0462 \times 43 \text{ hours} = 1.9866$$

In this example, the employee would accrue 1.986 hours of sick leave, rather than the regular amount of 3.692, for this pay period.

- N. Employees shall be entitled to use up to 80 hours of accrued sick leave during any rolling 12-month period for absences that qualify as “bonding” leave under the Family Medical Leave Act and/or the California Family Rights Act. Only employees eligible for “bonding” leave under these laws may utilize up to 80 hours of sick leave for such absences.

Section 13.08. - Sick Leave Buy Back

Each November, an employee may, at his/her option, convert up to a maximum of ninety-six (96) hours of accrued sick leave to receive up to a maximum of seventy-two (72) hours cash at his/her current rate of pay; provided that at least four hundred and eighty (480) hours of accrued sick leave remain on the books after the cash out. For each hour cashed out, sick leave accruals shall be reduced by 1 1/3 hours.

Year	Accrued Hours as of:	Request for Buy Back Deadline	Buy Back Pay Date
2018	October 20, 2018	November 17, 2018	December 7, 2018
2019	October 19, 2019	November 16, 2019	December 6, 2019
2020	October 17, 2020	November 14, 2020	December 4, 2020

- A. Payment shall be made to qualified employees on a separate check from payroll on the first pay date in December.
- B. To receive payment for the buy back of sick leave the individual must be a current employee on the day actual payment is made.

Section 13.09. - Bereavement Leave

- A. In the event of a death in the employee's immediate family (see Section 4.10.A), the employee shall be granted up to five (5) work days paid bereavement leave.
- B. In the event of a death in the employee's extended family (see Section 4.10.B), the employee shall be granted up to three (3) work days of paid bereavement leave to attend funeral or related services.
- C. All authorized Bereavement Leave shall be charged against the Agency's Bereavement Bank.
- D. Agency employees may also be excused by immediate supervisors to attend the

funeral of a deceased Agency employee who was an active employee at the time of death, without loss of pay.

- E. Vacation time can be used to attend the funeral of a person not included in the definition of immediate/extended family (Section 4.10) or a former Agency employee.

Section 13.10. - Jury and Court Leave

- A. Jury Leave - Any employee of the Agency who is called or required to serve as a trial juror, witness, or who is a victim of a crime or domestic violence will be excused from work during the period of such service or while present in court as a result of such a call. Any employee on such a call will continue to receive normal pay for a maximum of one hundred (100) work hours in any one calendar year, provided any and all consideration (except mileage) received for such service is relinquished to the Agency. If the employee receives pay from the court for time served on a day(s) that would have been a scheduled day off for the employee, he/she may retain any compensation paid by the court for that day(s). Under special circumstances the General Manager, or designated representative(s), may authorize additional paid time if said time will not interfere or become a burden to Agency activities.

Upon return from jury or court leave, the employee shall present a certificate of service to his or her supervisor. If the employee is excused by the court at least three (3) hours prior to the end of his/her shift, the employee shall be required to return to work.

Whenever possible, the employee shall provide a minimum of ten (10) working days notice prior to the date he/she is summoned to serve as a trial juror or witness to his/her supervisor in order for the supervisor to make arrangements to cover his/her normal shift.

- B. Court Leave – Pursuant to Government Code Section 1230.1, an employee who is subpoenaed to appear in court as a witness shall be allowed to do so without loss of compensation unless the employee is appearing as a party or an expert witness.

Section 13.11. - Military Leave

- A. Military leave is a temporary leave of absence for ordered military training or for active military duty in the Armed Forces of the United States or its allies or of the National Guard or the Naval Militia, during a proclamation of war or national emergency by the President of the United States or Congress, an order or request of the United Nations that the Armed Forces of the United States serve outside of the United States or its territories, or any national conscription act in effect.
- B. The Agency shall comply with all federal and state laws relative to military leaves.
- C. The Agency shall supplement difference between employee's regular pay and military pay for active duty or active duty training assignments only for up to a maximum of one-year of continuous active duty or active duty training. The Agency shall comply with all aspects of state and federal law pertaining to military leaves.

Section 13.12. - Pregnancy, Childbirth & Other Related Medical Conditions Leave

The Agency shall comply with all federal and state laws relative to pregnancy disability leave.

Any employee, who plans to take a leave of absence pursuant to this section, shall give the Agency reasonable notice of the date such leave shall commence and the estimated duration of such leave.

If the employee requests a temporary transfer to a less strenuous or hazardous position for the duration of the pregnancy, with the written advice of her treating physician, the Agency will grant the request where such transfer can be reasonably accommodated.

Section 13.13. - Longevity Leave

Employees shall receive the following paid leave hours on the employees' designated anniversary dates:

Year of Service	Longevity Leave
10	2 Days
15	3 Days
20	4 Days
25	5 Days
30	5 Days
35	5 Days
40	6 Days
45	6 Days
50	7 Days

For the purpose of longevity leave, a day shall equal the number of hours that the employee normally would have worked on that day. Longevity leave shall apply only to the employment year indicated and shall not carry over to intermediate years.

Section 13.14. - Leave of Absence to Vote

Employees who are registered voters may claim necessary time off to vote at elections as follows:

If an employee does not have sufficient time outside of working hours to vote at an election, the employee may, without loss of pay, take off enough working time which, when added to the voting time available outside of working hours, will enable the employee to vote.

No more than two (2) hours of the time taken off for voting shall be without loss of pay. The time off for voting shall be only at the beginning or end of the regular working shift, whichever allows the most free time for voting and the least time off from the regular working shift, unless otherwise mutually agreed.

If the employee on the third working day prior to the day of election, knows or has reason to

believe that time off will be necessary to be able to vote on election day, the employee shall give the Agency at least two (2) working days' notice that time off for voting is desired, in accordance with the provisions of this section.

Section 13.15. - Payment of Accrued Leave

Upon the death of an active employee, all wages earned in addition to all accrued vacation leave, sick leave and/or compensatory time shall be paid in accordance with the guidelines set forth in this MOU which apply to other types of employment separation. Such benefits shall be payable to the employee's beneficiary, if designated; or, if not, the employee's survivor(s) as follows:

- A. Spouse; or, if none
- B. Child(ren); or, if none,
- C. Employee's estate.

ARTICLE 14 - SEPARATION FROM SERVICE

Section 14.01. - Resignation

An employee who wishes to leave the Agency's employ in good standing should file a written resignation with his or her supervisor at least two (2) weeks prior to the date of resignation. Once the employee has tendered his/her resignation, he/she shall not be eligible to utilize floating holiday, longevity, or sick leave during the last two (2) weeks of employment. Bereavement leave may be allowed during the last two (2) weeks of employment with proper documentation.

ARTICLE 15 - EMPLOYEE CONDUCT

Section 15.01. - Peaceful Performance of Duties

Participation by a public employee in an unlawful strike, work stoppage or work slowdown may subject the employee to disciplinary action as allowed by state law up to and including discharge. As used in this section, "strike, work stoppage or slowdown" means the concerted failure to report for work, the willful absence from one's place of employment, the refusal to work, the stoppage of work being done by others, the abstinence in whole or part from the full and faithful performance of the duties of employment for the purpose of inducing, influencing, or coercing a change in the conditions of compensation, or the rights, privileges or obligations of employment.

Section 15.02. - Recognition of Boycotts

While on duty no employee shall support, instigate, or honor any boycott impressed on any company, Agency, individual or employer which the Agency normally deals with or provides services.

Section 15.03. - Outside Employment

Full-time Agency employees may not carry on concurrently with his/her public service any private business or undertaking, attention to which affects the time or quality of his/her work or which casts discredit upon or creates embarrassment for the Agency. Outside employment must be authorized in writing by the supervisor and the General Manager, or designated representative(s).

Section 15.04. - Personal Conduct

Employees are required at all times to conduct themselves in such a manner as to reflect no discredit upon Inland Empire Utilities Agency.

Section 15.05. - Financial Affairs

Employees shall be required to conduct his/her personal financial affairs in such a manner that creditors and collectors will not have to make use of the Agency offices or employee times for the purpose of collecting legal debts.

Section 15.06. - Employees Acting As Agents of the Agency

Any employee who is required by the duties assigned to his or her position to act as an agent of the Agency shall not be empowered or authorized to bind the Agency to any expressed or implied contract. Any contract or offers that an agent of the Agency negotiates with a third party shall be subject to ratification by the Agency prior to acceptance. Any commitments made by an agent of the Agency shall be approved by the Agency prior to being consummated.

ARTICLE 16 - GRIEVANCE PROCEDURE

Section 16.01. - General

- A. A grievance is an alleged violation, misinterpretation, inequitable application or noncompliance of Agency ordinances, resolutions, rules, regulations, policies, and/or provisions of the MOU of a non-disciplinary nature. Refer to Article 17, Disciplinary Actions and Appeals Procedures, for disciplinary appeals.
- B. No punitive action will be assessed against an employee for utilizing the grievance procedure.
- C. An employee may select another person or organization as his/her representative to assist the employee in processing a grievance at any step in the grievance procedure.
- D. In a hearing or meeting called to resolve a grievance, only one (1) employee, in addition to the employee instituting the grievance, may be excused from work, with the exception of those called as witnesses, when both parties agree they are necessary to determine certain facts. In all instances, the supervisor, and/or Department Manager of the employee who has filed a grievance may be present. Names of Agency employees requesting pay for attendance to a hearing or meeting should be given to the Manager of Human Resources three (3) working days prior to the hearing/meeting.
- E. A grievance shall be prepared on the employee's personal time, not during working hours.
- F. Organizational channels shall be utilized at all times during the grievance process.
- G. No individual member of the Board of Directors may be approached by the employee or his/her representative, at any time regarding a grievance.

- H. The failure to process a grievance within the time limits set forth in this Article shall cause the grievance to be deemed settled in accordance with the Agency's last reply.
- I. Any time limit may be extended upon the mutual agreement of both parties.
- J. An employee shall initially attempt settlement of a grievance at the employee-supervisor level.
- K. All grievances shall be treated as confidential by all parties, and no publicity will be given until the final resolution of the grievance.

Section 16.02. - Grievance Initiation

Within fifteen (15) workdays after the employee or the Unit knows or should have known of a grievance, the employee or the Unit shall commence the grievance procedure specified herein. Failure to commence the grievance procedure within the fifteen (15) day period shall be deemed a waiver by the employee or the Unit of his/her right to grieve the matter.

Section 16.03. - Grievance Steps

- A. Grievances involving salaries, promotions, and performance appraisals may be processed up through Step 2 of this procedure.
- B. The following procedures outlined herein constitute the steps necessary to address an employee's grievance:

INFORMAL GRIEVANCE PROCEDURE (Step 1)

The employee having a grievance shall personally discuss the grievance with his/her respective Department Manager. Within five (5) workdays, Department Manager shall orally give a decision to the employee.

If the employee believes that the grievance has not satisfactorily been resolved, the employee may proceed to Step 2 within five (5) workdays after receiving the oral decision of his/her Department Manager.

GRIEVANCE PROCEDURES Administrative Appeals Committee (Step 2)

The employee shall submit a written statement to the Manager of Human Resources outlining the grievance, specifying the ordinance, resolution, written rule, regulation, policy and/or provision of the MOU claimed to be violated, the date of the event, the names of individuals involved, the corrective action requested and any other pertinent data that may be necessary to fully understand and resolve the grievance.

If the employee's grievance relates to the contents of his/her performance appraisal, the employee shall submit a written rebuttal outlining the section(s) of the appraisal with which he/she disagrees, and the reason(s) for the disagreement. The employee shall submit the rebuttal along with the original performance appraisal form to the Manager of Human Resources within five (5) working days after receiving the oral decision of his/her respective Department Manager.

Within five (5) working days after receipt of the written statement or rebuttal, the Manager of Human Resources shall convene a committee made up of one Executive Manager mutually agreed to by the Manager of Human Resources and the employee, one unit representative selected by the employee, and the Manager of Human Resources. Said committee shall meet with the employee to discuss the grievance with the employee within ten (10) working days after receipt of the written statement or rebuttal. The committee shall render a written decision to the employee within five (5) workdays after meeting with the employee. If an Executive Manager cannot be mutually agreed to, the selection of an Executive Manager shall be made by random drawing. The pool for the drawing shall be made up of all Executive Managers, excluding the Executive Manager over the Department that the employee is assigned and the General Manager.

If the employee believes that his/her grievance has not satisfactorily been resolved, the employee may proceed to Step 3, except as provided for in Section 16.03.A, within five (5) workdays after receiving the written decision from the committee.

FORMAL GRIEVANCE PROCEDURES (Step 3)

The employee shall file a written request within ten (10) working days of receipt of the Notice of Decision from the Committee with the Board Secretary, for a hearing before the Finance and Administration Committee of the Board of Directors. Receipt shall mean the date the notice was postmarked, delivered to a courier service, or was hand-delivered to the employee, depending on the method of delivery. Within thirty (30) working days from receiving the request for hearing, the Finance and Administration Committee of the Board of Directors shall hear the grievance and render a written decision. All appeals to the Board of Directors shall be heard by the Finance and Administration Committee of the Board of Directors.

Section 16.04. - Request for Hearing with the Finance and Administration Committee of the Board of Directors

- A. The request for a hearing shall be signed by the employee, or his/her representative, and shall contain:
 - 1) A statement describing the basis of the request;
 - 2) The corrective action requested; and,
 - 3) The name and address to which further communications shall be sent to the employee, or his/her representative.
- B. Failure of the employee, or his/her representative, to file a complete and timely request shall constitute a waiver of the employee's rights to a hearing.
- C. Any employee who proceeds with a request to the Finance and Administration Committee of the Board of Directors, knowing that any provision(s) or requirement(s) of this article has not been complied with, and who fails to object, in writing or on the record, shall be deemed to have waived his/her right to object to said irregularity.
- D. A time for the hearing shall be established by the Board Secretary and shall not be less than ten (10) working days, nor more than thirty (30) working days, from the date of the filing of the request.

- E. All interested parties shall be notified in writing of the date, time, and place of the hearing, at least five (5) working days prior to the hearing date.
- F. The parties to any hearing before the Finance and Administration Committee of the Board of Directors may mutually agree in writing, with the permission of the Finance and Administration Committee of the Board of Directors, to waive oral testimony. Submission may be by affidavits, declarations, depositions, or other documents, mutually exchanged. The Finance and Administration Committee of the Board of Directors will receive and take action on requests to waive oral testimony prior to or at the scheduled hearing date.
- G. With the exception of Agency employees, the expenses of witnesses to appear at a hearing for either side shall be paid by the party producing such witnesses. Agency employees required to testify at said hearing shall be on call and shall be relieved of regular duties to report, when summoned by the Finance and Administration Committee of the Board of Directors to the hearing. Agency employees shall receive his/her regular compensation for time necessary to testify or such compensation as may be set forth in his/her applicable MOU.
- H. Any time frames specified in the Article may only be waived by the written mutual consent of both parties.
- I. The failure of the employee, and/or a representative of the employee, to appear in person at any hearing shall be deemed a withdrawal of the employee's grievance, unless otherwise excused by the Finance and Administration Committee of the Board of Directors, respectively.

Section 16.05. - Conduct of Grievance Hearings with the Finance and Administration Committee of the Board of Directors

- A. All hearings shall be conducted in open session, unless a public hearing would violate the confidentiality and privacy rights of any party named in the action.
- B. The hearing need not be conducted in accordance with technical rules relating to evidence and witnesses, but hearings shall be conducted in a manner most conducive to determination of the truth.
- C. Any relevant evidence may be admitted if it is the sort of evidence upon which responsible persons are accustomed to rely in the conduct of serious affairs, regardless of the existence of any common law or statutory rules which might make improper the admission of such evidence over objection in civil actions.
- D. Hearsay evidence may be used for the purpose of supplementing or explaining any direct evidence, but shall not be sufficient in itself to support a finding unless it would be admissible over objection in civil actions.
- E. The rules or privileges shall be effective to the same extent that they now or hereafter may be recognized in civil actions, and immaterial, irrelevant, or unduly repetitious evidence may be excluded at the sole discretion of the Finance and Administration Committee of the Board of Directors.
- F. The Finance and Administration Committee of the Board of Directors shall rule on the admission or exclusion of evidence.

- G. Decisions made by the Finance and Administration Committee of the Board of Directors shall not be invalidated by any informality in the proceedings, and the Finance and Administration Committee of the Board of Directors shall not be bound by technical rules of evidence.
- H. Each party shall have the right to:
- 1) Be represented by a person of his/her choice;
 - 2) Call and examine witnesses;
 - 3) Introduce evidence;
 - 4) Cross-examine opposing witnesses on any matter relevant to the issues; and,
 - 5) Impeach any witness, regardless of which party first called him/her to testify.
- I. Oral evidence shall be taken only on oath of affirmation. The witness shall raise his/her right hand and the hearing officer shall ask the witness "do you swear/affirm to tell the truth and nothing but the truth".
- J. The hearing shall proceed in the following order, unless the Finance and Administration Committee of the Board of Directors, for special reason(s), otherwise directs:
- 1) Introductions of the parties present;
 - 2) The employee, or his/her representative, shall be permitted to make an opening statement;
 - 3) The respective Executive Manager, or his/her representative, shall be permitted to make an opening statement;
 - 4) The employee, or his/her representative, may then offer his/her evidence in support thereof;
 - 5) The Executive Manager, or his/her representative, shall produce the evidence on which his/her decision is based; and,
 - 6) Oral arguments or post hearing briefs shall be permitted at the discretion of the Finance and Administration Committee of the Board of Directors.
- K. The Finance and Administration Committee of the Board of Directors shall determine relevancy, weight, and credibility of the evidence, and shall base its findings on the preponderance of the evidence.
- L. Mechanical transcription of the proceedings may be made by either party provided it is not disruptive to the proceedings.
- M. At its sole discretion, the Finance and Administration Committee of the Board of

Directors, prior to or during a hearing, may grant a continuance(s) for any reason it believes to be important in reaching a fair and proper decision.

- N. Each party to the proceedings shall provide ten (10) complete copies of all documents, evidence, and/or photographs to be submitted for the record.

Section 16.06. - Notice of Decision by the Finance and Administration Committee of the Board of Directors

- A. The Finance and Administration Committee of the Board of Directors shall render its written decision as soon after the conclusion of the hearing as possible, and in no event, later than ten (10) working days after completion of the hearing, unless otherwise stipulated by the parties. The decision of the Finance and Administration Committee of the Board of Directors shall be binding and final. Said decision shall also contain an advisory that the Board of Directors has adopted Agency Resolution No. 88-10-1, adopting the provisions of Section 1094.6 of the Code of Civil Procedure applicable to certain administrative decisions, and providing for time limits on the judicial review of such administrative decisions.
- B. All other grievances such as, but not limited to, working conditions, safety matters, interpretation of Agency rules/regulations/policies, this MOU, etc., may be processed through Step 3 of the procedure. No matter that is processed through the procedures provided for in Article 17 may be grieved under the procedures in this Article.

ARTICLE 17 - DISCIPLINARY ACTIONS AND APPEALS PROCEDURES

No disciplinary action may be imposed on any employee covered by this MOU, with the exception of oral counseling, until said action has been reviewed by the Manager of Human Resources or his/her designated representative or as provided for in Section 17.03 without compliance with the procedures set forth in this article. In the event of a serious infraction, some or all steps of progressive discipline can be bypassed. The seriousness of the event will be jointly decided between the Manager of Human Resources and the General Manager.

Section 17.01. - Progressive Discipline

Where appropriate, progressive discipline will be followed could consist of the following:

- A. Oral Counseling. Instruction to the employee by the employee's supervisor to correct workplace behavior or performance.
- B. Oral Reprimand. A warning from the employee's supervisor to the employee to correct workplace behavior or performance which is documented as having occurred. Performance appraisals shall count as documentation of an oral reprimand having taken place.
- C. Written Reprimand. A written notice from the employee's supervisor to the employee that the employee must correct workplace behavior or performance or be subject to more serious disciplinary action.
- D. Suspension. The temporary separation from service of an employee without pay for disciplinary reasons.

- E. Termination. The discharge, for cause, of an employee at the discretion of the Agency.

Section 17.02. - Conduct Leading to Disciplinary Action(s)

Following are **EXAMPLES** of conduct which could result in disciplinary action up to and including termination. This list is not exhaustive and employees may be disciplined for other inappropriate activities or behavior:

- A. Absenteeism. Excessive unscheduled absences from the workplace.
- B. Tardiness. Arriving late for work, leaving work early without approval of the employee's supervisor, taking excessively long break and/or lunch periods.
- C. Job Abandonment (see Section 4.12).
- D. Violation of Agency/Division/Department Rules and/or Policies.
- E. Uninsurability. Becoming uninsurable by the standards of the Agency's automobile insurance program for any reason if insurability is an essential requirement of the employee's job.
- F. Use of Work Phone and/or Personal Cell Phone for Personal Business. The excessive receipt or placement of non-emergency personal telephone calls during working hours.
- G. Reading Non-Work Related Material During Work Hours.
- H. Discourteous Treatment of the Public or Other Employees.
- I. Violation of MOU Provisions.
- J. Conduct Outside Working Hours. Any conduct outside of working hours that would have an adverse impact on the employee's job, would be injurious to the interests of the Agency, would be in a manner incompatible with the due and faithful discharge of the employee's duties or would be significantly prejudicial to the reputation of the Agency.
- K. Failure To Perform Job. Failure to perform assigned tasks that are within the scope of the employee's position in an effective and timely manner.
- L. Fraudulent Actions. Falsifying employment applications, time cards, production records, overtime sheets, or other work records or the practice of fraud of any type.
- M. Mishandling/Maintenance of Agency Materials or Equipment. Careless, negligent or intentional mishandling of any Agency property, vehicles, materials or equipment or failure to maintain equipment assigned to the employee for use or operation.
- N. Careless or Negligent Actions. Careless, negligent, abusive or other actions that endanger or threaten to endanger the employee or other employees or the public

including placing the Agency in a position of liability for the damage or injury to another person or their property.

- O. Violation of the Provisions of the Agency's Safety Manual.
- P. Sleeping on the Job.
- Q. Illegal Strike Against the Agency. Participating in an illegal strike, work stoppage or slow down against the Agency.
- R. Violations of Laws. A violation of any municipal, county, State or Federal law by an employee while acting as an agent or employee of the Agency.
- S. Carrying a firearm or other weapon while on Agency owned or controlled property or while on duty.
- T. Willfully or negligently damaging Agency property.
- U. Criminal Conduct. The commission of a felony or a misdemeanor committed during the course of employment, which jeopardizes the Agency's property, security, or its public reputation, the interests of the other employees, or results in the employee not being available for work. Also, the commission of a felony or a misdemeanor committed during the employee's off-duty hours which is related to the employment relationship between the Agency and the employee which significantly prejudices any one of these interests.
- V. Disruption of Agency business through willful misconduct.
- W. Altercations with a member of the public or another employee during working hours or while on Agency owned or controlled property.
- X. Action by or behavior of the employee which presents a danger to the safety or welfare of the employee, co-workers, or the public.
- Y. Sexual activity on the job.
- Z. Release of confidential information (i.e., Unauthorized release/distribution of confidential material/data, unauthorized opening of confidential/personal material data).
- AA. Insubordination. An employee's refusal or failure to obey a directive from a designated supervisor or to comply with an established work procedure. Under certain circumstances, use of objectionable language or abusive behavior toward supervisors may be deemed insubordination when it directly challenges or undermines management's authority.
- BB. Theft or misappropriation of any property or funds of the Agency or its employees.
- CC. Possess, sell, buy, distribute, offer to possess, sell, buy, distribute, or use, or having in the employee's system, any illegal or purported to be illegal substance, alcohol, or any legal drug or substance not properly obtained by the employee while on or about Agency time and/or property. Reference Agency Policy A-63, Drug/Alcohol

Free Workplace.

Section 17.03. - Administrative Leave

- A. The Agency reserves the right to place any employee on administrative leave with pay pending an investigation of his/her acts, or failure to act, which may be grounds for disciplinary action. The placement of an employee on administrative leave is not a disciplinary act. The employee shall be considered as being on a paid leave of absence for purposes of pay, benefits, and seniority. An employee on administrative leave shall receive pay until such time as the Notice of Decision has been issued by the Department Manager, or in the case of an appeal, until such time as the Notice of Decision has been issued by the Executive Manager.
- B. In emergency situations, as defined in Sections 17.02.K through 17.02.CC, it may be necessary to take immediate disciplinary action, up to and including termination. If administrative leave is in the best interests of all parties involved the Agency reserves the right to place the employee on paid or unpaid administrative leave without prior written notice (oral notice shall be sufficient, provided that written notice is given to the employee within three (3) working days of when oral notice was given).
- C. In an emergency situation in which an employee is immediately placed on administrative leave and the employee is cleared of any wrongdoing, or it is determined by the General Manager, or designated representative(s), that the employee was wrongfully placed on administrative leave, the employee shall be restored to his/her former position with no loss of pay, benefits, or seniority.

Section 17.04. - Agency Authority

- A. The Agency retains full authority for discipline and discharge. The Agency agrees that employees will only be disciplined for just cause, and that the principles of progressive discipline, where possible and reasonable, will be followed.
- B. It is understood that based on individual circumstances, and/or the nature or severity of an alleged violation, progressive discipline steps may be repeated or, in some cases, bypassed.

Section 17.05. - Employee's Receipt

Employee's receipt of any and all notices shall be defined as the date the notice was: 1) postmarked if sent certified mail, return receipt requested; 2) delivered to a courier service, or; 3) hand-delivered to the employee.

Section 17.06. - Notice of Proposed Disciplinary Action

- A. Except in emergency situations as provided for in Section 17.02 and 17.03 of this Article, when disciplinary action is proposed that would invoke Skelly rights against a regular full-time employee, the respective Department Manager shall give the employee the Notice of Proposed Disciplinary Action at least five (5) working days prior to the effective date of the proposed action. Said written notice shall contain at least the following information:

- 1) The name, address or Agency facility, and title of the affected employee;
- 2) The proposed disciplinary action, and the date and time when said action shall become effective;
- 3) The specific ground(s) for the proposed action;
- 4) A description of the employee's acts or omissions supporting the proposed action, and/or a description of the events or circumstances upon which the proposed action is based;
- 5) Copies of the materials and/or documents upon which the proposed action is based; and,
- 6) An advisory that the employee shall have an opportunity to file a written response to said action, and/or meet with the respective Department Manager, at the option of the employee, prior to the effective date and time of the proposed disciplinary action, provided the response is submitted, and/or a request for a meeting is made, within five (5) working days of the employee's receipt of the Notice of Proposed Disciplinary Action. The advisory shall also inform the employee that his/her failure to file a written response and/or meet with the Department Manager within the stated time frame shall waive his/her right to respond to the proposed action.

- B. Oral notice by the Department Manager is insufficient as complete notice to an employee of a proposed disciplinary action and may only be given as the initial notice in emergency situations which call for immediate action as provided for in Section 17.02 and 17.03 of this Article. Employees have five (5) Agency business days to respond to the discipline.

Section 17.07. - Right to Respond

Should the disciplinary action consist of a written reprimand, the employee may file a written rebuttal within five (5) working days of receipt. Rebuttal shall be filed with disciplinary action in the employee's personnel file.

All employees served with a Notice of Proposed Disciplinary Action shall, at his/her option, have the right to file a written response to said action, and/or meet with the respective Department Manager, provided the response is submitted, or a request for a meeting is made, within five (5) working days of the employee's receipt of the Notice of Proposed Disciplinary action.

An employee's failure to respond to a written reprimand or to a Notice of Proposed Disciplinary Action in the specified time periods shall waive the employee's right to further respond to the written reprimand or appeal the proposed disciplinary action.

Section 17.08. - Notice of Decision by the Department Manager

- A. The Department Manager shall, before making a final decision regarding the proposed action, consider any evidence and/or arguments against the proposed action presented by the employee or his/her representative.

- B. After considering all of the facts regarding said action and any responses presented by the employee or his/her representative, the Department Manager may rescind, modify, or impose the proposed action as he/she deems appropriate; however, the proposed action cannot be increased.
- C. After reaching a final decision regarding said action, the Department Manager shall notify the employee of his/her decision within five (5) working days following receipt of any written response provided by the employee and/or after any meeting conducted with the employee, whichever is later, by forwarding to the employee, by certified mail, return receipt requested, by courier service, or by personal delivery, a Notice of Decision.
- D. The Notice of Decision shall contain an advisory that the employee has the right to file an appeal of the Department Manager's decision to the Administrative Appeals Committee. The employee must request an appeal in writing to the Manager of Human Resources to request an Administrative Appeals Committee review of the proposed action within five (5) working days of the employee's receipt of the Notice of Decision.

The advisory shall also inform the employee that his/her failure to file an appeal within the stated time frame shall waive his/her rights to appeal the proposed action.

Section 17.09. - Effective Date of Disciplinary Action

- A. If the Department Manager imposes any disciplinary action, it shall become effective on the date and time originally set in the Notice of Proposed Disciplinary Action or five (5) working days following the employee's receipt of the Notice of Decision, whichever is later.
- B. Should the employee request an appeal of the Department Manager's decision, said appeal shall be made to the Administrative Appeals Committee and the implementation of any disciplinary action imposed on the employee by the Department Manager shall be stayed until such time as the Committee reaches its decision on such action. During the stay, the employee shall remain in the status he/she was in when the action was proposed; i.e., in service, on Administrative Leave, or on suspension.

Section 17.10. - Disciplinary Appeals to the Administrative Appeals Committee

- A. A regular full-time employee against whom a disciplinary action has been taken may appeal such action by filing a written request with the Administrative Appeals Committee. The request for an appeal meeting must be made within five (5) working days of the employee's receipt of the Notice of Decision by the Department Manager.
- B. Within five (5) working days after receipt of the written request for an appeal, the Manager of Human Resources shall convene a committee made up of one Executive Manager mutually agreed to by the Manager of Human Resources and the employee, one unit representative selected by the employee, and the Manager of Human Resources. Said committee shall meet with the employee to discuss the appeal with the employee within five (5) working days after receipt of the written request. If an Executive Manager cannot be mutually agreed to, the selection of an Executive Manager shall be made by random drawing. The pool for the drawing shall be made up of all Executive Managers, excluding the Executive Manager over

the Department that the employee is assigned and the General Manager.

- C. The request for an appeal shall be signed by the employee, or his/her representative, and shall contain:
 - 1) A statement describing the basis of the appeal;
 - 2) The corrective action requested; and,
 - 3) The name and address to which further communications shall be sent to the employee, or his/her representative.
- D. Failure of the employee, or his/her representative, to file a timely request for an appeal meeting shall constitute a waiver of the employee's rights to an appeal meeting.
- E. Either party who proceeds with an appeal to the Committee, knowing that any provision(s) or requirement(s) of this Article has not been complied with, and who fails to object, in writing or on the record, shall be deemed to have waived his/her right to object to said irregularity.
- F. The parties to any appeal before the Committee may mutually agree in writing, with the permission of the Committee, to waive oral testimony. Submission may be by affidavits, declarations, depositions, or other documents, mutually exchanged. The Committee will receive and take action on requests to waive oral testimony prior to or at the scheduled meeting.
- G. With the exception of Agency employees, the expenses of witnesses to appear at any appeal meeting for either side shall be paid by the party producing such witnesses. Agency employees required to testify at said meeting shall be on call and shall be relieved of regular duties to report when summoned by the Committee to the appeal meeting. An Agency employee shall receive his/her regular compensation for time necessary to testify or such compensation as may be set forth in his/her applicable MOU.
- H. Any time frames specified in this section may only be waived by the written mutual consent of both parties.
- I. The failure of the employee, and/or a representative of the employee, to appear in person at any appeal meeting shall be deemed a withdrawal of the employee's appeal, unless otherwise excused by the Committee respectively.

Section 17.11. - Conduct of Appeals Meeting with the Administrative Appeals Committee

- A. The Committee shall schedule and conduct an appeal meeting with the employee, within five (5) working days of receipt of the employee's written request for said meeting.
- B. For an appeal meeting with the Committee, the following procedures shall be observed:

- 1) The affected employee may either represent him/herself, or may be represented by a party of his/her own choice; and,
- 2) Each party shall be given a reasonable opportunity to be heard on relevant issues, including the right to question and cross-examine witnesses, unless oral testimony has been waived in accordance with Section 17.10.F.

Section 17.12. - Notice of Decision by the Administrative Appeals Committee

- A. After considering all of the facts regarding said action and any responses presented by the employee, the Committee may rescind, modify, or sustain the disciplinary action as he/she deems appropriate; however, the proposed action cannot be increased.
- B. If the disciplinary action is rescinded, the employee shall be restored to his/her position, with no loss of pay, benefits or seniority.
- C. If the disciplinary action is modified, the employee's pay, benefits, and/or seniority shall be adjusted accordingly. The effective date of the modified discipline shall be set forth in the Notice of Decision.
- D. After reaching a decision regarding said action, the Committee shall notify the employee of its decision within five (5) working days following receipt of any written response provided by the employee and/or after any appeal meeting conducted with the employee, whichever is later, by forwarding to the employee, by certified mail, return receipt requested, by courier service, or by personal delivery, a Notice of Decision.
- E. In the event of disciplinary actions sustaining suspension without pay in excess of five (5) days, termination of employment, or demotion resulting in a reduction in pay the Notice of Decision shall contain an advisory that the employee has the right to file an appeal of the Committee's decision to the Board of Directors, provided the request is submitted in writing to the Board Secretary within five (5) working days of the employee's receipt of the Notice of Decision.

The advisory also shall inform the employee that his/her failure to file an appeal within the stated time frame shall waive his/her rights to appeal the Committee's decision.

Section 17.13. - Effective Date of Disciplinary Action

If the Committee sustains a disciplinary action, it shall become effective on the date and time originally set in the Notice of Proposed Disciplinary Action by the Department Manager, or five (5) working days following the employee's receipt of the Committee's Notice of Decision, whichever is later.

Section 17.14. - Decision of the Administrative Appeals Committee Final and Binding

- A. Except for disciplinary actions imposing suspension without pay in excess of five (5) days, termination of employment, or demotion resulting in a reduction in pay employee waives his/her right to appeal) the decision of the Committee shall be final

and binding, and shall not be appealable to the Board of Directors.

- B. Disciplinary actions which are appealable to the Board of Directors will not be stayed during the appeal process to the Board of Directors.

Section 17.15. - Disciplinary Appeals to the Board of Directors

This section shall apply only to disciplinary actions sustaining suspension without pay in excess of five (5) days, or termination of employment, or demotion resulting in a reduction in pay.

- A. All requests for an appeal hearing before the Board of Directors shall be made in writing to the Board Secretary within five (5) working days of the employee's receipt of the Notice of Decision from the Committee. All appeals to the Board of Directors shall be heard by the Finance and Administration Committee of the Board of Directors.
- B. The request for an appeal shall be signed by the employee, or his/her representative, and shall contain:
 - 1) A statement describing the basis of the appeal;
 - 2) The corrective action requested; and,
 - 3) The name and address to which further communications shall be sent to the employee, or his/her representative.
- C. Failure of the employee, or his/her representative, to file a timely appeal shall constitute a waiver of the employee's rights to an appeal hearing.
- D. Either party who proceeds with an appeal to the Finance and Administration Committee of the Board of Directors, knowing that any provision(s) or requirement(s) of this Article has not been complied with, and who fail to object, in writing or on the record, shall be deemed to have waived his/her right to object to said irregularity.
- E. A time for the appeal hearing shall be established by the Board Secretary/Office Manager and shall not be less than five (5) working days, or more than sixty (60) working days, from the date the request for an appeal hearing is received.
- F. All interested parties shall be notified in writing of the date, time, and place of the hearing, at least five (5) working days prior to the hearing date.
- G. The parties to any appeal hearing before the Finance and Administration Committee of the Board of Directors may mutually agree in writing, with the permission of the Finance and Administration Committee of the Board of Directors, to waive oral testimony. Submission may be by affidavits, declarations, depositions, or other documents, mutually exchanged. The Finance and Administration Committee of the Board of Directors will receive and take action on requests to waive oral testimony prior to or at the scheduled hearing date.
- H. With the exception of Agency employees, the expenses of witnesses to appear at an appeal hearing for either side shall be paid by the party producing such witnesses. Agency employees required to testify at said hearing shall be on call and shall be relieved of regular duties to report, when summoned by the Finance and

Administration Committee of the Board of Directors to the appeal hearing. Agency employees shall receive his/her regular compensation for time necessary to testify or such compensation as may be set forth in his/her applicable MOU.

- I. Any time frames specified in the section may only be waived by the written mutual consent of both parties.
- J. The failure of the employee, and/or a representative of the employee, to appear in person at any appeal hearing shall be deemed a withdrawal of the employee's appeal, unless otherwise excused by the Finance and Administration Committee of the Board of Directors.

Section 17.16. - Conduct of Appeals Hearing with the Finance and Administration Committee of the Board of Directors

- A. All hearings shall be conducted in closed session; however, the employee may request a hearing open to the public, unless a public hearing would violate the confidentiality and privacy rights of any party named in the action.
- B. Charges against an employee appealed to the Finance and Administration Committee of the Board of Directors shall not be public record or open to public inspection unless an open public hearing has been conducted.
- C. The hearing need not be conducted in accordance with technical rules relating to evidence and witnesses, but hearings shall be conducted in a manner most conducive to determination of the truth.
- D. Any relevant evidence may be admitted if it is the sort of evidence upon which responsible persons are accustomed to rely in the conduct of serious affairs, regardless of the existence of any common law or statutory rules which might make improper the admission of such evidence over objection in civil actions.
- E. Hearsay evidence may be used for the purpose of supplementing or explaining any direct evidence, but shall not be sufficient in itself to support a finding unless it would be admissible over objection in civil actions.
- F. The rules or privileges shall be effective to the same extent that they now or hereafter may be recognized in civil actions, and immaterial, irrelevant, or unduly repetitious evidence may be excluded at the sole discretion of the Finance and Administration Committee of the Board of Directors.
- G. The Finance and Administration Committee of the Board of Directors shall rule on the admission or exclusion of evidence.
- H. Decisions made by the Finance and Administration Committee of the Board of Directors shall not be invalidated by any informality in the proceedings.
- I. Each party shall have the right to:
 - 1) Be represented by legal counsel, or other person of his/her choice;
 - 2) Receive a witness list from the opposing party five (5) days prior to the date of the hearing;

- 3) Call and examine witnesses;
- 4) Introduce evidence;
- 5) Cross-examine opposing witnesses on any matter relevant to the issues;
- 6) Impeach any witness, regardless of which party first called him/her to testify; and,
- 7) Rebut the evidence against him/her.

If the employee does not testify on his/her own behalf, he/she may be questioned as if under cross-examination. The employee must be present at the appeal hearing or the appeal shall be deemed withdrawn.

- J. Each party shall submit a list of witnesses seven (7) working days prior to the hearing to the Manager of Human Resources or designated representative(s) to allow the Manager of Human Resources, or designated representatives(s) to submit a Notice to Appear to the employees.
- K. Oral evidence shall be taken only on oath of affirmation. The witness shall raise his/her right hand and the hearing officer shall ask the witness "do you swear/affirm to tell the truth and nothing but the truth".
- L. The hearing shall proceed in the following order, unless the Finance and Administration Committee of the Board of Directors, for special reason(s), otherwise directs:
 - 1) Introductions of the parties present;
 - 2) The Department Manager imposing discipline, or his/her representative, shall be permitted to make an opening statement;
 - 3) The employee appealing, or his/her representative, shall be permitted to make an opening statement;
 - 4) The Department Manager imposing disciplinary action, or his/her representative, shall produce the evidence on which the disciplinary action is based;
 - 5) The employee appealing such disciplinary action, or his/her representative, may then open his/her defense and offer his/her evidence in support thereof;
 - 6) Each party may then, in order, respectively offer rebutting evidence only, unless the Finance and Administration Committee of the Board of Directors, for good reason, permits them to offer evidence upon their original case; and,
 - 7) Oral arguments or post hearing briefs shall be permitted at the discretion of the Finance and Administration Committee of the Board of Directors.
- M. The Finance and Administration Committee of the Board of Directors shall determine relevancy, weight, and credibility of the testimony and evidence, and shall base its

findings on the preponderance of the evidence.

- N. During the examination of a witness, all other witnesses, except the parties, shall be excluded from the hearing upon motion of either party.
- O. No still photographs, videos, moving pictures, or television pictures shall be taken in the hearing room during the hearing, unless an open public hearing is being conducted.
- P. Mechanical transcription of the proceedings may be made by either party provided it is not disruptive to the proceedings.
- Q. At its sole discretion, the Finance and Administration Committee of the Board of Directors, prior to or during a hearing, may grant a continuance(s) for any reason it believes to be important in reaching a fair and proper decision.
- R. Each party to the proceedings shall provide ten (10) complete copies of all documents, evidence, and/or photographs to be submitted for the record.
- S. All appeal hearings shall be recorded by a certified court reporter, mutually agreeable to both parties. Compensation for a certified court reporter shall be borne equally by both parties.
- T. If the employee, or his/her representative, requests a transcript of the hearing, he/she shall pay the sum of one hundred dollars (\$100.00) to the Agency as a deposit at the time the request is made. This amount shall be applied toward the cost of preparing the transcript.

When the total cost of preparation has been ascertained, the employee shall pay the total amount of the cost, less the deposit, thereof within forty-eight (48) hours after being notified by the Board Secretary. If the cost is less than one hundred dollars (\$100.00), any amount in excess of the actual cost shall be refunded to the employee.

Section 17.17. - Notice of Decision by the Finance and Administration Committee of the Board of Directors

- A. The Finance and Administration Committee of the Board of Directors shall render its written decision as soon after the conclusion of the hearing as possible, and in no event, later than ten (10) working days after completion of the hearing, unless otherwise stipulated by the parties. The Finance and Administration Committee of the Board of Directors shall set forth its decision as to each of the charges and the reasons therefore.

Said decision shall also contain an advisory that the Board of Directors has adopted Agency Resolution No. 88-10-1, adopting the provisions of Section 1094.6 of the Code of Civil Procedure applicable to certain administrative decisions, and providing for time limits on the judicial review of such administrative decisions.

- B. The Finance and Administration Committee of the Board of Directors may sustain, rescind, or modify any or all of the disciplinary action imposed against the employee; however, the action cannot be increased.
- C. If the disciplinary action is modified, the employee's pay, benefits and/or seniority

shall be adjusted accordingly. The effective date of the modified discipline shall be set forth in the Notice of Decision.

- D. If the disciplinary action is rescinded, the employee shall be restored to his/her position, with no loss of pay, benefits or seniority.

ARTICLE 18 - LAYOFF PROCEDURES

Section 18.01. - Elimination of Positions

- A. Whenever, in the judgment of the Board of Directors, it becomes necessary in the interest of economy or because the necessity for the position or employment involved no longer exists, the Board of Directors may abolish any position or employment in the competitive service and layoff, demote or transfer an employee holding such position or employment without filing written charges and without the right of appeal. Alleged violations of the layoff procedure may be grieved in accordance with Article 16.
- B. Employees being laid-off shall receive four (4) weeks (twenty (20) working days) notice and shall receive two (2) days of severance pay for every complete year of service for the Agency, up to a maximum of four (4) weeks. Severance pay shall be paid at the employee's current rate of pay.

Section 18.02. - Layoff Procedure

- A. Merit. Merit is defined as an employee's performance in his/her position. Performance is rated during the probationary period and an employee's review date and six (6) months thereafter. Employees, by job classification, shall be ranked in order of performance. In the event of a layoff, this list of employees, in order of highest performance evaluation to lowest performance evaluation, shall be used to determine which employees shall be subject to layoff.
- B. Seniority. Seniority is defined as the length of continuous service from the last date of hire by the Agency. If a tie occurs, priority shall be determined by the lowest employee number.
- C. All General Unit employees with less than five (5) years of seniority with the Agency shall be subject to layoff as follows:
 - 1) Merit shall be observed in effecting such reduction in personnel and the order of layoff shall be based on the lowest to highest performance ratings.
- D. Employees with more than five (5) years of seniority with the Agency shall be subject to layoff as follows:
 - 1) Seniority shall be observed in effecting such reduction in personnel and the order of layoff shall be in the reverse order based on length of continuous service from the last day of hire in the Agency service upon the effective date of the layoff. For the purpose of determining order of layoff, total cumulative time shall include time served on military leave of absence.
 - 2) Layoff shall be made within classes of positions and all limited-term employees in the affected class or classes shall be laid off prior to the layoff

of any probationary or regular employee.

Layoff of regular employees under this section shall only occur after layoffs, pursuant to Section C above, have been completed. The order of layoff shall then be initiated pursuant to Paragraph 1 of this section.

- 3) Employees affected by a layoff shall have the right to placement in:
 - a. Any class in which they have previously worked. Such placement may only occur if the displaced (bumped) employee has less seniority than the employee who is displacing (bumping) them.
 - b. Any vacant position with the same or lower rate of pay as the class from which they were laid off and for which they meet the minimum qualifications.
 - c. Any part-time or limited-term position for which they possess the minimum qualifications.

E. Specially Funded Positions

- 1) When a position is created and is funded by a grant of funds from the State or the Federal Government, the position shall be automatically abolished when the funding is terminated. The incumbent of the position shall be laid-off on the date upon which the position is abolished and the layoff procedures prescribed in these rules are not applicable.
- 2) Any employee hired or promoted to fill a vacancy in a regular, full-time Agency position resulting from the assignment of a regular employee to a specially funded position, may be demoted or laid-off in accordance with this procedure at the time the regular employee returns to his/her former position.

F. Reemployment Procedure

- 1) The names of regular employees laid off shall be placed on a reemployment list in reverse order of layoff, and shall remain on such lists for a period of one (1) year unless re-employed sooner.
- 2) An employee called back to a classification that he/she previously held shall be returned to employment status without having to re-qualify for the position.
- 3) An employee called back to fill a vacant position in a classification he/she has not previously held must successfully complete all qualifying examinations for that classification.

ARTICLE 19 - MODIFIED AGENCY SHOP

Section 19.01. - Maintenance of Membership and Dues Deduction

- A. Current employees in the General Unit Association (GEA) who are now GEA members shall remain GEA members for the period of this MOU; provided, however, that any member may terminate their membership only during the period

of June 1 - June 10 of each year by notifying the Association in writing of his/her termination.

- B. An employee hired after August 16, 1989, and who is in a job classification within the GEA representation unit covered by this MOU, shall within the first pay period from the date of commencement of duties as an employee, become a member of the GEA, or pay a fee in an amount equal to the GEA's biweekly dues; provided, however, that the unit member may authorize payroll deduction for such fee.
- C. The Agency shall deduct all Association member dues which shall be transmitted to the GEA officer designated in writing by the GEA as the person authorized to receive such funds, at the address specified.
- D. The Agency shall not be obligated to put into effect any new, changed or discontinued deduction until a payroll deduction card is submitted to the Agency in sufficient time to permit normal processing of the change or deduction.
- E. No unit member shall be required to join the GEA or make an Agency fee payment if the unit member is an actual, verified member of a bona fide religion, body, or sect which has historically held conscientious objections to joining or financially supporting employee organizations; this exemption shall not be granted unless and until such unit member has verified the specific circumstances. Such employee must, instead, arrange with the GEA to satisfy his or her obligation by donating the equivalent amount to any one of the following tax exempt (under Section 501(c)(3) of the Internal Revenue Code), non-labor, non-religious charitable funds: (a) Mount Baldy United Way, (b) Salvation Army, and (c) the City of Hope. The GEA shall be responsible for determinations under this paragraph.
- F. The GEA shall be fully responsible for expending funds received under this provision consistent with all legal requirements for expenditures of employee dues which are applicable to public sector labor organizations.
- G. Whenever a unit member shall be delinquent in the payment of dues or fees, the GEA shall give the unit member written notice thereof and fifteen (15) days to cure the delinquency.
- H. The GEA shall keep an adequate itemized record of its financial transactions and shall make available annually to the Agency and, upon request to the employees who are members of the GEA within sixty (60) days after the end of its fiscal year, a detailed written financial report thereof in the form of a balance sheet and an operating statement, certified as to its accuracy by its President and Treasurer or corresponding Principal Officer or by a Certified Public Accountant. A copy of financial reports required under or referred to in the Labor-Management Disclosure Act of 1959 or Government Code Section 3546.5 shall satisfy this requirement.
- I. The GEA hereby agrees to defend, indemnify and hold harmless the Inland Empire Utilities Agency and its officers and employees from any claim, loss, liability or cause of action of any nature whatsoever arising out of the operation of this provision.
- J. The GEA's indemnity and liability obligation is more fully set forth as follows:
 - 1) The GEA shall defend, indemnify and hold harmless the Inland Empire

Utilities Agency and its officers and employees from any claim, loss, liability, cause of action or administrative proceeding arising out of the operation of this agreement. Upon commencement of such legal action, administrative proceeding, or claim, the GEA shall have the right to decide and determine whether any claim, administrative proceeding, liability, suit or judgment made or brought against the Agency or its officers and employees because of any application of this provision shall or shall not be compromised, resisted, defended, tried or appealed. Any such decision on the part of the GEA shall not diminish the GEA's defense and indemnification obligations of the Agreement.

- 2) The Agency, immediately upon receipt of notice of such claim, proceeding or legal action shall inform the GEA of such action, provide the GEA with all information, documents, and assistance necessary for the GEA's defense or settlement of such action and fully cooperate with the GEA in providing all necessary employee witnesses and assistance necessary for said defense. The cost of any such assistance shall be paid by the GEA.
- 3) The GEA upon its compromise or settlement of such action or matter shall immediately pay the parties to such action all sums due under such settlement or compromise. The GEA, upon final order and judgment of a Court of competent jurisdiction awarding damages or costs to any employee, shall pay all sums owing under such order and judgment.

ARTICLE 20 - RULE MAKING AUTHORITY

Section 20.01. - General

Subject to those provisions that fall under Government Code Section 3500, et. seq., the General Manager, or designated representative(s), may adopt and administer personnel rules and regulations which are supplementary to and consistent with the terms set forth in this MOU and the policies of the Agency.

ARTICLE 21 - MANDATORY SUBJECTS OF BARGAINING

Section 21.01. - General

- A. This MOU represents the entire agreement between the Agency and the Association which represents the General Unit.
- B. All subjects/topics of bargaining, including, but not limited to terms and conditions of employment, employee issues, grievances, etc. shall only be formally discussed with established representatives of the Association., the Agency's official negotiator and/or the Manager of Human Resources.

ARTICLE 22 - NOTICE

Section 22.01. - General

Within ninety (90) working days of the adoption of this MOU, a copy shall be presented to each General Unit employee of the Agency, and to each newly hired General Unit employee at the time of appointment.

ARTICLE 23 - ZIPPER CLAUSE

Except as expressly set forth within this MOU, the parties agree that negotiations shall not commence on subjects that are within the scope of bargaining unless the parties mutually agree.

IN WITNESS WHEREOF, the parties have executed this agreement, by their duly authorized representatives, on the day and the year first above written.

General Employees' Association

Inland Empire Utilities Agency

Thomas Swezey
Steward

Halla Razak
General Manager

Raymond Walker
Steward

* A Municipal Water District

RESOLUTION NO. 2018-8-5

RESOLUTION OF THE BOARD OF DIRECTORS OF THE INLAND EMPIRE UTILITIES AGENCY*, SAN BERNARDINO COUNTY, CALIFORNIA, APPROVING THE MEMORANDUM OF UNDERSTANDING FOR PROFESSIONAL UNIT EMPLOYEES

WHEREAS, the representatives of the Board of Directors of Inland Empire Utilities Agency* have met and conferred with duly authorized representatives of the Professional Unit to make equitable adjustments to terms and conditions of employment; and

WHEREAS, a Memorandum of Understanding prepared by said representatives has been presented to the Board of Directors for ratification; and

WHEREAS, a majority of the unit members from this group voted to approve the Memorandum of Understanding.

NOW, THEREFORE, the Board of Directors of the Inland Empire Utilities Agency* does hereby RESOLVE, DETERMINE AND ORDER as follows:

SECTION 1. That this Board of Directors does hereby approve and authorize its President and Secretary to sign the Memorandum of Understanding between the Inland Empire Utilities Agency and the Professional Unit attached hereto as Exhibit 1, which shall be effective upon approval and remain in full force and effect until a successor Memorandum of Understanding or Personnel Manual is adopted after the parties have met and conferred.

ADOPTED the 1st day of August 2018.

Steven J. Elie
President of the Inland Empire
Utilities Agency* and of the
Board of Directors thereof

ATTEST:

Jasmin A. Hall
Secretary/Treasurer of the Inland Empire
Utilities Agency* and of the
Board of Directors thereof
*A Municipal Water District

STATE OF CALIFORNIA)
COUNTY OF) SS
SAN BERNARDINO)

I, Jasmin A. Hall, Secretary/Treasurer of the Inland Empire Utilities Agency*, DO
HEREBY CERTIFY that the foregoing Resolution being No. 2018-8-5, was adopted at a regular
Board Meeting on August 1, 2018, of said Agency by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

Jasmin A Hall
Secretary/Treasurer of the Inland Empire
Utilities Agency* and of the
Board of Directors thereof

(SEAL)

*A Municipal Water District

THE INLAND EMPIRE UTILITIES AGENCY*

MEMORANDUM OF UNDERSTANDING

PROFESSIONAL UNIT

FOR THE PERIOD OF JULY 1, 2018 THROUGH JUNE 30, 2021

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**THE INLAND EMPIRE UTILITIES AGENCY
MEMORANDUM OF UNDERSTANDING**

PROFESSIONAL EMPLOYEES

The Agency does hereby adopt this Memorandum of Understanding (MOU) establishing rules, regulations, procedures and establishing salary schedules for the Professional Unit.

Provisions of the MOU do not apply to part-time, temporary, limited term, contract or intern personnel (employees) unless specifically noted in this manual, Agency Policy or the employee's contract. The MOU does not create any contract of employment, expressed or implied, or any rights in the nature of a contract. This MOU does not create any contract of employment expressed or implied, or any rights in the nature of a contract. The Agency recognizes the Professional Employees as the exclusively recognized employee representative of employees in the Professional Unit. This MOU shall be commonly referred to as the "Professionals' Unit MOU".

- A. There are no provisions in this MOU that shall be deemed to limit or curtail the Agency in any way in the exercise of the rights, powers and authority which the Agency had prior to entering into this MOU unless and only to the extent that the provisions of this MOU specifically curtail or limit such rights, powers and authority.
- B. The exclusive rights of the Agency include, but are not limited to:
- 1) Determine the mission of its constituent departments, commissions, and boards;
 - 2) Set standards of service;
 - 3) Determine the procedures and standards of selection for employment and promotion;
 - 4) Direct its employees;
 - 5) Relieve its employees from duty because of lack of work and/or for other legitimate reasons;
 - 6) Maintain efficiency of government operations;
 - 7) Determine the methods, means and personnel by which Agency operations are to be conducted;
 - 8) Determine the content of job classifications;
 - 9) Take all necessary actions to carry out its missions in emergencies;
 - 10) Exercise complete control, direction and discretion over its organization and the technology of performing its work;
 - 11) Discharge, suspend, demote, reprimand and withhold salary increases and benefits or otherwise discipline employees for cause;
 - 12) Establish reasonable employee performance standards, including but not limited to, quality standards, and require compliance herewith;
 - 13) Determine staffing plans and hours of operations for the best use of Agency resources; and,
 - 14) Enforce other management rights secured by the Inland Empire Utilities Agency Employer-Employee Relations Resolution.

ARTICLE 1 - DESIGNATION OF PARTIES

Section 1.01. - General

The Professional Unit is a recognized employee organization which represents a bargaining unit pursuant to the Agency's Employer/Employee Relations Resolution, and which includes the following classifications, as well as those which may be added, deleted or modified in the future pursuant to the Employer/Employee Relations Resolution:

- | | |
|-----------------------------------|------------------------------------|
| Accountant II | Materials Specialist |
| Administrative Assistant II | Network Administrator |
| Business Systems Analyst I | Procurement Specialist I |
| Business Systems Analyst II | Procurement Specialist II |
| Compost Sales Representative | Project Manager I |
| Construction Project Manager – PE | Project Manager II |
| Contracts Administrator I | Senior Accountant |
| Contracts Administrator II | Senior Engineer |
| Engineering Services Analyst | Senior Financial Analyst |
| Facilities Specialist | Senior Information Systems Analyst |
| Financial Analyst I | Senior Internal Auditor |
| Financial Analyst II | Senior Inventory Analyst |
| Grants Administrator | Senior Management Analyst |
| Information Systems Analyst I | Senior Project Manager |
| Information Systems Analyst II | Senior Water Resources Analyst |
| Internal Auditor | Systems Administrator |
| Inventory Resources Coordinator | |

The provisions of this MOU shall apply to the above-referenced classifications, who shall receive all benefits in this MOU.

ARTICLE 2 - PURPOSE

Section 2.01. - General

The parties to this MOU agree that its purpose is to confirm and maintain a spirit of cooperation between the Agency and the Professional Unit. The Agency and the Professional Unit will strive to promote a harmonious relationship between the parties, through this MOU, that will result in benefits for the Agency and the members of the Professional Unit.

ARTICLE 3 - TERM

Section 3.01. - General

This MOU shall be effective after approval by the Agency's Board of Directors. It shall remain in full force and effect from July 1, 2018 through June 30, 2021, or until a successor MOU is adopted after the parties have met and conferred.

On or before March 2021, the parties agree to initiate the meet and confer process on a successor MOU.

Any terms of the MOU that require configure changes within the payroll system will require two weeks lead time. Salary adjustments will only be retroactive to cover the two-week lead time.

ARTICLE 4 - DEFINITIONS

Section 4.01. - General

Unless otherwise required by the context, various terms used in this document shall have the meanings set forth in this section. Terms expressed in the singular shall also include the plural.

Section 4.02. - Appointment

The act of filling a vacant position with a person who has met the minimum qualifications for the position.

Section 4.03. - Anniversary Year

The year following the date of employment with the Agency and each successive year thereafter.

Section 4.04. - Classification

A group of positions sufficiently similar in duties, authority, and responsibility, to permit grouping under a common title in the application of common standards of selection, transfer, demotion and salary.

Section 4.05. - Continuous Regular Employment

That period of actual employment by the Agency following an employee's date of employment, or the employee's most recent date of reemployment, or reinstatement, whichever is later. The term shall also include military leaves of absence and pre-approved leaves of absence, provided that on the day prior to such periods the employee was in the employ of the Agency and that during such periods the employee takes no action expressed or implied to terminate employment.

A. Break in Continuous Regular Employment

1) Failure to Return to Work

A break in continuous regular employment for failure to return to work as required at the completion of an authorized period of absence shall, except in the event of the employee's death during such a period, be considered as voluntary termination as of the date the period of absence began.

2) Termination of Employment

Termination of employment by resignation, discharge, or other means or failure to return to work at the completion of an authorized period of absence shall constitute a break in continuous regular employment.

3) Other Employment

Employment by other than authorized military leave pursuant to state and/or federal law during a period of authorized absence shall constitute a break in continuous regular employment unless such other employment is pre-approved by the Agency.

Section 4.06. - Exempt Employees

Employees in exempt positions who are excluded from FLSA overtime pay requirements and are compensated on a bi-weekly salary basis.

Section 4.07. - Holiday Leave

A holiday recognized by the Agency when employees will be granted a day off with pay.

Section 4.08. - Holiday Pay

Pay received by those employees who are required to work on the actual day of a holiday recognized by the Agency.

Section 4.09. - Hourly Rate of Pay

The hourly rate of pay for non-exempt employees is the amount equal to the classification and step position an employee currently holds.

Section 4.10. - Immediate/Extended Family

- A. Immediate Family is limited to: Spouse, State Registered Domestic Partner, Parent (biological or an individual who stands or stood in loco parentis to an employee when the employee was a minor), and Child (biological/adopted/foster/step child, a legal ward, or a child of a person standing in loco parentis who is under age 18), Brother, and Sister.
- B. Extended Family is limited to: Aunt, Brother-in-law, Daughter-in-law, Ex-spouse (if children are involved), Father-in-law, Grandchild, Grandparent, Half-Brother, Half-Sister, Mother-in-law, Nephew, Niece, Sister-in-law, Son-in-law, Step-brother, Step-sister, and Uncle.

Section 4.11. - Inactive Status

An employee who is on an authorized leave of absence without pay for more than thirty (30) calendar days.

Section 4.12. - Job Abandonment

An employee who does not report or call-in to work as scheduled for two (2) or more consecutive workdays, and has not been excused for vacation, floating holiday, sick leave or a leave of absence with or without pay, shall be considered as having abandoned his/her job. Such employee may be disciplined in accordance with Article 14 of this MOU, Disciplinary Actions and Appeals Procedures.

Section 4.13. - Overtime

Overtime shall be defined for non-exempt employees as all hours worked in excess of forty (40) hours per workweek.

Section 4.14 - Overtime Pay

A rate equivalent to one and one-half (1½) times a non-exempt employee's regular rate of pay.

Section 4.14. - Position

A group of duties and responsibilities assigned by proper authority to be performed by one employee. A position may be full or part time, occupied or vacant, temporary or regular.

Section 4.15. - Probationary Employee

A. Original Probationary Employee

A person appointed to fill a regular position, but who has not yet completed the probationary period. The probationary period is a trial period in which a new employee is evaluated on the ability to fulfill the skills required by a position and the ability to establish an effective working relationship with co-workers.

B. Technical Probationary Employee

A regular employee appointed, through promotion or a lateral transfer, to a classification or position having duties other than the employee's current position.

Section 4.16. - Probationary Period

A designated period of time considered an integral part of the examination, recruiting, testing and selection process during which an employee is required to demonstrate fitness for the position to which the employee is appointed by actual performance of the duties and responsibilities of the position.

Section 4.17. - Promotion

The movement of an employee from one classification to another classification having a higher maximum base rate of pay.

Section 4.18. - Reclassification

The reallocation of a position, through a change in duties and responsibilities, based on the needs of the Agency, to a different classification and/or salary range.

Section 4.19. - Reemployment

The rehiring, other than reinstatement, of an individual who formally worked as an employee of the Agency.

Section 4.20. - Regular Employee

An employee who has successfully completed the original probationary period.

Section 4.21. - Reinstatement

The restoration, without competitive examination, of a former regular employee to a classification in which the employee formerly served as a regular, non-probationary employee.

Section 4.22. - Resignation

The termination, at the election of the employee, of employment with the Agency.

Section 4.23. - Step Advancement

A salary increase, based on Meets Expectations or better employee performance, which is within the limits of a pay range established for a classification.

Section 4.24. - Temporary Employee

A person employed to meet a short-term need of the Agency. Temporary employees shall not be retained in this status more than six (6) months without the written approval of the General Manager, or designated representative(s). Temporary employees are not entitled to Agency benefits, or any other provision stipulated in this MOU.

Section 4.25. - Termination

The termination of an employee at the discretion of the Agency by means of layoff, discharge, or other means.

Section 4.26. - Transfer

The movement of an employee from one position to another position in the same classification or in a comparable classification with the same maximum salary, involving the performance of similar duties and responsibilities and requiring substantially the same basic qualifications.

Section 4.27. - Unpaid Status

When an employee does not receive compensation for time not worked, or does not have any usable accrued leave time, or is not eligible for any other paid leave, such employee shall be considered as being in an unpaid status.

Section 4.28. - Work Schedule

A work period consists of a two (2) week period consisting of eighty (80) hours worked over fourteen (14) days.

A workweek is a fixed and regularly recurring period of one hundred and sixty-eight (168) hours consisting of seven (7) consecutive twenty-four (24) hour periods.

A. 9/80 Work Schedule

A 9/80 work schedule shall consist of eighty (80) hours worked over a two (2) week period with four 9-hour days in one (1) week and four 9-hour days plus one 8-hour day in the other. The 9/80 workweek, for purposes of computing overtime for non-exempt employees, is defined as beginning exactly four (4) hours into the eight (8) hour shift on the day of the week that corresponds with the employee's alternating regular flex day off.

Example: Friday On/Off:

<u>Wk</u>	F	Sa	S	M	T	W	Th	F		Total
1	0	0	0	9	9	9	9	4	=	40
2	4	0	0	9	9	9	9	0	=	40

B. 5/40 Work Schedule

A 5/40 work schedule shall consist of five 8-hour days equaling forty (40) hours per workweek, with the workweek defined as beginning at 12:00 a.m. on Sunday and ending at midnight the following Saturday.

C. 4/10 Work Schedule

The parties agree to institute a 4/10 work schedule for unit members subject to the following exceptions as set forth herein.

- 1) The Agency retains the discretion, with two weeks notice, to convert classifications to a different work schedule, at the Agency's discretion with at least a two-week notice.

A 4/10 work schedule shall consist of four 10-hour days equaling (40) hours per week, with the workweek defined as beginning at 12:00 a.m. on Sunday and ending at midnight the following Saturday. The standard workday under a 4/10 schedule shall be Monday-Thursday, with core business hours being from 8:00 a.m. to 5:00 p.m. On a case by case basis, the Agency will allow alterations to the start and end times upon a showing of good cause and subject to Agency operations and needs.

- D. The General Manager, or designated representative(s), shall be empowered to arrange work schedules in alternate time distributions provided that such alternate distributions are in the best interests of the Agency. All employees of the Agency are subject to call for emergencies which are inherent in the Agency's responsibilities.

Staff assignments and schedules will be determined by management for the best use of agency resources to meet the needs of the Agency.

Section 4.29. - Scheduled Work Day

A scheduled work day is an employee's regularly scheduled workday; or, when an employee

is notified, today, that he/she is scheduled to work tomorrow (normal day off), it is considered advanced notification and a scheduled workday.

Section 4.30. - Unscheduled Work Day

An unscheduled work day is when an employee is notified today (normal day off), that he/she is scheduled to work today, there is no advanced notification and it is determined to be an unscheduled workday.

Section 4.31. - Scheduled Vacation

A scheduled vacation is a leave request that is approved and dated by the supervisor at least two (2) weeks prior to the scheduled time off.

Section 4.32. - Unscheduled Vacation

An unscheduled vacation is a leave request that is approved and dated by the supervisor less than two (2) weeks prior to the scheduled time off.

ARTICLE 5 - GENERAL PROVISIONS

Section 5.01. - Equal Employment Opportunity

The Agency provides equal employment opportunity to all employees and applicants without regard to sex, race, color, religion, national origin, age, ancestry, physical or mental disability, genetics, marital status, sexual orientation or veteran status.

Section 5.02. - Harassment in Employment

Harassment of an applicant or employee by a supervisor, management employee or co-worker on the basis of sex, race, color, religion, national origin, age, ancestry, physical or mental disability, genetics, marital status, sexual orientation or veteran status will not be tolerated. Harassment by or against any employee or applicant or from a person providing services pursuant to a contract on the basis of sex, race, color, religion, national origin, age, ancestry, physical or mental disability, genetics, marital status, sexual orientation or veteran status will not be tolerated (refer to Agency Policy A-29 and A-30).

Section 5.03. - Compliance With Law

The Agency's Board of Directors and employees shall take no actions relative to personnel or labor relations matters that conflict with or attempt to circumvent applicable State or Federal Laws.

Section 5.04. - Amendment of Memorandum of Understanding

This MOU may be amended by the Agency Board of Directors subject to Government Code Section 3500, et. seq.

Section 5.05. - Labor/Management Meetings

Representatives of the Unit and the Agency shall meet informally at the request of either

party to discuss matters of mutual interest to each party. The time and place of the meeting shall be selected by the representatives involved. Representatives of the Professional Unit Board shall be allotted Association leave time to prepare for MOU negotiations. Association Leave will equal two (2) meetings per month with a maximum of two (2) hours per meeting, beginning in January prior to the expiration of the current MOU, ending once negotiations are over.

Membership shall be permitted to meet as a group up to a maximum of two (2) hours on Agency time twice per calendar year on agency premises.

The Agency and the Association agree to utilize the Labor/Management meetings to discuss revisions and modifications to the MOU for the purpose of establishing consistent language for all bargaining units. The labor/management process shall not result in any change in terms and conditions of employment absent a meet and confer process resulting in an agreement between the parties to do so.

Section 5.06. - Whistleblower Clause

California law prohibits retaliation against any employee for opposing/reporting unlawful discriminatory/harassment prohibited by law or for filing a complaint with the Agency or another Governmental Agency. Additionally, the Agency will not retaliate against any employee who, in good faith, files with the Manager of Human Resources a complaint of discrimination, harassment, malfeasance, misappropriation of Agency funds, violation of regulatory permit requirements, state or federal laws, or substantial and specific danger to the public health/safety. Such complaints must be submitted in writing to the Manager of Human Resources, and filed under penalty of perjury.

Section 5.07. - Savings Clause

If any article or section of this contract shall be held invalid by operation of laws or by any court of competent jurisdiction, the remainder of this contract shall not be affected thereby. In the event that any section is held invalid, the parties agree to immediately enter into negotiations for the purpose of arriving at a mutually satisfactory replacement of the invalidated section or article.

Section 5.08. - Zipper Clause

Both parties agree to meet and confer on any matter within the scope of the Meyers-Milias-Brown Act except that all subjects contained herein have been resolved by means of the meet and confer process. Neither party may be compelled by the other to renegotiate any part of the agreement except as listed above in the Savings Clause. Nothing in this section would preclude the parties from mutually agreeing to reopen a section of the contract for the purposes of improving a particular section.

ARTICLE 6 - FILLING OF VACANCIES

Section 6.01. - General

Vacancies may be filled by appointment, transfer, demotion, promotion, or by the use of a temporary employee as deemed in the best interest of the Agency by the General Manager, or designated representative(s).

Section 6.02. - Filling of Vacancy

Whenever a vacancy occurs in the Agency's staff or labor force, the General Manager, or designated representative(s), shall decide by what manner the vacancy is to be filled.

- A. Insofar as possible and practical and in keeping with the best interests of the Agency, vacancies may be filled with existing employees of the Agency, subject to the following conditions:
 - 1) A current Agency employee submits a completed application form for the vacant position.
 - 2) The employee requesting consideration demonstrates or possesses the experience and/or education and other qualifications that the position requires.
 - 3) An employee scores competitively on examinations, if given.
- B. Employees shall be evaluated for promotion or advancement based on the following criteria including but not limited to:
 - 1) Overall work performance.
 - 2) Knowledge, training, ability, skill, efficiency and overall job performance.
 - 3) Job-related work experience and education including certificates and degrees.
 - 4) Cooperative working relationships with those contacted in the course of work.
 - 5) Physical and mental ability to perform, with reasonable accommodation if disabled, the essential functions of the job.
 - 6) Attendance records with the Agency.
 - 7) Seniority with the Agency.
- C. Qualified Agency employees may apply for a transfer or promotional position within the Agency.

These criteria shall be evaluated only on the basis of the requirements of the position or classification for which the employee is being considered.

ARTICLE 7 - EMPLOYMENT APPLICATIONS AND APPLICANTS

Section 7.01. - Application Forms

Employment applications shall be made online and/or on forms approved by the General Manager or designated representative(s), and provided by the Agency's Human Resources Department. These forms shall require information regarding education, prior work experience,

training, references, and other information related to the job for which a person is applying. All applications shall be signed and dated by the applicant under penalty of perjury. Any falsification of information on an application form may disqualify an applicant for the position they are applying for.

Section 7.02. - Physical Examination and Condition

After a conditional offer of employment has been made to a job applicant, and prior to the commencement of employment with the Agency, all selected applicants shall be required to undergo a physical examination and evaluation which will include drug and/or alcohol screening performed by a physician selected by the Agency. Employees, in certain classifications, may further be required to undergo additional periodic physical examinations and/or receive certain anti-toxin injections during their employment with the Agency. The expense involved in such an examination shall be borne by the Agency. The evaluation of an employee's physical ability to perform the job shall be made only on the basis of the essential functions of the position for which the employee is applying.

Section 7.03. - Employment Tests

Applicants for all positions, as determined by the General Manager, or designated representative(s), shall be subjected to oral, written and/or performance tests. Only applicants who demonstrate an acceptable level of knowledge, skills and abilities required of the position shall be considered for employment. If there is a job-related requirement for the position, a working knowledge of written and spoken English must be demonstrated by all applicants.

Section 7.04. - Acceptance of Applicant

Prior to hiring, the application and pertinent information of the applicant shall be reviewed by the General Manager, or designated representative(s). Said applicant will be approved for, or recommended for, employment on the qualifications that the General Manager, or designated representative(s), deem pertinent to the position or classification. Refer to Section 5.01 of this MOU for those items which shall not be adjudged pertinent.

Section 7.05. - Rejection of Applicant

The General Manager, or designated representative(s), may reject an application, or, after examination, may disqualify the applicant, if the applicant:

- A. Is found to lack any of the requirements, certifications, or qualifications for the position involved;
- B. Is physically or mentally incapable of performing the essential functions of the job, with or without reasonable accommodation, based on competent medical/psychological evidence, including, but not limited to, impairment caused by current illegal use of drugs; or current abuse of alcohol;
- C. Has made false statements of any material fact, or practiced any deception or fraud on the application, declarations or in securing eligibility or appointment;
- D. Is found to be uninsurable under the Agency's insurance program, if the essential functions of the job require the employee to drive Agency vehicles;

- E. Has been convicted of a crime, either a misdemeanor or felony, that relates to the position duties that the applicant would perform;
- F. Has used or attempted to use political pressure or bribery to secure an advantage in the employment testing or appointment;
- G. Has directly or indirectly obtained information, in advance, regarding employment tests;
- H. Has failed to complete and/or submit the employment application correctly or within the prescribed time limits;
- I. Has had the privilege to operate a motor vehicle in the State of California suspended or revoked within the past twelve (12) months if operating a motor vehicle, requiring a driver's license, is an essential function of the job for which applying;
- J. Has a job history which, in the judgment of the General Manager, or designated representative(s), would render the applicant ineligible for the position, including a prior discharge from the Agency.

Section 7.06. - Background Investigations

After a conditional offer of employment has been made to a job applicant, and prior to the commencement of employment with the Agency, all selected applicants shall be required to allow the Agency to conduct a background investigation. Said investigation shall include verification of prior employment, verification of education, fingerprinting, credit check (for positions that regularly are involved in financial transactions), and any other information necessary to evaluate an applicant's qualifications for the position.

ARTICLE 8 - PERSONNEL RECORDS

Section 8.01. - General

- A. Personnel records are by nature confidential, and the General Manager, or designated representative(s), shall establish procedures to maintain this confidential nature (refer to Agency Policy A-58).
- B. The contents of any personnel file or record shall only be released to the employee, or the employee's designee, upon written authorization of the employee, upon court order, on a need to know basis to respective supervisor/manager, or legal representatives of the Agency relative to personnel actions and only with the approval of the Manager of Human Resources, or designated representative(s).
- C. The General Manager, or designated representative(s), shall maintain as a portion of the personnel records the employee's qualifications, education, achievements and other classified and confidential information as well as the following standard forms:
 - 1) Application Form
 - 2) Employment Record

3) Periodic Performance Appraisals

- D. A separate medical file shall be established by the Human Resources Department for each employee. This file shall be maintained in accordance with applicable state law, the Agency's records retention schedule, and in a confidential manner.
- E. The General Manager, or designated representative(s), and the employee shall be empowered and charged to cause entries to be made in the employee's personnel file and each employee shall have the right to review his /her file in the Human Resources Department during the department's normal working hours to assure said personnel file is current and complete.
- F. Disciplinary actions of less than and including a suspension of one (1) day or less will be purged from the employee's personnel file after two (2) years upon written request of the employee to the Manager of Human Resources, if the employee has not been subject to any formal discipline during the two (2) year period.
- G. Employees must provide the Agency with a current address and phone number.

ARTICLE 9 - PROBATIONARY PERIODS

Section 9.01. - Regulations

- A. Generally, original and promotional appointments shall have a probationary period of six (6) months. The General Manager may establish an original probationary period of one (1) year. Said probationary period shall be declared in any offer letter. There are two (2) types of probationary periods:
 - 1) Original Probation - as defined in Section 4.15.A of this MOU.
 - 2) Technical Probation - as defined in Section 4.15.B of this MOU.
- B. Prior to the completion of either an original or technical probationary period, the probationer's supervisor or the manager of the department in which the employee works, shall prepare a performance appraisal reporting the quality of the required skills, knowledge and ability to successfully perform the job as stated in the probationer's job classification specification. This appraisal shall be reviewed with the probationary employee and a signed copy presented to the General Manager, or designated representative(s), along with a recommendation to retain the employee, or discharge the employee. In the case of the technical probationer, the employee may be reclassified or returned to the employee's former classification or position as provided for in Section 9.02.B and 9.02.D.
- C. In the case of an original probationary period of one (1) year, employees who have completed six (6) months may use accrued vacation leave, sick leave, and/or floating holidays.
- D. The time required for probationary periods shall be extended by any time an employee is on an authorized leave of absence, with or without pay, which exceeds ten (10) calendar days during the original probationary period or during the first six

(6) months of employment in the event of a one (1) year original probationary period.

- E. Limited term employees promoted and/or reclassified to regular in the same classification and who have previously completed six (6) months employment may use accrued sick, vacation leave and/or floating holiday

Section 9.02. - Technical Probation

- A. In those cases where multiple changes in classification or position occur within said technical probation period, the maximum technical probation period will be at the discretion of the General Manager, or designated representative(s).
- B. A regular employee who is promoted may be subject to a technical probationary period of six (6) months (up to one (1) year in the event of a special circumstance) during which time the employee shall demonstrate the ability to function in the new classification. If at any time during the technical probationary period, the employee or the Agency feels the employee is not qualified or suited to said position, the employee may elect or the Agency shall return said employee to the employee's previous classification, provided an opening exists in said classification. A decision by the Agency to return an employee to the previous classification is not grievable.
- C. An employee who satisfactorily completes Technical Probation and is on Step 1 shall receive a merit adjustment, based on his/her latest performance appraisal.
- D. If a vacancy exists in a different classification, said employee may be reclassified at the discretion of the General Manager, or designated representative(s).
- E. Range placement and future step advancement dates upon unsuccessful completion of technical probation are as follows:
 - 1) The employee will be placed on the same range and step for the classification as the employee was on prior to the time the employee was promoted.
 - 2) The employee will be eligible for the next step advancement on the anniversary date of the original position prior to being promoted.

Section 9.03. - Dismissal During the Probationary Period

- A. During the original probationary period, an employee may be discharged by the General Manager, or designated representative(s), without cause and without right to appeal. Written notification of the discharge shall be served on the probationary employee by the immediate supervisor or designated representative(s), and a copy shall be filed with the General Manager, or designated representative(s).
- B. If an opening exists in a different position or classification, the employee may, at the General Manager's, or designated representative(s), discretion, be offered the position in lieu of termination. The employee will be required to serve another six (6) months probationary period in the new position.

- C. The final decision of the above action(s) will be at the sole discretion of the General Manager, or designated representative(s).
- D. Any employee who is discharged during his/her original probationary period shall receive his/her final compensation, including any accrued vacation leave, at the time he/she is terminated.

ARTICLE 10 - CLASSIFICATION, COMPENSATION AND PAY PERIOD

Section 10.01. - Classification/Compensation Plan

In addition to this MOU, the General Manager, or designated representative(s), shall maintain a file which shall contain the following:

- A. A nine (9) step compensation plan to include a listing of internal salary relationships among classifications, and benchmark classifications for purposes of establishing salaries for each classification within the Agency. The compensation plan shall also include salary and/or hourly rate schedules for all classifications.
- B. Classification specifications for each job classification utilized for making appointments to all positions within the Agency. Class specifications shall define the principal duties, responsibilities, and minimum qualifications required of each classification. The General Manager, or designated representative(s), shall determine and set forth the duties and responsibilities as they are to be presented in said class specifications. Assignments may be varied or interchanged to meet the needs of the Agency.

Section 10.02. - Classification Revision and Reclassification

- A. The initial classification established in the above plan may be amended, combined, or abolished and new classifications set forth by the General Manager, or designated representative(s). In addition, any position may be reclassified to a different classification by the General Manager, or designated representative(s), when there is a change in the duties and responsibilities of the position or other sufficient cause. Any non-voluntary reclassification of a position to a different classification shall result in an employee being placed into the appropriate pay range for the new position. A demotion is not considered a non-voluntary reclassification.
- B. If an employee believes that his or her duties and responsibilities have changed **SIGNIFICANTLY**, the employee may request a classification study of his or her position. Such request must be submitted in writing to the General Manager, or designated representative(s).
- C. The parties agree that they will comply with obligations under the Meyers Milius Brown Act, if any, to meet and confer. The Agency agrees to afford due process rights, if any.

Section 10.03. - New Positions

Any new position and/or classification that is established shall comply with this MOU and shall be allocated to the Agency's classification and compensation plan by the General Manager.

Section 10.04. - Compensation

- A. Only those persons who are Agency employees and working for the Agency on the date this MOU is approved by the Board of Directors or on the date the base salary increase is actually implemented, whichever is later, are entitled to the base salary increases set forth below.
- B. Effective July 1, 2018, the Agency shall implement a 3.0% base salary increase for FY 2018-2019.
- C. Effective July 1, 2019, the Agency shall implement a 3.0% base salary increase for FY 2019-2020.
- D. Effective July 1, 2020, the Agency shall implement a 3.0% base salary increase for FY 2020-2021.
- E. All base salary increases provided for in this MOU shall be implemented on Step 1 of the salary matrix and incrementally implemented through Step 9.

Section 10.05. - Preparation of Compensation Plan

A nine (9) step compensation plan shall be prepared by the General Manager, or designated representative(s), to establish the rate of compensation and consideration for all classifications and all positions within said classifications. In determining the compensation rates for the various classifications, considerations may be given to the Agency's financial status, the current cost-of-living, local prevailing rates of compensation for like or comparable employment in public or private agencies, working conditions, fringe benefits, and any other relevant factors. The rates of compensation shall be arranged in clear and understandable tables entitled "Hourly and/or Salary Rate Schedules" which shall be made a part of this MOU.

Section 10.06. - Adoption of Compensation Plan

The nine (9) step compensation plan shall be adopted by the Board of Directors of the Agency and made a part hereof, and will be on file with the General Manager, or designated representative(s). Such Compensation Plan may be amended or revised at the discretion of the Board of Directors. The parties agree that they will comply with obligations under the Meyers Milias Brown Act, if any, to meet and confer. The Agency agrees to afford due process rights, if any

Section 10.07. - Salary Adjustments and Step Advancements

The procedures for step advancements within each salary range are set forth as follows:

- A. New employees shall be hired at Step 1 of the established salary range for their classification. Variable entrance steps may be established if justified by recruitment needs through Step 9 with the approval of the General Manager, or designated representative(s).
- B. Approval for advancement shall be based upon merit and completion of required length of service in the classification. Step advancements within each salary range shall be in increments of approximately 2.5%.

- C. Upon completion of a probationary period, advancement in step(s) shall be based on performance as provided in Section 10.08. Except in cases where employees have exhibited Outstanding performance as provided in Section 10.08.E, other advancements shall be based on performance as provided in Section 10.09, and are contingent upon completion of one (1) year.
- D. The time required for step advancement shall be extended by any time an employee is on an authorized leave of absence with or without pay, which exceeds thirty (30) calendar days (see Section 12.01.D).
- E. The General Manager, or designated representative(s), may authorize the adjustment of the range step or pay rate of an employee to maintain salary equity within the system, to prevent undue hardship or unfairness due to the application of any rule or policy, to correct any payroll error or omission including any such action which may have arisen in the prior fiscal year, or to correct any wage inequity.

Section 10.08. - Step Advancement/Performance

- A. The advancement of an employee within a classification shall be based on the employee exhibiting an increased ability, experience or educational level coupled with a history of meritorious service. The employee's supervisor shall evaluate the employee's qualifications and if merited, shall recommend advancement. The General Manager, or designated representative(s), shall have the authority to grant or reject recommended advancements.
- B. Employees who receive an overall performance rating of Meets Expectations may be eligible for a one (1) step advancement, employees who receive an overall performance rating of Exceeds Expectations may be eligible for a two (2) step advancement and employees who receive an overall performance rating of Outstanding may be eligible to receive an advancement of three (3) steps. In no instance shall the advancement place the employee higher than Step 9 of his/her salary range.
- C. A Meets Expectations or better performance appraisal will not be considered as justification for automatic advancement for employees who pass original or technical probation. Should an employee not be awarded a step advancement upon conclusion of his/her probationary period, he/she shall be eligible for a step advancement upon completion of one (1) year in the position.
- D. Advancements that are delayed because of late filing of recommendations shall be retroactive to the employee's benefit date when approved.
- E. An early advancement may be granted to employees who have exhibited outstanding performance. The due date of the next merit increase shall be upon completion of one (1) year from the date of the early step advancement (and paid in accordance with Section 10.08.F).

F. Merit adjustments shall become effective as follows:

- 1) If a merit increase is due during the first week of a pay period, the effective date of the merit increase shall be the first day of that pay period.
- 2) If a merit increase is due during the second week of a pay period, the effective date of the merit increase shall be the first day of the following pay period.
- 3) In addition to any step advancement, for Unit employees classified as Senior Engineers and Senior Financial Management Analysts on or before 9/1/13, may receive a Performance Award of up to ten percent (10%) of the employee's base salary for performance during the previous fiscal year. Any performance awards shall be paid in one lump sum payment during pay period twenty-two (22). All Performance Awards shall be awarded at the sole discretion of the General Manager. This Performance Award will be awarded to only those employees who are working for the Agency on the date the Performance Award is paid. The amount of the Performance Award to employees hired, promoted or reclassified after the beginning of a fiscal year shall be pro-rated based on the number of pay periods remaining in the fiscal year. An employee on an authorized leave of absence, with or without pay, that exceeds thirty (30) continuous calendar days shall have his/her Performance Award pro-rated by the amount of pay periods actually worked in the fiscal year.

Section 10.09. - Denial of Step Advancement/Performance

- A. An employee who receives an overall appraisal rating of Below Expectations or Unacceptable shall be denied his/her step advancement. A written performance appraisal identifying the areas of weakness and what steps the employee needs to take to improve his/her performance shall be provided to and discussed with the employee.
- B. After receiving an overall rating of Below Expectations or Unacceptable, the employee shall have a maximum of two 3-month evaluations to attain an overall rating of Meets Expectations or better.
- C. At the end of the maximum two 3-month feedback evaluations, if the employee's performance is still not at an acceptable level, a formal performance appraisal will be prepared along with a written recommendation to extend the performance appraisal period up to a maximum of an additional six (6) months, and/or to discipline the employee in accordance with Article 17, as well as the reasons for the recommendation.

Section 10.10. - Authority of General Manager

The General Manager, or designated representative(s), is hereby authorized to employ personnel to fill openings allocated by the Board of Directors within the exempt and non-exempt classifications. Within a classification, the General Manager, or designated representative(s), shall have the authority to practice discretion in assigning the position in which the employee shall be employed. The General Manager, or designated representative(s), is further empowered to

promote, demote or transfer employees from one position to another and from one classification to another, or under-fill a position, provided there is a vacancy in a classification allocated by the Board of Directors. Additionally, he/she is authorized to establish new classifications provided the number of authorized positions does not exceed the number of positions authorized by the Board of Directors.

Section 10.11. - Acting Pay

Any employee designated by the Agency to perform the duties of a higher job classification in excess of two (2) complete and continuous pay periods may be designated as "acting". An employee who is designated as "acting" shall receive a minimum increase of two (2) steps (approximately five percent (5%)) more than his/her hourly rate of pay, or shall be placed on Step 1 of the range established for the acting position, whichever is higher; however, the employee's salary shall not exceed Step 9 of the range established for the acting position at any time. An employee shall receive acting pay until officially released of those duties with the following conditions:

- A. Compensation shall be requested in writing by the employee, outlining the circumstances, and the request is subject to the approval of the General Manager, or designated representative(s).
- B. Compensation shall only be requested if the additional duties are to be undertaken for more than two (2) complete pay periods.
- C. Acting pay will be effective at the beginning of the first pay period following completion of two (2) complete and continuous pay periods of performing the duties of a his/her job classification.
- D. An employee shall receive acting pay for a maximum of twenty-six (26) consecutive pay periods. Under special circumstances, the General Manager, or designated representative(s), may authorize an extension to meet the needs of the Agency.
- E. If the employee is scheduled to receive a merit increase for the position in which he/she normally fills while serving in an acting status, the necessary forms shall be completed to document such increase, and such increase shall be implemented upon conclusion of the acting status. The employee shall receive an increase in acting pay if the spread between his/her new hourly rate of pay and the acting rate of pay becomes less than two (2) steps (approximately five percent (5%)), not to exceed Step 9 of the acting salary. The employee's merit review date shall not be affected by acting status unless he/she is appointed to the position in which he/she was acting. If such, his/her review date shall be adjusted to coincide with the date he/she started in the acting position or as provided for in Section 10.11.F.
- F. If an employee who is receiving acting pay is promoted to permanently fill the position in which he/she is acting, the date from which the employee began receiving acting pay shall be credited to the employee's total time worked in the position. Following the promotion, the employee's merit increase will be awarded at the conclusion of the technical probationary period, or upon the completion of working one (1) year in the position (including all time he/she was receiving acting pay). All subsequent merit increases will be awarded upon completion of one (1) year in each step.

Section 10.12. - Official Business Pay Authorization

Any non-exempt employee of the Agency may be authorized to attend business and other matters of interest to the Agency outside the Agency area and for time periods which exceed the normal work day on the date of attendance. Employees on such assignment, at the Agency's request, must have prior approval for compensation at his/her hourly rate of pay for the number of hours they would normally work on the day of attendance.

Section 10.13. - Overtime Compensation

A non-exempt employee who is required by the nature of his/her position or by emergency situations to "work" in excess of forty (40) hours during his/her workweek shall be paid at one and one-half (1½) times the employee's regular rate of pay. Only scheduled vacation and/or holiday time that fall within the employee's regular shift shall count as hours worked when computing overtime.

If an exempt employee is working excessive hours his or her supervisor shall make every attempt to flex his or her hours in consideration of the extra time the employee is working beyond the required forty (40) hours.

Section 10.14. - Pay Periods

All employees of the Agency shall be paid biweekly. Payroll shall be distributed every other Friday by 10:00 a.m. If a payday falls on a holiday, the payroll will be distributed on the preceding Thursday. At Thanksgiving and when Christmas falls on a Thursday, the payroll will be distributed on Friday.

Section 10.15. - Direct Deposits

All Professional employees shall be compensated only by the use of direct deposit. The only exception shall be when setting up a new employee into the payroll system, for a period not to exceed three (3) pay periods while an employee changes financial institutions, or final (retirement/resignation/termination) payrolls.

Section 10.16. - Promotional Compensation

An employee who is promoted to a higher classification shall receive a minimum salary increase of approximately five percent (5%) more than his/her current rate of pay, or shall be placed on Step 1 of the range established for his/her new position, whichever is higher; however, the employee's salary shall not exceed Step 9 of the new salary range.

ARTICLE 11 - BENEFITS

Section 11.01. - Medical Benefits/Life Insurance Plans

A. Health Benefits

The Agency shall contribute the minimum monthly health premium contribution established for contracting agencies by CalPERS or \$133.00, whichever is greater, towards the cost of premiums for health insurance under the CalPERS Public Employees Medical and Hospital Care Act (PEMHCA) for each employee and

his/her eligible dependents. The contribution shall be adjusted annually by CalPERS to reflect any changes in the medical care component of the CPI-U and shall be rounded to the nearest dollar by CalPERS. For employees who do not purchase Agency provided health insurance, the PEMHCA monthly minimum or \$133.00 whichever is greater, shall be paid to the employee as ordinary income.

PEMHCA minimum monthly contribution effective 2018 \$133.00

B. Additional Benefit

The Agency shall make a monthly contribution for each employee as follows, minus the minimum PEMHCA contribution or \$133.00, whichever is greater.

Employee +1 \$1,182.00 effective July 1, 2018 through December 31, 2018

Employee Family \$1,450.00 effective July 1, 2018 through December 31, 2018

- 1) Employee Only and Opt-Outs: For employees who purchase employee only health insurance, or who do not purchase Agency provided health insurance, the maximum monthly contribution effective July 1, 2018 through December 31, 2018 shall be \$898.00 minus the PEMHCA contribution under Section A above. If the cost of the combined premiums for health, dental, vision and life insurance (including dependent coverage) is less than the maximum allotment, the Agency shall pay the difference to employees as ordinary income, provided that the employee is enrolled and maintains membership in a CalPERS health plan for him/herself, or is able to show proof that he/she obtains and maintains health insurance through another source for him/herself. The Agency may require proof of health insurance at any time. While on Unpaid Status, as defined in Section 4.27, the employee shall not receive this allotment.
- 2) Effective January 1, 2018, and on January 1st of every calendar year thereafter, during the duration of this MOU, any increase in the monthly contributions set forth above shall be based on the "blended rate" of the average increase in premiums, if any, of the two health benefit plans with the most Agency subscribers as of August 1 of the prior calendar month. The "blended rate" shall be calculated by averaging the annual percentage increase and/or decrease of the basic premium rates, as determined by CalPERS, of the two health plans with the most Agency subscribers on December 1 of each calendar year during the duration of this MOU. Any increase in the monthly contributions based upon the "blended rate" shall be capped at 6.5% per calendar year. If the "blended rate" percentage decreases, the then-current medical cap will remain unchanged.
- 3) Effective July 1, 2019, the additional benefit for Employee +1 and Employee Family in Section 11.01.B and the monthly contribution for Employee Only and Opt-Out in Section 11.01B.1 shall increase by twenty-five dollars (\$25).
- 4) Effective July 1, 2020, the additional benefit for Employee +1 and Employee Family in Section 11.01.B and the monthly contribution for Employee Only and Opt-Out in Section 11.01B.1 shall increase by twenty-five dollars (\$25).

- 5) Should an employee's work hours be reduced by 25% or more of his/her normal working schedule due to a light duty assignment and/or doctor's orders for more than twelve (12) weeks or as provided under FMLA, the employee shall receive the difference between the monthly insurance allotment and the actual cost of his/her health, dental, vision and/or life insurance benefits on a pro-rated basis (i.e., works 75%, receives 75% of the difference between the monthly insurance allotment and the actual insurance costs). The Agency shall continue to pay the PEMHCA contribution from Section A above. Any adjustment shall be made to the amount of the additional benefit.
- 6) Except as provided for in Section 11.01.B.3, an employee must be in a paid status for a minimum of sixty (60) hours per pay period to receive the difference between the monthly insurance allotment and the actual cost of his/her health, dental, vision and/or life insurance benefits. The Agency shall continue to pay the PEMHCA contribution from Section A above.
- 7) An Agency-paid \$50,000 life insurance policy is provided to each Professional employee.
- 8) Supplemental Life Insurance is available to employees at their expense through the Agency's life insurance carrier.
- 9) Effective June 24, 2001, the Agency will provide Domestic Partnership health insurance coverage as provided through CalPERS and California State law. The extension of health insurance through CalPERS shall not change or modify any other benefit offered by the Agency unless said benefit is specifically authorized by this MOU.

C. Retiree Health Benefits

The Agency shall contribute the minimum monthly contribution established for contracting agencies by CalPERS or \$133.00, whichever is greater, plus administrative costs towards the cost of premiums for health insurance under the PEMHCA for each annuitant who retired from the Agency through CalPERS and who enrolls in a CalPERS health plan as a retiree. The contribution shall be adjusted annually by CalPERS to reflect any changes in the medical care component of the CPI-U and shall be rounded to the nearest dollar by CalPERS.

PEMHCA minimum monthly contribution effective 2018 \$133.00

- 1) Payment for the retiree health insurance benefit of \$133.00 or the minimum PEMHCA contribution, whichever is greater, shall be made directly to CalPERS for the benefit of the retiree each month.
- 2) Only employees who retire after July 4, 2004, shall have the option of purchasing health insurance from CalPERS or a provider of his/her choice without any loss in benefit. If the retiree so chooses to purchase his/her health insurance from a provider other than CalPERS, the retiree will be reimbursed on a monthly basis for his/her benefit via direct deposit to the retiree's (or surviving spouse's) bank account, up to the maximum benefit

provided. Retirees are responsible for any taxes that may be due on retiree health benefits.

D. Additional Retiree Longevity Benefits

The Agency shall contribute an additional monthly benefit to each retiree minus the minimum PEMHCA contribution or \$133.00, whichever is greater, according to the chart below who simultaneously retires from the Agency through CalPERS and who is a minimum age of fifty-five (55).

Hire Date	Benefit Level	Minimum Years of Agency Service	Benefit
Before Jan. 1, 1992	Employee and/or eligible dependent(s)	20	50% of applicable Kaiser Rate*
After Dec. 31, 1991	Employee only or surviving spouse	12	50% of applicable Kaiser Rate*

*The applicable Kaiser rate is equal to the rate for the region in which the retiree resides, plus administration costs.

The longevity benefit is available to qualifying retirees whether they enroll in a CalPERS medical plan or not. The retiree will be reimbursed on a monthly basis for his/her retiree longevity benefit via direct deposit to the retiree's (or surviving spouse's) bank account, up to the maximum benefit provided. Retirees are responsible for any taxes that may be due on reimbursement of retiree longevity benefits.

Section 11.02. - Retirement Plan

- A. Each probationary and regular employee of the Agency shall participate with the Agency in a retirement plan under the California Public Employees' Retirement System (CalPERS) and be subject to such terms and conditions as the Agency, in its sole discretion, may contract with that system.
- B. All PERS member contributions shall be deducted on a pre-tax basis. Said contribution shall not be considered special compensation for the calculation of the employee's retirement benefits.
- C. Employees hired after January 1, 2013, and defined as "new members" under the Public Employees' Pension Reform Act of 2013 ("PEPRA"), Government Code section 7522, *et seq.*, will receive the 2% @ 62 formula and will pay one half (1/2) of their total normal cost rate as determined by CalPERS.
- D. The Agency contracts with CalPERS for the Pre-retirement Optional Settlement 2 Death Benefit (Section 21548). This benefit provides that, upon the death of a member who was eligible to retire, the spouse may receive an allowance equal to the amount the member would have received if the member had retired for service retirement on the date of death and elected option 2W.

- E. The Agency contracts with CalPERS for the One (1) Year Final Compensation Benefit (Section 20042) for all employees hired prior to January 1, 2012. This benefit provides that the final compensation used to calculate a member's retirement allowance is the average full-time monthly pay rate for the highest twelve (12) consecutive months.
- F. The Agency contracts with CalPERS for Military Service Credit Purchases (Section 21024). This benefit allows members to elect to purchase up to four (4) years of service credit for any continuous active military or merchant marine service prior to employment.
- G. The Agency has adopted Resolution #2009-4-2 which allows employees who make payments by payroll deduction for CalPERS service credit purchases to defer state and federal income taxes in accordance with IRC 414(h)(2).
- H. The Agency contracts with CalPERS for the 2.5% @ 55 Benefit formula (Section 21354.4) for all employees hired prior to January 1, 2012. Employees in this plan shall pay the full 8% Employer Paid Member Contribution (EPMC).
- I. The Agency contracts with CalPERS a second tier pension plan for employees hired on or after January 1, 2012 and prior to January 1, 2013, or who are hired after January 1, 2013, but were previously members in CalPERS or a reciprocal retirement system with less than 6 months gap in service, i.e. "classic members" pursuant to Section 20475 which provides for the 2.0% @ 55 Benefit Formula (Section 21354) with three year final compensation. Employees in this plan shall pay the full 7% EPMC.

Section 11.03. - Long-Term Disability

All probationary and regular employees of the Agency are covered under an Agency provided long-term disability plan with the following elements:

- A. Sixty (60) day elimination period.
- B. Sixty percent (60%) of the first ten thousand dollars (\$10,000) of monthly salary.
- C. The maximum benefit period is determined by the employee's age when disability begins.

The choice of carrier and other plan elements rests solely with the Agency. The Agency may elect to self-insure the plan.

Section 11.04. - State Disability Insurance Programs

- A. State Disability Insurance (SDI) - Any employee who becomes disabled due to a non-work related illness or injury will receive compensation benefits as established by the State Disability Insurance Fund.
- B. Paid Family Leave Program (PFL) - All California workers who are covered by the SDI program will also be covered for PFL. The PFL program provides a maximum

Section 11.10. - Certification and Licensing

Pursuant to Policy A-70, employees are eligible for a one-time certification or license reimbursement of up to \$300 per fiscal year.

Additionally, employees will be eligible for up to two (2) \$500 annual certification/license incentives per fiscal year. Professional Engineer licenses will be eligible for an annual incentive of one-thousand dollars (\$1000). The certificate/license must be commensurate with the employee's current job classification or deemed beneficial to the Agency by the respective Department Manager and the Manager of Human Resources.

Employees can appeal to the Manager of Human Resources any Certification/License incentives not approved by the respective Department Manager. The appeal shall consist of the employee submitting a written explanation of his/her position to the Manager of Human Resources and the Manager of Human Resources issuing a written response within ten (10) business days. The written decision of the Manager of Human Resources shall be final and binding and no other appeal procedure set forth in this MOU, or in the Agency rules, shall apply. The denial of a certification/license shall not be subject to the grievance procedure set forth at Section 16 of this MOU.

Section 11.11. - Degree Incentive

The Agency shall provide a one-time payment of \$175 for employees who successfully earn an Associate's Degree.

The Agency shall provide a one-time payment of \$300 for employees who earn a Bachelor's Degree.

The Agency shall provide a one-time payment of \$300 for employees who earn a Master's Degree.

Payments are not retroactive and shall apply only to degrees earned during the duration of the MOU.

Eligibility for the payment and verification of degree shall follow the processes set forth in Policy A-70.

Section 11.12. - 401 Governmental Money Purchase Plan & Trust (401a Plan)

Upon separation from service, all employees who participate in the Agency's 401 Governmental Money Purchase Plan & Trust (401a Plan) shall contribute one hundred percent (100%) of paid leave accruals to the 401a Plan up to the annual contribution limit in effect at the time of separation.

Section 11.13. - Wellness Reimbursement

Employees shall be entitled to a wellness reimbursement of up to \$500 per fiscal year. The reimbursement shall be subject to the limitations and terms set forth in Agency Policy A-78.

of six (6) weeks of paid family leave benefits for workers who take time off as provided for by State law. Employees who utilize this program are not required to use vacation time prior to receiving benefits. PFL runs concurrently with State and Federal Family Leave.

Section 11.05. - Uniforms

Employees in authorized classifications shall be provided with uniforms. Employees who are provided with a uniform are required to wear the provided uniform during all working hours.

Section 11.06. - Safety Shoes

Employees in authorized classifications, as established in the Agency's Safety Manual, shall be required to wear appropriate safety shoes. Voucher or reimbursement for safety shoes shall be processed in accordance with the Safety Shoe Policy contained in the Agency's Safety Manual.

Section 11.07. - Mileage Reimbursement

- A. The Agency shall pay all employees mileage reimbursement in the amount established by the Internal Revenue Service. The employee shall submit a check request to receive reimbursement for mileage costs.

Section 11.08. - Professional Memberships

- A. The Agency shall reimburse all employees classified as Senior Engineers and Senior Financial Management Analysts upon the effective commencement date of this MOU up to a maximum of three hundred and seventy-five dollars (\$375) per fiscal year for the costs of joining and maintaining memberships in Agency-approved professional organization(s) related to the employee's work at the Agency.
- B. The Agency will reimburse all other Professional Unit members up to a maximum of three hundred dollars (\$300) per fiscal year for the costs of joining and maintaining memberships in Agency-approved professional organization(s) related to the employee's work at the Agency.
- C. Professional memberships are only payable after the employee has satisfactorily completed his/her original probationary period. Upon successful completion of his/her original probation, an employee may request retro-active reimbursement for memberships paid by the employee during his/her original probation up to the maximum allowable amount per fiscal year.

Section 11.09. - Educational Reimbursement.

The Agency shall reimburse each Professional employee up to \$5250 per fiscal year for the cost of educational expenses that are related to the employee's work at the Agency as stated in Agency Policy A-39.

Section 11.14. - Deferred Compensation

- A. Employees may borrow against their qualifying 457 plans, if allowed by the plan, subject to the terms and conditions of the deferred compensation plan.
- B. Effective July 1, 2018, The Agency will contribute twenty-five dollars (\$25) per pay period as a matching contribution to a single 457(b) account of each employee who has made an elective deferral of twenty-five dollars (\$25) or more to the plan for that pay period.

ARTICLE 12 - PERFORMANCE APPRAISALS

Section 12.01. - General

The procedures for performance appraisals are set forth as follows:

- A. Each employee will be reviewed by his /her supervisor. This review will be made on a standard Agency performance appraisal form. The purpose of this appraisal is to cause a periodic dialogue between the supervisor and the employee. The supervisor shall take this opportunity to discuss the employee's performance. At this time, the employee may have the opportunity to converse with the supervisor without cause for jeopardy to the employee's position.
- B. The performance appraisal shall become part of each employee's official personnel file.
- C. All employees shall have a performance appraisal review once a year, to be conducted at the employee's merit review date. Said review shall occur every twelve (12) months from the anniversary of his/her last merit review date unless said employee receives an overall rating of Below Expectations or Unacceptable (see Section 12.01.F).
- D. The due date for a performance appraisal shall be extended by the number of days the employee is actually out on an authorized leave of absence, with or without pay, that exceeds thirty (30) continuous calendar days (i.e., the employee is off for 31+ calendar days, the date of the appraisal/merit is advanced the number of calendar days the employee is actually out including the first thirty (30) calendar days. If the employee is out thirty (30) days or less, no adjustment is made).
- E. In cases where no performance appraisal is filed, the employee should contact the Manager of Human Resources.
- F. All employees who receive an overall appraisal rating of Below Expectations or Unacceptable shall be reviewed ninety (90) days after the Below Expectations or Unacceptable appraisal was received by the employee.

Section 12.02. - Duty of Departments

It is the duty of the supervisor to evaluate the work accomplishments and conduct of employees, to inform employees of their appraisals in writing, and to provide positive assistance to employees in improving work effectiveness.

Section 12.03. - Employee's Responsibility

It is the responsibility of the employee to meet standards established for work accomplishment and conduct and to strive to improve work effectiveness.

Section 12.04. - Grievance of Performance Appraisal

Any dispute arising out of the content of a performance appraisal may be processed in accordance with the Grievance Procedure up to the level of General Manager.

Section 12.05. - Demotions

- A. If, in the opinion of an employee's supervisor, the employee is unable to perform duties and responsibilities which are within the requirements of his/her position, the supervisor may recommend a demotion without following the progressive discipline steps. The General Manager, or designated representative(s), shall have the authority to act on such recommendations and accept or reject such a demotion at his/her sole discretion in the best interest of the Agency.
- B. If an employee's classification or position is to be eliminated, in accordance with the Agency's classification plan, the employee may be offered a demotion to a lower classification or position for which the employee possesses the minimum qualifications.
- C. If an employee who is to be demoted has achieved regular status in his/her present position, such status shall be maintained after demotion. When demoted, the regular employee's salary shall be adjusted to the salary range of his/her new position, representing a two (2) step (approximately five percent (5%)) salary reduction or Step 9, whichever is lower.
- D. Any demotion to prevent layoff may, at the discretion of the General Manager, be reversed when the employee's previous position is reopened. In the case of preventing a layoff, the employee being demoted will accept the pay rate of the new position.
- E. An employee who is to be demoted shall be given at least two (2) weeks written notice prior to demotion.
- F. The parties agree that they will comply with obligations under the Meyers Milius Brown Act, if any, to meet and confer. The Agency agrees to afford due process rights, if any

ARTICLE 13 - LEAVES OF ABSENCE

Section 13.01. - Pre-approved Leaves of Absence

Pre-approved leaves of absence are leaves granted by the General Manager, or designated representative(s), in writing, before the absence, for any purpose, including but not limited to pregnancy, sickness, accident or other casualty, at the convenience of the Agency, provided that the employee returns to work before or at the expiration of such leave of absence or any extension

thereof. Special cases will be at the discretion of the General Manager, or designated representative(s). The Agency in granting leaves of absence shall treat alike all participants in similar circumstances.

Section 13.02. - Leave of Absence With Pay

- A. Any supervisor may authorize leave to any employee within the supervisor's department. This includes granting vacation, bereavement, court leave, sick leave or any other leave within the terms of this MOU.
- B. The authority for granting all other leaves with pay and non-routine leaves with pay is at the sole discretion of the General Manager, or designated representative(s).

Section 13.03. - Leave of Absence Without Pay

- A. The General Manager, or designated representative(s), shall have the authority to grant leaves of absence without pay. No employee shall be eligible for a leave of absence without pay until the employee has two (2) or more years of continuous regular employment, except in cases where the law provides otherwise. In special cases, the General Manager, or designated representative(s), may waive the two (2) year employment requirement if in the best interest of the Agency.
- B. Unless otherwise provided by law, an employee shall not be eligible for a leave of absence without pay until all of the employee's accrued leave time with pay has been used, and he/she has obtained the prior approval of the General Manager, or designated representative(s).
- C. An employee on inactive status may request, in writing, to continue participation in the Agency's insurance plans, at the employee's own expense for a defined period of time; i.e. until return to work on "active" status, or until a terminating event; i.e. permanent and stationary disability.
- D. An employee granted leave must return to work not later than the start of the first working day following the end of the leave.
- E. During the period of a leave of absence without pay, the employee shall not accept any other employment except with express written permission of the General Manager, or designated representative(s).

Section 13.04. - Holidays

Subject to the conditions specified in this Section, the Agency designates the following days as holidays. For the purposes of holiday compensation, a day shall equal the number of hours that the employee normally would have worked other than for the holiday:

<u>Holiday</u>	<u>Date</u>	<u>Duration</u>
New Year's Day	January 1st	1 day
Presidents' Day	3rd Monday in Feb.	1 day
Memorial Day	Last Monday in May	1 day
Independence Day	July 4th	1 day
Labor Day	1st Monday in Sept.	1 day
Thanksgiving Day & Day After	4th Thursday & Friday in November	2 days
Christmas Day & Day After	December 25th & December 26 th	2 days

Floating Holidays:

Senior Engineers and for Unit employees classified as: Material Specialist, Senior Financial Analyst, Senior Inventory Analyst, and Senior Management Analyst before 6/30/18:

Floating Holiday	Employee's Choice (prior approval required)	8 days per FY
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For all other unit employees:

Floating Holiday	Employee's Choice (prior approval required)	6 days per FY
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For all unit employees the total number of floating holiday hours per fiscal year is dependent on employee's work schedule:

8 days per FY

5/40 = 64 hours
9/80 = 72 hours
4/10 = 80 hours

6 days per FY

5/40 = 48 hours
9/80 = 54 hours
4/10 = 60 hours

For the purposes of holiday compensation, a day shall equal the number of hours that the employee normally works.

- A. For employees on 9/80 schedule, if the holiday should fall on Saturday, the holiday will be observed on the preceding Friday. If the holiday should fall on Sunday, the holiday will be observed on the following Monday. If Christmas falls on Friday, the day after Christmas shall be observed on the following Monday. If Christmas falls on Saturday, it will be observed on the preceding Friday and the day after will be observed on the following Monday. If Christmas falls on a Sunday, Christmas day and the day after shall be observed on the following Monday and Tuesday.

- B. If a holiday occurs on a non-scheduled work day, the unit member may receive compensation equal to the number of hours of the employee's regular work day at straight time, or may, in lieu of compensation, bank the hours as accrued vacation, as long as the employee worked the entire scheduled work day before and after the holiday or was on an approved pay status the entire scheduled day before and after the holiday (i.e. vacation,), and satisfies all other conditions set forth in Section 13.04.D.
- C. All employees will be granted leave with pay for all holidays recognized by the Agency, with the exception of the following:
- 1) Appointees whose first day of work would have fallen on the holiday.
 - 2) Non-exempt employees scheduled for a normal shift at Agency facilities on a holiday as defined above (with the exception of Floating Holidays) shall be paid a holiday premium of one and one-half (1½) times his/her hourly rate of pay for all hours actually worked, in addition to his/her holiday pay. If the day of the observed holiday is different from the day of the actual holiday, only employees working on the day of the actual holiday shall be entitled to this premium pay. Employees shall be paid this premium pay for hours worked beginning at 12:00a.m. and ending at 11:59p.m. on the day of the actual holiday. This premium pay shall be paid to employees for a maximum of one shift, unless an employee is requested to work overtime by his/her supervisor.
- D. The employee must work the entire scheduled work day before and after the holiday or be in approved pay status the entire scheduled day before and after the holiday (i.e., vacation, compensatory time off) in order to receive pay for holiday leave or, holiday premium pay, if the employee works on the day of the actual holiday. Unscheduled absences and sick leave shall not count as time worked on the day before and after the holiday. In the event that the day before or after the holiday is the employees regular flex day, the unscheduled absences and sick leave taken on the day before or after the flex day shall not count as time worked on the day before or after the holiday (e.g., the July 4th holiday is Thursday and employee's flex day is Friday, the employee must be in an approved paid status on Wednesday and Monday to receive the holiday pay). See Sections 1.34 and 1.35 for definitions of scheduled and unscheduled workdays.

If an exempt employee is sick the day before or after a holiday and is unable to provide verification of such illness, the employee shall be required to utilize vacation leave for the time missed.

- E. An employee whose regularly scheduled flex day off falls on the actual holiday who does not work due to the flex/holiday, shall have the option to either compensation or an increase in his/her vacation accrual equal to the number of hours of the employee's working flex day (e.g., employee's flex day off is Friday and he/she works eight hours on the other Friday of the same pay period, he/she will accrue an extra eight hours of vacation time in lieu of holiday pay). For the purposes of holiday compensation, a day shall equal the number of hours that the employee normally works.

- F. Floating holidays will be credited to each employee on July 1 and must be used by June 30 of the following year. Floating holidays cannot be used during the Original Probationary period or during the first six (6) months of employment in the event of a one (1) year original probation. An employee on original probation who is not permitted to use his/her floating holiday prior to the end of the pay period corresponding with the last pay date in June shall have his/her pro-rated hours carried over the following fiscal year. Any remaining time will be forfeited. Prior approval to take floating holidays must be obtained from the employee's manager/supervisor. In cases where an employee must forfeit his/her floating holidays at the request of the Agency, the employee shall be compensated for his/her unused portion at his/her current rate of pay at the end of the pay period corresponding with the last pay date in June. The amount of floating holidays credited to employees hired or promoted after the pay period corresponding with the first pay date in July of each year shall be pro-rated based on the number of pay periods remaining in the fiscal year. Every effort will be made to allow those Professional employees desiring Veteran's Day off the use of one floating holiday on Veteran's Day (November 11). Once an employee has tendered his/her resignation, he/she may not be permitted to utilize floating holidays. If he/she gives the Agency 30+ calendar days advance notice of separation, he/she may be permitted to utilize. Unused floating holidays shall not be paid out upon separation from employment.

Section 13.05. - Vacation Leave

All employees shall accrue vacation leave time but may not use the accrued leave during the same pay period in which said leave is accrued. All original probationary employees shall accrue vacation leave but will not be able to use the accrued leave until completion of their original probationary period or completion of the first six (6) months of employment in the event of a one (1) year original probation. Vacation leave is computed and administered as follows:

- A. All employees shall be entitled to accrue vacation leave with pay as follows:

Continuous Months of Service	Continuous Years of Service	Hours Accrued per Pay Period	Hours Accrued per Year	Maximum Accrual
0-60	0-5	3.077	80	200
61-72	6	3.692	96	288
73-84	7	4.308	112	336
85-108	8-9	4.923	128	384
109-180	10-14	6.154	160	480
181-239	15-19	6.769	176	480
240 and thereafter	20+	7.692	200	500

- C. The maximum length of a continuous vacation leave, which is not interrupted by working on the Agency's behalf, shall be equal to twenty (20) working days.

- D. Vacation leave periods which exceed the limits specified in Paragraph C above must be approved in writing by the General Manager, or designated representative(s), and in the best interest of the Agency.
- E. Vacation leave shall be limited to those days already earned by the last day of the vacation period. No advance of vacation leave shall be permitted, without the expressed written consent of the General Manager, or designated representative(s).
- F. Holidays that occur during an employee's vacation period shall not be considered as a vacation day.
- G. In cases where an employee forfeits vacation leave time at the request of the Agency, upon approval of the General Manager, said employee shall be compensated for forfeited vacation leave time at the employee's current rate of pay. It is the employee's responsibility to schedule vacation time well in advance to avoid forfeiting his/ her vacation or to avoid any conflicts.
- H. Employees who are on vacation leave shall be compensated at their current rate of pay.
- I. Vacation leave shall be pre-approved by the employee's supervisor. The employee's wishes shall be considered in evaluating leave requests; however, the Agency's needs shall take precedence.
- J. Regular and probationary employees who leave Agency employment shall be compensated for all vacation leave time accrued but not yet taken to the maximum of the vacation leave the employee is entitled to accrue. Compensation shall be at the employee's rate of pay at the time of separation.
- K. An employee who is on unpaid status as defined in Section 4.27 shall not accrue vacation leave.
- L. Should an employee become ill or injured while on vacation leave, the employee shall be entitled to use sick leave upon approval of the employee's supervisor. The Agency reserves the right to investigate any illness or injury or require verification of any illness or injury for which an employee is claiming sick leave benefits.
- M. An employee must be in a paid status for a minimum of sixty (60) hours per pay period to receive the vacation accrual rates outlined in Section 13.05.A. Vacation accrual rates will be reduced for an employee who is not in a paid status for a minimum of sixty (60) hours per pay period using the following formula:

$$\text{Accrual rate} \div 80 \text{ hrs/pay period} = \text{adjusted accrual rate}$$

$$\text{Adjusted accrual rate} \times \text{hrs paid} = \text{reduced accrual amount}$$

For example: An employee in his/her 30th month of employment, who is receiving pay for 43 hours in a pay period, shall accrue vacation at the following rate:

$$3.077 \div 80 \text{ hrs/pay period} = 0.0385$$

$$0.0385 \times 43 \text{ hours} = 1.6555$$

In this example, the employee would accrue 1.655 hours of vacation, rather than the regular amount of 3.077, for this pay period.

- N. **Vacation Leave Cash Out.** During March of each year or as approved by the General Manager, an employee may, at his/her option, request to convert up to a maximum of seventy percent (70%) of his/her respective annual vacation leave accrual to receive a cash payment at his/her current rate of pay, provided that he/she has used at least thirty percent (30%) of his/her respective annual vacation leave accrual during the previous twenty-six (26) pay periods.

Hours Accrued per Pay Period	Hours Accrued per Year	Minimum Hours Used (30%)	Maximum Hours Cash-Out (70%)
3.077	80	24	56
3.692	96	29	67
4.308	112	34	78
4.923	128	38	90
6.154	160	48	112
6.769	176	53	123
7.692	200	60	140

- 1) It is the employee's responsibility to track his/her own accruals and make a written request for said conversion by the conclusion of the last pay period in March or as approved by the General Manager. A payroll staffer will be sent out to all employees during the last pay period in February or as approved by the General Manager reminding employees of this option.
- 2) Payment shall be made to qualified employees in April or as approved by the General Manager.
- 3) Qualification for vacation leave cash out and payment shall be based on:

Year	Accrual Rate as of:	Usage Timeframe	Cash-Out Pay Date
2018	February 10, 2018	2/12/17 - 2/10/18	April 13, 2018
2019	February 9, 2019	2/11/18 - 2/9/19	April 12, 2019
2020	February 8, 2020	2/10/19 - 2/8/20	April 10, 2020

as approved by the General Manager.

- 4) Cashing out of vacation leave accrual shall only be available to employees who have completed thirty-six (36) months of service with the Agency as of the end of the pay period corresponding with the last pay date in February.

Section 13.06. - Sick Leave

All regular employees shall accrue sick leave time, but may not use the accrued leave during the same pay period in which said leave is accrued. All original probationary employees shall accrue sick leave time; however, such employees will not be able to use the accrued leave until completion of the original probationary period (or the first six (6) months in the event of a one (1) year probationary period), except in emergency situations when approved in writing by the General Manager, or designated representative(s). Should an employee fail to complete the original probationary period, any advance of sick leave shall be deducted from the employee's final pay.

Paid sick leave is a privilege the Agency grants to employees to allow the continuation of pay and fringe benefits in case of personal (or family) illness and, as such, its usage should not be abused. Maintaining good attendance is a condition of employment and an essential function of your job. To minimize hardships that may result from illness or injury, the Agency provides paid sick time benefits in case of personal (or immediate family) illness/injury. However, periodic sick leave taken on a repeated basis may be viewed as abuse of the system. It is your responsibility to establish legitimate illness or injury to receive sick leave pay. This leave time is computed as follows:

- A. All regular and probationary employees shall accrue sick leave time at the rate of 3.692 hours per pay period or equivalent to ninety-six (96) hours per anniversary year.
- B. Regular employees shall be permitted to expend accrued sick leave time for the following reasons:
 - 1) Employee is suffering illness or injury.
 - 2) Employee is placed on quarantine due to exposure to contagious disease.
 - 3) Employee requires medical treatment or examination including, but not limited to, health, dental, or vision.
 - 4) Illness or injury in the employee's immediate family (see Section 4.10.A).
 - 5) Special cases require approval of the General Manager, or designated representative(s).
 - 6) Up to ten (10) working days of sick leave may be used for bereavement purposes.
- C. An employee who is ill or injured may be required to take sick leave if, in the opinion of the employee's supervisor, the employee or co-workers are being exposed to the hazard of illness or injury.
- D. Any employee who needs to take advantage of sick leave benefits shall notify his /her supervisor prior to or at the start of the employee's work shift on each day when such benefits are desired, unless he/she has submitted a physician's off work order or have made prior arrangements with his/her immediate supervisor. Failure to comply with this requirement may result in loss of benefits for the work shift in which proper notification was not provided.

- E. No employee is entitled to receive sick leave or benefits from the Agency for any condition arising from or due to employment or business dealings, other than Agency employment, that is undertaken for monetary gain or other consideration.
- F. The Agency reserves the right to investigate any illness or injury or require verification of any illness or injury for which an employee is claiming sick leave benefits including requiring verification by the employee's attending physician, dentist or other involved medical practitioner. Any sick leave periods for illness or injury which are three (3) or more consecutive work days in duration must be accompanied with a fitness for duty verification by the employee's physician, dentist or other involved medical practitioner. If reasonable cause exists, the Agency may require verification from the employee's medical practitioner for absences of less than three (3) days.
- G. All regular or probationary employees may accrue sick leave to an unspecified maximum amount and all accumulated accruals may be carried from one anniversary year to the next.
- H. An employee who is recognized under the terms of this section as ill or injured shall use all accrued sick leave and vacation leave to receive compensation for the time that such illness or injury requires the employee to be absent from work (also see Section 13.03.B).

The total amount of compensation that will be paid by the Agency is limited to the value of the sum of the employee's accrued sick leave and vacation leave.

- I. Sick leave benefits shall be limited to the accumulated sick leave the employee has accrued by the end of the employee's sick leave period. No sick leave benefit will be paid in advance.
- J. Employees who resign, or are laid off from Agency employment after being employed by the Agency for five (5) or more years of continuous regular employment, shall be compensated for accumulated, unused sick leave as follows:

<u>COMPLETED YEARS OF SERVICE</u>	<u>MAX REIMBURSABLE HOURS ACCRUABLE</u>	<u>PERCENT PAYABLE</u>
5	320	25%
6	360	25%
7	400	25%
8	440	25%
9	480	25%
10	544	50%
11	608	50%
12	672	50%
13 & 14	736	50%
15 through 19	800	50%
20 & thereafter	850	100%

Employees who are terminated from the Agency for cause, or who resign and/or retire in lieu of termination (must have been served with letter, from the Agency, of intention to terminate employment) shall not receive this benefit.

- K. When an employee has been continuously employed by the Agency for a minimum of five (5) years, has reached age 55, **AND** retires from the Agency and the California Public Employees' Retirement System (CalPERS), the employee shall be compensated for accumulated, unused sick leave based on the years of service as indicated below.

<u>COMPLETED YEARS OF SERVICE</u>	<u>MAXIMUM REIMBURSABLE HOURS ACCRUABLE</u>	<u>PERCENT PAYABLE</u>
5	320	50%
6	360	50%
7	400	50%
8	440	50%
9	480	50%
10	544	100%
11	608	100%
12	672	100%
13 & 14	736	100%
15 through 19	800	100%
20 and thereafter	850	100%

- L. An employee who is on unpaid status as defined in Section 4.27 shall not accrue sick leave.

- M. An employee must be in a paid status for a minimum of sixty (60) hours per pay period to accrue sick leave at the rate of 3.692 hours per pay period. The sick leave accrual rate will be reduced for an employee who is not in a paid status for a minimum of sixty (60) hours per pay period using the following formula:

$$3.692 \div 80 \text{ hrs/pay period} = 0.0462$$

$$0.0462 \times \text{hrs paid} = \text{reduced accrual amount}$$

For example: An employee who is receiving pay for 43 hours in a pay period, shall accrue sick leave at the following rate:

$$0.0462 \times 43 \text{ hours} = 1.9866$$

In this example, the employee would accrue 1.986 hours of sick leave, rather than the regular amount of 3.692, for this pay period.

- N. Employees shall be entitled to use up to 80 hours of accrued sick leave during any rolling 12-month period for absences that qualify for "bonding" leave under the Family Medical Leave Act and/or California Family Rights Act. Only employees eligible for "bonding" leave under these laws may utilize up to 80 hours of sick leave for such absences.

Section 13.07. - Sick Leave Buy Back

Each November an employee may, at his/her option, convert up to a maximum of ninety-six (96) hours of accrued sick leave to receive up to a maximum of seventy-two (72) hours cash at his/her current rate of pay; provided that at least four hundred eighty (480) hours of accrued sick leave remain on the books after the cash out. For each hour cashed out, sick leave accruals shall be reduced by 1 1/3 hours.

Year	Accrued Hours as of:	Request for Buy Back Deadline	Buy Back Pay Date
2018	October 20, 2018	November 17, 2018	December 7, 2018
2019	October 19, 2019	November 16, 2019	December 6, 2019
2020	October 17, 2020	November 14, 2020	December 4, 2020

- A. To receive payment for the buyback of sick leave the individual must be a current employee on the day actual payment is made.

Section 13.08. - Bereavement Leave

- A. In the event of a death in the employee's immediate family (Section 4.10.A), the employee shall be granted up to five (5) work days paid bereavement leave.
- B. In the event of a death in the employee's extended family (Section 4.10.B), the employee shall be granted up to three (3) work days of paid bereavement leave to attend funeral or related services.
- C. Agency employees may also be excused by immediate supervisors to attend the funeral of a deceased Agency employee who was an active employee at the time of death, without loss of pay or leave accrual.
- D. Vacation time can be used to attend the funeral of a person not included in the definition of immediate/extended family (Section 4.10) or a former Agency employee.
- E. All authorized bereavement leave shall be charged against the Agency's bereavement bank.

Section 13.09. - Industrial Injury Leave

Any employee who is injured within the scope of employment with the Agency will receive workers' compensation benefits as provided for under the California Labor Code.

Section 13.10. - Jury and Court Leave

- A. Jury Leave - Any employee of the Agency who is called or required to serve as a trial juror, witness, or who is a victim of a crime or domestic violence will be excused from work during the period of such service or while present in court as a result of such a call. Any employee on such a call will continue to receive normal salary for

a maximum of one hundred (100) work hours in any one calendar year, provided any and all consideration (except mileage) received for such service is relinquished to the Agency. If the employee receives pay from the court for time served on a day that would have been a scheduled day off for the employee, he/she may retain any compensation paid by the court for that day. Under special circumstances, the General Manager, or designated representative(s), may authorize additional paid time if said time will not interfere or become a burden to Agency activities. Upon return from court duty, the employee shall present a certificate of service to his/her supervisor. If the employee is excused by the court at least three (3) hours prior to the end of his/her shift, the employee shall be required to return to work.

The employee shall provide a minimum of ten (10) working days' notice prior to the date he/she is summoned to serve as a trial juror or witness to his/her supervisor in order for the supervisor to make arrangements to cover his/her normal shift. The employee shall be paid jury duty pay for the time he/she is required to serve up to the maximum stipulated in this section.

- B. Court Leave - Pursuant to Government Code Section 1230.1, an employee who is subpoenaed to appear in court as a witness shall be allowed to do so without loss of compensation unless the employee is appearing as a party or an expert witness.

Section 13.11. - Military Leave

- A. Military leave is a temporary leave of absence for ordered military training or for active military duty in the Armed Forces of the United States or its Allies or of the National Guard or the Naval Militia, during a proclamation of war or national emergency by the President of the United States or Congress, an order or request of the United Nations that the Armed Forces of the United States serve outside of the United States or their territories, or any national conscription act in effect.
- B. The Agency shall comply with all federal and state laws relative to military leaves.

Section 13.12. - Pregnancy, Childbirth & Other Related Medical Conditions Leave

The Agency shall comply with all federal and state laws relative to pregnancy disability leave.

Any employee who plans to take a leave of absence pursuant to this section shall give the Agency reasonable notice of the date such leave shall commence and the estimated duration of such leave.

If the employee requests a temporary transfer to a less strenuous or hazardous position for the duration of the pregnancy, with the written advice of her treating physician, the Agency will grant the request where such transfer can be reasonably accommodated.

Section 13.13. - Longevity Leave

Employees shall receive the following paid leave hours on the employees' designated anniversary dates:

Year of Service	Hours of Leave
10	40
15	60
20	80
25	100
30	100
35	100

Longevity leave shall apply only to the employment year indicated and shall not carry over to intermediate years.

Section 13.14. - Leave of Absence to Vote

Employees who are registered voters may claim necessary time off to vote at elections as follows:

If an employee does not have sufficient time outside of working hours (due to Agency demands) to vote at an election, the employee may, without loss of pay, take off enough working time which, when added to the voting time available outside of working hours, will enable the employee to vote.

No more than two (2) hours of the time taken off for voting shall be without loss of pay. The time off for voting shall be only at the beginning or end of the regular working shift, whichever allows the most free time for voting and the least time off from the regular working shift, unless otherwise mutually agreed.

If the employee on the third working day prior to the day of election, knows or has reason to believe that time off will be necessary to be able to vote on election day, the employee shall give the Agency at least two (2) working days' notice that time off for voting is desired, in accordance with the provisions of this section.

Section 13.15. - Payment of Accrued Leave

Upon the death of an active employee, all wages earned in addition to all accrued vacation leave and/or sick leave shall be paid in accordance with the guidelines set forth in this Memorandum of Understanding, which apply to other types of employment separation. Such benefits shall be payable to the employee's beneficiary if designated, or if not, the employee's survivor(s) as follows:

- A. Spouse; or, if none,
- B. Child(ren); or, if none,
- C. Employee's estate.

ARTICLE 14 - SEPARATION FROM SERVICE

Section 14.01. - Discharge During Probationary Period

An employee who is within the original probationary period may be discharged at any time

with or without cause by the General Manager, or designated representative(s). An employee who is discharged during the probationary period shall be compensated for accrued vacation leave as defined in Section 13.05.J of this MOU.

Section 14.02. - Layoff

Any regular or temporary employee of the Agency may be laid off at any time as the result of a changed work load within the Agency. Any layoff which may occur for any reason will be based on the employee's performance history with the Agency, at the discretion of the General Manager, or designated representative(s), and in the best interest of the Agency. Regular employees being laid-off shall receive four weeks (20 working days) notice and shall receive two (2) days of severance pay for every complete year of service for the Agency, up to a maximum of four (4) weeks. Severance pay shall be paid at the employee's current rate of pay.

- A. The Agency will meet and confer to consider the impact of any proposed layoffs.
- B. If layoffs are put into place, they will be affected by reverse seniority order (last hired, first laid off).
- C. Seniority is defined as time since the original hire date with the Agency.
- D. If a more senior employee is targeted for layoff, he/she may bump a less senior employee so long as he/she is qualified for the position being bumped to.
- E. If an employee is separated from the Agency because of layoff, he/she shall have first rights of rehire for a period of 365 calendar days to any position for which he/she is qualified. If the employee fails to respond within fourteen (14) calendar days to a certified notice of rehire, he/she shall be deemed to have waived this right of rehire.

Section 14.03. - Resignation

An employee who wishes to leave the Agency's employment in good standing should file a written resignation with his or her supervisor at least two (2) weeks prior to the date of resignation. Once an employee has tendered his/her resignation, he/she shall not be eligible to utilize bereavement, floating holiday, longevity, or sick leave during the last two (2) weeks of employment unless he/she gives the Agency 30+ calendar days advance notice of separation.

ARTICLE 15 - EMPLOYEE CONDUCT

Section 15.01. - Peaceful Performance of Duties

Professional employees may only participate in labor actions as provided for under State and/or Federal law or as provided for by a court of competent jurisdiction.

Section 15.02. - Recognition of Boycotts

While on duty no employee shall support, instigate, or honor any boycott impressed on any company, agency, individual or employer which the Agency normally deals with or provides services to.

Section 15.03. - Outside Employment

Full-time Agency employees may not carry on concurrently with their public service any private business or undertaking, attention to which affects the time or quality of their work or which casts discredit upon or creates embarrassment for the Agency. Outside employment must be authorized in writing by the supervisor and the General Manager, or designated representative(s).

Section 15.04. - Personal Conduct

Employees are required at all times to conduct themselves in such a manner as to reflect no discredit upon the Inland Empire Utilities Agency.

Section 15.05. - Financial Affairs

Employees shall be required to conduct their personal financial affairs in such a manner that creditors and collectors will not have to make use of the Agency offices or employee times for the purpose of collecting legal debts.

Section 15.06. - Employees Acting as Agents of the Agency

Any employee who is required by the duties assigned to his or her position to act as an agent of the Agency shall not be empowered or authorized to bind the Agency to any expressed or implied contract. Any contract or offers that an agent of the Agency negotiates with a third party shall be subject to ratification by the Agency prior to acceptance. Any commitments made by an agent of the Agency shall be approved by the Agency prior to being consummated.

ARTICLE 16 - GRIEVANCE PROCEDURE

Section 16.01. - General

- A. A grievance is an alleged violation, misinterpretation, inequitable application or non-compliance of Agency ordinances, resolutions, policies, and/or provisions of the MOU of a non-disciplinary nature. Refer to Article 17, Disciplinary Actions and Appeals Procedures, for disciplinary appeals.
- B. No punitive action will be assessed against an employee for utilizing the grievance procedure.
- C. An employee may select another person as his/her representative to assist the employee in processing a grievance at any step in the grievance procedure.
- D. In a hearing or meeting called to resolve a grievance, up to one (1) employee, in addition to the employee instituting the grievance, may be excused from work, with the exception of those called as witnesses, when both parties agree they are necessary to determine certain facts. In all instances, the supervisor, and/or Department Manager of the employee who has filed a grievance may be present. Names of Agency employees requesting pay for attendance to a hearing or meeting should be given to the Manager of Human Resources three (3) working days prior to the hearing/meeting.

- E. A grievance shall be prepared on the employee's personal time, not during working hours.
- F. Organizational channels shall be utilized at all times during the grievance process.
- G. The failure to process a grievance within the time limits set forth in this Article shall cause the grievance to be deemed settled in accordance with the Agency's last reply.
- H. Any time limit may be extended upon the mutual agreement of both parties.
- I. An employee shall initially attempt settlement of a grievance at the employee-supervisor level.
- J. All grievances shall be treated as confidential by all parties, and no publicity will be given until the final resolution of the grievance.

Section 16.02. - Grievance Initiation

Within thirty (30) calendar days after the employee knows or should have known of a grievance, the employee shall commence the grievance procedure specified herein. Failure to commence the grievance procedure within the thirty (30) calendar days shall be deemed a waiver by the employee of his/her right to grieve the matter.

Section 16.03. - Grievance Steps

- A. Grievances involving salaries, promotions, and performance appraisals may be processed up through Step 4 of this procedure.
- B. The following procedures outlined herein constitute the steps necessary to address an employee's grievance except as provided for in Section 13.03.A:

INFORMAL GRIEVANCE PROCEDURE

Step 1 The employee having a grievance shall personally discuss the grievance with his/her immediate supervisor. Within three (3) calendar days, the immediate supervisor shall orally give a decision to the employee.

If the employee believes that the grievance has not satisfactorily been resolved, the employee may proceed to Step 2 within ten (10) calendar days after receiving the oral decision of his/her immediate supervisor.

FORMAL GRIEVANCE PROCEDURES

Step 2 The employee shall submit a written statement to his/her Department Manager outlining the grievance, specifying the ordinance, resolution, policy and/or provision of the MOU claimed to be violated, the date of the event, the names of individuals involved, the corrective action requested, and any other pertinent data that may be necessary to fully understand and resolve the grievance.

If the employee's grievance relates to the contents of his/her performance appraisal, the employee shall submit a written rebuttal outlining the Section(s) of the appraisal with which he/she disagrees, and the reason(s) for the disagreement. The employee shall submit the rebuttal along with the original performance appraisal form to his/her Department Manager within five (5) working days after receiving the oral decision of his/her immediate supervisor.

The scope of the employee's grievance appeal is limited to the written statement or rebuttal.

Within five (5) working days after receipt of the written statement or rebuttal, the Department Manager shall meet with the employee to discuss the grievance. The Department Manager shall render a written decision to the employee within five (5) workdays after discussion with the employee.

If the employee believes that his/her grievance has not satisfactorily been resolved, the employee may proceed to Step 3 within five (5) workdays after receiving the written decision from the Department Manager.

Step 3 The employee shall submit a written statement to his/her Executive Manager within five (5) workdays after receipt of a written decision of the Department Manager containing at a minimum the information required in Step 2 above. Receipt shall mean the date the notice was postmarked, delivered to a courier service or was hand-delivered to the employee, depending on the method of delivery. Within five (5) workdays after receipt of the written statement of the employee, the Executive Manager shall meet with the employee to discuss the grievance. The Executive Manager shall render a written decision to the employee, within five (5) workdays after discussion with the employee.

If the employee believes that the grievance has not been satisfactorily resolved, the employee may proceed to Step 4 within five (5) workdays after receiving the written decision of the Executive Manager.

Step 4 The employee shall submit a written statement to the General Manager within five (5) workdays after receipt of a written decision of the Executive Manager requesting a meeting with the General Manager and explaining the basis of the request and the corrective action requested. Receipt shall mean the date the notice was postmarked, delivered to a courier service or was hand-delivered to the employee, depending on the method of delivery. Within five (5) workdays after receipt of the written statement of the employee, the General Manager shall meet with the employee to discuss the grievance. The General Manager shall render a written decision to the employee, within five (5) workdays after discussion with the employee.

If the employee believes that the grievance has not been satisfactorily resolved, the employee may proceed to Step 5 within five (5) workdays after receiving the written decision of the General Manager, except as provided for in Section 13.03.A.

Step 5 The employee shall file a written request within five (5) working days of receipt of the Notice of Decision from the General Manager with the Board Secretary/Office Manager, for a hearing before the Finance and Administration Committee of the Board of Directors. The scope of the employee's grievance appeal is limited to the written statement or rebuttal. Receipt shall mean the date the notice was postmarked, delivered to a courier service, or

was hand-delivered to the employee, depending on the method of delivery. Within sixty (60) working days from receiving the request for hearing, the Finance and Administration Committee of the Board of Directors shall hear the grievance and render a written decision. All appeals to the Board of Directors shall be heard by the Finance and Administration Committee of the Board of Directors and shall be final and the employee shall have exhausted all of his/her administrative remedies. All other grievances such as, but not limited to, working conditions, safety matters, interpretation of Agency ordinances, resolutions, policies and/or provisions of this MOU, may be processed through Step 5 of the procedure. No matter that is processed through the procedures provided for in Article 14 may be grieved under the procedures in this Article.

Section 16.04. - Request for Hearing with the Finance and Administration Committee of the Board of Directors

- A. The request for a hearing shall be signed by the employee, or his/her representative, and shall contain:
 - 1) A statement describing the basis of the request;
 - 2) The corrective action requested; and,
 - 3) The name and address to which further communications shall be sent to the employee, or his/her representative.
- B. Failure of the employee, or his/her representative, to file a complete and timely request shall constitute a waiver of the employee's rights to a hearing.
- C. Any employee who proceeds with a request to the Finance and Administration Committee of the Board of Directors, where any provision(s) or requirement(s) of this Article has not been complied with, and who fail to object, in writing or on the record prior to making the request, shall be deemed to have waived his/her right to object to said irregularity.
- D. A time for the hearing shall be established by the Board Secretary/Office Manager and shall not be less than ten (10) working days, or more than sixty (60) working days, from the date of the filing of the request.
- E. All interested parties shall be notified in writing of the date, time, and place of the hearing, at least five (5) working days prior to the hearing date.
- F. The parties to any hearing before the Finance and Administration Committee of the Board of Directors may mutually agree in writing, with the permission of the Finance and Administration Committee of the Board of Directors, to waive oral testimony. Submission may be by affidavits, declarations, depositions, or other documents, mutually exchanged. The Finance and Administration Committee of the Board of Directors will receive and take action on requests to waive oral testimony prior to or at the scheduled hearing date.
- G. With the exception of Agency employees, the expenses of witnesses to appear at a hearing for either side shall be paid by the party producing such witnesses. Agency employees required to testify at said hearing shall be on call and shall be relieved of

regular duties to report, when summoned by the Finance and Administration Committee of the Board of Directors to the hearing. Agency employees shall receive their regular compensation for time necessary to testify or such compensation as may be set forth in his/her applicable MOU.

- H. Any time frames specified in the Article may only be waived by the written mutual consent of both parties.
- I. The failure of the employee, and/or a representative of the employee, to appear in person at any hearing shall be deemed a withdrawal of the employee's grievance, unless otherwise excused by the Finance and Administration Committee of the Board of Directors, respectively.

Section 16.05. - Conduct of Grievance Hearings with the Finance and Administration Committee of the Board of Directors

- A. All hearings shall be conducted in closed session, unless prohibited by the Brown Act.
- B. The hearing need not be conducted in accordance with technical rules relating to evidence and witnesses, but hearings shall be conducted in a manner most conducive to determination of the truth.
- C. Any relevant evidence may be admitted if it is the sort of evidence upon which responsible persons are accustomed to rely in the conduct of serious affairs, regardless of the existence of any common law or statutory rules which might make improper the admission of such evidence over objection in civil actions.
- D. Hearsay evidence may be used for the purpose of supplementing or explaining any direct evidence, but shall not be sufficient in itself to support a finding unless it would be admissible over objection in civil actions.
- E. The rules or privileges shall be effective to the same extent that they now or hereafter may be recognized in civil actions, and immaterial, irrelevant, or unduly repetitious evidence may be excluded at the sole discretion of the Finance and Administration Committee of the Board of Directors.
- F. The Finance and Administration Committee of the Board of Directors shall rule on the admission or exclusion of evidence.
- G. Decisions made by the Finance and Administration Committee of the Board of Directors shall not be invalidated by any informality in the proceedings, and the Finance and Administration Committee of the Board of Directors shall not be bound by technical rules of evidence.
- H. Each party shall have the right to:
 - 1) Be represented by a person of his/her choice;
 - 2) Call and examine witnesses;

- 3) Introduce evidence;
 - 4) Cross-examine opposing witnesses on any matter relevant to the issues; and,
 - 5) Impeach any witness, regardless of which party first called him/her to testify.
- I. Oral evidence shall be taken only on oath of affirmation. The witness shall raise his/her right hand and the hearing officer shall ask the witness "do you swear/affirm to tell the truth and nothing but the truth".
- J. The hearing shall proceed in the following order, unless the Finance and Administration Committee of the Board of Directors, for special reason(s), otherwise directs:
- 1) Introductions of the parties present;
 - 2) The employee, or his/her representative, shall be permitted to make an opening statement;
 - 3) The General Manager, or his/her representative, shall be permitted to make an opening statement;
 - 4) The employee, or his/her representative, may then offer his/her evidence in support thereof;
 - 5) The General Manager, or his/her representative, shall produce the evidence on which his/her decision is based; and,
 - 6) Oral arguments or post hearing briefs shall be permitted at the discretion of the Finance and Administration Committee of the Board of Directors.
- K. The Finance and Administration Committee of the Board of Directors shall determine relevancy, weight, and credibility of the evidence, and shall base their findings on the preponderance of the evidence.
- L. Mechanical transcription of the proceedings may be made by either party, provided it is not disruptive to the proceedings.
- M. At its sole discretion, the Finance and Administration Committee of the Board of Directors, prior to or during a hearing, may grant a continuance(s) for any reason it believes to be important in reaching a fair and proper decision.
- N. Each party to the proceedings shall provide ten (10) complete copies of all documents, evidence, and/or photographs to be submitted for the record.

Section 16.06. - Notice of Decision by the Finance and Administration Committee of the Board of Directors

The Finance and Administration Committee of the Board of Directors shall render its written

decision as soon after the conclusion of the hearing as possible, and in no event, later than ten (10) working days after completion of the hearing, unless otherwise stipulated by the parties. The decision of the Finance and Administration Committee of the Board of Directors shall be binding and final.

Said decision shall also contain an advisory that the Board of Directors has adopted Agency Resolution No. 88-10-1, adopting the provisions of Section 1094.6 of the Code of Civil Procedure applicable to certain administrative decisions, and providing for time limits on the judicial review of such administrative decisions.

ARTICLE 17 - DISCIPLINARY ACTIONS AND APPEALS PROCEDURES

No disciplinary action may be imposed on any employee covered by this MOU, with the exception of oral counseling, until said action has been reviewed by the Manager of Human Resources, or his/her designated representative or as provided for in Section 17.03, without compliance with the procedures set forth in this Article. In the event of a serious infraction, some or all steps of progressive discipline can be bypassed. The type of discipline imposed will be based upon the seriousness of the event as jointly decided between the Manager of Human Resources and the General Manager.

Section 17.01. - Types of Discipline

Where appropriate, discipline imposed by the Agency may consist of one or more of the following:

- A. Oral Counseling. Instruction to the employee by the employee's supervisor to correct workplace behavior or performance, which is not documented in the personnel file.
- B. Oral Reprimand. A warning from the employee's supervisor to the employee to correct workplace behavior or performance which is documented as having occurred. Performance appraisals shall count as documentation of an oral reprimand having taken place.
- C. Written Reprimand. A written notice from the employee's supervisor to the employee that the employee must correct workplace behavior or performance or be subject to more serious disciplinary action.
- D. Suspension. The temporary separation from service of an employee without pay for disciplinary reasons.
- E. Reduction in Pay. A decrease in an employee's pay to a lower Step within the employee's current pay range for a specified period of time.
- F. Demotion. An involuntary moving of an employee to a lower-paying classification or position for disciplinary reasons. Failure to meet the requirements of promotional (technical) probation is not considered a disciplinary demotion.
- G. Termination. The discharge, for cause, of an employee at the discretion of the Agency.

Section 17.02. - Conduct Leading to Disciplinary Action(s)

Following are **EXAMPLES** of conduct which could result in disciplinary action up to and including termination. This list is not exhaustive and employees may be disciplined for other inappropriate activities or behavior:

- A. Absenteeism. Excessive unscheduled absences from the workplace.
- B. Tardiness. Arriving late for work, leaving work early without approval of the employee's supervisor, taking excessively long break periods and/or taking excessively long lunch periods.
- C. Job Abandonment as defined in Section 4.12.
- D. Violation of Agency/Division/Department Rules and/or Policies.
- E. Uninsurability. Becoming uninsurable by the standards of the Agency's automobile insurance program for any reason if insurability is an essential requirement of the employee's job.
- F. Use of Work Phone and/or personal cell phone for Personal Business. The excessive receipt or placement of non-emergency personal telephone calls during working hours.
- G. Reading Non-Work Related Material During Work Hours.
- H. Discourteous Treatment of the Public or Other Employees.
- I. Violation of MOU Provisions.
- J. Conduct Outside Working Hours. Any conduct outside of working hours that would have an adverse impact on the employee's job, would be injurious to the interests of the Agency, would be in a manner incompatible with the due and faithful discharge of the employee's duties or would be significantly prejudicial to the reputation of the Agency.
- K. Failure To Perform Job. Failure to perform assigned tasks that are within the scope of the employee's position in an effective and timely manner.
- L. Fraudulent Actions. Falsifying employment applications, time cards, production records, overtime sheets, or other work records or the practice of fraud of any type.
- M. Mishandling/Maintenance of Agency Materials or Equipment. Careless, negligent or intentional mishandling of any Agency property, vehicles, materials or equipment or failure to maintain equipment assigned to the employee for use or operation.
- N. Careless or Negligent Actions. Careless, negligent, abusive or other actions that endanger or threaten to endanger the employee or other employees or the public including placing the Agency in a position of liability for the damage or injury to another person or their property.

- O. Violation of the Provisions of the Agency's Safety Manual.
- P. Sleeping on the Job.
- Q. Illegal Strike Against the Agency. Participating in an illegal strike, work stoppage or slow down against the Agency.
- R. Violations of Laws. A violation of any municipal, county, State or Federal law by an employee while acting as an agent or employee of the Agency.
- S. Carrying a firearm or other weapon while on Agency owned or controlled property or while on duty.
- T. Willfully or negligently damaging Agency property.
- U. Criminal Conduct. The commission of a felony or a misdemeanor committed during the course of employment, which jeopardizes the Agency's property, security, or its public reputation, the interests of the other employees, or results in the employee not being available for work. Also, the commission of a felony or a misdemeanor committed during the employee's off-duty hours which is related to the employment relationship between the Agency and the employee which significantly prejudices any one of these interests.
- V. Disruption of Agency business through willful misconduct.
- W. Altercations with a member of the public or another employee during working hours or while on Agency owned or controlled property.
- X. Action by or behavior of the employee which presents a danger to the safety or welfare of the employee, co-workers, or the public.
- Y. Sexual activity on the job.
- Z. Release of confidential information. (i.e., Unauthorized release/distribution of confidential material/data, unauthorized opening of confidential/personal material data).
- AA. Insubordination. An employee's refusal or failure to obey a directive from a designated supervisor or to comply with an established work procedure. Under certain circumstances, use of objectionable language or abusive behavior toward supervisors may be deemed insubordination when it directly challenges or undermines management's authority.
- BB. Theft or misappropriation of any property or funds of the Agency or its employees.
- CC. Possess, sell, buy, distribute, offer to possess, sell, buy, distribute, or use, or having in the employee's system, any illegal or purported to be illegal substance, alcohol, or any legal drug or substance not properly obtained by the employee while on or about Agency time and/or property. Reference Agency Policy A-63, Drug/Alcohol Free Workplace.

Section 17.03. - Administrative Leave

- A. The Agency reserves the right to place any employee on Administrative Leave with pay pending an investigation of his/her acts, or failure to act, which may be grounds for disciplinary action. The placement of an employee on Administrative Leave is not a disciplinary act. The employee shall be considered as being on a paid leave of absence for purposes of pay, benefits, and seniority. An employee on Administrative Leave shall receive pay until such time as the Notice of Decision has been issued by the Department Manager, or in the case of an appeal, until such time as the Notice of Decision has been issued by the General Manager.
- B. In emergency situations as defined in Sections 17.02.J through 17.02.CC, it may be necessary to take immediate disciplinary action, up to and including termination. If Administrative Leave is in the best interest of all parties involved, the Agency reserves the right to place the employee on paid or unpaid administrative leave without prior written notice (oral notice shall be sufficient, provided that written notice is given to the employee within three (3) working days of when oral notice was given).
- C. In an emergency situation in which an employee is immediately suspended and the employee is cleared of any wrongdoing, or it is determined by the General Manager, or designated representative(s), that the employee was wrongfully suspended, the employee shall be restored to his/her position with no loss of pay, benefits, or seniority.

Section 17.04. - Agency Authority

- A. The Agency retains full authority for discipline and discharge. The Agency agrees that employees will only be disciplined for just cause, and that the principles of progressive discipline, where possible and reasonable, will be followed.
- B. It is understood that based on individual circumstances, and/or the nature or severity of an alleged violation, progressive discipline steps may be repeated or, in some cases, bypassed.

Section 17.05. - Employee's Receipt

Employee's receipt of any and all notices shall be defined as the date the notice was postmarked, delivered to a courier service, or was hand-delivered to the employee, depending on the method of delivery.

Section 17.06. - Notice of Proposed Disciplinary Action

- A. Except in emergency situations as provided for in Section 17.02 and 17.03 of this Article, when disciplinary action is proposed that would invoke Skelly rights against a regular full-time employee, the respective Department Manager shall give the employee the Notice of Proposed Disciplinary Action at least five (5) working days prior to the effective date of the proposed action. Said written notice shall contain at least the following information:
 - 1) The name, address or Agency facility, and title of the affected employee;

- 2) The proposed disciplinary action, and the date and time when said action shall become effective;
- 3) The specific ground(s) for the proposed action;
- 4) A description of the employee's acts or omissions supporting the proposed action, and/or a description of the events or circumstances upon which the proposed action is based;
- 5) Copies of the materials and/or documents upon which the proposed action is based; and,
- 6) An advisory that the employee shall have an opportunity to file a written response to said action, and/or meet with the respective Department Manager, at the option of the employee, prior to the effective date and time of the proposed disciplinary action, provided the response is submitted, and/or a request for a meeting is made, within five (5) working days of the employee's receipt of the Notice of Proposed Disciplinary Action. The advisory shall also inform the employee that his/her failure to file a written response and/or meet with the Department Manager within the stated time frame shall waive his/her right to respond to the proposed action.

- B. Oral notice by the Department Manager is insufficient as complete notice to an employee of a proposed disciplinary action and may only be given as the initial notice in emergency situations which call for immediate action as provided for in Section 17.03 of this Article.

Section 17.07. - Right to Respond

Should the disciplinary action consist of a written reprimand the employee may file a written rebuttal within five (5) working days of receipt. Rebuttal shall be filed with the disciplinary action in the employee's personnel file. An employee shall have no further right to respond or appeal a written reprimand beyond filing the written rebuttal. An employee's failure to respond to a written reprimand in the specified time period shall waive the employee's right to respond to the written reprimand.

All employees served with a Notice of Proposed Disciplinary Action shall, at his/her option, have the right to file a written response to said action, and/or meet with the respective Department Manager, provided the response is submitted, or a request for a meeting is made, within five (5) working days of the employee's receipt of the Notice of Proposed Disciplinary Action.

An employee's failure to respond to a Notice of Proposed Disciplinary Action in the specified time periods shall waive the employee's right to further appeal the proposed disciplinary action, and the disciplinary action shall become effective on the date and time originally set forth in the Notice of Proposed Disciplinary Action.

Section 17.08. - Notice of Decision by the Department Manager

- A. The Department Manager shall, before making a final decision regarding the proposed action, consider any evidence and/or arguments against the proposed action presented by the employee or his/her representative.

- B. After considering all of the facts regarding said action and any responses presented by the employee or his/her representative, the Department Manager may rescind, modify, or impose the proposed action as he/she deems appropriate; however, the proposed action cannot be increased.
- C. After reaching a final decision regarding said action, the Department Manager shall notify the employee of his/her decision within five (5) working days following receipt of any written response provided by the employee and/or after any meeting conducted with the employee, whichever is later, by forwarding to the employee, by certified mail, return receipt requested, by courier service, or by personal delivery, a Notice of Decision.
- D. The Notice of Decision shall contain an advisory that the employee has the right to file an appeal of the Department Manager's decision to the employee's Executive Manager. The employee must request an appeal in writing to the Executive Manager within five (5) working days of the employee's receipt of the Notice of Decision.

The advisory shall also inform the employee that his/her failure to file an appeal within the stated time frame shall waive his/her rights to appeal the proposed action.

Section 17.09. - Effective Date of Disciplinary Action

- A. If the Department Manager imposes any disciplinary action, it shall become effective on the date and time originally set in the Notice of Proposed Disciplinary Action or five (5) working days following the employee's receipt of the Notice of Decision, whichever is later.
- B. Should the employee request an appeal to the Executive Manager, implementation of any disciplinary action imposed on the employee by the Department Manager shall be stayed until such time as the Executive Manager reaches his/her decision on such action. During the stay, the employee shall remain in the status he/she was in when the action was proposed; i.e., in service, on Administrative Leave, or on suspension.

Section 17.10. - Disciplinary Appeals to the Executive Manager

- A. A regular full-time employee against whom a disciplinary action has been proposed may appeal such action by filing a written request for an appeal with the employee's Executive Manager. The request for an appeal must be made within five (5) working days of the employee's receipt of the Notice of Decision by the Department Manager.
- B. The request for an appeal shall be signed by the employee, or his/her representative, and shall contain:
 - 1) A statement describing the basis of the appeal;
 - 2) The corrective action requested; and,

- 3) The name and address to which further communications shall be sent to the employee, or his/her representative.

The scope of the employee's disciplinary appeal shall be limited to the written request for appeal filed with the Executive Manager.

- C. Failure of the employee, or his/her representative, to file a timely request for an appeal shall constitute a waiver of the employee's rights to an appeal of the action.
- D. An employee who proceeds with an appeal to the Executive Manager, knowing that any provision(s) or requirement(s) of this Article has not been complied with, and who fails to object, in writing or on the record prior to the appeal, shall be deemed to have waived his/her right to object to said irregularity.
- E. The parties to any appeal before the Executive Manager may mutually agree in writing, with the permission of the Executive Manager, to waive oral testimony. Submission may be by affidavits, declarations, depositions, or other documents, mutually exchanged. The Executive Manager will receive and take action on requests to waive oral testimony prior to or at the scheduled meeting.
- F. With the exception of Agency employees, the expenses of witnesses to appear at any appeal meeting for either side shall be paid by the party producing such witnesses. Agency employees required to testify at said meeting shall be relieved of regular duties to report, when summoned by the Executive Manager to the appeal meeting. An Agency employee shall receive his/her regular compensation for time necessary to testify or such compensation as may be set forth in their applicable MOU.
- G. Any time frames specified in this Section may only be waived by the written mutual consent of both parties.
- H. The failure of the employee, and/or a representative of the employee, to appear in person at any appeal meeting shall be deemed a withdrawal of the employee's appeal, unless otherwise excused by the Executive Manager respectively.

Section 17.11. - Conduct of Appeals Meeting with the Executive Manager

- A. The Executive Manager shall schedule and conduct an appeal meeting with the employee, within five (5) working days of receipt of the employee's written request for said meeting.
- B. During an appeal meeting with the Executive Manager, the following procedures shall be observed:
 - 1) The affected employee may either represent him/herself, or may be represented by a party of his/her own choice; and,
 - 2) Each party shall be given a reasonable opportunity to be heard on relevant issues, including the right to question and cross-examine witnesses, unless oral testimony has been waived in accordance with Section 17.10.E.

Section 17.12. - Notice of Decision by the Executive Manager

- A. After considering all of the facts regarding said action and any responses presented by the employee, the Executive Manager shall, within five (5) working days, rescind, modify, or sustain the disciplinary action as he/she deems appropriate; however, the action cannot be increased.
- B. If the disciplinary action is rescinded, the employee shall be restored to his/her position, with no loss of pay, benefits or seniority.
- C. If the disciplinary action is modified, the employee's pay, benefits, and/or seniority shall be adjusted accordingly. The effective date of the modified discipline shall be set forth in the Notice of Decision.
- D. After reaching a decision regarding said action, the Executive Manager shall notify the employee of his/her decision within five (5) working days following receipt of any written response provided by the employee and/or after any appeal meeting conducted with the employee, whichever is later, by forwarding to the employee, by certified mail, return receipt requested, by courier service, or by personal delivery, a Notice of Decision.
- E. The Notice of Decision shall contain an advisory that the employee has the right to file an appeal of the Executive Manager's decision to the General Manager. The employee must request an appeal in writing to the General Manager within five (5) working days of the employee's receipt of the Notice of Decision.

The advisory shall also inform the employee that his/her failure to file an appeal within the stated time frame shall waive his/her rights to appeal the proposed action.

Section 17.13. - Effective Date of Disciplinary Action

- A. If the Executive Manager sustains a disciplinary action, it shall become effective on the date and time originally set in the Notice of Proposed Disciplinary Action by the Department Manager, or five (5) working days following the employee's receipt of the Executive Manager's Notice of Decision, whichever is later.
- B. Should the employee request an appeal to the General Manager, implementation of any disciplinary action imposed on the employee by the Executive Manager shall be stayed until such time as the General Manager reaches his/her decision on such action. During the stay, the employee shall remain in the status he/she was in when the action was proposed; i.e., in service, on Administrative Leave, or on suspension.

Section 17.14. - Disciplinary Appeals to the General Manager

- A. A regular full-time employee against whom a disciplinary action has been proposed may appeal such action by filing a written request with the General Manager. The request for an appeal meeting must be made within five (5) working days of the employee's receipt of the Notice of Decision by the Executive Manager.
- B. The request for an appeal shall be signed by the employee, or his/her representative, and shall contain:

- 1) A statement describing the basis of the appeal;
- 2) The corrective action requested; and,
- 3) The name and address to which further communications shall be sent to the employee, or his/her representative.

The scope of the employee's disciplinary appeal shall be limited to the written request for appeal filed with the General Manager.

- C. Failure of the employee, or his/her representative, to file a timely request for an appeal shall constitute a waiver of the employee's rights to an appeal.
- D. An employee who proceeds with an appeal to the General Manager, where any provision(s) or requirement(s) of this Article has not been complied with, and who fails to object, in writing or on the record prior to appeal, shall be deemed to have waived his/her right to object to said irregularity.
- E. The parties to any appeal before the General Manager may mutually agree in writing, with the permission of the General Manager, to waive oral testimony. Submission may be by affidavits, declarations, depositions, or other documents, mutually exchanged. The General Manager will receive and take action on requests to waive oral testimony prior to or at the scheduled meeting.
- F. With the exception of Agency employees, the expenses of witnesses to appear at any appeal meeting for either side shall be paid by the party producing such witnesses. Agency employees required to testify at said meeting shall be relieved of regular duties to report, when summoned by the General Manager to the appeal meeting. An Agency employee shall receive his/her regular compensation for time necessary to testify or such compensation as may be set forth in his/her applicable MOU.
- G. Any time frames specified in this Section may only be waived by the written mutual consent of both parties.
- H. The failure of the employee, and/or a representative of the employee, to appear in person at any appeal meeting shall be deemed a withdrawal of the employee's appeal, unless otherwise excused by the General Manager respectively.

Section 17.15. - Conduct of Appeals Meeting with the General Manager

- A. The General Manager shall schedule and conduct an appeal meeting with the employee, within five (5) working days of receipt of the employee's written request for said meeting.
- B. During an appeal meeting with the General Manager, the following procedures shall be observed:
 - 1) The affected employee may either represent him/herself, or may be represented by a party of his/her own choice; and,

- 2) Each party shall be given a reasonable opportunity to be heard on relevant issues, including the right to question and cross-examine witnesses, unless oral testimony has been waived in accordance with Section 17.14.E.

Section 17.16. - Notice of Decision by the General Manager

- A. After considering all of the facts regarding said action and any responses presented by the employee, the General Manager shall, within five (5) working days, rescind, modify, or sustain the disciplinary action as he/she deems appropriate; however, the action cannot be increased.
- B. If the disciplinary action is rescinded, the employee shall be restored to his/her position, with no loss of pay, benefits or seniority.
- C. If the disciplinary action is modified, the employee's pay, benefits, and/or seniority shall be adjusted accordingly. The effective date of the modified discipline shall be set forth in the Notice of Decision.
- D. After reaching a decision regarding said action, the General Manager shall notify the employee of his/her decision within five (5) working days following receipt of any written response provided by the employee and/or after any appeal meeting conducted with the employee, whichever is later, by forwarding to the employee, by certified mail, return receipt requested, by courier service, or by personal delivery, a Notice of Decision.
- E. In the event of disciplinary actions sustaining suspension without pay in excess of five (5) days, demotion or termination of employment, the Notice of Decision shall contain an advisory that the employee has the right to file an appeal of the General Manager's decision to the Board of Directors, provided the request is submitted in writing to the Board Secretary/Office Manager within five (5) working days of the employee's receipt of the Notice of Decision.

The advisory also shall inform the employee that his/her failure to file an appeal within the stated time frame shall waive his/her rights to appeal the General Manager's decision.

Section 17.17. - Effective Date of Disciplinary Action

If the General Manager sustains a disciplinary action, it shall become effective on the date and time originally set in the Notice of Proposed Disciplinary Action by the Department Manager, or five (5) working days following the employee's receipt of the General Manager's Notice of Decision, whichever is later.

Section 17.18. - Decision of General Manager Final and Binding

- A. Except for disciplinary actions imposing suspension without pay in excess of five (5) days, demotion or termination of employment, the decision of the General Manager shall be final and binding, and shall not be appealable to the Board of Directors.

- B. Disciplinary actions which are appealable to the Board of Directors will not be stayed during the appeal process to the Board of Directors.

Section 17.19. - Disciplinary Appeals to the Board of Directors

This section shall apply only to disciplinary actions sustaining suspension without pay in excess of five (5) days, demotion or termination of employment.

- A. All requests for an appeal hearing before the Board of Directors shall be made in writing to the Board Secretary/Office Manager within five (5) working days of the employee's receipt of the Notice of Decision from the General Manager. All appeals to the Board of Directors shall be heard by the Finance and Administration Committee of the Board of Directors.
- B. The request for an appeal shall be signed by the employee, or his/her representative, and shall contain:
 - 1) A statement describing the basis of the appeal;
 - 2) The corrective action requested; and,
 - 3) The name and address to which further communications shall be sent to the employee, or his/her representative.

The scope of the employee's appeal shall be limited to the written request for appeal filed with the Board Secretary/Office Manager and cannot raise new issues that were not within the scope of the original appeal before the General Manager.

- C. Failure of the employee, or his/her representative, to file a timely appeal shall constitute a waiver of the employee's rights to an appeal hearing.
- D. Either party who proceeds with an appeal to the Finance and Administration Committee of the Board of Directors, knowing that any provision(s) or requirement(s) of this Article has not been complied with, and who fail to object, in writing or on the record, shall be deemed to have waived his/her right to object to said irregularity.
- E. A time for the appeal hearing shall be established by the Board Secretary/Office Manager and shall not be less than five (5) working days, or more than sixty (60) working days, from the date the request for an appeal hearing is received.
- F. All interested parties shall be notified in writing of the date, time, and place of the hearing, at least five (5) working days prior to the hearing date.
- G. The parties to any appeal hearing before the Finance and Administration Committee of the Board of Directors may mutually agree in writing, with the permission of the Finance and Administration Committee of the Board of Directors, to waive oral testimony. Submission may be by affidavits, declarations, depositions, or other documents, mutually exchanged. The Finance and Administration Committee of the Board of Directors will receive and take action on requests to waive oral testimony prior to or at the scheduled hearing date.

- H. With the exception of Agency employees, the expenses of witnesses to appear at an appeal hearing for either side shall be paid by the party producing such witnesses. Agency employees required to testify at said hearing shall be relieved of regular duties to report when summoned by the Finance and Administration Committee of the Board of Directors to the appeal hearing. An Agency employee shall receive his/her regular compensation for time necessary to testify or such compensation as may be set forth in his/her applicable MOU.
- I. Any time frames specified in the Section may only be waived by the written mutual consent of both parties.
- J. The failure of the employee, and/or a representative of the employee, to appear in person at any appeal hearing shall be deemed a withdrawal of the employee's appeal, unless otherwise excused by the Finance and Administration Committee of the Board of Directors.

Section 17.20. - Conduct of Appeals Hearing with the Finance and Administration Committee of the Board of Directors

- A. All hearings shall be conducted in closed session; however, the employee may request a hearing open to the public, unless a public hearing would violate the confidentiality and privacy rights of any party named in the action.
- B. Charges against an employee appealed to the Finance and Administration Committee of the Board of Directors shall not be public record or open to public inspection unless an open public hearing has been conducted.
- C. The hearing need not be conducted in accordance with technical rules relating to evidence and witnesses, but hearings shall be conducted in a manner most conducive to determination of the truth.
- D. Any relevant evidence may be admitted if it is the sort of evidence upon which responsible persons are accustomed to rely in the conduct of serious affairs, regardless of the existence of any common law or statutory rules which might make improper the admission of such evidence over objection in civil actions.
- E. Hearsay evidence may be used for the purpose of supplementing or explaining any direct evidence, but shall not be sufficient in itself to support a finding unless it would be admissible over objection in civil actions.
- F. The rules or privileges shall be effective to the same extent that they now or hereafter may be recognized in civil actions, and immaterial, irrelevant, or unduly repetitious evidence may be excluded at the sole discretion of the Finance and Administration Committee of the Board of Directors.
- G. The Finance and Administration Committee of the Board of Directors shall rule on the admission or exclusion of evidence.
- H. Decisions made by the Finance and Administration Committee of the Board of Directors shall not be invalidated by any informality in the proceedings.

- I. Each party shall have the right to:
- 1) Be represented by legal counsel, or other person of his/her choice;
 - 2) Receive a witness list from the opposing party five (5) days prior to the date of the hearing;
 - 3) Call and examine witnesses;
 - 4) Introduce evidence;
 - 5) Cross-examine opposing witnesses on any matter relevant to the issues;
 - 6) Impeach any witness, regardless of which party first called him/her to testify; and,
 - 7) Rebut the evidence against him/her.

If the employee does not testify on his/her own behalf, he/she may be questioned as if under cross-examination. The employee must be present at the appeal hearing or the appeal shall be deemed withdrawn.

- J. Seven (7) working days prior to the date set for the hearing, each party shall serve upon the other party a list and copy of all exhibits. An original and nine (9) copies of the exhibits shall be presented to the Finance and Administration Committee in three-hole notebooks which are tabbed down the side with the exhibit numbers. The Agency's exhibits shall be designated by number. The employee's exhibits shall be designated by alphabet letters. Neither party will be permitted to call to the hearing a witness not identified pursuant to this section nor use any exhibit not provided pursuant to this section unless that party can show that they could not reasonably have anticipated the prior need for such witness or such exhibit.
- K. The Finance and Administration Committee is authorized to issue subpoenas at the request of either party prior to the commencement of the hearing. After the commencement of the hearing, the Committee shall issue subpoenas only for good cause. The Finance and Administration Committee will prepare subpoenas for all witnesses; however, they will only serve subpoenas on individuals who are currently employed by the Agency. It will be the responsibility of the employee and the Agency to submit the names of current Agency employees to be subpoenaed at least ten (10) working days before the date of the hearing in which they are requesting the witnesses to appear.
- L. Oral evidence shall be taken only on oath or affirmation. The witness shall raise his/her right hand and the hearing officer shall ask the witness "do you swear/affirm to tell the truth and nothing but the truth".
- M. The hearing shall proceed in the following order, unless the Finance and Administration Committee of the Board of Directors, for special reason(s), otherwise directs:

- 1) Introductions of the parties present;
 - 2) The Department Manager imposing discipline, or his/her representative, shall be permitted to make an opening statement;
 - 3) The employee appealing, or his/her representative, shall be permitted to make an opening statement;
 - 4) The Department Manager imposing disciplinary action, or his/her representative, shall produce the evidence on which the disciplinary action is based;
 - 5) The employee appealing such disciplinary action, or his/her representative, may then open his/her defense and offer his/her evidence in support thereof;
 - 6) Each party may then, in order, respectively offer rebutting evidence only, unless the Finance and Administration Committee of the Board of Directors, for good reason, permits them to offer evidence upon their original case; and,
 - 7) Oral arguments or post hearing briefs shall be permitted at the discretion of the Finance and Administration Committee of the Board of Directors.
- N. The Finance and Administration Committee of the Board of Directors shall determine relevancy, weight, and credibility of the testimony and evidence, and shall base their findings on the preponderance of the evidence.
- O. During the examination of a witness, all other witnesses, except the parties, shall be excluded from the hearing upon motion of either party.
- P. No still photographs, videos, moving pictures, or television pictures shall be taken in the hearing room during the hearing, unless an open public hearing is being conducted.
- Q. Mechanical transcription of the proceedings may be made by either party, provided it is not disruptive to the proceedings.
- R. At its sole discretion, the Finance and Administration Committee of the Board of Directors, prior to or during a hearing, may grant a continuance(s) for any reason it believes to be important in reaching a fair and proper decision.
- S. Each party to the proceedings shall provide ten (10) complete copies of all documents, evidence, and/or photographs to be submitted for the record.
- T. All appeal hearings shall be recorded by a certified court reporter, selected by the Agency. Compensation for a certified court reporter shall be borne by the Agency. Alternatively, the parties may agree to have proceedings recorded by an audio recording device.

- U. If the employee, or his/her representative, requests a transcript of the hearing, he/she shall pay the sum of one hundred dollars (\$100.00) to the Agency as a deposit at the time the request is made. This amount shall be applied toward the cost of preparing the transcript.

When the total cost of preparation has been ascertained, the employee shall pay the one-half (1/2) of the total amount of the cost, less the deposit, thereof within forty-eight (48) hours after being notified by the Board Secretary/Office Manager. If the cost is less than one hundred dollars (\$100.00), any amount in excess of the actual cost shall be refunded to the employee.

Section 17.21. - Notice of Decision by the Finance and Administration Committee of the Board of Directors

- A. The Finance and Administration Committee of the Board of Directors shall render its written decision as soon after the conclusion of the hearing as possible, and in no event, later than ten (10) working days after completion of the hearing, unless otherwise stipulated by the parties. The Finance and Administration Committee of the Board of Directors shall set forth its decision as to each of the charges and the reasons therefore.

Said decision shall also contain an advisory that the Board of Directors has adopted Agency Resolution No. 88-10-1 adopting the provisions of Section 1094.6 of the Code of Civil Procedure applicable to certain administrative decisions, and providing for time limits on the judicial review of such administrative decisions.

- B. The Finance and Administration Committee of the Board of Directors may sustain, rescind, or modify any or all of the disciplinary action imposed against the employee; however, the action cannot be increased.
- C. If the disciplinary action is modified, the employee's pay, benefits and/or seniority shall be adjusted accordingly. The effective date of the modified discipline shall be set forth in the Notice of Decision.
- D. If the disciplinary action is rescinded, the employee shall be restored to his/her position, with no loss of pay, benefits or seniority.

ARTICLE 18 - RULE MAKING AUTHORITY

Section 18.01. - General

The General Manager, or designated representative(s), may adopt and administer personnel rules and regulations which are supplementary to and consistent with the terms set forth in this MOU and the policies of the Agency.

ARTICLE 19 - MODIFIED AGENCY SHOP

Section 19.01. - General

- A. Current employees in the Professional Unit who are now unit members shall remain members for the period of the Professional Unit Memorandum of

Understanding (MOU).

- B. An employee hired after January 1, 2014, and who is in a job classification within the Professional Unit representation unit covered by the MOU, shall within the first pay period from the date of commencement of duties as an employee, become a member of the Professional Unit, provided however, that the unit member may authorize payroll deduction for such fee
- C. Dues withheld by the Agency shall be transmitted to the unit officer designated in writing by the Professional Unit as the person authorized to receive such funds, at the address specified.
- D. The Agency shall not be obligated to put into effect any new, changed or discontinued deduction until a payroll deduction card is submitted to the Agency in sufficient time to permit normal processing of the change or deduction.
- E. No Professional Unit member shall be required to join the unit or make an Agency fee payment if the unit member is an actual, verified member of a bona fide religion, body, or sect which has historically held conscientious objections to joining or financially supporting employee organizations; this exemption shall not be granted unless and until such unit member has verified the specific circumstances. Such employee must, instead, arrange with the unit to satisfy his or her obligation by donating the equivalent amount to any one of the following tax exempt (under Section 501(c)(3) of the Internal Revenue Code), non-labor, non-religious charitable funds: (a) Mount Baldy United Way, (b) Salvation Army, and (c) the City of Hope. The unit shall be responsible for determinations under this paragraph.
- F. The Professional Unit shall be fully responsible for expending funds received under this provision consistent with all legal requirements for expenditures of employee dues which are applicable to public sector labor organizations.
- G. Whenever a Professional Unit member shall be delinquent in the payment of dues or fees, the unit shall give the unit member written notice thereof and fifteen (15) days to cure the delinquency.
- H. The Agency shall not deduct monies specifically earmarked for a Political Action Committee or other political activities
- I. The Professional Unit shall keep an adequate itemized record of its financial transactions and shall make available annually to the Agency and, upon request to the employees who are members of the unit within sixty (60) days after the end of its fiscal year, a detailed written financial report thereof in the form of a balance sheet and an operating statement, certified as to its accuracy by its President and Treasurer or corresponding Principal Officer or by a Certified Public Accountant. A copy of financial reports required under or referred to in the Labor-Management Disclosure Act of 1959 or Government Code Section 3546.5 shall satisfy this requirement.
- I. This organizational security arrangement shall be null and void if rescinded by

a vote of employees in the unit pursuant to Government Code Section 3502.5(b).

- J. The Professional Unit hereby agrees to defend, indemnify and hold harmless the Inland Empire Utilities Agency and its officers and employees from any claim, loss, liability or cause of action of any nature whatsoever arising out of the operation of this provision.
- K. The Professional Unit's indemnity and liability obligation is more fully set forth as follows:
 - 1) The unit shall defend, indemnify and hold harmless the Inland Empire Utilities Agency and its officers and employees from any claim, loss, liability, cause of action or administrative proceeding arising out of the operation of this agreement. Upon commencement of such legal action, administrative proceeding, or claim, the unit shall have the right to decide and determine whether any claim, administrative proceeding, liability, suit or judgment made or brought against the Agency or its officers and employees because of any application of this provision shall or shall not be compromised, resisted, defended, tried or appealed. Any such decision on the part of the Professional Unit shall not diminish the unit's defense and indemnification obligations of the Agreement.
 - 2) The Agency, immediately upon receipt of notice of such claim, proceeding or legal action shall inform the unit of such action, provide the unit with all information, documents, and assistance necessary for the unit's defense or settlement of such action and fully cooperate with the unit in providing all necessary employee witnesses and assistance necessary for said defense. The cost of any such assistance shall be paid by the unit.
 - 3) The unit upon its compromise or settlement of such action or matter shall immediately pay the parties to such action all sums due under such settlement or compromise. The unit, upon final order and judgment of a Court of competent jurisdiction awarding damages or costs to any employee, shall pay all sums owing under such order and judgment.
- L. If agency shop is held invalid by operation of law or by any court of competent jurisdiction then any employee in this unit who has authorized Association dues deductions on the effective date of this MOU or at any time subsequent to the effective date of the MOU shall continue to have such dues deductions made by the Agency during the term of this MOU: provided however, that any employee in the unit may terminate such Association dues during the period of June 1 through June 10 of each year of the MOU by notifying the Association in writing of his/her termination of Association dues deduction. Such notification shall be delivered in person or by U.S. mail and should be in the form of a letter. The Association will provide the Agency's Human Resources Department with the appropriate documentation to process these dues cancellations within ten (10) business days after the close of the withdrawal period.

ARTICLE 19 - NOTICE

Section 19.01. - General

Within ninety (90) working days of the adoption of this MOU a copy shall be presented to each Professional employee of the Agency.

ARTICLE 20 - PURPOSE

Section 20.01. - General

The purpose of this MOU is to provide a reference document for employees that contain the Agency's rules, regulations, benefit provisions and salary rate schedules.

ARTICLE 21 - TERM

Section 21.01. - General

This MOU shall be effective until modified by the Board of Directors.

IN WITNESS WHEREOF, the parties have executed this agreement, by their duly authorized representatives, on the day and the year first above written.

Professional Unit

Inland Empire Utilities Agency

Lisa Morgan-Perales
President

Halla Razak
General Manager

Joyce Rucker
Vice President

*A Municipal Water District

RESOLUTION NO. 2018-8-6

RESOLUTION OF THE BOARD OF DIRECTORS OF THE INLAND EMPIRE UTILITIES AGENCY*, SAN BERNARDINO COUNTY, CALIFORNIA, APPROVING THE PERSONNEL MANUAL FOR UNREPRESENTED EMPLOYEES

WHEREAS, the representatives of the Board of Directors of Inland Empire Utilities Agency* have made equitable adjustments to personnel rules, regulations and procedures for Unrepresented employees; and

WHEREAS, the Personnel Manual prepared by said representatives has been presented to the Board of Directors for ratification.

NOW, THEREFORE, the Board of Directors of the Inland Empire Utilities Agency* does hereby RESOLVE, DETERMINE AND ORDER as follows:

SECTION 1. That this Board of Directors does hereby approve the personnel rules, regulations and procedures contained in the Personnel Manual for Unrepresented Employees, attached hereto as Exhibit 1, which shall be effective upon approval and remain in full force and effect until modified by the Board of Directors.

ADOPTED the 1st day of August 2018.

Steven J. Elie
President of the Inland Empire
Utilities Agency* and of the Board
of Directors thereof

ATTEST:

Jasmin A. Hall
Secretary/Treasurer of the Inland Empire
Utilities Agency* and of the
Board of Directors thereof

*A Municipal Water District

STATE OF CALIFORNIA)
COUNTY OF) SS
SAN BERNARDINO)

I, Jasmin A. Hall, Secretary of the Inland Empire Utilities Agency*, DO
HEREBY CERTIFY that the foregoing Resolution being No. 2018-8-6, was adopted at a
regular Board Meeting on August 1, 2018, of said Agency by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

Jasmin A. Hall,
Secretary/Treasurer of the Inland
Empire Utilities Agency* and of the
Board of Directors thereof

(SEAL)

*A Municipal Water District

THE INLAND EMPIRE UTILITIES AGENCY*
PERSONNEL MANUAL
UNREPRESENTED EMPLOYEES
EFFECTIVE JULY 1, 2018

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THE INLAND EMPIRE UTILITIES AGENCY PERSONNEL MANUAL

UNREPRESENTED EMPLOYEES

The Agency does hereby adopt this Personnel Manual establishing rules, regulations, procedures and establishing salary schedules for the Unrepresented employees (employees) of the Agency.

Provisions of the Manual do not apply to part-time, temporary, limited term, contract or intern personnel (employees) unless specifically noted in this manual, Agency Policy or the employee's contract. The Manual does not create any contract of employment, expressed or implied, or any rights in the nature of a contract.

- A. There are no provisions in this Personnel Manual that shall be deemed to limit or curtail the Agency in any way in the exercise of the rights, powers and authority which the Agency had prior to entering into this Personnel Manual unless and only to the extent that the provisions of this Personnel Manual specifically curtail or limit such rights, powers and authority.

- B. The exclusive rights of the Agency include, but are not limited to:
 - 1) Determine the mission of its constituent departments, commissions, and boards;
 - 2) Set standards of service;
 - 3) Determine the procedures and standards of selection for employment and promotion;
 - 4) Direct its employees;
 - 5) Relieve its employees from duty because of lack of work and/or for other legitimate reasons;
 - 6) Maintain efficiency of government operations;
 - 7) Determine the methods, means and personnel by which Agency operations are to be conducted;
 - 8) Determine the content of job classifications;
 - 9) Take all necessary actions to carry out its missions in emergencies;
 - 10) Exercise complete control, direction and discretion over its organization and the technology of performing its work;
 - 11) Discharge, suspend, demote, reprimand and withhold salary increases and benefits or otherwise discipline employees for cause;
 - 12) Establish reasonable employee performance standards, including but not limited to, quality standards, and require compliance herewith;
 - 13) Determine staffing plans and hours of operations for the best use of Agency resources; and,
 - 14) Enforce other management rights secured by the Inland Empire Utilities Agency Employer-Employee Relations Resolution.

- C. The Unrepresented employees' group includes the following classifications, as well as those which may be added from time to time:

Accountant I
 Administrative Assistant I (confidential)
 Administrative Assistant II (confidential)
 Assistant Engineer
 Associate Engineer
 Board Secretary/Office Manager
 Budget Officer
 CAD Designer
 Chief Financial Officer
 Chief Information Technology Officer
 Construction Project Inspector
 Deputy Manager of Capital Improvement Projects
 Deputy Manager of Construction Management
 Deputy Manager of Engineering
 Deputy Manager of Grants
 Deputy Manager of Human Resources
 Deputy Manager of Integrated Systems Services
 Deputy Manager of Maintenance
 Deputy Manager of Operations
 Deputy Manager of Planning & Environmental
 Resources
 Deputy Manager of Safety
 Engineering Services Specialist
 Environmental Resources Planner I
 Environmental Resources Planner II
 Executive Assistant
 External Affairs Analyst
 External Affairs Specialist I
 External Affairs Specialist II
 Facilities Specialist – Landscape
 GIS Specialist
 Human Resources Analyst I

Human Resources Analyst II
 Human Resources Officer
 Human Resources Technician
 Maintenance Specialist
 Manager of Business Information Services
 Manager of Contracts and Procurement
 Manager of External Affairs
 Manager of Engineering
 Manager of Finance & Accounting
 Manager of Grants
 Manager of Human Resources
 Manager of Integrated Systems Services
 Manager of Internal Audit
 Manager of Laboratories
 Manager of Operations and Maintenance
 Manager of Planning & Environmental
 Resources
 Manager of Regional Compost Authority
 Manager of Technical Services
 Office Assistant (confidential)
 Operations Specialist
 Principal Accountant
 RW/Groundwater Recharge Operations &
 Maintenance Specialist
 Risk Specialist
 Safety Analyst
 Safety Officer
 Senior Associate Engineer
 Senior Associate Engineer – PE
 Senior Construction Project Inspector
 Senior Environmental Resource Planner
 Senior External Affairs Specialist
 Senior Operations Assistant

* Non-exempt classification

ARTICLE 1 - DEFINITIONS

Section 1.01. - General

Unless otherwise required by the context, various terms used in this document shall have the meanings set forth in this section. Terms expressed in the singular shall also include the plural.

Section 1.02. - Appointment

The act of filling a vacant position with a person who has met the minimum qualifications for the position.

Section 1.03. - Anniversary Year

The year following the date of employment with the Agency and each successive year thereafter.

Section 1.04. - Classification

A group of positions sufficiently similar in duties, authority, and responsibility, to permit grouping under a common title in the application of common standards of selection, transfer, demotion and salary.

Section 1.05. - Continuous Regular Employment

That period of actual employment by the Agency following an employee's date of employment, or the employee's most recent date of reemployment, or reinstatement, whichever is later. The term shall also include military leaves of absence and pre-approved leaves of absence, provided that on the day prior to such periods the employee was in the employ of the Agency and that during such periods the employee takes no action expressed or implied to terminate employment.

A. Break in Continuous Regular Employment

1) Failure to Return to Work

A break in continuous regular employment for failure to return to work as required at the completion of an authorized period of absence shall, except in the event of the employee's death during such a period, be considered as voluntary termination as of the date the period of absence began.

2) Termination of Employment

Termination of employment by resignation, discharge, or other means or failure to return to work at the completion of an authorized period of absence shall constitute a break in continuous regular employment.

3) Other Employment

Employment by other than the Armed Forces of the United States or its Allies during a period of authorized absence shall constitute a break in continuous regular employment unless such other employment is pre-approved by the Agency.

Section 1.06. - Exempt Employees

Employees in exempt positions who are excluded from FLSA overtime pay requirements and are compensated on a bi-weekly salary basis.

Section 1.07. - Holiday Leave

A holiday recognized by the Agency when employees will be granted a day off with pay.

Section 1.08. - Holiday Pay

Pay received by those employees who are required to work on the actual day of a holiday recognized by the Agency.

Section 1.09. - Hourly Rate of Pay

The hourly rate of pay for non-exempt employees is the amount equal to the classification and step position an employee currently holds.

Section 1.10. - Immediate/Extended Family

- A. Immediate Family is limited to: Spouse, State Registered Domestic Partner, Parent (biological or an individual who stands or stood in loco parentis to an employee when the employee was a minor), and Child (biological/adopted/foster/step child, a legal ward, or a child of a person standing in loco parentis who is under age 18), Brother, and Sister.
- B. Extended Family is limited to: Aunt, Brother-in-law, Daughter-in-law, Ex-spouse (if children are involved), Father-in-law, Grandchild, Grandparent, Half-Brother, Half-Sister, Mother-in-law, Nephew, Niece, Sister-in-law, Son-in-law, Step-brother, Step-sister, and Uncle.

Section 1.11. - Inactive Status

An employee who is on an authorized leave of absence without pay for more than thirty (30) calendar days.

Section 1.12. - Job Abandonment

An employee who does not report or call-in to work as scheduled for two (2) or more consecutive workdays, and has not been excused for vacation, floating holiday, sick leave or a leave of absence with or without pay, shall be considered as having abandoned his/her job. Such employee may be disciplined in accordance with Article 14, Disciplinary Actions and Appeals Procedures.

Section 1.13. - Management

The use of the word Management and/or Manager shall refer to those individuals occupying the following positions or any successor positions or new positions designated as a Manager/Management position:

- Board Secretary/Office Manager
- Budget Officer
- Chief Financial Officer
- Chief Information and Technology Officer

Deputy Manager of Capital Improvement Projects
Deputy Manager of Construction Management
Deputy Manager of Engineering
Deputy Manager of Grants
Deputy Manager of Human Resources
Deputy Manager of Integrated Systems Services
Deputy Manager of Maintenance
Deputy Manager of Operations
Deputy Manager of Planning and Environmental Resources
Deputy Manager of Safety
Manager of Contracts and Procurement
Manager of Engineering
Manager of Business System Services
Manager of External Affairs
Manager of Finance and Accounting
Manager of Grants
Manager of Human Resources
Manager of Integrated Systems Services
Manager of Internal Audit
Manager of Laboratories
Manager of Operations & Maintenance
Manager of Planning and Environmental Resources
Manager of External Affairs
Manager of Regional Compost Authority
Manager of Technical Services
Principal Accountant

Section 1.14. - Non-Exempt Employees

Employees in non-exempt positions who are covered under FLSA regulations, including overtime pay requirements and are compensated on an hourly basis.

Section 1.15. - Overtime

Overtime shall be defined for non-exempt employees as all hours worked in excess of forty (40) hours per workweek.

Section 1.16. - Overtime Pay

A rate equivalent to one and one-half (1½) times a non-exempt employee's regular rate of pay.

Section 1.17. - Position

A group of duties and responsibilities assigned by proper authority to be performed by one employee. A position may be full or part time, occupied or vacant, temporary or regular.

Section 1.18. - Probationary Employee

A. Original Probationary Employee

A person appointed to fill a regular position, but who has not yet completed the probationary period. The probationary period is a trial period in which a new employee is evaluated on the ability to fulfill the skills required by a position and the ability to establish an effective working relationship with co-workers.

B. Technical Probationary Employee

A regular employee appointed, through promotion or a lateral transfer, to a classification or position having duties other than the employee's current position.

Section 1.19. - Probationary Period

A designated period of time considered an integral part of the examination, recruiting, testing and selection process during which an employee is required to demonstrate fitness for the position to which the employee is appointed by actual performance of the duties and responsibilities of the position.

Section 1.20. - Promotion

The movement of an employee from one classification to another classification having a higher maximum base rate of pay.

Section 1.21. - Reclassification

The reallocation of a position, through a change in duties and responsibilities, based on the needs of the Agency, to a different classification and/or salary range.

Section 1.22. - Reemployment

The rehiring, other than reinstatement, of an individual who formally worked as an employee of the Agency.

Section 1.23. - Regular Employee

An employee who has successfully completed the original probationary period.

Section 1.24. - Reinstatement

The restoration, without competitive examination, of a former regular employee to a classification in which the employee formerly served as a regular, non-probationary employee.

Section 1.25. - Resignation

The termination, at the election of the employee, of employment with the Agency.

Section 1.26. - Step Advancement

A salary increase, based on Meets Expectations or better employee performance, which is within the limits of a pay range established for a classification.

Section 1.27. - Temporary Employee

A person employed to meet a short-term need of the Agency. Temporary employees shall not be retained in this status more than six (6) months without the written approval of the General Manager, or designated representative(s). Temporary employees are not entitled to Agency benefits, or any other provision stipulated in this Personnel Manual.

Section 1.28. - Termination

The termination of an employee at the discretion of the Agency by means of layoff, discharge, or other means.

Section 1.29. - Transfer

The movement of an employee from one position to another position in the same classification or in a comparable classification with the same maximum salary, involving the performance of similar duties and responsibilities and requiring substantially the same basic qualifications.

Section 1.30. - Unpaid Status

When an employee does not receive compensation for time not worked, or does not have any usable accrued leave time, or is not eligible for any other paid leave, such employee shall be considered as being in an unpaid status.

Section 1.31. - Work Schedule

A work period consists of a two (2) week period consisting of eighty (80) hours worked over fourteen (14) days.

A workweek is a fixed and regularly recurring period of one hundred and sixty-eight (168) hours consisting of seven (7) consecutive twenty-four (24) hour periods.

A. 9/80 Work Schedule

A 9/80 work schedule shall consist of eighty (80) hours worked over a two (2) week period with four 9-hour days in one (1) week and four 9-hour days plus one 8-hour day in the other. The 9/80 workweek, for purposes of computing overtime for non-exempt employees, is defined as beginning exactly four (4) hours into the eight (8) hour shift on the day of the week that corresponds with the employee's alternating regular flex day off.

Example: Friday On/Off:

<u>Wk</u>	F	Sa	S	M	T	W	Th	F		Total
1	0	0	0	9	9	9	9	4	=	40
2	4	0	0	9	9	9	9	0	=	40

B. 5/40 Work Schedule

A 5/40 work schedule shall consist of five 8-hour days equaling forty (40) hours per workweek, with the workweek defined as beginning at 12:00 a.m. on Sunday and ending at midnight the following Saturday.

C. 4/10 Work Schedule

A 4/10 work schedule shall consist of four 10-hour days equaling (40) hours per week, with the workweek defined as beginning at 12:00 a.m. on Sunday and ending at midnight the following Saturday.

D. The General Manager, or designated representative(s), shall be empowered to arrange work schedules in alternate time distributions provided that such alternate distributions are in the best interests of the Agency. All employees of the Agency are subject to call for emergencies which are inherent in the Agency's responsibilities.

Staff assignments and schedules will be determined by management for the best use of agency resources to meet the needs of the Agency.

Section 1.32. - Scheduled Work Day

A scheduled work day is an employee's regularly scheduled workday; or, when an employee is notified, today, that he/she is scheduled to work tomorrow (normal day off), it is considered advanced notification and a scheduled workday.

Section 1.33. - Unscheduled Work Day

An unscheduled work day is when an employee is notified today (normal day off), that he/she is scheduled to work today, there is no advanced notification and it is determined to be an unscheduled workday.

Section 1.34. - Scheduled Vacation

A scheduled vacation is a leave request that is approved and dated by the supervisor at least two (2) weeks prior to the scheduled time off.

Section 1.35. - Unscheduled Vacation

An unscheduled vacation is a leave request that is approved and dated by the supervisor less than two (2) weeks prior to the scheduled time off.

ARTICLE 2 - GENERAL PROVISIONS

Section 2.01. - Equal Employment Opportunity

The Agency provides equal employment opportunity to all employees and applicants without regard to sex, race, color, religion, national origin, age, ancestry, physical or mental disability, genetics, marital status, sexual orientation or veteran status.

Section 2.02. - Harassment in Employment

Harassment of an applicant or employee by a supervisor, management employee or co-worker on the basis of sex, race, color, religion, national origin, age, ancestry, physical or mental disability, genetics, marital status, sexual orientation or veteran status will not be tolerated. Harassment by or against any employee or applicant or from a person providing services pursuant to a contract on the basis of sex, race, color, religion, national origin, age, ancestry, physical or mental disability, genetics, marital status, sexual orientation or veteran status will not be tolerated (refer to Agency Policy A-29 and A-30).

Section 2.03. - Amendment of Personnel Manual

This Personnel Manual may be amended by the Agency Board of Directors, at its discretion.

ARTICLE 3 - FILLING OF VACANCIES

Section 3.01. - General

Vacancies may be filled by appointment, transfer, demotion, promotion, or by the use of a temporary employee as deemed in the best interest of the Agency by the General Manager, or designated representative(s).

Section 3.02. - Filling of Vacancy

Whenever a vacancy occurs in the Agency's staff or labor force, the General Manager, or designated representative(s), shall decide by what manner the vacancy is to be filled.

- A. Insofar as possible and practical and in keeping with the best interests of the Agency, vacancies may be filled with existing employees of the Agency, subject to the following conditions:
 - 1) A current Agency employee submits a completed application form for the vacant position.
 - 2) The employee requesting consideration demonstrates or possesses the experience and/or education and other qualifications that the position requires.
 - 3) An employee scores competitively on examinations, if given.
- B. Employees shall be evaluated for promotion or advancement based on the following criteria including but not limited to:

- 1) Overall work performance.
- 2) Knowledge, training, ability, skill, efficiency and overall job performance.
- 3) Job-related work experience and education including certificates and degrees.
- 4) Cooperative working relationships with those contacted in the course of work.
- 5) Physical and mental ability to perform, with reasonable accommodation if disabled, the essential functions of the job.
- 6) Attendance records with the Agency.

These criteria shall be evaluated only on the basis of the requirements of the position or classification for which the employee is being considered.

- C. Qualified Agency employees may apply for a transfer or promotional position within the Agency.

ARTICLE 4 - EMPLOYMENT APPLICATIONS AND APPLICANTS

Section 4.01. - Application Forms

Employment applications shall be made online and/or on forms approved by the General Manager or designated representative(s), and provided by the Agency's Human Resources Department. These forms shall require information regarding education, prior work experience, training, references, and other information related to the job for which a person is applying. All applications shall be signed and dated by the applicant under penalty of perjury. Any falsification of information on an application form may disqualify an applicant for the position they are applying for.

Section 4.02. - Physical Examination and Condition

After a conditional offer of employment has been made to a job applicant, and prior to the commencement of employment with the Agency, all selected applicants shall be required to undergo a physical examination and evaluation which will include drug and/or alcohol screening performed by a physician selected by the Agency. Employees, in certain classifications, may further be required to undergo additional periodic physical examinations and/or receive certain anti-toxin injections during their employment with the Agency. The expense involved in such an examination shall be borne by the Agency. The evaluation of an employee's physical ability to perform the job shall be made only on the basis of the essential functions of the position for which the employee is applying.

Section 4.03. - Employment Tests

Applicants for all positions, as determined by the General Manager, or designated representative(s), shall be subjected to oral, written and/or performance tests. Only applicants who demonstrate an acceptable level of knowledge, skills and abilities required of the position

shall be considered for employment. If there is a job-related requirement for the position, a working knowledge of written and spoken English must be demonstrated by all applicants.

Section 4.04. - Acceptance of Applicant

Prior to hiring, the application and pertinent information of the applicant shall be reviewed by the General Manager, or designated representative(s). Said applicant will be approved for, or recommended for, employment on the qualifications that the General Manager, or designated representative(s), deem pertinent to the position or classification. Refer to Section 2.01 of this Personnel Manual for those items which shall not be adjudged pertinent.

Section 4.05. - Rejection of Applicant

The General Manager, or designated representative(s), may reject an application, or, after examination, may disqualify the applicant, if the applicant:

- A. Is found to lack any of the requirements, certifications, or qualifications for the position involved;
- B. Is physically or mentally incapable of performing the essential functions of the job, with or without reasonable accommodation, based on competent medical/psychological evidence, including, but not limited to, impairment caused by current illegal use of drugs; or current abuse of alcohol;
- C. Has made false statements of any material fact, or practiced any deception or fraud on the application, declarations or in securing eligibility or appointment;
- D. Is found to be uninsurable under the Agency's insurance program, if the essential functions of the job require the employee to drive Agency vehicles;
- E. Has been convicted of a crime, either a misdemeanor or felony, that relates to the position duties that the applicant would perform;
- F. Has used or attempted to use political pressure or bribery to secure an advantage in the employment testing or appointment;
- G. Has directly or indirectly obtained information, in advance, regarding employment tests;
- H. Has failed to complete and/or submit the employment application correctly or within the prescribed time limits;
- I. Has had the privilege to operate a motor vehicle in the State of California suspended or revoked within the past twelve (12) months if operating a motor vehicle, requiring a driver's license, is an essential function of the job for which applying;
- J. Has a job history which, in the judgment of the General Manager, or designated representative(s), would render the applicant ineligible for the position, including a prior discharge from the Agency.

Section 4.06. - Background Investigations

After a conditional offer of employment has been made to a job applicant, and prior to the commencement of employment with the Agency, all selected applicants shall be required to allow the Agency to conduct a background investigation. Said investigation shall include verification of prior employment, verification of education, fingerprinting, credit check (for positions that regularly are involved in financial transactions), and any other information necessary to evaluate an applicant's qualifications for the position.

ARTICLE 5 - PERSONNEL RECORDS

Section 5.01. - General

- A. Personnel records are by nature confidential, and the General Manager, or designated representative(s), shall establish procedures to maintain this confidential nature (refer to Agency Policy A-58).
- B. The contents of any personnel file or record shall only be released to the employee, or the employee's designee, upon written authorization of the employee, upon court order, on a need to know basis to respective supervisor/manager, or legal representatives of the Agency relative to personnel actions and only with the approval of the Manager of Human Resources, or designated representative(s).
- C. The General Manager, or designated representative(s), shall maintain as a portion of the personnel records the employee's qualifications, education, achievements and other classified and confidential information as well as the following standard forms:
 - 1) Application Form
 - 2) Employment Record
 - 3) Periodic Performance Appraisals
- D. A separate medical file shall be established by the Human Resources Department for each employee. This file shall be maintained in accordance with applicable state law, the Agency's records retention schedule, and in a confidential manner.
- E. The General Manager, or designated representative(s), and the employee shall be empowered and charged to cause entries to be made in the employee's personnel file and each employee shall have the right to review his /her file in the Human Resources Department during the department's normal working hours to assure said personnel file is current and complete.
- F. Employees must provide the Agency with a current address and phone number.

ARTICLE 6 - PROBATIONARY PERIODS

Section 6.01. - At-Will

In accordance with Agency Resolution 2013-5-1, or its successor, the employment status of employees in the following classifications, or their successor classifications, shall be "At-Will":

All Department Manager Positions
All Deputy Manager Positions
Board Secretary/Office Manager
Budget Officer
Principal Accountant

Such employees may be terminated with or without cause, and with or without notice, at any time, and without compliance with the terms and conditions regarding the progressive disciplinary process provided for in this Personnel Manual, at the option of the Board of Directors, except as otherwise provided by law.

Section 6.02. - Regulations

- A. Generally, original and promotional appointments shall have a probationary period of one (1) year. The General Manager may establish an original probationary period of six (6) months. Said probationary period shall be declared in any offer letter. There are two (2) types of probationary periods:
 - 1) Original Probation - as defined in Section 1.18.A of this Personnel Manual.
 - 2) Technical Probation - as defined in Section 1.18.B of this Personnel Manual.
- B. Prior to the completion of either an original or technical probationary period, the probationer's supervisor or the manager of the department in which the employee works, shall prepare a performance appraisal reporting the quality of the required skills, knowledge and ability to successfully perform the job as stated in the probationer's job classification specification. This appraisal shall be reviewed with the probationary employee and a signed copy presented to the General Manager, or designated representative(s), along with a recommendation to retain the employee, or discharge the employee. In the case of the technical probationer, the employee may be reclassified or returned to the employee's former classification or position as provided for in Section 6.03.B and 6.03.D.
- C. In the case of an original probationary period of one (1) year, employees who have completed six (6) months may use accrued vacation leave, sick leave, and/or floating holidays.
- D. The time required for probationary periods shall be extended by any time an employee is on an authorized leave of absence, with or without pay, which exceeds ten (10) calendar days during the original probationary period or during the first six (6) months of employment in the event of a one (1) year original probationary period.

- E. In the case of an original probationary, limited term employees promoted and/or reclassified to regular in the same classification and who have previously completed six (6) months employment may use accrued sick, vacation leave and/or floating holiday.

Section 6.03. - Technical Probation

- A. In those cases where multiple changes in classification or position occur within said technical probation period, the maximum technical probation period will be at the discretion of the General Manager, or designated representative(s).
- B. A regular employee who is promoted may be subject to a technical probationary period of one (1) year (up to six (6) months in the event of a special circumstance) during which time the employee shall demonstrate the ability to function in the new classification. If at any time during the technical probationary period, the employee or the Agency feels the employee is not qualified or suited to said position, the employee may elect or the Agency shall return said employee to the employee's previous classification, provided an opening exists in said classification. A decision by the Agency to return an employee to the previous classification is not grievable.
- C. An employee who satisfactorily completes Technical Probation and is on Step 1 shall receive a merit adjustment, based on his/her latest performance appraisal.
- D. If a vacancy exists in a different classification, said employee may be reclassified at the discretion of the General Manager, or designated representative(s).
- E. Range placement and future step advancement dates upon unsuccessful completion of technical probation are as follows:
 - 1) The employee will be placed on the same range and step for the classification as the employee was on prior to the time the employee was promoted.
 - 2) The employee will be eligible for the next step advancement on the anniversary date of the original position prior to being promoted.

Section 6.04. - Dismissal During the Probationary Period

- A. During the original probationary period, an employee may be discharged by the General Manager, or designated representative(s), without cause and without right to appeal. Written notification of the discharge shall be served on the probationary employee by the immediate supervisor or designated representative(s), and a copy shall be filed with the General Manager, or designated representative(s).
- B. If an opening exists in a different position or classification, the employee may, at the General Manager's, or designated representative(s), discretion, be offered the position in lieu of termination. The employee will be required to serve another six (6) months probationary period in the new position.

- C. The final decision of the above action(s) will be at the sole discretion of the General Manager, or designated representative(s).
- D. Any employee who is discharged during his/her original probationary period shall receive his/her final compensation, including any accrued vacation leave, at the time he/she is terminated.

ARTICLE 7 - CLASSIFICATION, COMPENSATION AND PAY PERIOD

Section 7.01. - Classification/Compensation Plan

In addition to this Personnel Manual, the General Manager, or designated representative(s), shall maintain a file which shall contain the following:

- A. A nine (9) step compensation plan to include a listing of internal salary relationships among classifications, and benchmark classifications for purposes of establishing salaries for each classification within the Agency. The compensation plan shall also include salary and/or hourly rate schedules for all classifications.
- B. Classification specifications for each job classification utilized for making appointments to all positions within the Agency. Class specifications shall define the principal duties, responsibilities, and minimum qualifications required of each classification. The General Manager, or designated representative(s), shall determine and set forth the duties and responsibilities as they are to be presented in said class specifications. Assignments may be varied or interchanged to meet the needs of the Agency.

Section 7.02. - Classification Revision and Reclassification

- A. The initial classification established in the above plan may be amended, combined, or abolished and new classifications set forth by the General Manager, or designated representative(s). In addition, any position may be reclassified to a different classification by the General Manager, or designated representative(s), when there is a change in the duties and responsibilities of the position or other sufficient cause. Any non-voluntary reclassification of a position to a different classification shall result in an employee being placed into the appropriate pay range for the new position. A demotion is not considered a non-voluntary reclassification.
- B. If an employee believes that his or her duties and responsibilities have changed **SIGNIFICANTLY**, the employee may request a classification study of his or her position. Such request must be submitted in writing to the General Manager, or designated representative(s).

Section 7.03. - New Positions

Any new position and/or classification that is established shall comply with this Personnel Manual and shall be allocated to the Agency's classification and compensation plan by the General Manager.

Section 7.04. - Compensation

- A. Only those persons who are Agency employees and working for the Agency on the date this Personnel Manual is approved by the Board of Directors or on the date the base salary increase is actually implemented, whichever is later, are entitled to the base salary increases set forth below.
- B. Effective July 1, 2018, the Agency shall implement a 3.0% base salary increase for FY 2018-2019.
- C. Effective July 1, 2019, the Agency shall implement a 3.0% base salary increase for FY 2019-2020.
- D. Effective July 1, 2020, the Agency shall implement a 3.0% base salary increase for FY 2020-2021.
- E. All base salary increases provided for in this Personnel Manual shall be implemented on Step 1 of the salary matrix and incrementally implemented through Step 9.

Section 7.05. - Preparation of Compensation Plan

A nine (9) step compensation plan shall be prepared by the General Manager, or designated representative(s), to establish the rate of compensation and consideration for all classifications and all positions within said classifications. In determining the compensation rates for the various classifications, considerations may be given to the Agency's financial status, the current cost-of-living, local prevailing rates of compensation for like or comparable employment in public or private agencies, working conditions, fringe benefits, and any other relevant factors. The rates of compensation shall be arranged in clear and understandable tables entitled "Hourly and/or Salary Rate Schedules" which shall be made a part of this Personnel Manual.

Section 7.06. - Adoption of Compensation Plan

The nine (9) step compensation plan shall be adopted by the Board of Directors of the Agency and made a part hereof, and will be on file with the General Manager, or designated representative(s). Such Compensation Plan may be amended or revised at the discretion of the Board of Directors.

Section 7.07. - Salary Adjustments and Step Advancements

The procedures for step advancements within each salary range are set forth as follows:

- A. New employees shall be hired at Step 1 of the established salary range for their classification. Variable entrance steps may be established if justified by recruitment needs through Step 9 with the approval of the General Manager, or designated representative(s).
- B. Approval for advancement shall be based upon merit and completion of required length of service in the classification. Step advancements within each salary range shall be in increments of approximately 2.5%.

- C. Upon completion of a probationary period, advancement in step(s) shall be based on performance as provided in Section 7.08. Except in cases where employees have exhibited Outstanding performance as provided in Section 7.08.E, other advancements shall be based on performance as provided in Section 7.09, and are contingent upon completion of one (1) year.
- D. The time required for step advancement shall be extended by any time an employee is on an authorized leave of absence with or without pay, which exceeds thirty (30) calendar days (see Section 9.01.E).
- E. The General Manager, or designated representative(s), may authorize the adjustment of the range step or pay rate of an employee to maintain salary equity within the system, to prevent undue hardship or unfairness due to the application of any rule or policy, to correct any payroll error or omission including any such action which may have arisen in the prior fiscal year, or to correct any wage inequity.

Section 7.08. - Step Advancement/Performance

- A. The advancement of an employee within a classification shall be based on the employee exhibiting an increased ability, experience or educational level coupled with a history of meritorious service. The employee's supervisor shall evaluate the employee's qualifications and if merited, shall recommend advancement. The General Manager, or designated representative(s), shall have the authority to grant or reject recommended advancements.
- B. Employees who receive an overall performance rating of Meets Expectations may be eligible for a one (1) step advancement, employees who receive an overall performance rating of Exceeds Expectations may be eligible for a two (2) step advancement and employees who receive an overall performance rating of Outstanding may be eligible to receive an advancement of three (3) steps. In no instance shall the advancement place the employee higher than Step 9 of his/her salary range.
- C. A Meets Expectations or better performance appraisal will not be considered as justification for automatic advancement.
- D. Advancements that are delayed because of late filing of recommendations shall be retroactive to the employee's benefit date when approved.
- E. An early advancement may be granted to employees who have exhibited Outstanding performance. The due date of the next merit increase shall be upon completion of one (1) year from the date of the early step advancement (and paid in accordance with Section 7.08.G).
- F. In addition to any step advancement, management employees may receive a Performance Award of up to fifteen percent (15%) of the employee's base salary for performance during the previous fiscal year. Grandfathered Specialized employees (as outlined in Section 1.27 of the 2013 Unrepresented Personnel Manual) may receive a Performance Award of up to ten percent (10%) of the employee's base salary for performance during the previous fiscal year. Any

performance awards shall be paid in one lump sum payment during pay period twenty-two (22). All Performance Awards shall be awarded at the sole discretion of the General Manager. This Performance Award will be awarded to only those employees who are working for the Agency on the date the Performance Award is paid. The amount of the Performance Award to employees hired, promoted or reclassified after the beginning of a fiscal year shall be pro-rated based on the number of pay periods remaining in the fiscal year. An employee on an authorized leave of absence, with or without pay, that exceeds thirty (30) continuous calendar days shall have his/her Performance Award pro-rated by the amount of pay periods actually worked in the fiscal year.

- G. Merit adjustments shall become effective as follows:
- 1) If a merit increase is due during the first week of a pay period, the effective date of the merit increase shall be the first day of that pay period.
 - 2) If a merit increase is due during the second week of a pay period, the effective date of the merit increase shall be the first day of the following pay period.

Section 7.09. - Denial of Step Advancement/Performance

- A. An employee who receives an overall appraisal rating of Below Expectations or Unacceptable shall be denied his/her step advancement. A written performance appraisal identifying the areas of weakness and what steps the employee needs to take to improve his/her performance shall be provided to and discussed with the employee.
- B. After receiving an overall rating of Below Expectations or Unacceptable, the employee shall have a maximum of two 3-month evaluations to attain an overall rating of Meets Expectations or better.
- C. At the end of the maximum two 3-month feedback evaluations, if the employee's performance is still not at an acceptable level, a formal performance appraisal will be prepared along with a written recommendation to extend the performance appraisal period up to a maximum of an additional six (6) months, and/or to discipline the employee in accordance with Article 14, as well as the reasons for the recommendation.

Section 7.10. - Authority of General Manager

The General Manager, or designated representative(s), is hereby authorized to employ personnel to fill openings allocated by the Board of Directors within the exempt and non-exempt classifications. Within a classification, the General Manager, or designated representative(s), shall have the authority to practice discretion in assigning the position in which the employee shall be employed. The General Manager, or designated representative(s), is further empowered to promote, demote or transfer employees from one position to another and from one classification to another, or under-fill a position, provided there is a vacancy in a classification allocated by the Board of Directors. Additionally, he/she is authorized to establish new classifications provided the number of authorized positions does not exceed the number of positions authorized by the Board of Directors.

Section 7.11. - Overtime Compensation

- A. A non-exempt employee who is required by the nature of his/her position or by emergency situations to **work** in excess of forty (40) hours during his/her standard workweek shall be paid overtime at one and one-half (1½) times the employee's regular rate of pay. Only scheduled vacation and/or holiday time that falls within the employee's regular shift shall count as hours worked when computing overtime
- B. The General Manager, or designated representative(s), is authorized to determine the circumstances where overtime pay is justified in rare and unusual circumstances.
- C. Exempt employees will not have their pay docked or reduced in any manner that would be inconsistent with the salary test of the Fair Labor Standards Act (FLSA).
- D. Except in the case of a Federal, State, or local emergency, no employee shall work in excess of sixteen (16) consecutive hours in any twenty-four (24) hour period and shall have at least an eight (8) hour continuous break between shifts and at least two 30 minute meal breaks within the sixteen (16) hours.

Section 7.12. - Acting Pay

Any employee designated by the Agency to perform the duties of a higher job classification in excess of two (2) complete and continuous pay periods may be designated as "acting". An employee who is designated as "acting" shall receive a minimum increase of five percent (5%) more than his/her hourly rate of pay, or shall be placed on Step 1 of the range established for the acting position, whichever is higher; however, the employee's salary shall not exceed Step 9 of the range established for the acting position at any time. An employee shall receive acting pay until officially released of those duties with the following conditions:

- A. Compensation shall be requested in writing by the employee, outlining the circumstances, and the request is subject to the approval of the General Manager, or designated representative(s).
- B. Compensation shall only be requested if the additional duties are to be undertaken for more than two (2) complete pay periods.
- C. Acting pay will be effective at the beginning of the first pay period following completion of two (2) complete and continuous pay periods of performing the duties of a his/her job classification.
- D. An employee shall receive acting pay for a maximum of twenty-six (26) consecutive pay periods. Under special circumstances, the General Manager, or designated representative(s), may authorize an extension to meet the needs of the Agency.
- E. If the employee is scheduled to receive a merit increase for the position in which he/she normally fills while serving in an acting status, the employee shall receive an increase in acting pay if the spread between his/her new hourly rate of pay and

the acting rate of pay becomes less than five percent (5%), not to exceed Step 9 of the acting salary. The employee's merit review date shall not be affected by acting status unless he/she is appointed to the position in which he/she was acting. If such, his/her review date shall be adjusted to coincide with the date he/she started in the acting position or as provided for in Section 7.12.F.

- F. If an employee who is receiving acting pay is promoted to permanently fill the position in which he/she is acting, the employee shall receive credit for time he/she began receiving acting pay, up to a maximum of six (6) months for technical probation and merit increase purposes. If the employee must serve a technical probationary period longer than six (6) months after being promoted, up to six (6) months of acting may be credited to the technical probationary period. Following the promotion, the employee's merit increase will be awarded at the conclusion of the technical probationary period, or upon the completion of working one (1) year in the position (including a maximum of six (6) months). All subsequent merit increases will be awarded upon completion of one (1) year in each step.

Section 7.13. - Official Business Pay Authorization

Any non-exempt employee of the Agency may be authorized to attend business and other matters of interest to the Agency outside the Agency area and for time periods which exceed the normal work day on the date of attendance. Employees on such assignment, at the Agency's request, must have prior approval for compensation at his/her hourly rate of pay for the number of hours they would normally work on the day of attendance.

Section 7.14. - Reduction in Pay

If a non-exempt employee reports to work unprepared (i.e., not appropriately attired in uniform) after his/her shift is scheduled to commence, without prior approval, the employee's supervisor may reduce the employee's pay for each minute that the employee is tardy.

For compelling reasons, the supervisor may approve the use of accrued vacation leave for lost time, and may require verification of reason for absence from work; otherwise, the employee shall not be permitted to use any other paid accrued leave in order to receive compensation for the lost time.

Section 7.15. - Pay Periods

All employees of the Agency shall be paid biweekly. Payroll shall be distributed every other Friday by 10:00 a.m. If a payday falls on a holiday, the payroll will be distributed on the preceding Thursday. At Thanksgiving and when Christmas falls on a Thursday, the payroll will be distributed on Friday.

Section 7.16. - Direct Deposits

All Unrepresented employees shall be compensated only by the use of direct deposit. The only exception shall be when setting up a new employee into the payroll system, for a period not to exceed three (3) pay periods while an employee changes financial institutions, or final (retirement/resignation/termination) payrolls.

Section 7.17. - Promotional Compensation

An employee who is promoted to a higher classification shall receive a minimum salary increase of approximately five percent (5%) more than his/her current rate of pay, or shall be placed on Step 1 of the range established for his/her new position, whichever is higher; however, the employee's salary shall not exceed Step 9 of the new salary range.

ARTICLE 8 - BENEFITS

Section 8.01. - Medical Benefits/Life Insurance Plans

A. Health Benefits

The Agency shall contribute the minimum monthly health premium contribution established for contracting agencies by CalPERS or \$133.00, whichever is greater, towards the cost of premiums for health insurance under the CalPERS Public Employees Medical and Hospital Care Act (PEMHCA) for each employee and his/her eligible dependents. The contribution shall be adjusted annually by CalPERS to reflect any changes in the medical care component of the CPI-U and shall be rounded to the nearest dollar by CalPERS. For employees who do not purchase Agency provided health insurance, the PEMHCA monthly minimum or \$133.00 whichever is greater, shall be paid to the employee as ordinary income.

PEMHCA minimum monthly contribution effective 2018 \$133.00

B. Additional Benefit

The Agency shall make a monthly contribution for each employee as follows, minus the minimum PEMHCA contribution or \$133.00 whichever is greater.

Employee +1 \$1,182.00 effective July 1, 2018 through December 31, 2018

Employee Family \$1,450.00 effective July 1, 2018 through December 31, 2018,

1) Employee Only and Opt-Outs: For employees who purchase employee only health insurance, or who do not purchase Agency provided health insurance, the maximum monthly contribution from July 1, 2018 through December 31, 2018 shall be \$898.00 minus the PEMHCA contribution under Section A above. If the cost of the combined premiums for health, dental, vision and life insurance (including dependent coverage) is less than the maximum allotment, the Agency shall pay the difference to employees as ordinary income, provided that the employee is enrolled and maintains membership in a CalPERS health plan for him/herself or is able to show proof that he/she obtains and maintains health insurance through another source for him/herself. The Agency may require proof of health insurance at any time. While on Unpaid Status, as defined in Section 1.30, the employee shall not receive this allotment.

2) Effective January 1, 2018, and on January 1st of every calendar year thereafter, during the duration of this Personnel Manual, any increase in the

monthly contributions set forth above shall be based on the "blended rate" of the average increase in premiums, if any, of the two health benefit plans with the most Agency subscribers as of August 1 of the prior calendar month. The "blended rate" shall be calculated by averaging the annual percentage increase and/or decrease of the basic premium rates, as determined by CalPERS, of the two health plans with the most Agency subscribers on December 1 of each calendar year during the duration of this Personnel Manual. Any increase in the monthly contributions based upon the "blended rate" shall be capped at 6.5% per calendar year.

- 3) Effective July 1, 2019, the additional benefit for Employee +1 and Employee Family in Section 8.01.B and the monthly contribution for Employee Only and Opt-Outs in Section 8.01B.1 shall increase by twenty-five dollars (\$25).
- 4) Effective July 1, 2020, the additional benefit for Employee +1 and Employee Family in Section 8.01.B and the monthly contribution for Employee Only and Opt-Outs in Section 8.01B.1 shall increase by twenty-five dollars (\$25).
- 5) Should an employee's work hours be reduced by 25% or more of his/her normal working schedule due to a light duty assignment and/or doctor's orders for more than twelve (12) weeks or as provided under FMLA, the employee shall receive the difference between the monthly insurance allotment and the actual cost of his/her health, dental, vision and/or life insurance benefits on a pro-rated basis (i.e., works 75%, receives 75% of the difference between the monthly insurance allotment and the actual insurance costs). The Agency shall continue to pay the PEMHCA contribution from Section A above. Any adjustment shall be made to the amount of the additional benefit.
- 5) Except as provided for in Section 8.01.B.2, an employee must be in a paid status for a minimum of sixty (60) hours per pay period to receive the difference between the monthly insurance allotment and the actual cost of his/her health, dental, vision and/or life insurance benefits. The Agency shall continue to pay the PEMHCA contribution from Section A above.
- 6) An Agency-paid \$50,000 life insurance policy is provided to each unrepresented non-management employee.
- 7) An Agency-paid \$100,000 life insurance policy is provided to each unrepresented management employee
- 8) Supplemental Life Insurance is available to employees at their expense through the Agency's life insurance carrier.
- 9) Effective June 24, 2001, the Agency will provide Domestic Partnership health insurance coverage as provided through CalPERS and California State law. The extension of health insurance through CalPERS shall not change or modify any other benefit offered by the Agency unless said benefit is specifically authorized by this Personnel Manual.

C. Retiree Health Benefits

The Agency shall contribute the minimum monthly contribution established for contracting agencies by CalPERS or \$133.00, whichever is greater, plus administrative costs towards the cost of premiums for health insurance under the CalPERS Public Employees Medical and Hospital Care Act (PEMHCA) for each annuitant who retired from the Agency through CalPERS and who enrolls in a CalPERS health plan as a retiree. The contribution shall be adjusted annually by CalPERS to reflect any changes in the medical care component of the CPI-U and shall be rounded to the nearest dollar by CalPERS.

PEMHCA minimum monthly contribution effective 2018 \$133.00

- 1) Payment for the retiree health insurance benefit of \$133.00 or the minimum PEMHCA contribution, whichever is greater, shall be made directly to CalPERS for the benefit of the retiree each month.
- 2) Only employees who retire after July 4, 2004, shall have the option of purchasing health insurance from CalPERS or a provider of his/her choice without any loss in benefit. If the retiree so chooses to purchase his/her health insurance from a provider other than CalPERS, the retiree will be reimbursed on a monthly basis for his/her benefit via direct deposit to the retiree's (or surviving spouse's) bank account, up to the maximum benefit provided. Retirees are responsible for any taxes that may be due on retiree health benefits.

D. Additional Retiree Longevity Benefits

The Agency shall contribute an additional monthly benefit to each retiree minus the minimum PEMHCA contribution or \$133.00, whichever is greater, according to the chart below who simultaneously retires from the Agency through CalPERS and who is a minimum age of fifty-five (55).

Hire Date	Benefit Level	Minimum Years of Agency Service	Benefit
Before Jan. 1, 1992	Employee and/or eligible dependent(s)	20	50% of applicable Kaiser Rate*
After Dec. 31, 1991	Employee only or surviving spouse	12	50% of applicable Kaiser Rate*

*The applicable Kaiser rate is equal to the rate for the region in which the retiree resides, plus administration costs.

The longevity benefit is available to qualifying retirees whether they enroll in a CalPERS medical plan or not. The retiree will be reimbursed on a monthly basis for his/her retiree longevity benefit via direct deposit to the retiree's (or surviving spouse's) bank account, up to the maximum benefit provided. Retirees are responsible for any taxes that may be due on reimbursement of retiree longevity

benefits.

Section 8.02. - Retirement Plan

- A. Each probationary and regular employee of the Agency shall participate with the Agency in a retirement plan under the California Public Employees' Retirement System (CalPERS) and be subject to such terms and conditions as the Agency, in its sole discretion, may contract with that system.
- B. All PERS member contributions shall be fully paid by employees and deducted on a pre-tax basis. Said contribution shall not be considered special compensation for the calculation of the employee's retirement benefits.
- C. Employees hired after January 1, 2013, and defined as "new members" under the Public Employees' Pension Reform Act of 2013 ("PEPRA"), Government Code section 7522, *et seq.*, will receive the 2% @ 62 formula and will pay one half (1/2) of their total normal cost rate as determined by CalPERS.
- D. The Agency contracts with CalPERS for the Pre-retirement Optional Settlement 2 Death Benefit (Section 21548). This benefit provides that, upon the death of a member who was eligible to retire, the spouse may receive an allowance equal to the amount the member would have received if the member had retired for service retirement on the date of death and elected option 2W.
- E. The Agency contracts with CalPERS for the One (1) Year Final Compensation Benefit (Section 20042) for all employees hired prior to January 1, 2012. This benefit provides that the final compensation used to calculate a member's retirement allowance is the average full-time monthly pay rate for the highest twelve (12) consecutive months.
- F. The Agency contracts with CalPERS for Military Service Credit Purchases (Section 21024). This benefit allows members to elect to purchase up to four (4) years of service credit for any continuous active military or merchant marine service prior to employment.
- G. The Agency has adopted Resolution #2009-4-2 which allows employees who make payments by payroll deduction for CalPERS service credit purchases to defer state and federal income taxes in accordance with IRC 414(h)(2).
- H. The Agency contracts with CalPERS for the 2.5% @ 55 Benefit formula (Section 21354.4) for all employees hired prior to January 1, 2012. Employees in this plan shall pay the full 8.0% Employer Paid Member Contribution (EPMC).
- I. The Agency contracts with CalPERS a second tier pension plan for employees hired on or after January 1, 2012 and prior to January 1, 2013, or who are hired after January 1, 2013, but were previously members in CalPERS or a reciprocal retirement system with less than 6 months gap in service, i.e. "classic members" pursuant to Section 20475 which provides for the 2.0% @ 55 Benefit Formula (Section 21354) with three year final compensation. Employees in this plan shall pay the full 7.0% EPMC.

Section 8.03. - Long-Term Disability

All probationary and regular employees of the Agency are covered under an Agency provided long-term disability plan with the following elements:

- A. Sixty (60) day elimination period.
- B. Sixty percent (60%) of the first ten thousand dollars (\$10,000) of monthly salary.
- C. The maximum benefit period is determined by the employee's age when disability begins.

The choice of carrier and other plan elements rests solely with the Agency. The Agency may elect to self-insure the plan.

Section 8.04. - State Disability Insurance Programs

- A. State Disability Insurance (SDI) - Any employee who becomes disabled due to a non-work related illness or injury will receive compensation benefits as established by the State Disability Insurance Fund.
- B. Paid Family Leave Program (PFL) - All California workers who are covered by the State Disability Insurance (SDI) program will also be covered for PFL. The PFL program provides a maximum of six (6) weeks of paid family leave benefits for workers who take time off as provided for by State law. Employees who utilize this program are not required to use vacation time prior to receiving benefits. PFL runs concurrently with State and Federal Family Leave.

Section 8.05. - Uniforms

Employees in authorized classifications shall be provided with uniforms. Employees who are provided with a uniform are required to wear the provided uniform during all working hours.

Section 8.06. - Safety Shoes

Employees in authorized classifications, as established in the Agency's Safety Manual, shall be required to wear appropriate safety shoes. Voucher or reimbursement for safety shoes shall be processed in accordance with the Safety Shoe Policy contained in the Agency's Safety Manual.

Section 8.07. - Mileage Reimbursement

- A. The Agency shall pay all employees mileage reimbursement in the amount established by the Internal Revenue Service. The employee shall submit a check request to receive reimbursement for mileage costs.

Section 8.08. - Professional Memberships

- A. The Agency will reimburse each non-management employee covered in this Personnel Manual up to a maximum of four hundred dollars (\$400.00) per fiscal

year for the costs of joining and maintaining memberships in Agency-approved professional organizations related to the employee's work at the Agency.

- B. The Agency will reimburse each Management employee covered in this Personnel Manual up to a maximum of five hundred and seventy-five dollars (\$500.00) per fiscal year for the costs of joining and maintaining memberships in Agency-approved professional organization(s) related to the employee's work at the Agency.
- C. Professional memberships are only payable after the employee has satisfactorily completed his/her original probationary period. Upon successful completion of his/her original probation, an employee may request retro-active reimbursement for memberships paid by the employee during his/her original probation up to the maximum allowable amount per fiscal year.

Section 8.09. - Educational Reimbursement.

The Agency shall reimburse each Unrepresented employee up to five thousand two hundred fifty dollars (\$5,250), or up to the Internal Revenue Service limit whichever is higher, per fiscal year for the cost of educational expenses that are related to the employee's work at the Agency as stated in Agency Policy A-39.

Section 8.10. - Certification and Licensing

The Agency agrees to reimburse Unrepresented employees for certification and licensing expenses in accordance with Agency Policy A-70 (Certification and Licensing).

Section 8.11. - Degree Incentive

The Agency shall provide a one-time payment of \$175 for employees who successfully earn an Associates Degree.

The Agency shall provide a one-time payment of \$300 for employees who earn a Bachelor's Degree.

The Agency shall provide a one-time payment of \$300 for employees who earn a Master's Degree.

Payments are not retroactive and shall apply only to degrees earned during the duration of the Personnel Manual.

Eligibility for the payment and verification of degree shall follow the processes set forth in Policy A-70.

Section 8.12. - Cellular Telephone Usage

Management employees may receive an Agency provided cellular telephone in accordance with Agency Policy A-73.

Section 8.13. - Vehicle Allowance.

Members of the Management Group as defined in Section 1.13 shall receive a vehicle allowance as follows or as provided for in any contract entered into with the employee.

- A. Deputy Managers/Department Managers \$250 per month
- B. Department Managers (Range 192) \$300 per month
- C. At the beginning of each fiscal year, employees will have the option to elect a monthly car allowance or be reimbursed for mileage based on the use of their personal vehicle to conduct Agency business (per Section 8.07.A).

Section 8.14. - 401 Governmental Money Purchase Plan & Trust (401a Plan)

Upon separation from service, all employees who participate in the Agency's 401 Governmental Money Purchase Plan & Trust (401a Plan) shall contribute one hundred percent (100%) of paid leave accruals to the 401a Plan up to the annual contribution limit in effect at the time of separation.

Section 8.15. - Wellness Reimbursement

Employees shall be entitled to a wellness reimbursement of up to five hundred dollars (\$500) per fiscal year. The reimbursement shall be subject to the limitations and terms set forth in Agency Policy A-78.

Section 8.16. - Deferred Compensation

- A. Employees may borrow against their qualifying 457 plans, if allowed by the plan, subject to the terms and conditions of the deferred compensation plan.
- B. Effective July 1, 2018, The Agency will contribute twenty-five dollars (\$25) per pay period as a matching contribution to a single 457(b) account of each employee who has made an elective deferral of twenty-five dollars (\$25) or more to the plan for that pay period.

ARTICLE 9 - PERFORMANCE APPRAISALS

Section 9.01. - General

The procedures for performance appraisals are set forth as follows:

- A. Each employee will be reviewed by his /her supervisor. This review will be made on a standard Agency performance appraisal form. The purpose of this appraisal is to cause a periodic dialogue between the supervisor and the employee. The supervisor shall take this opportunity to discuss the employee's performance. At this time, the employee may have the opportunity to converse with the supervisor without cause for jeopardy to the employee's position.

- B. The performance appraisal shall become part of each employee's official personnel file.
- C. All non-management employees shall have a performance appraisal review once a year, to be conducted at the employee's merit review date. Said review shall occur every twelve (12) months from the anniversary of his/her last merit review date unless said employee receives an overall rating of Below Expectations or Unacceptable (see Section 9.01.G).
- D. All management employees shall have a performance appraisal review at least once a year to review the employee's performance during the fiscal year. The review is to be conducted by no later than September 15th following the end of the fiscal year being reviewed.
- E. The due date for a performance appraisal shall be extended by the number of days the employee is actually out on an authorized leave of absence, with or without pay, that exceeds thirty (30) continuous calendar days (i.e., the employee is off for 31+ calendar days, the date of the appraisal/merit is advanced the number of calendar days the employee is actually out including the first thirty (30) calendar days. If the employee is out thirty (30) days or less, no adjustment is made).
- F. In cases where no performance appraisal is filed, the employee should contact the Manager of Human Resources.
- G. All employees who receive an overall appraisal rating of Below Expectations or Unacceptable shall be reviewed ninety (90) days after the Below Expectations or Unacceptable appraisal was received by the employee.

Section 9.02. - Duty of Departments

It is the duty of the supervisor to evaluate the work accomplishments and conduct of employees, to inform employees of their appraisals in writing, and to provide positive assistance to employees in improving work effectiveness.

Section 9.03. - Employee's Responsibility

It is the responsibility of the employee to meet standards established for work accomplishment and conduct and to strive to improve work effectiveness.

Section 9.04. - Grievance of Performance Appraisal

Any dispute arising out of the content of a performance appraisal may be processed in accordance with the Grievance Procedure up to the level of General Manager.

Section 9.05. - Demotions

- A. If, in the opinion of an employee's supervisor, the employee is unable to perform duties and responsibilities which are within the requirements of his/her position, the supervisor may recommend a demotion without following the progressive discipline steps. The General Manager, or designated representative(s), shall have the authority to act on such recommendations and accept or reject such a demotion at his/her sole discretion in the best interest of the Agency.

- B. If an employee's classification or position is to be eliminated, in accordance with the Agency's classification plan, the employee may be offered a demotion to a lower classification or position for which the employee possesses the minimum qualifications.
- C. If an employee who is to be demoted has achieved regular status in his/her present position, such status shall be maintained after demotion. When demoted, the regular employee's salary shall be adjusted to the salary range of his/her new position, representing a two (2) step (approximately five percent (5%)) salary reduction or Step 9, whichever is lower.
- D. Any demotion to prevent layoff may, at the discretion of the General Manager, be reversed when the employee's previous position is reopened. In the case of preventing a layoff, the employee being demoted will accept the pay rate of the new position.
- E. An employee who is to be demoted shall be given at least two (2) weeks written notice prior to demotion.

ARTICLE 10 - LEAVES OF ABSENCE

Section 10.01. - Pre-approved Leaves of Absence

Pre-approved leaves of absence are leaves granted by the General Manager, or designated representative(s), in writing, before the absence, for any purpose, including but not limited to pregnancy, sickness, accident or other casualty, at the convenience of the Agency, provided that the employee returns to work before or at the expiration of such leave of absence or any extension thereof. Special cases will be at the discretion of the General Manager, or designated representative(s). The Agency in granting leaves of absence shall treat alike all participants in similar circumstances.

Section 10.02. - Leave of Absence With Pay

- A. Any supervisor may authorize leave to any employee within the supervisor's department. This includes granting vacation, bereavement, court leave, sick leave or any other leave within the terms of this Personnel Manual:
- B. The authority for granting paid leaves or non-routine leaves with pay is at the sole discretion of the General Manager, or designated representative(s).

Section 10.03. - Leave of Absence Without Pay

- A. The General Manager, or designated representative(s), shall have the authority to grant leaves of absence without pay. No employee shall be eligible for a leave of absence without pay until the employee has two (2) or more years of continuous regular employment, except in cases where the law provides otherwise. In special cases, the General Manager, or designated representative(s), may waive the two (2) year employment requirement if in the best interest of the Agency.
- B. Unless otherwise provided by law, an employee shall not be eligible for a leave of absence without pay until all of the employee's accrued leave time with pay has

- been used, and he/she has obtained the prior approval of the General Manager, or designated representative(s).
- C. An employee on inactive status may request, in writing, to continue participation in the Agency's insurance plans, at the employee's own expense for a defined period of time; i.e. until return to work on "active" status, or until a terminating event; i.e. permanent and stationary disability.
 - D. An employee granted leave must return to work not later than the start of the first working day following the end of the leave.
 - E. During the period of a leave of absence without pay, the employee shall not accept any other employment except with express written permission of the General Manager, or designated representative(s).

Section 10.04. - Holidays

Subject to the conditions specified in this section, the Agency designates the following days as holidays. For the purposes of holiday compensation, a day shall equal the number of hours that the employee normally would have worked other than for the holiday:

<u>Holiday</u>	<u>Date</u>	<u>Duration</u>
New Year's Day	January 1st	1 day
Presidents' Day	3rd Monday in Feb.	1 day
Memorial Day	Last Monday in May	1 day
Independence Day	July 4th	1 day
Labor Day	1st Monday in Sept.	1 day
Thanksgiving Day & Day After	4th Thursday & Friday in November	2 days
Christmas Day & Day After	December 25th & December 26 th	2 days
Floating Holiday (Management)	Employee's Choice (prior approval required)	10 days per FY
Floating Holiday (Grandfathered Specialized)	Employee's Choice (prior approval required)	8 days per FY
Floating Holiday (Non-management)	Employee's Choice (prior approval required)	6 days per FY

- A. If the holiday should fall on Saturday, the holiday will be observed on the preceding Friday. If the holiday should fall on Sunday, the holiday will be observed on the following Monday. If Christmas falls on Friday, the day after Christmas shall be observed on the following Monday. If Christmas falls on Saturday, it will be observed on the preceding Friday and the day after will be observed on the following Monday. If Christmas falls on a Sunday, Christmas day and the day after shall be observed on the following Monday and Tuesday.
- B. All employees will be granted leave with pay for all holidays recognized by the Agency, with the exception of the following:
 - 1) Appointees whose first day of work would have fallen on the holiday.

- 2) Non-exempt employees scheduled for a normal shift at Agency facilities on a holiday as defined above (with the exception of Floating Holidays) shall be paid a holiday premium of one and one-half (1½) times his/her hourly rate of pay for all hours actually worked, in addition to his/her holiday pay. If the day of the observed holiday is different from the day of the actual holiday, only employees working on the day of the actual holiday shall be entitled to this premium pay. Employees shall be paid this premium pay for hours worked beginning at 12:00a.m. and ending at 11:59p.m. on the day of the actual holiday. This premium pay shall be paid to employees for a maximum of one shift, unless an employee is requested to work overtime by his/her supervisor.
- C. The employee must work the entire scheduled work day before and after the holiday or be in approved pay status the entire scheduled day before and after the holiday (i.e., vacation, compensatory time off) in order to receive pay for holiday leave or, holiday premium pay, if the employee works on the day of the actual holiday. Unscheduled absences and sick leave shall not count as time worked on the day before and after the holiday. In the event that the day before or after the holiday is the employees regular flex day, the unscheduled absences and sick leave taken on the day before or after the flex day shall not count as time worked on the day before or after the holiday (e.g., the July 4th holiday is Thursday and employee's flex day is Friday, the employee must be in an approved paid status on Wednesday and Monday to receive the holiday pay). See Sections 1.32 and 1.33 for definitions of scheduled and unscheduled workdays.

If an exempt employee is sick the day before or after a holiday and is unable to provide verification of such illness, the employee shall be required to utilize vacation leave for the time missed.

- D. An employee whose regularly scheduled flex day off falls on the holiday who does not work due to the flex/holiday may receive either compensation or an increase in his/her vacation accrual equal to the number of hours of the employee's working flex day (e.g., employee's flex day off is Friday and he/she works eight hours on the other Friday of the same pay period, he/she will accrue an extra eight hours of vacation time in lieu of holiday pay).
- E. Floating holidays will be credited to each employee on July 1 and must be used by June 30 of the following year. Floating holidays cannot be used during the Original Probationary period or during the first six (6) months of employment in the event of a one (1) year original probation. An employee on original probation who is not permitted to use his/her floating holiday prior to the end of the pay period corresponding with the last pay date in June shall have his/her pro-rated hours carried over the following fiscal year. Prior approval to take floating holidays must be obtained from the employee's manager/supervisor. In cases where an employee must forfeit his/her floating holidays at the request of the Agency, the employee shall be compensated for his/her unused portion at his/her current rate of pay at the end of the pay period corresponding with the last pay date in June. The amount of floating holidays credited to employees hired or promoted after the pay period corresponding with the first pay date in July of each year shall be pro-rated based on the number of pay periods remaining in the fiscal year. Every effort will be made to allow those Unrepresented employees desiring Veteran's Day off

the use of one floating holiday on Veteran's Day (November 11). Unused floating holidays shall be paid out upon separation from employment.

Section 10.05. - Vacation Leave

All employees shall accrue vacation leave time, but may not use the accrued leave during the same pay period in which said leave is accrued. All original probationary employees shall accrue vacation leave but will not be able to use the accrued leave until completion of their original probationary period or completion of the first six (6) months of employment in the event of a one (1) year original probation. Vacation leave is computed and administered as follows:

- A. All employees shall be entitled to accrue and accumulate vacation leave with pay as follows:

Continuous Months of Service	Continuous Years of Service	Hours Accrued per Pay Period	Hours Accrued per Year	Maximum Accrual
0-60	0-5	3.077	80	200
61-72	6	3.692	96	288
73-84	7	4.308	112	336
85-108	8-9	4.923	128	384
109-180	10-14	6.154	160	480
181-239	15-19	6.769	176	528
240 and thereafter	20+	7.692	200	600

- B. The maximum length of a continuous vacation leave, which is not interrupted by working on the Agency's behalf, shall be equal to twenty (20) working days.
- C. Vacation leave periods which exceed the limits specified in Paragraph C above must be approved in writing by the General Manager, or designated representative(s), and in the best interest of the Agency.
- D. Vacation leave shall be limited to those days already earned by the last day of the vacation period. No advance of vacation leave shall be permitted, without the expressed written consent of the General Manager, or designated representative(s).
- E. Holidays that occur during an employee's vacation period shall not be considered as a vacation day.
- F. In cases where an employee forfeits vacation leave time at the request of the Agency, upon approval of the General Manager, said employee shall be compensated for forfeited vacation leave time at the employee's current rate of pay. It is the employee's responsibility to schedule vacation time well in advance to avoid forfeiting his/ her vacation or to avoid any conflicts.
- G. Employees who are on vacation leave shall be compensated at their current rate of pay.

- H. Vacation leave shall be pre-approved by the employee's supervisor. The employee's wishes shall be considered in evaluating leave requests; however, the Agency's needs shall take precedence.
- I. Regular and probationary employees who leave Agency employment shall be compensated for all vacation leave time accrued but not yet taken to the maximum of the vacation leave the employee is entitled to accrue. Compensation shall be at the employee's rate of pay at the time of separation.
- J. An employee who is on unpaid status as defined in Section 1.30 shall not accrue vacation leave.
- K. Should an employee become ill or injured while on vacation leave, the employee shall be entitled to use sick leave upon approval of the employee's supervisor. The Agency reserves the right to investigate any illness or injury or require verification of any illness or injury for which an employee is claiming sick leave benefits.
- L. An employee must be in a paid status for a minimum of sixty (60) hours per pay period to receive the vacation accrual rates outlined in Section 10.05.A. Vacation accrual rates will be reduced for an employee who is not in a paid status for a minimum of sixty (60) hours per pay period using the following formula:

Accrual rate ÷ 80 hrs/pay period = adjusted accrual rate
 Adjusted accrual rate x hrs paid = reduced accrual amount

For example: An employee in his/her 30th month of employment, who is receiving pay for 43 hours in a pay period, shall accrue vacation at the following rate:

$3.077 \div 80 \text{ hrs/pay period} = 0.0385$
 $0.0385 \times 43 \text{ hours} = 1.6555$

In this example, the employee would accrue 1.655 hours of vacation, rather than the regular amount of 3.077, for this pay period.

- M. **Vacation Leave Cash Out.** During March of each year or as approved by the General Manager, an employee may, at his/her option, request to convert up to a maximum of seventy percent (70%) of his/her respective annual vacation leave accrual to receive a cash payment at his/her current rate of pay, provided that he/she has used at least thirty percent (30%) of his/her respective annual vacation leave accrual during the previous twenty-six (26) pay periods.

Hours Accrued per Pay Period	Hours Accrued per Year	Minimum Hours Used (30%)	Maximum Hours Cash-Out (70%)
3.077	80	24	56
3.692	96	29	67
4.308	112	34	78
4.923	128	38	90
6.154	160	48	112
6.769	176	53	123
7.692	200	60	140

- 1) It is the employee's responsibility to track his/her own accruals and make a written request for said conversion by the conclusion of the last pay period in March or as approved by the General Manager. A payroll staffer will be sent out to all employees during the last pay period in February or as approved by the General Manager reminding employees of this option.
- 2) Payment shall be made to qualified employees on a separate check from payroll on the first pay date in April and/or September or as approved by the General Manager.
- 3) Qualification for vacation leave cash out shall be based on:

Year	Accrual Rate as of:	Usage Timeframe	Cash-Out Pay Date
2019	February 9, 2019	2/11/18 - 2/9/19	April 12, and/or September 13, 2019
2020	February 8, 2020	2/10/19 - 2/8/20	April 10, and/or September 11, 2020
2021	February 20, 2021	2/9/20 - 2/20/21	April 9, and/or September 10, 2021

or as approved by the General Manager.

- 4) Cashing out of vacation leave accrual shall only be available to employees who have completed thirty-six (36) months of service with the Agency as of the end of the pay period four (4).

Section 10.06. - Sick Leave

All regular employees shall accrue sick leave time, but may not use the accrued leave during the same pay period in which said leave is accrued. All original probationary employees shall accrue sick leave time; however, such employees will not be able to use the accrued leave until completion of the original probationary period (or the first six (6) months in the event of a one (1) year probationary period), except in emergency situations when approved in writing by the General Manager, or designated representative(s). Should an employee fail to complete the original probationary period, any advance of sick leave shall be deducted from the employee's final pay.

Paid sick leave is a privilege the Agency grants to employees to allow the continuation of pay and fringe benefits in case of personal (or family) illness and, as such, its usage should not be abused. Maintaining good attendance is a condition of employment and an essential function of your job. To minimize hardships that may result from illness or injury, the Agency provides paid sick time benefits in case of personal (or immediate family) illness/injury. However, periodic sick leave taken on a repeated basis may be viewed as abuse of the system. It is your responsibility to establish legitimate illness or injury to receive sick leave pay. This leave time is computed as follows:

- A. All regular and probationary employees shall accrue sick leave time at the rate of 3.692 hours per pay period or equivalent to ninety-six (96) hours per anniversary year.
- B. Regular employees shall be permitted to expend accrued sick leave time for the following reasons:
 - 1) Employee is suffering illness or injury.
 - 2) Employee is placed on quarantine due to exposure to contagious disease.
 - 3) Employee requires medical treatment or examination including, but not limited to, health, dental, or vision.
 - 4) Illness or injury in the employee's immediate family (see Section 1.10.A).
 - 5) Up to ten (10) working days of sick leave may be used for bereavement purposes.
 - 6) Special cases require approval of the General Manager, or designated representative(s).
- C. An employee who is ill or injured may be required to take sick leave if, in the opinion of the employee's supervisor, the employee or co-workers are being exposed to the hazard of illness or injury.
- D. Any employee who needs to take advantage of sick leave benefits shall notify his /her supervisor prior to or at the start of the employee's work shift on each day when such benefits are desired, unless he/she has submitted a physician's off work order or have made prior arrangements with his/her immediate supervisor. Failure to comply with this requirement may result in loss of benefits for the work shift in which proper notification was not provided.
- E. No employee is entitled to receive sick leave or benefits from the Agency for any condition arising from or due to employment or business dealings, other than Agency employment, that is undertaken for monetary gain or other consideration.
- F. The Agency reserves the right to investigate any illness or injury or require verification of any illness or injury for which an employee is claiming sick leave benefits including requiring verification by the employee's attending physician, dentist or other involved medical practitioner. Any sick leave periods for illness or

injury which are three (3) or more consecutive work days in duration must be accompanied with a fitness for duty verification by the employee's physician, dentist or other involved medical practitioner. If reasonable cause exists, the Agency may require verification from the employee's medical practitioner for absences of less than three (3) days.

- G. All regular or probationary employees may accrue sick leave to an unspecified maximum amount and all accumulated accruals may be carried from one anniversary year to the next.
- H. An employee who is recognized under the terms of this section as ill or injured shall use all accrued sick leave and vacation leave to receive compensation for the time that such illness or injury requires the employee to be absent from work (also see Section 10.03.B).

The total amount of compensation that will be paid by the Agency is limited to the value of the sum of the employee's accrued sick leave and vacation leave.

- I. Sick leave benefits shall be limited to the accumulated sick leave the employee has accrued by the end of the employee's sick leave period. No sick leave benefit will be paid in advance.
- J. Employees who resign, or are laid off from Agency employment after being employed by the Agency for five (5) or more years of continuous regular employment, shall be compensated for accumulated, unused sick leave as follows:

<u>COMPLETED YEARS OF SERVICE</u>	<u>MAX REIMBURSABLE HOURS ACCRUABLE</u>	<u>PERCENT PAYABLE</u>
5	320	25%
6	360	35%
7	400	35%
8	440	35%
9	480	35%
10	544	50%
11	608	50%
12	672	50%
13 & 14	736	50%
15 through 19	800	50%
20 & thereafter	850	100%

Employees who are terminated from the Agency for cause, or who resign and/or retire in lieu of termination (must have been served with letter, from the Agency, of intention to terminate employment) shall not receive this benefit.

- K. When an employee has been continuously employed by the Agency for a minimum of five (5) years, has reached age 55, AND retires from the Agency and the California Public Employees' Retirement System (CalPERS), the employee shall be compensated for accumulated, unused sick leave based on the years of service as indicated below.

<u>COMPLETED YEARS OF SERVICE</u>	<u>MAXIMUM REIMBURSEABLE HOURS ACCRUABLE</u>	<u>PERCENT PAYABLE</u>
5	320	50%
6	360	50%
7	400	50%
8	440	50%
9	480	75%
10	544	100%
11	608	100%
12	672	100%
13 & 14	736	100%
15 through 19	800	100%
20 and thereafter	850	100%

L. An employee who is on unpaid status as defined in Section 1.30 shall not accrue sick leave.

M. An employee must be in a paid status for a minimum of sixty (60) hours per pay period to accrue sick leave at the rate of 3.692 hours per pay period. The sick leave accrual rate will be reduced for an employee who is not in a paid status for a minimum of sixty (60) hours per pay period using the following formula:

$$3.692 \div 80 \text{ hrs/pay period} = 0.0462$$

$$0.0462 \times \text{hrs paid} = \text{reduced accrual amount}$$

For example: An employee who is receiving pay for 43 hours in a pay period, shall accrue sick leave at the following rate:

$$0.0462 \times 43 \text{ hours} = 1.9866$$

In this example, the employee would accrue 1.986 hours of sick leave, rather than the regular amount of 3.692, for this pay period.

N. Employees shall be entitled to use up to 80 hours of accrued sick leave during any rolling 12-month period for absences that qualify for "bonding" leave under the Family Medical Leave Act and/or California Family Rights Act. Only employees eligible for "bonding" leave under these laws may utilize up to 80 hours of sick leave for such absences.

Section 10.07. - Sick Leave Buy Back

Each November an employee may, at his/her option, convert up to a maximum of ninety-six (96) hours of accrued sick leave to receive up to a maximum of seventy-two (72) hours cash at his/her current rate of pay; provided that at least four hundred eighty (480) hours of accrued sick leave remain on the books after the cash out. For each hour cashed out, sick leave accruals shall be reduced by 1 1/3 hours.

A. Payment will be made to qualified employees on a separate check from payroll on the first pay date in December.

- B. To receive payment for the buyback of sick leave the individual must be a current employee on the day actual payment is made.

Section 10.08. - Bereavement Leave

- A. In the event of a death in the employee's immediate family (Section 1.10.A), the employee shall be granted up to five (5) work days paid bereavement leave.
- B. In the event of a death in the employee's extended family (Section 1.10.B), the employee shall be granted up to three (3) work days of paid bereavement leave to attend funeral or related services.
- C. Agency employees may also be excused by immediate supervisors to attend the funeral of a deceased Agency employee who was an active employee at the time of death, without loss of pay or leave accrual.
- D. Employees may also be excused by immediate supervisor to attend the funeral of a person not included in the definition of immediate/extended family (Section 1.10) or a former Agency employee.
- E. All authorized bereavement leave shall be charged against the Agency's bereavement bank.

Section 10.09. - Industrial Injury Leave

Any employee who is injured within the scope of employment with the Agency will receive workers' compensation benefits as provided for under the California Labor Code.

Section 10.10. - Jury and Court Leave

- A. Jury Leave - Any employee of the Agency who is called or required to serve as a trial juror, witness, or who is a victim of a crime or domestic violence will be excused from work during the period of such service or while present in court as a result of such a call. Any employee on such a call will continue to receive normal salary for a maximum of one hundred (100) work hours in any one calendar year, provided any and all consideration (except mileage) received for such service is relinquished to the Agency. If the employee receives pay from the court for time served on a day that would have been a scheduled day off for the employee, he/she may retain any compensation paid by the court for that day. Under special circumstances, the General Manager, or designated representative(s), may authorize additional paid time if said time will not interfere or become a burden to Agency activities. Upon return from court duty, the employee shall present a certificate of service to his/her supervisor. If the employee is excused by the court at least three (3) hours prior to the end of his/her shift, the employee shall be required to return to work.

Whenever possible the employee shall provide a minimum of ten (10) working days notice prior to the date he/she is summoned to serve as a trial juror or witness to his/her supervisor in order for the supervisor to make arrangements to cover his/her normal shift. The employee shall be paid jury duty pay for the time he/she is required to serve up to the maximum stipulated in this section.

- B. Court Leave - Pursuant to Government Code Section 1230.1, an employee who is subpoenaed to appear in court as a witness shall be allowed to do so without loss of compensation unless the employee is appearing as a party or an expert witness.

Section 10.11. - Military Leave

- A. Military leave is a temporary leave of absence for ordered military training or for active military duty in the Armed Forces of the United States or its Allies or of the National Guard or the Naval Militia, during a proclamation of war or national emergency by the President of the United States or Congress, an order or request of the United Nations that the Armed Forces of the United States serve outside of the United States or their territories, or any national conscription act in effect.
- B. The Agency shall comply with all federal and state laws relative to military leaves.

Section 10.12. - Pregnancy, Childbirth & Other Related Medical Conditions Leave

The Agency shall comply with all federal and state laws relative to pregnancy disability leave.

Any employee who plans to take a leave of absence pursuant to this section shall give the Agency reasonable notice of the date such leave shall commence and the estimated duration of such leave.

If the employee requests a temporary transfer to a less strenuous or hazardous position for the duration of the pregnancy, with the written advice of her treating physician, the Agency will grant the request where such transfer can be reasonably accommodated.

Section 10.13. - Longevity Leave

Employees shall receive the following paid leave hours on the employees' designated anniversary dates:

Year of Service	Hours of Leave
10	40
15	60
20	80
25	100
30	100
35	100

Longevity leave shall apply only to the employment year indicated and shall not carry over to intermediate years.

Section 10.14. - Leave of Absence to Vote

Employees who are registered voters may claim necessary time off to vote at elections as follows:

If an employee does not have sufficient time outside of working hours (due to Agency demands) to vote at an election, the employee may, without loss of pay, take off enough working time which, when added to the voting time available outside of working hours, will enable the employee to vote.

No more than two (2) hours of the time taken off for voting shall be without loss of pay. The time off for voting shall be only at the beginning or end of the regular working shift, whichever allows the most free time for voting and the least time off from the regular working shift, unless otherwise mutually agreed.

If the employee on the third working day prior to the day of election, knows or has reason to believe that time off will be necessary to be able to vote on election day, the employee shall give the Agency at least two (2) working days' notice that time off for voting is desired, in accordance with the provisions of this section.

Section 10.15. - Payment of Accrued Leave

Upon the death of an active employee, all wages earned in addition to all accrued vacation leave and/or sick leave shall be paid in accordance with the guidelines set forth in this Personnel Manual, which apply to other types of employment separation. Such benefits shall be payable to the employee's beneficiary if designated, or if not, the employee's survivor(s) as follows:

- A. Spouse; or, if none,
- B. Child(ren); or, if none,
- C. Employee's estate.

ARTICLE 11 - SEPARATION FROM SERVICE

Section 11.01. - Discharge During Probationary Period

An employee who is within the original probationary period may be discharged at any time with or without cause by the General Manager, or designated representative(s). An employee who is discharged during the probationary period shall be compensated for accrued vacation leave as defined in Section 10.05.J of this Personnel Manual.

Section 11.02. - Layoff

Any regular or temporary employee of the Agency may be laid off at any time as the result of a changed work load within the Agency. Any layoff which may occur for any reason will be based on the employee's performance history with the Agency, at the discretion of the General Manager, or designated representative(s), and in the best interest of the Agency. Regular employees being laid-off shall receive four weeks (20 working days) notice and shall receive two (2) days of severance pay for every complete year of service for the Agency, up to a maximum of four (4) weeks. Severance pay shall be paid at the employee's current rate of pay.

Section 11.03. - Resignation

An employee who wishes to leave the Agency's employment in good standing should file a written resignation with his or her supervisor at least two (2) weeks prior to the date of resignation. Once an employee has tendered his/her resignation, he/she shall not be eligible to utilize sick leave during the last two (2) weeks of employment.

ARTICLE 12 - EMPLOYEE CONDUCT

Section 12.01. - Peaceful Performance of Duties

Unrepresented employees may only participate in labor actions as provided for under State and/or Federal law or as provided for by a court of competent jurisdiction.

Section 12.02. - Recognition of Boycotts

While on duty no employee shall support, instigate, or honor any boycott impressed on any company, agency, individual or employer which the Agency normally deals with or provides services to.

Section 12.03. - Outside Employment

Full-time Agency employees may not carry on concurrently with their public service any private business or undertaking, attention to which affects the time or quality of their work or which casts discredit upon or creates embarrassment for the Agency. Outside employment must be authorized in writing by the supervisor and the General Manager, or designated representative(s).

Section 12.04. - Personal Conduct

Employees are required at all times to conduct themselves in such a manner as to reflect no discredit upon the Inland Empire Utilities Agency.

Section 12.05. - Financial Affairs

Employees shall be required to conduct their personal financial affairs in such a manner that creditors and collectors will not have to make use of the Agency offices or employee times for the purpose of collecting legal debts.

Section 12.06. - Employees Acting as Agents of the Agency

Any employee who is required by the duties assigned to his or her position to act as an agent of the Agency shall not be empowered or authorized to bind the Agency to any expressed or implied contract. Any contract or offers that an agent of the Agency negotiates with a third party shall be subject to ratification by the Agency prior to acceptance. Any commitments made by an agent of the Agency shall be approved by the Agency prior to being consummated.

ARTICLE 13 - GRIEVANCE PROCEDURE

Section 13.01. - General

- A. A grievance is an alleged violation, misinterpretation, inequitable application or non-compliance of Agency ordinances, resolutions, policies, and/or provisions of the Personnel Manual of a non-disciplinary nature. Refer to Article 14, Disciplinary Actions and Appeals Procedures, for disciplinary appeals.
- B. No punitive action will be assessed against an employee for utilizing the grievance procedure.
- C. An employee may select another person as his/her representative to assist the employee in processing a grievance at any step in the grievance procedure.
- D. In a hearing or meeting called to resolve a grievance, up to one (1) employee, in addition to the employee instituting the grievance, may be excused from work, with the exception of those called as witnesses, when both parties agree they are necessary to determine certain facts. In all instances, the supervisor, and/or Department Manager of the employee who has filed a grievance may be present. Names of Agency employees requesting pay for attendance to a hearing or meeting should be given to the Manager of Human Resources three (3) working days prior to the hearing/meeting.
- E. A grievance shall be prepared on the employee's personal time, not during working hours.
- F. Organizational channels shall be utilized at all times during the grievance process.
- G. No individual member of the Board of Directors may be approached by the employee, or his/her representative, at any time regarding a grievance.
- H. The failure to process a grievance within the time limits set forth in this Article shall cause the grievance to be deemed settled in accordance with the Agency's last reply.
- I. Any time limit may be extended upon the mutual agreement of both parties.
- J. An employee shall initially attempt settlement of a grievance at the employee-supervisor level.
- K. All grievances shall be treated as confidential by all parties, and no publicity will be given until the final resolution of the grievance.

Section 13.02. - Grievance Initiation

Within fifteen (15) workdays after the employee knows or should have known of a grievance, the employee shall commence the grievance procedure specified herein. Failure to commence the grievance procedure within the fifteen (15) day period shall be deemed a waiver by the employee of his/her right to grieve the matter.

Section 13.03. - Grievance Steps

- A. Grievances involving salaries, promotions, and performance appraisals may be processed up through Step 4 of this procedure.
- B. The following procedures outlined herein constitute the steps necessary to address an employee's grievance except as provided for in Section 13.03.A:

INFORMAL GRIEVANCE PROCEDURE

Step 1 The employee having a grievance shall personally discuss the grievance with his/her immediate supervisor. Within five (5) workdays, the immediate supervisor shall orally give a decision to the employee.

If the employee believes that the grievance has not satisfactorily been resolved, the employee may proceed to Step 2 within five (5) workdays after receiving the oral decision of his/her immediate supervisor.

FORMAL GRIEVANCE PROCEDURES

Step 2 The employee shall submit a written statement to his/her Department Manager outlining the grievance, specifying the ordinance, resolution, policy and/or provision of the Personnel Manual claimed to be violated, the date of the event, the names of individuals involved, the corrective action requested, and any other pertinent data that may be necessary to fully understand and resolve the grievance.

If the employee's grievance relates to the contents of his/her performance appraisal, the employee shall submit a written rebuttal outlining the section(s) of the appraisal with which he/she disagrees, and the reason(s) for the disagreement. The employee shall submit the rebuttal along with the original performance appraisal form to his/her Department Manager within five (5) working days after receiving the oral decision of his/her immediate supervisor.

The scope of the employee's grievance appeal is limited to the written statement or rebuttal.

Within five (5) working days after receipt of the written statement or rebuttal, the Department Manager shall meet with the employee to discuss the grievance. The Department Manager shall render a written decision to the employee within five (5) workdays after discussion with the employee.

If the employee believes that his/her grievance has not satisfactorily been resolved, the employee may proceed to Step 3 within five (5) workdays after receiving the written decision from the Department Manager.

Step 3 The employee shall submit a written statement to his/her Executive Manager within five (5) workdays after receipt of a written decision of the Department Manager containing at a minimum the information required in Step 2 above. Receipt shall mean the date the notice was postmarked, delivered to a courier service or was hand-delivered to the employee, depending on the method of delivery. Within five (5) workdays after receipt of the written statement of the employee, the Executive Manager shall meet with the

employee to discuss the grievance. The Executive Manager shall render a written decision to the employee, within five (5) workdays after discussion with the employee.

If the employee believes that the grievance has not been satisfactorily resolved, the employee may proceed to Step 4 within five (5) workdays after receiving the written decision of the Executive Manager.

Step 4 The employee shall submit a written statement to the General Manager within five (5) workdays after receipt of a written decision of the Executive Manager requesting a meeting with the General Manager and explaining the basis of the request and the corrective action requested. Receipt shall mean the date the notice was postmarked, delivered to a courier service or was hand-delivered to the employee, depending on the method of delivery. Within five (5) workdays after receipt of the written statement of the employee, the General Manager shall meet with the employee to discuss the grievance. The General Manager shall render a written decision to the employee, within five (5) workdays after discussion with the employee.

If the employee believes that the grievance has not been satisfactorily resolved, the employee may proceed to Step 5 within five (5) workdays after receiving the written decision of the General Manager, except as provided for in Section 13.03.A.

Step 5 The employee shall file a written request within five (5) working days of receipt of the Notice of Decision from the General Manager with the Board Secretary/Office Manager, for a hearing before the Finance and Administration Committee of the Board of Directors. The scope of the employee's grievance appeal is limited to the written statement or rebuttal. Receipt shall mean the date the notice was postmarked, delivered to a courier service, or was hand-delivered to the employee, depending on the method of delivery. Within sixty (60) working days from receiving the request for hearing, the Finance and Administration Committee of the Board of Directors shall hear the grievance and render a written decision. All appeals to the Board of Directors shall be heard by the Finance and Administration Committee of the Board of Directors and shall be final and the employee shall have exhausted all of his/her administrative remedies. All other grievances such as, but not limited to, working conditions, safety matters, interpretation of Agency ordinances, resolutions, policies and/or provisions of this Personnel Manual, may be processed through Step 5 of the procedure. No matter that is processed through the procedures provided for in Article 14 may be grieved under the procedures in this Article.

Section 13.04. - Request for Hearing with the Finance and Administration Committee of the Board of Directors

- A. The request for a hearing shall be signed by the employee, or his/her representative, and shall contain:
- 1) A statement describing the basis of the request;
 - 2) The corrective action requested; and,
 - 3) The name and address to which further communications shall be sent to the employee, or his/her representative.

- B. Failure of the employee, or his/her representative, to file a complete and timely request shall constitute a waiver of the employee's rights to a hearing.
- C. Any employee who proceeds with a request to the Finance and Administration Committee of the Board of Directors, where any provision(s) or requirement(s) of this Article has not been complied with, and who fail to object, in writing or on the record prior to making the request, shall be deemed to have waived his/her right to object to said irregularity.
- D. A time for the hearing shall be established by the Board Secretary/Office Manager and shall not be less than ten (10) working days, or more than sixty (60) working days, from the date of the filing of the request.
- E. All interested parties shall be notified in writing of the date, time, and place of the hearing, at least five (5) working days prior to the hearing date.
- F. The parties to any hearing before the Finance and Administration Committee of the Board of Directors may mutually agree in writing, with the permission of the Finance and Administration Committee of the Board of Directors, to waive oral testimony. Submission may be by affidavits, declarations, depositions, or other documents, mutually exchanged. The Finance and Administration Committee of the Board of Directors, will receive and take action on requests to waive oral testimony prior to or at the scheduled hearing date.
- G. With the exception of Agency employees, the expenses of witnesses to appear at a hearing for either side shall be paid by the party producing such witnesses. Agency employees required to testify at said hearing shall be on call and shall be relieved of regular duties to report, when summoned by the Finance and Administration Committee of the Board of Directors to the hearing. Agency employees shall receive their regular compensation for time necessary to testify or such compensation as may be set forth in his/her applicable Memorandum of Understanding or Personnel Manual.
- H. Any time frames specified in the Article may only be waived by the written mutual consent of both parties.
- I. The failure of the employee, and/or a representative of the employee, to appear in person at any hearing shall be deemed a withdrawal of the employee's grievance, unless otherwise excused by the Finance and Administration Committee of the Board of Directors, respectively.

Section 13.05. - Conduct of Grievance Hearings with the Finance and Administration Committee of the Board of Directors

- A. All hearings shall be conducted in closed session, unless prohibited by the Brown Act.
- B. The hearing need not be conducted in accordance with technical rules relating to evidence and witnesses, but hearings shall be conducted in a manner most conducive to determination of the truth.

- C. Any relevant evidence may be admitted if it is the sort of evidence upon which responsible persons are accustomed to rely in the conduct of serious affairs, regardless of the existence of any common law or statutory rules which might make improper the admission of such evidence over objection in civil actions.
- D. Hearsay evidence may be used for the purpose of supplementing or explaining any direct evidence, but shall not be sufficient in itself to support a finding unless it would be admissible over objection in civil actions.
- E. The rules or privileges shall be effective to the same extent that they now or hereafter may be recognized in civil actions, and immaterial, irrelevant, or unduly repetitious evidence may be excluded at the sole discretion of the Finance and Administration Committee of the Board of Directors.
- F. The Finance and Administration Committee of the Board of Directors shall rule on the admission or exclusion of evidence.
- G. Decisions made by the Finance and Administration Committee of the Board of Directors shall not be invalidated by any informality in the proceedings, and the Finance and Administration Committee of the Board of Directors shall not be bound by technical rules of evidence.
- H. Each party shall have the right to:
 - 1) Be represented by a person of his/her choice;
 - 2) Call and examine witnesses;
 - 3) Introduce evidence;
 - 4) Cross-examine opposing witnesses on any matter relevant to the issues; and,
 - 5) Impeach any witness, regardless of which party first called him/her to testify.
- I. Oral evidence shall be taken only on oath of affirmation. The witness shall raise his/her right hand and the hearing officer shall ask the witness "do you swear/affirm to tell the truth and nothing but the truth".
- J. The hearing shall proceed in the following order, unless the Finance and Administration Committee of the Board of Directors, for special reason(s), otherwise directs:
 - 1) Introductions of the parties present;
 - 2) The employee, or his/her representative, shall be permitted to make an opening statement;
 - 3) The General Manager, or his/her representative, shall be permitted to make an opening statement;

- 4) The employee, or his/her representative, may then offer his/her evidence in support thereof;
 - 5) The General Manager, or his/her representative, shall produce the evidence on which his/her decision is based; and,
 - 6) Oral arguments or post hearing briefs shall be permitted at the discretion of the Finance and Administration Committee of the Board of Directors.
- K. The Finance and Administration Committee of the Board of Directors shall determine relevancy, weight, and credibility of the evidence, and shall base their findings on the preponderance of the evidence.
 - L. Mechanical transcription of the proceedings may be made by either party, provided it is not disruptive to the proceedings.
 - M. At its sole discretion, the Finance and Administration Committee of the Board of Directors, prior to or during a hearing, may grant a continuance(s) for any reason it believes to be important in reaching a fair and proper decision.
 - N. Each party to the proceedings shall provide ten (10) complete copies of all documents, evidence, and/or photographs to be submitted for the record.

Section 13.06. - Notice of Decision by the Finance and Administration Committee of the Board of Directors

The Finance and Administration Committee of the Board of Directors shall render its written decision as soon after the conclusion of the hearing as possible, and in no event, later than ten (10) working days after completion of the hearing, unless otherwise stipulated by the parties. The decision of the Finance and Administration Committee of the Board of Directors shall be binding and final.

Said decision shall also contain an advisory that the Board of Directors has adopted Agency Resolution No. 88-10-1 adopting the provisions of Section 1094.6 of the Code of Civil Procedure applicable to certain administrative decisions, and providing for time limits on the judicial review of such administrative decisions.

ARTICLE 14 - DISCIPLINARY ACTIONS AND APPEALS PROCEDURES

No disciplinary action may be imposed on any employee covered by this Personnel Manual, with the exception of oral counseling, until said action has been reviewed by the Manager of Human Resources, or his/her designated representative or as provided for in Section 14.03, without compliance with the procedures set forth in this Article. In the event of a serious infraction, some or all steps of progressive discipline can be bypassed. The type of discipline imposed will be based upon the seriousness of the event as jointly decided between the Manager of Human Resources and the General Manager.

Section 14.01. - Types of Discipline

Where appropriate, discipline imposed by the Agency may consist of one or more of the following:

- A. Oral Counseling. Instruction to the employee by the employee's supervisor to correct workplace behavior or performance, which is not documented in the personnel file.
- B. Oral Reprimand. A warning from the employee's supervisor to the employee to correct workplace behavior or performance which is documented as having occurred. Performance appraisals shall count as documentation of an oral reprimand having taken place.
- C. Written Reprimand. A written notice from the employee's supervisor to the employee that the employee must correct workplace behavior or performance or be subject to more serious disciplinary action.
- D. Suspension. The temporary separation from service of an employee without pay for disciplinary reasons.
- E. Reduction in Pay. A decrease in an employee's pay to a lower Step within the employee's current pay range for a specified period of time.
- F. Demotion. An involuntary moving of an employee to a lower-paying classification or position for disciplinary reasons. Failure to meet the requirements of promotional (technical) probation is not considered a disciplinary demotion.
- G. Termination. The discharge, for cause, of an employee at the discretion of the Agency.

Section 14.02. - Conduct Leading to Disciplinary Action(s)

Following are EXAMPLES of conduct which could result in disciplinary action up to and including termination. This list is not exhaustive and employees may be disciplined for other inappropriate activities or behavior:

- A. Absenteeism. Excessive unscheduled absences from the workplace.
- B. Tardiness. Arriving late for work, leaving work early without approval of the employee's supervisor, taking excessively long break periods and/or taking excessively long lunch periods.
- C. Job Abandonment as defined in Section 1.12.
- D. Violation of Agency/Division/Department Rules and/or Policies.
- E. Uninsurability. Becoming uninsurable by the standards of the Agency's automobile insurance program for any reason if insurability is an essential requirement of the employee's job.

- F. Use of Work Phone and/or personal cell phone for Personal Business. The excessive receipt or placement of non-emergency personal telephone calls during working hours.
- G. Reading Non-Work Related Material During Work Hours.
- H. Discourteous Treatment of the Public or Other Employees.
- I. Violation of Personnel Manual Provisions.
- J. Conduct Outside Working Hours. Any conduct outside of working hours that would have an adverse impact on the employee's job, would be injurious to the interests of the Agency, would be in a manner incompatible with the due and faithful discharge of the employee's duties or would be significantly prejudicial to the reputation of the Agency.
- K. Failure To Perform Job. Failure to perform assigned tasks that are within the scope of the employee's position in an effective and timely manner.
- L. Fraudulent Actions. Falsifying employment applications, time cards, production records, overtime sheets, or other work records or the practice of fraud of any type.
- M. Mishandling/Maintenance of Agency Materials or Equipment. Careless, negligent or intentional mishandling of any Agency property, vehicles, materials or equipment or failure to maintain equipment assigned to the employee for use or operation.
- N. Careless or Negligent Actions. Careless, negligent, abusive or other actions that endanger or threaten to endanger the employee or other employees or the public including placing the Agency in a position of liability for the damage or injury to another person or their property.
- O. Violation of the Provisions of the Agency's Safety Manual.
- P. Sleeping on the Job.
- Q. Illegal Strike Against the Agency. Participating in an illegal strike, work stoppage or slow down against the Agency.
- R. Violations of Laws. A violation of any municipal, county, State or Federal law by an employee while acting as an agent or employee of the Agency.
- S. Carrying a firearm or other weapon while on Agency owned or controlled property or while on duty.
- T. Willfully or negligently damaging Agency property.
- U. Criminal Conduct. The commission of a felony or a misdemeanor committed during the course of employment, which jeopardizes the Agency's property, security, or its public reputation, the interests of the other employees, or results in the employee not being available for work. Also, the commission of a felony or a misdemeanor committed during the employee's off-duty hours which is related to

the employment relationship between the Agency and the employee which significantly prejudices any one of these interests.

- V. Disruption of Agency business through willful misconduct.
- W. Altercations with a member of the public or another employee during working hours or while on Agency owned or controlled property.
- X. Action by or behavior of the employee which presents a danger to the safety or welfare of the employee, co-workers, or the public.
- Y. Sexual activity on the job.
- Z. Release of confidential information. (i.e., Unauthorized release/distribution of confidential material/data, unauthorized opening of confidential/personal material data).
- AA. Insubordination. An employee's refusal or failure to obey a directive from a designated supervisor or to comply with an established work procedure. Under certain circumstances, use of objectionable language or abusive behavior toward supervisors may be deemed insubordination when it directly challenges or undermines management's authority.
- BB. Theft or misappropriation of any property or funds of the Agency or its employees.
- CC. Possess, sell, buy, distribute, offer to possess, sell, buy, distribute, or use, or having in the employee's system, any illegal or purported to be illegal substance, alcohol, or any legal drug or substance not properly obtained by the employee while on or about Agency time and/or property. Reference Agency Policy A-63, Drug/Alcohol Free Workplace.

Section 14.03. - Administrative Leave

- A. The Agency reserves the right to place any employee on Administrative Leave with pay pending an investigation of his/her acts, or failure to act, which may be grounds for disciplinary action. The placement of an employee on Administrative Leave is not a disciplinary act. The employee shall be considered as being on a paid leave of absence for purposes of pay, benefits, and seniority. An employee on Administrative Leave shall receive pay until such time as the Notice of Decision has been issued by the Department Manager, or in the case of an appeal, until such time as the Notice of Decision has been issued by the General Manager.
- B. In emergency situations as defined in Sections 14.02.J through 14.02.CC, it may be necessary to take immediate disciplinary action, up to and including termination. If Administrative Leave is in the best interest of all parties involved, the Agency reserves the right to place the employee on paid or unpaid administrative leave without prior written notice (oral notice shall be sufficient, provided that written notice is given to the employee within three (3) working days of when oral notice was given).

- C. In an emergency situation in which an employee is immediately suspended and the employee is cleared of any wrongdoing, or it is determined by the General Manager, or designated representative(s), that the employee was wrongfully suspended, the employee shall be restored to his/her position with no loss of pay, benefits, or seniority.

Section 14.04. - Agency Authority

- A. The Agency retains full authority for discipline and discharge. The Agency agrees that employees will only be disciplined for just cause, and that the principles of progressive discipline, where possible and reasonable, will be followed.
- B. It is understood that based on individual circumstances, and/or the nature or severity of an alleged violation, progressive discipline steps may be repeated or, in some cases, bypassed.

Section 14.05. - Employee's Receipt

Employee's receipt of any and all notices shall be defined as the date the notice was postmarked, delivered to a courier service, or was hand-delivered to the employee, depending on the method of delivery.

Section 14.06. - Notice of Proposed Disciplinary Action

- A. Except in emergency situations as provided for in Section 14.02 and 14.03 of this Article, when disciplinary action is proposed that would invoke Skelly rights against a regular full-time employee, the respective Department Manager shall give the employee the Notice of Proposed Disciplinary Action at least five (5) working days prior to the effective date of the proposed action. Said written notice shall contain at least the following information:
 - 1) The name, address or Agency facility, and title of the affected employee;
 - 2) The proposed disciplinary action, and the date and time when said action shall become effective;
 - 3) The specific ground(s) for the proposed action;
 - 4) A description of the employee's acts or omissions supporting the proposed action, and/or a description of the events or circumstances upon which the proposed action is based;
 - 5) Copies of the materials and/or documents upon which the proposed action is based; and,
 - 6) An advisory that the employee shall have an opportunity to file a written response to said action, and/or meet with the respective Department Manager, at the option of the employee, prior to the effective date and time of the proposed disciplinary action, provided the response is submitted, and/or a request for a meeting is made, within five (5) working days of the employee's receipt of the Notice of Proposed Disciplinary Action. The

advisory shall also inform the employee that his/her failure to file a written response and/or meet with the Department Manager within the stated time frame shall waive his/her right to respond to the proposed action.

- B. Oral notice by the Department Manager is insufficient as complete notice to an employee of a proposed disciplinary action and may only be given as the initial notice in emergency situations which call for immediate action as provided for in Section 14.03 of this Article.

Section 14.07. - Right to Respond

Should the disciplinary action consist of a written reprimand the employee may file a written rebuttal within five (5) working days of receipt. Rebuttal shall be filed with the disciplinary action in the employee's personnel file. An employee shall have no further right to respond or appeal a written reprimand beyond filing the written rebuttal. An employee's failure to respond to a written reprimand in the specified time period shall waive the employee's right to respond to the written reprimand.

All employees served with a Notice of Proposed Disciplinary Action shall, at his/her option, have the right to file a written response to said action, and/or meet with the respective Department Manager, provided the response is submitted, or a request for a meeting is made, within five (5) working days of the employee's receipt of the Notice of Proposed Disciplinary Action.

An employee's failure to respond to a Notice of Proposed Disciplinary Action in the specified time periods shall waive the employee's right to further appeal the proposed disciplinary action, and the disciplinary action shall become effective on the date and time originally set forth in the Notice of Proposed Disciplinary Action.

Section 14.08. - Notice of Decision by the Department Manager

- A. The Department Manager shall, before making a final decision regarding the proposed action, consider any evidence and/or arguments against the proposed action presented by the employee or his/her representative.
- B. After considering all of the facts regarding said action and any responses presented by the employee or his/her representative, the Department Manager may rescind, modify, or impose the proposed action as he/she deems appropriate; however, the proposed action cannot be increased.
- C. After reaching a final decision regarding said action, the Department Manager shall notify the employee of his/her decision within five (5) working days following receipt of any written response provided by the employee and/or after any meeting conducted with the employee, whichever is later, by forwarding to the employee, by certified mail, return receipt requested, by courier service, or by personal delivery, a Notice of Decision.
- D. The Notice of Decision shall contain an advisory that the employee has the right to file an appeal of the Department Manager's decision to the employee's Executive Manager. The employee must request an appeal in writing to the Executive Manager within five (5) working days of the employee's receipt of the Notice of Decision.

The advisory shall also inform the employee that his/her failure to file an appeal within the stated time frame shall waive his/her rights to appeal the proposed action.

Section 14.09. - Effective Date of Disciplinary Action

- A. If the Department Manager imposes any disciplinary action, it shall become effective on the date and time originally set in the Notice of Proposed Disciplinary Action or five (5) working days following the employee's receipt of the Notice of Decision, whichever is later.
- B. Should the employee request an appeal to the Executive Manager, implementation of any disciplinary action imposed on the employee by the Department Manager shall be stayed until such time as the Executive Manager reaches his/her decision on such action. During the stay, the employee shall remain in the status he/she was in when the action was proposed; i.e., in service, on Administrative Leave, or on suspension.

Section 14.10. - Disciplinary Appeals to the Executive Manager

- A. A regular full-time employee against whom a disciplinary action has been proposed may appeal such action by filing a written request for an appeal with the employee's Executive Manager. The request for an appeal must be made within five (5) working days of the employee's receipt of the Notice of Decision by the Department Manager.
- B. The request for an appeal shall be signed by the employee, or his/her representative, and shall contain:
 - 1) A statement describing the basis of the appeal;
 - 2) The corrective action requested; and,
 - 3) The name and address to which further communications shall be sent to the employee, or his/her representative.

The scope of the employee's disciplinary appeal shall be limited to the written request for appeal filed with the Executive Manager.

- C. Failure of the employee, or his/her representative, to file a timely request for an appeal shall constitute a waiver of the employee's rights to an appeal of the action.
- D. An employee who proceeds with an appeal to the Executive Manager, knowing that any provision(s) or requirement(s) of this Article has not been complied with, and who fails to object, in writing or on the record prior to the appeal, shall be deemed to have waived his/her right to object to said irregularity.
- E. The parties to any appeal before the Executive Manager may mutually agree in writing, with the permission of the Executive Manager, to waive oral testimony. Submission may be by affidavits, declarations, depositions, or other documents,

mutually exchanged. The Executive Manager will receive and take action on requests to waive oral testimony prior to or at the scheduled meeting.

- F. With the exception of Agency employees, the expenses of witnesses to appear at any appeal meeting for either side shall be paid by the party producing such witnesses. Agency employees required to testify at said meeting shall be relieved of regular duties to report, when summoned by the Executive Manager to the appeal meeting. An Agency employee shall receive his/her regular compensation for time necessary to testify or such compensation as may be set forth in their applicable Memorandum of Understanding or Personnel Manual.
- G. Any time frames specified in this section may only be waived by the written mutual consent of both parties.
- H. The failure of the employee, and/or a representative of the employee, to appear in person at any appeal meeting shall be deemed a withdrawal of the employee's appeal, unless otherwise excused by the Executive Manager respectively.

Section 14.11. - Conduct of Appeals Meeting with the Executive Manager

- A. The Executive Manager shall schedule and conduct an appeal meeting with the employee, within five (5) working days of receipt of the employee's written request for said meeting.
- B. During an appeal meeting with the Executive Manager, the following procedures shall be observed:
 - 1) The affected employee may either represent him/herself, or may be represented by a party of his/her own choice; and,
 - 2) Each party shall be given a reasonable opportunity to be heard on relevant issues, including the right to question and cross-examine witnesses, unless oral testimony has been waived in accordance with Section 14.10.E.

Section 14.12. - Notice of Decision by the Executive Manager

- A. After considering all of the facts regarding said action and any responses presented by the employee, the Executive Manager shall, within five (5) working days, rescind, modify, or sustain the disciplinary action as he/she deems appropriate; however, the action cannot be increased.
- B. If the disciplinary action is rescinded, the employee shall be restored to his/her position, with no loss of pay, benefits or seniority.
- C. If the disciplinary action is modified, the employee's pay, benefits, and/or seniority shall be adjusted accordingly. The effective date of the modified discipline shall be set forth in the Notice of Decision.
- D. After reaching a decision regarding said action, the Executive Manager shall notify the employee of his/her decision within five (5) working days following receipt of any written response provided by the employee and/or after any appeal meeting

conducted with the employee, whichever is later, by forwarding to the employee, by certified mail, return receipt requested, by courier service, or by personal delivery, a Notice of Decision.

- E. The Notice of Decision shall contain an advisory that the employee has the right to file an appeal of the Executive Manager's decision to the General Manager. The employee must request an appeal in writing to the General Manager within five (5) working days of the employee's receipt of the Notice of Decision.

The advisory shall also inform the employee that his/her failure to file an appeal within the stated time frame shall waive his/her rights to appeal the proposed action.

Section 14.13. - Effective Date of Disciplinary Action

- A. If the Executive Manager sustains a disciplinary action, it shall become effective on the date and time originally set in the Notice of Proposed Disciplinary Action by the Department Manager, or five (5) working days following the employee's receipt of the Executive Manager's Notice of Decision, whichever is later.
- B. Should the employee request an appeal to the General Manager, implementation of any disciplinary action imposed on the employee by the Executive Manager shall be stayed until such time as the General Manager reaches his/her decision on such action. During the stay, the employee shall remain in the status he/she was in when the action was proposed; i.e., in service, on Administrative Leave, or on suspension.

Section 14.14. - Disciplinary Appeals to the General Manager

- A. A regular full-time employee against whom a disciplinary action has been proposed may appeal such action by filing a written request with the General Manager. The request for an appeal meeting must be made within five (5) working days of the employee's receipt of the Notice of Decision by the Executive Manager.
- B. The request for an appeal shall be signed by the employee, or his/her representative, and shall contain:
 - 1) A statement describing the basis of the appeal;
 - 2) The corrective action requested; and,
 - 3) The name and address to which further communications shall be sent to the employee, or his/her representative.

The scope of the employee's disciplinary appeal shall be limited to the written request for appeal filed with the General Manager.

- C. Failure of the employee, or his/her representative, to file a timely request for an appeal shall constitute a waiver of the employee's rights to an appeal.

- D. An employee who proceeds with an appeal to the General Manager, where any provision(s) or requirement(s) of this Article has not been complied with, and who fails to object, in writing or on the record prior to appeal, shall be deemed to have waived his/her right to object to said irregularity.
- E. The parties to any appeal before the General Manager may mutually agree in writing, with the permission of the General Manager, to waive oral testimony. Submission may be by affidavits, declarations, depositions, or other documents, mutually exchanged. The General Manager will receive and take action on requests to waive oral testimony prior to or at the scheduled meeting.
- F. With the exception of Agency employees, the expenses of witnesses to appear at any appeal meeting for either side shall be paid by the party producing such witnesses. Agency employees required to testify at said meeting shall be relieved of regular duties to report, when summoned by the General Manager to the appeal meeting. An Agency employee shall receive his/her regular compensation for time necessary to testify or such compensation as may be set forth in his/her applicable Memorandum of Understanding or Personnel Manual.
- G. Any time frames specified in this section may only be waived by the written mutual consent of both parties.
- H. The failure of the employee, and/or a representative of the employee, to appear in person at any appeal meeting shall be deemed a withdrawal of the employee's appeal, unless otherwise excused by the General Manager respectively.

Section 14.15. - Conduct of Appeals Meeting with the General Manager

- A. The General Manager shall schedule and conduct an appeal meeting with the employee, within five (5) working days of receipt of the employee's written request for said meeting.
- B. During an appeal meeting with the General Manager, the following procedures shall be observed:
 - 1) The affected employee may either represent him/herself, or may be represented by a party of his/her own choice; and,
 - 2) Each party shall be given a reasonable opportunity to be heard on relevant issues, including the right to question and cross-examine witnesses, unless oral testimony has been waived in accordance with Section 14.14.E.

Section 14.16. - Notice of Decision by the General Manager

- A. After considering all of the facts regarding said action and any responses presented by the employee, the General Manager shall, within five (5) working days, rescind, modify, or sustain the disciplinary action as he/she deems appropriate; however, the action cannot be increased.
- B. If the disciplinary action is rescinded, the employee shall be restored to his/her position, with no loss of pay, benefits or seniority.

- C. If the disciplinary action is modified, the employee's pay, benefits, and/or seniority shall be adjusted accordingly. The effective date of the modified discipline shall be set forth in the Notice of Decision.
- D. After reaching a decision regarding said action, the General Manager shall notify the employee of his/her decision within five (5) working days following receipt of any written response provided by the employee and/or after any appeal meeting conducted with the employee, whichever is later, by forwarding to the employee, by certified mail, return receipt requested, by courier service, or by personal delivery, a Notice of Decision.
- E. In the event of disciplinary actions sustaining suspension without pay in excess of five (5) days, demotion or termination of employment, the Notice of Decision shall contain an advisory that the employee has the right to file an appeal of the General Manager's decision to the Board of Directors, provided the request is submitted in writing to the Board Secretary/Office Manager within five (5) working days of the employee's receipt of the Notice of Decision.

The advisory also shall inform the employee that his/her failure to file an appeal within the stated time frame shall waive his/her rights to appeal the General Manager's decision.

Section 14.17. - Effective Date of Disciplinary Action

If the General Manager sustains a disciplinary action, it shall become effective on the date and time originally set in the Notice of Proposed Disciplinary Action by the Department Manager, or five (5) working days following the employee's receipt of the General Manager's Notice of Decision, whichever is later.

Section 14.18. - Decision of General Manager Final and Binding

- A. Except for disciplinary actions imposing suspension without pay in excess of five (5) days, demotion or termination of employment, the decision of the General Manager shall be final and binding, and shall not be appealable to the Board of Directors.
- B. Disciplinary actions which are appealable to the Board of Directors will not be stayed during the appeal process to the Board of Directors.

Section 14.19. - Disciplinary Appeals to the Board of Directors

This section shall apply only to disciplinary actions sustaining suspension without pay in excess of five (5) days, demotion or termination of employment.

- A. All requests for an appeal hearing before the Board of Directors shall be made in writing to the Board Secretary/Office Manager within five (5) working days of the employee's receipt of the Notice of Decision from the General Manager. All appeals to the Board of Directors shall be heard by the Finance and Administration Committee of the Board of Directors.

- B. The request for an appeal shall be signed by the employee, or his/her representative, and shall contain:
- 1) A statement describing the basis of the appeal;
 - 2) The corrective action requested; and,
 - 3) The name and address to which further communications shall be sent to the employee, or his/her representative.

The scope of the employee's appeal shall be limited to the written request for appeal filed with the Board Secretary/Office Manager and cannot raise new issues that were not within the scope of the original appeal before the General Manager.

- C. Failure of the employee, or his/her representative, to file a timely appeal shall constitute a waiver of the employee's rights to an appeal hearing.
- D. Either party who proceeds with an appeal to the Finance and Administration Committee of the Board of Directors, knowing that any provision(s) or requirement(s) of this Article has not been complied with, and who fail to object, in writing or on the record, shall be deemed to have waived his/her right to object to said irregularity.
- E. A time for the appeal hearing shall be established by the Board Secretary/Office Manager and shall not be less than five (5) working days, or more than sixty (60) working days, from the date the request for an appeal hearing is received.
- F. All interested parties shall be notified in writing of the date, time, and place of the hearing, at least five (5) working days prior to the hearing date.
- G. The parties to any appeal hearing before the Finance and Administration Committee of the Board of Directors may mutually agree in writing, with the permission of the Finance and Administration Committee of the Board of Directors, to waive oral testimony. Submission may be by affidavits, declarations, depositions, or other documents, mutually exchanged. The Finance and Administration Committee of the Board of Directors, will receive and take action on requests to waive oral testimony prior to or at the scheduled hearing date.
- H. With the exception of Agency employees, the expenses of witnesses to appear at an appeal hearing for either side shall be paid by the party producing such witnesses. Agency employees required to testify at said hearing shall be relieved of regular duties to report when summoned by the Finance and Administration Committee of the Board of Directors to the appeal hearing. An Agency employee shall receive his/her regular compensation for time necessary to testify or such compensation as may be set forth in his/her applicable Memorandum of Understanding or Personnel Manual.
- I. Any time frames specified in the section may only be waived by the written mutual consent of both parties.

- J. The failure of the employee, and/or a representative of the employee, to appear in person at any appeal hearing shall be deemed a withdrawal of the employee's appeal, unless otherwise excused by the Finance and Administration Committee of the Board of Directors.

Section 14.20. - Conduct of Appeals Hearing with the Finance and Administration Committee of the Board of Directors

- A. All hearings shall be conducted in closed session; however, the employee may request a hearing open to the public, unless a public hearing would violate the confidentiality and privacy rights of any party named in the action.
- B. Charges against an employee appealed to the Finance and Administration Committee of the Board of Directors shall not be public record or open to public inspection unless an open public hearing has been conducted.
- C. The hearing need not be conducted in accordance with technical rules relating to evidence and witnesses, but hearings shall be conducted in a manner most conducive to determination of the truth.
- D. Any relevant evidence may be admitted if it is the sort of evidence upon which responsible persons are accustomed to rely in the conduct of serious affairs, regardless of the existence of any common law or statutory rules which might make improper the admission of such evidence over objection in civil actions.
- E. Hearsay evidence may be used for the purpose of supplementing or explaining any direct evidence, but shall not be sufficient in itself to support a finding unless it would be admissible over objection in civil actions.
- F. The rules or privileges shall be effective to the same extent that they now or hereafter may be recognized in civil actions, and immaterial, irrelevant, or unduly repetitious evidence may be excluded at the sole discretion of the Finance and Administration Committee of the Board of Directors.
- G. The Finance and Administration Committee of the Board of Directors shall rule on the admission or exclusion of evidence.
- H. Decisions made by the Finance and Administration Committee of the Board of Directors shall not be invalidated by any informality in the proceedings.
- I. Each party shall have the right to:
 - 1) Be represented by legal counsel, or other person of his/her choice;
 - 2) Receive a witness list from the opposing party five (5) days prior to the date of the hearing;
 - 3) Call and examine witnesses;
 - 4) Introduce evidence;
 - 5) Cross-examine opposing witnesses on any matter relevant to the issues;

- 6) Impeach any witness, regardless of which party first called him/her to testify; and,
- 7) Rebut the evidence against him/her.

If the employee does not testify on his/her own behalf, he/she may be questioned as if under cross-examination. The employee must be present at the appeal hearing or the appeal shall be deemed withdrawn.

- J. Seven (7) working days prior to the date set for the hearing, each party shall serve upon the other party a list and copy of all exhibits. An original and nine (9) copies of the exhibits shall be presented to the Finance and Administration Committee in three-hole notebooks which are tabbed down the side with the exhibit numbers. The Agency's exhibits shall be designated by number. The employee's exhibits shall be designated by alphabet letters. Neither party will be permitted to call to the hearing a witness not identified pursuant to this section nor use any exhibit not provided pursuant to this section unless that party can show that they could not reasonably have anticipated the prior need for such witness or such exhibit.
- K. The Finance and Administration Committee is authorized to issue subpoenas at the request of either party prior to the commencement of the hearing. After the commencement of the hearing, the Committee shall issue subpoenas only for good cause. The Finance and Administration Committee will prepare subpoenas for all witnesses; however, they will only serve subpoenas on individuals who are currently employed by the Agency. It will be the responsibility of the employee and the Agency to submit the names of current Agency employees to be subpoenaed at least ten (10) working days before the date of the hearing in which they are requesting the witnesses to appear.
- L. Oral evidence shall be taken only on oath or affirmation. The witness shall raise his/her right hand and the hearing officer shall ask the witness "do you swear/affirm to tell the truth and nothing but the truth".
- M. The hearing shall proceed in the following order, unless the Finance and Administration Committee of the Board of Directors, for special reason(s), otherwise directs:
 - 1) Introductions of the parties present;
 - 2) The Department Manager imposing discipline, or his/her representative, shall be permitted to make an opening statement;
 - 3) The employee appealing, or his/her representative, shall be permitted to make an opening statement;
 - 4) The Department Manager imposing disciplinary action, or his/her representative, shall produce the evidence on which the disciplinary action is based;

- 5) The employee appealing such disciplinary action, or his/her representative, may then open his/her defense and offer his/her evidence in support thereof;
 - 6) Each party may then, in order, respectively offer rebutting evidence only, unless the Finance and Administration Committee of the Board of Directors, for good reason, permits them to offer evidence upon their original case; and,
 - 7) Oral arguments or post hearing briefs shall be permitted at the discretion of the Finance and Administration Committee of the Board of Directors.
- N. The Finance and Administration Committee of the Board of Directors shall determine relevancy, weight, and credibility of the testimony and evidence, and shall base their findings on the preponderance of the evidence.
 - O. During the examination of a witness, all other witnesses, except the parties, shall be excluded from the hearing upon motion of either party.
 - P. No still photographs, videos, moving pictures, or television pictures shall be taken in the hearing room during the hearing, unless an open public hearing is being conducted.
 - Q. Mechanical transcription of the proceedings may be made by either party, provided it is not disruptive to the proceedings.
 - R. At its sole discretion, the Finance and Administration Committee of the Board of Directors, prior to or during a hearing, may grant a continuance(s) for any reason it believes to be important in reaching a fair and proper decision.
 - S. Each party to the proceedings shall provide ten (10) complete copies of all documents, evidence, and/or photographs to be submitted for the record.
 - T. All appeal hearings shall be recorded by a certified court reporter, selected by the Agency. Compensation for a certified court reporter shall be borne by the Agency. Alternatively, the parties may agree to have proceedings recorded by an audio recording device.
 - U. If the employee, or his/her representative, requests a transcript of the hearing, he/she shall pay the sum of one hundred dollars (\$100.00) to the Agency as a deposit at the time the request is made. This amount shall be applied toward the cost of preparing the transcript.

When the total cost of preparation has been ascertained, the employee shall pay the one-half (1/2) of the total amount of the cost, less the deposit, thereof within forty-eight (48) hours after being notified by the Board Secretary/Office Manager.

If the cost is less than one hundred dollars (\$100.00), any amount in excess of the actual cost shall be refunded to the employee.

Section 14.21. - Notice of Decision by the Finance and Administration Committee of the Board of Directors

- A. The Finance and Administration Committee of the Board of Directors shall render its written decision as soon after the conclusion of the hearing as possible, and in no event, later than ten (10) working days after completion of the hearing, unless otherwise stipulated by the parties. The Finance and Administration Committee of the Board of Directors shall set forth its decision as to each of the charges and the reasons therefore.

Said decision shall also contain an advisory that the Board of Directors has adopted Agency Resolution No. 88-10-1 adopting the provisions of Section 1094.6 of the Code of Civil Procedure applicable to certain administrative decisions, and providing for time limits on the judicial review of such administrative decisions.

- B. The Finance and Administration Committee of the Board of Directors may sustain, rescind, or modify any or all of the disciplinary action imposed against the employee; however, the action cannot be increased.
- C. If the disciplinary action is modified, the employee's pay, benefits and/or seniority shall be adjusted accordingly. The effective date of the modified discipline shall be set forth in the Notice of Decision.
- D. If the disciplinary action is rescinded, the employee shall be restored to his/her position, with no loss of pay, benefits or seniority.

ARTICLE 15 - RULE MAKING AUTHORITY

Section 15.01. - General

The General Manager, or designated representative(s), may adopt and administer personnel rules and regulations which are supplementary to and consistent with the terms set forth in this Personnel Manual and the policies of the Agency.

ARTICLE 16 - NOTICE

Section 16.01. - General

Within ninety (90) working days of the adoption of this Personnel Manual a copy shall be presented to each Unrepresented employee of the Agency.

ARTICLE 17 - PURPOSE

Section 17.01. - General

The purpose of this Personnel Manual is to provide a reference document for employees that contain the Agency's rules, regulations, benefit provisions and salary rate schedules.

ARTICLE 18 - TERM

Section 18.01. - General

This Personnel Manual shall be effective until modified by the Board of Directors.

*A Municipal Water District

RESOLUTION NO. 2018-8-7

RESOLUTION OF THE BOARD OF DIRECTORS OF THE INLAND EMPIRE UTILITIES AGENCY*, SAN BERNARDINO COUNTY, CALIFORNIA, APPROVING THE PERSONNEL MANUAL FOR EXECUTIVE MANAGEMENT EMPLOYEES

WHEREAS, the representatives of the Board of Directors of Inland Empire Utilities Agency* have made equitable adjustments to personnel rules, regulations and procedures for Executive Management employees; and

WHEREAS, the Personnel Manual prepared by said representatives has been presented to the Board of Directors for ratification.

NOW, THEREFORE, the Board of Directors of the Inland Empire Utilities Agency* does hereby RESOLVE, DETERMINE AND ORDER as follows:

SECTION 1. That this Board of Directors does hereby approve the personnel rules, regulations and procedures contained in the Personnel Manual for the Executive Management Employees, attached hereto as Exhibit 1, which shall be effective upon approval and remain in full force and effect until modified by the Board of Directors.

ADOPTED the 1st day of August 2018.

Steven J. Elie
President of the Inland Empire
Utilities Agency* and of the Board
of Directors thereof

ATTEST:

Jasmin A. Hall
Secretary/Treasurer of the Inland Empire
Utilities Agency* and of the
Board of Directors thereof

*A Municipal Water District

STATE OF CALIFORNIA)
COUNTY OF) SS
SAN BERNARDINO)

I, Jasmin A. Hall, Secretary of the Inland Empire Utilities Agency*, DO
HEREBY CERTIFY that the foregoing Resolution being No. 2018-8-7, was adopted at a
regular Board Meeting on August 1, 2018, of said Agency by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

Jasmin A. Hall,
Secretary/Treasurer of the Inland
Empire Utilities Agency* and of the
Board of Directors thereof

(SEAL)

*A Municipal Water District

Exhibit 1

THE INLAND EMPIRE UTILITIES AGENCY*
PERSONNEL MANUAL
EXECUTIVE MANAGEMENT EMPLOYEES
EFFECTIVE JULY 1, 2018

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THE INLAND EMPIRE UTILITIES AGENCY* PERSONNEL MANUAL

EXECUTIVE MANAGEMENT EMPLOYEES

The Agency does hereby adopt this Personnel Manual establishing rules, regulations, procedures and establishing salary schedules for the Executive Management group (employees) of the Agency. Provisions of the Manual do not apply to temporary or contract personnel (employees) unless specifically noted in this manual, Agency Policy or the employee's contract. This Manual does not create any contract of employment, expressed or implied, or any rights in the nature of a contract.

- A. There are no provisions in this Personnel Manual that shall be deemed to limit or curtail the Agency in any way in the exercise of the rights, powers and authority which the Agency had prior to entering into this Personnel Manual unless and only to the extent that the provisions of this Personnel Manual specifically curtail or limit such rights, powers and authority.

- B. The exclusive rights of the Agency include, but are not limited to:
 - 1) Determine the mission of its constituent departments, commissions, and boards;
 - 2) Set standards of service;
 - 3) Determine the procedures and standards of selection for employment and promotion;
 - 4) Direct its employees;
 - 5) Relieve its employees from duty because of lack of work and/or for other legitimate reasons;
 - 6) Maintain efficiency of government operations;
 - 7) Determine the methods, means and personnel by which Agency operations are to be conducted;
 - 8) Determine the content of job classifications;
 - 9) Take all necessary actions to carry out its missions in emergencies;
 - 10) Exercise complete control, direction and discretion over its organization and the technology of performing its work;
 - 11) Discharge, suspend, demote, reprimand and withhold salary increases and benefits or otherwise discipline employees for cause;
 - 12) Establish reasonable employee performance standards, including but not limited to, quality standards, and required compliance herewith;
 - 13) Determine staffing plans and hours of operations for the best use of Agency resources; and,
 - 14) Enforce other management rights secured by the Inland Empire Utilities Agency Employer-Employee Relations Resolution.

- C. The Executive Management group includes the following classifications, as well as those which may be added from time to time:

Executive Manager of Finance and Administration/Assistant General Manager
Executive Manager of Engineering/Assistant General Manager

Executive Manager of Operations//Assistant General Manager
Executive Manager of External Affairs and Policy Development/Assistant
General Manager
General Manager

ARTICLE 1 - DEFINITIONS

Section 1.01. - General

Unless otherwise required by the context, various terms used in this document shall have the meanings set forth in this section. Terms expressed in the singular shall also include the plural.

Section 1.02. - Appointment

The act of filling a vacant position with a person who has met the minimum qualifications for the position.

Section 1.03. - Anniversary Year

The year (365 calendar days) following the date of employment with the Agency and each successive year thereafter.

Section 1.04. - Classification

A group of positions sufficiently similar in duties, authority, and responsibility, to permit grouping under a common title in the application of common standards of selection, transfer, demotion and salary.

Section 1.05. - Continuous Regular Employment

That period of actual employment by the Agency following an employee's date of employment, or the employee's most recent date of reemployment, whichever is later. The term shall also include military leaves of absence and pre-approved leaves of absence, provided that on the day prior to such periods the employee was in the employ of the Agency and that during such periods the employee takes no action expressed or implied to terminate employment.

A. Break in Continuous Regular Employment

1) Failure to Return to Work

A break in continuous regular employment for failure to return to work as required at the completion of an authorized period of absence shall, except in the event of the employee's death during such a period, be considered as voluntary termination as of the date the period of absence began.

2) Termination of Employment

Termination of employment by resignation, discharge, or other means or failure to return to work at the completion of an authorized period of absence shall constitute a break in continuous regular employment.

3) Other Employment

Employment by other than the Armed Forces of the United States or its Allies during a period of authorized absence shall constitute a break in continuous regular employment unless such other employment is pre-approved by the Agency.

Section 1.06. - Exempt Employees

Employees in exempt positions who are excluded from FLSA overtime pay requirements and are compensated on a bi-weekly salary basis. All employees in the Executive Management Group are designated as exempt employees.

Section 1.07. - Holiday Leave

A holiday recognized by the Agency when employees will be granted a day off with pay.

Section 1.08. - Immediate/Extended Family

- A. Immediate Family is limited to: Spouse, State Registered Domestic Partner, Parent (biological or an individual who stands or stood in loco parentis to an employee when the employee was a minor), and Child (biological/adopted/foster/step child, a legal ward, or a child of a person standing in loco parentis who is under age 18), Brother, and Sister.
- B. Extended Family is limited to: Aunt, Brother-in-law, Daughter-in-law, Ex-spouse (if children are involved), Father-in-law, Grandchild, Grandparent, Half-Brother, Half-Sister, Mother-in-law, Nephew, Niece, Sister-in-law, Son-in-law, Step-brother, Step-sister, and Uncle.

Section 1.09. - Inactive Status

An employee who is on an authorized leave of absence without pay for more than thirty (30) calendar days.

Section 1.10. - Job Abandonment

An employee who does not report or call-in to work as scheduled for two (2) or more consecutive workdays, and has not been excused for vacation, sick leave or a leave of absence with or without pay, shall be considered as having abandoned his/her job.

Section 1.11. - Personnel Officer

The General Manager, or designated representative(s) of the Agency, or anyone the General Manager or the Agency Board of Directors may appoint to act on its behalf.

Section 1.12. - Position

A group of duties and responsibilities assigned by proper authority to be performed by one employee. A position may be full or part time, occupied or vacant, temporary or regular.

Section 1.13. - Promotion

The movement of an employee from one classification to another classification having a higher maximum base rate of pay.

Section 1.14. - Reclassification

The reallocation of a position, through a change in duties and responsibilities, based on the needs of the Agency, to a different classification and/or salary range.

Section 1.15. - Reinstatement

The restoration, without competitive examination, of an employee to a classification in which the employee formerly served.

Section 1.16. - Resignation

The termination, at the election of the employee, of employment with the Agency.

Section 1.17. - Step Advancement

A salary increase, based on Meets Expectations or better employee performance, which is within the limits of a pay range established for a classification.

Section 1.18. - Termination

The termination of an employee at the discretion of the Agency by means of layoff, discharge, or other means.

Section 1.19. - Transfer

The movement of an employee from one position to another position in the same classification or in a comparable classification with the same maximum salary, involving the performance of similar duties and responsibilities and requiring substantially the same basic qualifications.

Section 1.20. - Unpaid Status

When an employee does not receive compensation for time not worked, or does not have any usable accrued leave time, or is not eligible for any other paid leave, such employee shall be considered as being in an unpaid status.

Section 1.21. - Work Period

A. Standard Work Period

The standard work period consists of a two-week period consisting of eighty (80) hours worked over fourteen (14) days. The work period commences at 12:00 A.M. on Sunday and concludes at midnight on Saturday of the second week.

The General Manager, or designated representative(s), shall be empowered to arrange work schedules in alternate time distributions provided that such alternate distributions are in the best interests of the Agency. All employees of the Agency are subject to call for emergencies which are inherent in the Agency's responsibilities.

Where reasonably possible, at least one member of the Executive Management group shall be available every Friday that the Agency is normally closed for business.

B. Alternative Work Schedule

Any schedule other than a standard workweek as defined in paragraph "A" of this section.

ARTICLE 2 - GENERAL PROVISIONS

Section 2.01. - Equal Employment Opportunity

The Agency provides equal employment opportunity to all employees and applicants without regard to sex, race, color, religion, national origin, age, ancestry, physical or mental disability, genetics, marital status, sexual orientation or veteran status.

Section 2.02. - Harassment in Employment

Harassment of an applicant or employee by a supervisor, management employee or co-worker on the basis of sex, race, color, religion, national origin, age, ancestry, physical or mental disability, genetics, marital status, sexual orientation or veteran status will not be tolerated. Harassment by or against any employee or applicant or from a person providing services pursuant to a contract on the basis of sex, race, color, religion, national origin, age, ancestry, physical or mental disability, genetics, marital status, sexual orientation or veteran status will not be tolerated (refer to Agency Policies A-29 or A-30).

Section 2.03. - Compliance With Law

The Agency's Board of Directors and employees shall take no actions relative to personnel or labor relations matters that conflict with or attempt to circumvent applicable State or Federal Laws.

Section 2.04. - Amendment of Personnel Manual

This Personnel Manual may be amended by the Agency Board of Directors, at its discretion.

ARTICLE 3 - FILLING OF VACANCIES

Section 3.01. - General

Vacancies may be filled by appointment, transfer, demotion, promotion and/or by the use of a temporary employee, as deemed in the best interest of the Agency by the Board of Directors and/or the General Manager, or designated representative(s).

Section 3.02. - Filling of Vacancy

Whenever a vacancy occurs in the Agency's Executive Management Group, the Board of Directors or General Manager shall decide by what manner the vacancy is to be filled.

ARTICLE 4 - APPLICATION PROCESS FOR NEW APPLICANTS

Section 4.01. - Application Forms

Employment applications shall be made on forms approved by the General Manager, or designated representative(s), and provided by the Agency's Human Resources Department. These forms shall require information regarding education, prior work experience, training, references, and other information related to the job for which a person is applying. All applications shall be signed and dated by the applicant under a penalty of perjury. Any falsification of information on an application form may disqualify an applicant for the position they are applying for.

Section 4.02. - Physical Examination and Condition

After a conditional offer of employment has been made to a job applicant, and prior to the commencement of employment with the Agency, all selected applicants shall be required to undergo a physical examination and evaluation which may include drug and/or alcohol screening performed by a physician selected by the Agency. Employees, in certain classifications, may further be required to undergo additional periodic physical examinations and/or receive certain anti-toxin injections during their employment with the Agency. The expense involved in such an examination shall be borne by the Agency. The evaluation of an employee's physical ability to perform the job shall be made only on the basis of the essential functions of the position for which the employee is applying.

Section 4.03. - Employment Tests

Applicants for all positions shall be subject to oral, written and/or performance tests. Only applicants who demonstrate an acceptable level of knowledge, skills and abilities required of the position shall be considered for employment. If there is a job-related requirement for the position, a working knowledge of written and spoken English must be demonstrated by all applicants.

Section 4.04. - Acceptance of Applicant

Prior to hiring, the application and pertinent information of the applicant shall be reviewed by the Board of Directors, the General Manager, or designated representative(s). Said applicant will be approved for, or recommended for, employment on the qualifications that the Board of Directors, the General Manager, or designated representative(s), deem pertinent to the position or classification. Refer to Section 2.01 of this Personnel Manual for those items which shall not be adjudged pertinent.

Section 4.05. - Rejection of Applicant

The Board of Directors, the General Manager, or designated representative(s), may reject an application, or, after examination, may disqualify the applicant, if the applicant:

- A. Is found to lack any of the requirements, certifications, or qualifications for the position involved;
- B. Is physically or mentally incapable of performing the essential functions of the job, with or without reasonable accommodation, based on competent medical/psychological evidence, including, but not limited to, impairment caused by current illegal use of drugs; or current abuse of alcohol;
- C. Has made false statements of any material fact, or practiced any deception or fraud on the application, declarations or in securing eligibility or appointment;
- D. Is found to be uninsurable under the Agency's insurance program;
- E. Has been convicted of a crime, either a misdemeanor or felony, that relates to the position duties that the applicant would perform;
- F. Has used or attempted to use political pressure or bribery to secure an advantage in the employment testing or appointment;
- G. Has directly or indirectly obtained information, in advance, regarding employment tests;
- H. Has failed to complete and/or submit the employment application correctly or within the prescribed time limits;

- I. Has had the privilege to operate a motor vehicle in the State of California suspended or revoked within the past twelve (12) months, if operating a motor vehicle, requiring a driver's license, is an essential function of the job for which applying;
- J. Has a job history which, in the judgment of the General Manager, or designated representative(s), would render the applicant ineligible for the position including a prior discharge from the Agency.

Section 4.06. - Background Investigations

After a conditional offer of employment has been made to a job applicant, and prior to the commencement of employment with the Agency, all selected applicants shall be required to allow the Agency to conduct a background investigation. Said investigation shall include verification of prior employment, verification of education, fingerprinting, credit check (for positions that regularly are involved in financial transactions) and any other information necessary to evaluate an applicant's qualifications for the position.

ARTICLE 5 - PERSONNEL RECORDS

Section 5.01. - General

- A. Personnel records are by nature confidential, and the General Manager, or designated representative(s), shall establish procedures to maintain this confidential nature (refer to Agency Policy A-58).
- B. The contents of any personnel file or record shall only be released to the employee, the employee's designee, upon written authorization of the employee, upon court order, on a need to know basis to the respective supervisor/manager, or legal representatives of the Agency relative to personnel actions and only with approval of the Manager of Human Resources or designated representative(s).
- C. The General Manager, or designated representative(s), shall maintain as a portion of the personnel records the employee's qualifications, education, achievements and other classified and confidential information as well as the following standard forms:
 - 1) Application Form
 - 2) Employment Record
 - 3) Periodic Performance appraisals
- D. A separate medical file shall be established by the Human Resources Department for each employee. This file shall be maintained in accordance with the Agency's records retention schedule, and in a confidential manner.
- E. The General Manager, or designated representative(s), and the employee shall be empowered and charged to cause entries to be made in the employee's personnel

file and each employee shall have the right to review his or her file in the Human Resources Department during the department's normal working hours to assure said personnel file is current and complete.

- F. Employees must provide the Agency with a current address and phone number.

ARTICLE 6 - CLASSIFICATION, COMPENSATION AND PAY PERIOD

Section 6.01. - Classification/Compensation Plan

In addition to this Personnel Manual, the General Manager, or designated representative(s), shall maintain a file which shall contain the following:

- A. A nine (9) step compensation plan for the Executive Management Group to include salary and/or hourly rate schedules for all classifications within the group.
- B. Classification specifications for each job classification utilized for making appointments to all positions within the Agency. Class specifications shall define the principle duties, responsibilities, and minimum qualifications required of each classification. The General Manager, or designated representative(s), shall determine and set forth the duties and responsibilities as they are to be presented in said class specifications. Assignments may be varied or interchanged to meet the needs of the Agency.

Section 6.02. - Classification Revision and Reclassification

The initial classification established in the above plan may be amended, combined, or abolished and new classifications set forth by the Board of Directors, the General Manager, or designated representative(s). In addition, any position may be reclassified to a different classification by the General Manager, when there is a change in the duties and responsibilities of the position or other sufficient cause.

Section 6.03. - New Positions

Any new position and/or classification that is established shall comply with this Personnel Manual and shall be allocated to the Executive Management classification and compensation plan by the General Manager.

Section 6.04. - Compensation

Employees assigned to positions in the Executive Management Group shall be compensated within the parameters of the Agency's adopted classification and compensation plan unless otherwise approved by the General Manager, or designated representative(s) and administered by the General Manager, or designated representative(s).

Section 6.05. - Salaries

- A. Effective July 1, 2018, the Agency shall implement a 3.0% base salary increase for FY 2018-2019.

- B. Effective July 1, 2019, the Agency shall implement a 3.0% base salary increase for FY 2019-2020.
- C. Effective July 1, 2020, the Agency shall implement a 3.0% base salary increase for FY 2020-2021.
- D. Only those persons who are Agency employees and working for the Agency on the date this Personnel Manual is approved by the Board of Directors or on the date the base salary increase is actually implemented, whichever is later, are entitled to the base salary increases set forth above.
- E. All base salary increases provided for in this Personnel Manual shall be implemented on Step 1 of the salary matrix and incrementally implemented through Step 9.

Section 6.06. - Preparation of Compensation Plan

A nine (9) step compensation plan shall be prepared by the General Manager, or designated representative(s), to establish the rate of compensation and consideration for all classifications and all positions within the Executive Management Group. In determining the compensation rates for the various classifications, considerations may be given to the Agency's financial status, the current cost-of-living, local prevailing rates of compensation for like or comparable employment in public or private agencies, working conditions, fringe benefits, and any other relevant factors. The rates of compensation shall be arranged in clear and understandable tables entitled "Hourly and/or Salary Rate Schedules" which shall be made a part of this Personnel Manual.

Section 6.07. - Adoption of Compensation Plan

The nine (9) step compensation plan shall be adopted by the Board of Directors of the Agency and made a part hereof, and will be on file with the General Manager, or designated representative(s). Such Compensation Plan may be amended or revised at the discretion of the Board of Directors.

Section 6.08. - Salary Adjustments and Step Advancements

The procedures for step advancements within each salary range are set forth as follows:

- A. New employees shall be hired at a rate of compensation within the salary range for their classification, as approved by the General Manager.
- B. Approval for advancement shall be based upon merit. Step advancements within each salary range shall be in increments of approximately 2.50%.
- C. The General Manager, or designated representative(s), may authorize the adjustment of the range step or pay rate of an employee to maintain salary equity within the system, to prevent undue hardship or unfairness due to the application of any rule or policy, to correct any payroll error or omission including any such

action which may have arisen in the prior fiscal year, or to correct any wage inequity.

Section 6.09. - Step Advancement/Performance

- A. The advancement of an employee within a classification shall be based on the employee exhibiting an increased ability, experience or educational level coupled with a history of meritorious service. The General Manager shall evaluate the employee's qualifications and if merited, shall recommend advancement. The General Manager, or designated representative(s), shall have the authority to grant or reject recommended advancements.
- B. Employees who receive an overall performance of Meets Expectations may be eligible for a one (1) step advancement, employees who receive an overall performance rating of Exceeds Expectations may be eligible for a two (2) step advancement and employees who receive an overall performance rating of Outstanding may be eligible to receive an advancement of three (3) steps. In no instance shall the advancement place the employee higher than Step 9 of his/her salary range. Employees who receive an overall appraisal rating of Below Expectations or Unacceptable shall not receive a merit increase.
- C. A Meets Expectations or better performance appraisal will not be considered as justification for automatic advancement.
- D. Advancements that are delayed because of late filing of recommendations shall be retroactive to the employee's benefit date when approved.
- E. An early step advancement may be granted to employees who have exhibited Outstanding performance. The due date of the next merit increase shall be upon completion of one (1) year from the date of the early step advancement (and paid in accordance with Section 6.09.G).
- F. In addition to any step advancement, executive management employees may receive a performance award (paid in one lump sum payment during pay period twenty-two (22)) of up to fifteen percent (15%) of the employee's base salary for performance during the previous fiscal year. All Management Performance Awards shall be awarded at the sole discretion of the General Manager. Performance Awards for the General Manager shall only be awarded by the Board of Directors. This Performance Award will be awarded to only those Executive Management employees who are working for the Agency on the date the Performance Award is paid. The amount of the Performance Award to employees hired, promoted or reclassified after the beginning of a fiscal year shall be prorated based on the number of pay periods remaining in the fiscal year. An employee on an authorized leave of absence, with or without pay, that exceeds thirty (30) continuous calendar days shall have his/her Performance Award prorated by the amount of pay periods actually worked in the fiscal year.

G. Merit adjustments shall become effective as follows:

- 1) If a merit increase is due during the first week of a pay period, the effective date of the merit increase shall be the first day of that pay period.
- 2). If a merit increase is due during the second week of a pay period, the effective date of the merit increase shall be the first day of the following pay period.

Section 6.10. - Denial of Step Advancement/Performance

An employee who receives an overall appraisal rating of Below Expectations or Unacceptable shall be denied his/her step advancement. A written performance appraisal identifying the areas of weakness and what steps the employee needs to take to improve his/her performance shall be provided to and discussed with the employee.

Section 6.11. - Authority of the General Manager

The General Manager is hereby authorized to employ personnel to fill openings by the Board of Directors within the Executive Management Group classifications. The General Manager is further empowered to promote, demote or transfer employees from one position to another and from one classification to another, or under-fill a position, provided there is a vacancy in a classification allocated by the Board of Directors or established by the General Manager. Additionally, he/she is authorized to establish new classifications provided that the number of authorized positions does not exceed the number of positions authorized by the Board of Directors.

Section 6.12. - Acting Pay

Any employee performing the duties of an Executive Management classification in excess of two (2) complete and continuous pay periods may be designated as "Acting". An employee who is designated as "acting" shall receive a minimum increase of at least two (2) steps (approximately five percent) more than his/her normal rate of pay, or shall be placed on Step 1 of the range established for the acting position, whichever is higher; however, the employee's salary shall not exceed Step 9 of the range established for the acting position at any time. An employee shall receive acting pay until officially released of those duties with the following conditions:

- A. Compensation shall be requested in writing by the employee, outlining the circumstances, and the request is subject to the approval of the General Manager, or designated representative(s).
- B. Compensation shall only be requested if the additional duties are to be undertaken for more than two (2) complete continuous pay periods.
- C. Acting pay will be effective at the beginning of the first pay period following completion of two (2) complete and continuous pay periods of performing the duties of a higher job classification.

- D. If the employee is scheduled to receive a merit increase for the position in which he/she normally fills while serving in an acting status, the necessary forms shall be completed to document such increase, and such increase shall be implemented upon conclusion of the acting status. Accordingly, the employee shall receive a corresponding increase in acting pay. The employee's merit review date shall not be affected by acting status.

Section 6.13. - Pay Periods

All employees of the Agency shall be paid biweekly. Payroll shall be distributed every other Friday by 10:00 a.m. If a payday falls on a holiday, the payroll will be distributed on the preceding Thursday. At Thanksgiving, and when Christmas falls on a Thursday, the payroll will be distributed on the Friday.

Section 6.14. - Fair Labor Standards Act

Executive Management employees will not have their pay docked or reduced in any manner that would be inconsistent with the salary test of the Fair Labor Standards Act (FLSA).

Section 6.15. - Direct Deposit

All Executive Management employees shall be compensated only by the use of direct deposit. The only exception shall be when setting up a new employee into the payroll system, for a period not to exceed three (3) pay periods while an employee changes financial institutions, or final (retirement/resignation/termination) payrolls.

ARTICLE 7 - BENEFITS

Section 7.01. - Medical Benefits/Life Insurance Plans

- A. Health Benefits

The Agency shall contribute the minimum monthly health premium contribution established for contracting agencies by CalPERS or \$133.00, whichever is greater, towards the cost of premiums for health insurance under the CalPERS Public Employees Medical and Hospital Care Act (PEMHCA) for each employee and his/her eligible dependents. The contribution shall be adjusted annually by CalPERS to reflect any changes in the medical care component of the CPI-U and shall be rounded to the nearest dollar by CalPERS. For employees who do not purchase Agency provided health insurance, the PEMHCA monthly minimum or \$133.00 whichever is greater, shall be paid to the employee as ordinary income.

PEMHCA minimum monthly contribution effective 2018 \$133.00

B. Additional Benefit

The Agency shall make a monthly contribution for each employee as follows, minus the minimum PEMHCA contribution or \$133.00 whichever is greater.

Employee +1 \$1,182.00 effective July 1, 2018 through December 31, 2018

Employee Family \$1450.00 effective July 1, 2018 through December 31, 2018

- 1) Employee Only and Opt-Outs: For employees who purchase employee only health insurance, or who do not purchase Agency provided health insurance, the maximum monthly contribution effective July 1, 2018 through December 31, 2018 shall be \$898.00 minus the PEMHCA contribution under Section A above. If the cost of the combined premiums for health, dental, vision and life insurance (including dependent coverage) is less than the maximum allotment, the Agency shall pay the difference to employees as ordinary income, provided that the employee is enrolled and maintains membership in a CalPERS health plan for him/herself and his/her eligible dependent(s), or is able to show proof that he/she obtains and maintains health insurance through another source for him/herself and his/her eligible dependent(s). The Agency may require proof of health insurance at any time. While on Unpaid Status, as defined in Section 1.20, the employee shall not receive this allotment.
- 2) Effective January 1, 2018, and on January 1st of every calendar year thereafter, during the duration of this MOU, any increase in the monthly contributions set forth above shall be based on the "blended rate" of the average increase in premiums, if any, of the two health benefit plans with the most Agency subscribers as of December 1 of the prior calendar month. The "blended rate" shall be calculated by averaging the annual percentage increase and/or decrease of the basic premium rates, as determined by CalPERS, of the two health plans with the most Agency subscribers on December 1 of each calendar year during the duration of this MOU. Any increase in the monthly contributions based upon the "blended rate" shall be capped at 6.5% per calendar year. If the "blended rate" percentage decreases, the then-current medical cap will remain unchanged.
- 3) Effective July 1, 2019, the additional benefit for Employee +1 and Employee Family in Section 7.01.B and the monthly contribution for Employee Only and Opt-Outs in Section 7.01.B.1 shall increase by twenty-five dollars (\$25).
- 4) Effective July 1, 2020, the additional benefit for Employee +1 and Employee Family in Section 7.01.B and the monthly contribution for Employee Only and Opt-Outs in Section 7.01.B.1 shall increase by twenty-five dollars (\$25).

- 5) Should an employee's work hours be reduced by 25% or more of his/her normal working schedule due to a light duty assignment and/or doctor's orders for more than twelve (12) weeks or as provided under FMLA, the employee shall receive the difference between the monthly insurance allotment and the actual cost of his/her health, dental, vision and/or life insurance benefits on a pro-rated basis (i.e., works 75%, receives 75% of the difference between the monthly insurance allotment and the actual insurance costs). The Agency shall continue to pay the PEMHCA contribution from Section A above. Any adjustment shall be made to the amount of the additional benefit.
- 6) Except as provided for in Section 7.01.B.2, an employee must be in a paid status for a minimum of sixty (60) hours per pay period to receive the difference between the monthly insurance allotment and the actual cost of his/her health, dental, vision and/or life insurance benefits. The Agency shall continue to pay the PEMHCA contribution from Section A above.
- 7) Effective July 1, 2013, an Agency-paid life insurance policy is provided to each Executive Management employee up to 1x the annual salary to a maximum of \$300,000 subject to approval of Evidence of Insurability. \$100,000 is guaranteed issue and any amount above will require approval of Evidence of Insurability.
- 8) Supplemental Life Insurance is available to employees at their expense through the Agency's life insurance carrier.
- 9) Effective June 24, 2001, the Agency will provide Domestic Partnership health insurance coverage as provided through CalPERS and California State law. The extension of health insurance through CalPERS shall not change or modify any other benefit offered by the Agency unless said benefit is specifically authorized by this Personnel Manual.

C. Retiree Health Benefits

The Agency shall contribute the minimum monthly contribution established for contracting agencies by CalPERS or \$133.00, whichever is greater, plus administrative costs towards the cost of premiums for health insurance under the CalPERS Public Employees Medical and Hospital Care Act (PEMHCA) for each annuitant who retired from the Agency through CalPERS and who enrolls in a CalPERS health plan as a retiree. The contribution shall be adjusted annually by CalPERS to reflect any changes in the medical care component of the CPI-U and shall be rounded to the nearest dollar by CalPERS.

PEMHCA minimum monthly contribution effective 2018 \$133.00

- 1) Payment for the retiree health insurance benefit of \$133.00 or the minimum PEMHCA contribution, whichever is greater, shall be made directly to CalPERS for the benefit of the retiree each month.

- 2) Only Executive Management employees who retire after July 4, 2004, shall have the option of purchasing health insurance from CalPERS or a provider of his/her choice without any loss in benefit. If the retiree so chooses to purchase his/her health insurance from a provider other than CalPERS, the retiree will be reimbursed on a monthly basis for his/her benefit via direct deposit to the retiree's (or surviving spouse's) bank account up to the maximum benefit provided. Retirees are responsible for any taxes that may be due on retiree health benefits.

D. Additional Retiree Longevity Benefits

The Agency shall contribute an additional monthly benefit to each retiree minus the minimum PEMHCA contribution or \$133.00, whichever is greater, according to the chart below who simultaneously retires from the Agency through CalPERS and who is a minimum age of fifty-five (55).

Hire Date	Benefit Level	Minimum Years of Agency Service	Benefit
Before Jan. 1, 1992	Employee and/or eligible dependent(s)	20	50% of applicable Kaiser Rate*
After Dec. 31, 1991	Employee only or surviving spouse	12	50% of applicable Kaiser Rate*

*The applicable Kaiser rate is equal to the rate for the region in which the retiree resides, plus administration costs.

The longevity benefit is available to qualifying retirees whether they enroll in a CalPERS medical plan or not. The retiree will be reimbursed on a monthly basis for his/her retiree longevity benefit via direct deposit to the retiree's (or surviving spouse's) bank account, up to the maximum benefit provided. Retirees are responsible for any taxes that may be due on reimbursement of retiree longevity benefits.

Section 7.02. - Retirement Plan

- A. Each employee of the Agency shall participate with the Agency in a retirement plan under the California Public Employees' Retirement System (CalPERS) and subject to such terms and conditions as the Agency, in its sole discretion, may contract with that system.
- B. All PERS member contributions shall be fully paid by employees and deducted on a pre-tax basis. Said contribution shall not be considered special compensation for calculation of the employee's retirement benefits.

- C. Employees hired after January 1, 2013, and defined as “new members” under the Public Employees’ Pension Reform Act of 2013 (“PEPRA”), Government Code section 7522, *et. seq.*, will receive the 2% @ 62 formula and will pay one half (1/2) of their total normal cost rate as determined by CalPERS.
- D. The Agency contracts with CalPERS for the Pre-retirement Optional Settlement 2 Death Benefit (Section 21548). This benefit provides that, upon the death of a member who was eligible to retire, the spouse may receive an allowance equal to the amount the member would have received if the member had retired for service retirement on the date of death and elected option 2W.
- E. The Agency contracts with CalPERS for the One (1) Year Final Compensation Benefit (Section 20042) for all employees hired prior to January 1, 2012. This benefit provides that the final compensation used to calculate a member’s retirement allowance is the average full-time monthly pay rate for the highest twelve (12) consecutive months.
- F. The Agency contracts with CalPERS for Military Service Credit Purchases (Section 21024). This benefit allows members to elect to purchase up to 4 years of service credit for any continuous active military or merchant marine service prior to employment.
- G. The Agency has adopted Resolution No. 2009-4-2 which allows employees who make payments by payroll deduction for CalPERS service credit purchases to defer state and federal income taxes in accordance with IRC 414(h)(2).
- H. The Agency contracts with CalPERS for the 2.5% @ 55 Benefit Formula (Section 21354.4) for all employees hired prior to January 1, 2012. Employees in this plan shall pay the full 8% Employer Paid Member Contribution (EPMC).
- I. The Agency contracts with CalPERS a second tier pension plan for employees hired on or after January 1, 2012 and prior to January 1, 2013, or who are hired after January 1, 2013, but were previously members in CalPERS or a reciprocal retirement system with less than 6 months gap in service, i.e. “classic members” pursuant to Section 20475 which provides for the 2.0% @ 55 Benefit Formula (Section 21354) with three year final compensation. Employees in this plan shall pay the full 7% EPMC.

Section 7.03. - Long-Term Disability

All regular employees of the Agency are covered under an Agency provided long-term disability plan with the following elements:

- A. Sixty (60) day elimination period.
- B. Sixty percent (60%) of the first ten thousand dollars (\$10,000) of monthly salary.
- C. The maximum benefit period is determined by the employee's age when disability begins.

The choice of carrier and other plan elements rests solely with the Agency. The Agency may elect to self-insure the plan.

Section 7.04. - State Disability Insurance Programs

- A. State Disability Insurance (SDI) - Any employee who becomes disabled due to a non-work related illness or injury will receive compensation benefits as established by the State Disability Insurance fund.
- B. Paid Family Leave Program (PFL) – All California workers who are covered by the State Disability Insurance (SDI) program will also be covered for Paid Family Leave (PFL). The PFL program provides a maximum of six (6) weeks of paid family leave benefits for workers who take time off as provided for by State law. Employees who utilize this program are not required to use vacation time prior to receiving benefits. PFL runs concurrently with State and Federal Family Leave.

Section 7.05. - Professional Memberships

The Agency will reimburse each employee on Salary Ranges EX101 to EX105 up to a maximum of five hundred dollars (\$500) per fiscal year and for employees on Salary Range EX106 up to a maximum of one thousand dollars (\$1,000) per fiscal year for the costs of joining and maintaining membership in Agency-approved professional organizations related to the employee's work at the Agency.

Section 7.06. - Vehicle Allowance.

Members of the Executive Management Group shall receive a vehicle allowance as follows or as negotiated with the General Manager or as provided for in any contract entered into with the employee.

Executive Managers	\$500 per month
General Manager	\$600 per month or as established by the Board of Directors

At the beginning of each fiscal year, employees will have the option to elect a monthly car allowance or be reimbursed for mileage based on the use of their personal vehicle to conduct Agency business.

Section 7.07. - Education Reimbursement

The Agency shall reimburse each Executive Management employee up to five thousand two hundred fifty dollars (\$5,250) or up to the Internal Revenue Service limit, whichever is higher, per fiscal year for the cost of educational expenses that are related to the employee's work at the Agency. The employee maybe reimbursed for up to six units per semester/quarter (Agency Policy A-39).

Section 7.08. - Degree Incentive

The Agency shall provide a one-time payment of \$175 for unit employees who successfully earn an Associates Degree.

The Agency shall provide a one-time payment of \$300 for unit employees who earn a Bachelor's Degree.

The Agency shall provide a one-time payment of \$300 for unit employees who earn a Master's Degree.

Payments are not retroactive and shall apply only to degrees earned during the duration of the Personnel Manual.

Eligibility for the payment and verification of degree shall follow the processes set forth in Policy A-70.

Section 7.09. - Cellular Telephone Usage

Executive Management employees may receive an Agency provided cellular telephone in accordance with Agency Policy A-73.

Section 7.10. - 401 Governmental Money Purchase Plan & Trust (401a Plan)

Upon separation from service, all employees who participate in the Agency's 401 Governmental Money Purchase Plan & Trust (401a Plan) shall contribute one hundred percent (100%) of paid leave accruals to the 401a Plan up to the annual contribution limit in effect at the time of separation.

Section 7.11. - Deferred Compensation

- A. Unit members may borrow against their qualifying 457 plans, if allowed by the plan, subject to the terms and conditions of the deferred compensation plan.
- B. Effective July 1, 2018, The Agency will contribute twenty-five dollars (\$25) per pay period as a matching contribution to a single 457(b) account of each employee who has made an elective deferral of twenty-five dollars (\$25) or more to the plan for that pay period.

ARTICLE 8 - PERFORMANCE APPRAISALS

Section 8.01. - General

The procedures for performance appraisals are set forth as follows:

- A. Each employee will be reviewed by his/her supervisor. This review will be made on a standard Agency performance appraisal form. The purpose of this appraisal is to cause a periodic dialogue between the supervisor and the employee. The supervisor shall take this opportunity to discuss the employee's performance. At this time, the employee may have the opportunity to converse with the supervisor without cause for jeopardy to the employee's position.
- B. The performance appraisal shall become part of each employee's official personnel file.

- C. All employees shall have a performance appraisal review at least once a year to review the employee's performance during the fiscal year. The review is to be conducted by no later than September 15th following the end of the fiscal year being reviewed.

Section 8.02. - Duty of the General Manager

It is the duty of the General Manager to evaluate the work accomplishments and conduct of employees, to inform employees of their appraisals in writing, and to provide positive assistance to employees in improving work effectiveness.

Section 8.03. - Employee's Responsibility

It is the responsibility of the employee to meet standards established for work accomplishment and conduct, and to strive to improve work effectiveness.

Section 8.04. - Demotions

- A. If, in the opinion of the General Manager, the employee is unable to perform duties and responsibilities which are within the requirements of his/her position, the employee may be demoted by the General Manager. When demoted, the employee's salary shall be adjusted to the salary range of his/her new position, representing a two (2) step salary reduction (approximately five percent (5%)) or Step 9, whichever is lower of the new salary range.
- B. If an employee's classification or position is to be eliminated, in accordance with the Agency's classification plan, the employee may be offered a demotion to a lower classification or position for which the employee possesses the minimum qualifications.
- C. Any demotion to prevent layoff may be reversed when the employee's previous position is reopened. In the case of preventing a layoff, the employee being demoted will accept the pay rate of the new position.
- D. An employee who is to be demoted shall be given at least two (2) weeks written notice prior to demotion.

ARTICLE 9 - LEAVES OF ABSENCE

Section 9.01. - Pre-approved Leaves of Absence

Pre-approved leaves of absence are leaves granted by the General Manager in writing before the absence, for any purpose, including but not limited to pregnancy, sickness, accident or other casualty, at the convenience of the Agency, provided that the employee returns to work before or at the expiration of such leave of absence or any extension thereof. Special cases will be at the discretion of the General Manager, or designated representative(s). The Agency in granting leaves of absence shall treat alike all participants in similar circumstances.

Section 9.02. - Leave of Absence With Pay

- A. The General Manager may authorize leave to an employee. This includes granting executive, vacation, sick, bereavement, court, or floating holiday within the terms of this Personnel Manual.
- B. The authority for granting paid or non-routine leaves with pay is at the sole discretion of the General Manager.

Section 9.03. - Leave of Absence Without Pay

- A. The General Manager shall have the authority to grant leaves of absence without pay. No employee shall be eligible for a leave of absence without pay until the employee has two (2) or more years of continuous regular employment, except in cases where the law provides otherwise. In special cases, the General Manager may waive the two (2) year employment requirement if in the best interest of the Agency.
- B. Unless otherwise provided by law, an employee shall not be eligible for a leave of absence without pay until all of the employee's accrued leave time with pay has been used.
- C. An employee on inactive status may request, in writing, to continue participation in the Agency's insurance plans, at the employee's own expense for a defined period of time; i.e., until return to work on "active" status, or until a terminating event; i.e., permanent and stationary disability.
- D. An employee granted leave must return to work not later than the start of the first working day following the end of the leave.
- E. During the period of a leave of absence without pay, the employee shall not accept any other employment except with express written permission of the General Manager, or designated representative(s).

Section 9.04. - Holidays

Subject to the conditions specified in this section and for the purposes of holiday compensation, a day shall equal the number of hours that the employee normally would have worked if not for the holiday, the Agency designates the following days as holidays:

<u>Holiday</u>	<u>Date</u>	<u>Duration</u>
New Year's Day	January 1st	1 day
Presidents' Day	3rd Monday in Feb.	1 day
Memorial Day	Last Monday in May	1 day
Independence Day	July 4th	1 day
Labor Day	1st Monday in Sept.	1 day
Thanksgiving Day & Day After	4th Thursday in Nov.	2 days

Christmas Day & Day After	December 25th & 26th	2 days
Floating Holidays	At the employee's choice	6 days per FY

- A. If the holiday should fall on Saturday, the holiday will be observed on the preceding Friday. If the holiday should fall on Sunday, the holiday will be observed on the following Monday. If Christmas falls on Friday, the day after Christmas shall be observed on the following Monday. If Christmas falls on Saturday, it will be observed on the preceding Friday and the day after will be observed on the following Monday. If Christmas falls on a Sunday, Christmas day and the day after shall be observed on the following Monday and Tuesday.
- B. All employees will be granted leave with pay for all holidays recognized by the Agency, with the exception of appointees whose first day of work would have fallen on the holiday.
- C. An employee whose regularly scheduled flex day off falls on an Agency recognized holiday and does not work due to the holiday may either receive compensation equal to the number of hours worked on the day immediately preceding the holiday at straight time or vacation accrual, at the employee's option.
- D. Floating holidays will be credited to each Executive Management employee on the on July 1 and must be used by June 30 of the following year. Any remaining time will be forfeited. Prior approval to take floating holidays must be obtained from the General Manager. In cases where an employee must forfeit his/her floating holidays at the request of the Agency, the employee shall be compensated for his/her unused portion at his/her current rate of pay at the end of the pay period corresponding with the last pay date in June. The amount of floating holidays credited to employees hired or promoted after the pay period corresponding with the first pay date in July of each year shall be pro-rated based on the number of pay periods remaining in the fiscal year. If he/she gives the Agency 30+ days advance notice of separation, Unused floating holidays shall be paid out upon separation from employment.

Section 9.05. - Executive Leave

- A. During pay period fourteen (14), employees shall be credited with six (6) days, of executive leave to be taken at the request of the individual with approval by the General Manager. It is recommended that executive leave be used within twelve (12) months of when it is credited, but any unused leave can be carried over from year to year with no maximum number of hours that may be accrued.
- B. Employees who leave Agency employment shall be compensated for all executive leave accrued but not yet taken. Compensation shall be at the employee's rate of pay at the time of separation.

Section 9.06. - Vacation Leave

All employees shall accrue vacation leave time, but may not use the accrued leave during the same pay period in which said leave is accrued. Vacation leave is computed and administered as follows:

- A. All employees shall be entitled to accrue vacation leave with pay as follows or as negotiated with the General Manager or as provided for by contract:

Continuous Months of Service	Continuous Years of Service	Hours Accrued per Pay Period	Hours Accrued per Year	Maximum Accrual
0-84	0-7	4.615	120	384
85-120	8-10	6.461	168	500
121-228	11-18	7.692	200	650
229 and thereafter	19+	9.231	240	650

- B. The maximum length of a continuous vacation leave, which is not interrupted by working on the Agency's behalf, shall be equal to twenty (20) working days.
- C. Vacation leave periods which exceed the limits specified in Paragraph C above, must be approved in writing by the General Manager and in the best interest of the Agency.
- D. Vacation leave shall be limited to those days already earned by the last day of the vacation period. No advance of vacation leave shall be permitted, without the expressed written consent of the General Manager.
- E. Holidays that occur during an employee's vacation period shall not be considered as a vacation day.
- F. In cases where an employee forfeits vacation leave time at the request of the Agency, said employee shall be compensated for forfeited vacation leave time at the employee's current rate of pay. It is the employee's responsibility to schedule vacation time well in advance to avoid forfeiting his or her vacation or to avoid any conflicts.
- G. Employees who are on vacation leave shall be compensated at their current rate of pay.
- H. Vacation leave shall be approved by the General Manager. The employee's wishes shall be considered in evaluating leave requests; however, the Agency's needs shall take precedence.
- I. Employees who leave Agency employment shall be compensated for all vacation leave time accrued but not yet taken to the maximum of the vacation leave the

employee is entitled to accrue. Compensation shall be at the employee's rate of pay at the time of termination.

- J. An employee who is on a leave of absence without pay or in an unpaid status as defined in Section 1.20 shall not accrue vacation leave.

Vacation Leave Cash Out. During March and September of each year, or as approved by the General Manager, an employee may, at his/her option, request to convert up to a maximum of seventy percent (70%) of his/her respective annual vacation leave accrual to receive a cash payment at his/her current rate of pay, provided that he/she has used at least thirty percent (30%) of his/her respective annual vacation leave accrual during the previous twenty-six (26) pay periods.

Accrual rate as of PP04	Hours Accrued per Year	Minimum Hours Used (30%)	Maximum Hours Cash-Out (70%)
4.615	120	36	84
6.461	168	50	118
7.692	200	60	140
9.231	240	72	168

- 1) It is the employee's responsibility to track his/her own accruals and make a written request for said conversion by the conclusion of the last pay period in March. A payroll staffer will be sent out to all employees during the last pay period in February reminding employees of this option.
- 2) Payment shall be made to qualified employees on a separate check from payroll on the first pay date in April and/or September or as approved by the General Manager. Qualification for vacation leave cash out shall be based on:

Year	Accrual Rate as of:	Usage Timeframe	Cash-Out Pay Date
2019	February 9, 2019	2/11/18 - 2/9/19	April 12, and/or September 13, 2019
2020	February 8, 2020	2/10/19 - 2/8/20	April 10, and/or September 11, 2020
2021	February 20, 2021	2/9/20 - 2/20/21	April 9, and/or September 10, 2021

- 3) Cashing out any vacation leave accrual shall only be available to employees who have completed thirty-six (36) months of service with the Agency as of the end of the pay period corresponding with the last pay date in February.

Section 9.07. - Sick Leave

All employees shall accrue sick leave time, but may not use the accrued leave during the same pay period in which said leave is accrued.

Paid sick leave is a privilege the Agency grants to employees to allow the continuation of pay and fringe benefits in case of personal (or family) illness and, as such, its usage should not be abused. Maintaining good attendance is a condition of employment and an essential function of your job. To minimize hardships that may result from illness or injury, the Agency provides paid sick time benefits in case of personal (or immediate family) illness/injury. However, periodic sick leave taken on a repeated basis may be viewed as abuse of the system. It is your responsibility to establish legitimate illness or injury to receive sick leave pay. This leave time is computed as follows:

- A. All employees shall accrue sick leave time at the rate of 3.692 hours per pay period or equivalent to ninety-six (96) hours per anniversary year.
- B. Employees shall be permitted to expend accrued sick leave time for the following reasons:
 - 1) Employee is suffering illness or injury.
 - 2) Employee is placed on quarantine due to exposure to contagious disease.
 - 3) Employee requires medical treatment or examination including, but not limited to, health, dental, or vision.
 - 4) Illness or injury in the employee's immediate family (see Section 1.08.A).
 - 5) Up to ten (10) working days of sick leave may be used for bereavement purposes.
 - 6) Special cases require approval of the General Manager.
- C. An employee who is ill or injured may be required to take sick leave if, in the opinion of the General Manager, the employee or co-workers are being exposed to the hazard of illness or injury.
- D. Any employee who needs to take advantage of sick leave benefits shall notify his/her supervisor prior to or at the start of the employee's work shift on each day when such benefits are desired, unless he/she has submitted a physician's off work order or have made prior arrangements with his/her immediate supervisor.
- E. No employee is entitled to receive sick leave or benefits from the Agency for any condition arising from or due to employment or business dealings, other than Agency employment, that is undertaken for monetary gain or other consideration.
- F. The Agency reserves the right to investigate any illness or injury or require verification of any illness or injury for which an employee is claiming sick or injury

leave benefits, including requiring verification by the employee's attending physician, dentist or other involved medical practitioner. Any sick leave periods for illness or injury which are five (5) or more consecutive days in duration must be accompanied with a fitness for duty verification, dentist or other involved medical practitioner. If reasonable cause exists, the Agency may require verification from the employee's medical practitioner for absences of less than five (5) days.

- G. All employees may accrue sick leave to an unspecified maximum amount and all accumulated accruals may be carried from one anniversary year to the next.
- H. An employee who is recognized under the terms of this section as ill or injured shall use all accrued sick leave and vacation leave to receive compensation for the time that such illness or injury requires the employee to be absent from work (also see Section 9.03.B).

The total amount of compensation that will be paid by the Agency is limited to the value of the sum of the employee's accrued sick leave, vacation leave, floating holiday and executive leave.

- I. Sick leave benefits shall be limited to the accumulated sick leave the employee has accrued by the end of the employee's sick leave period. No sick leave benefit will be paid in advance.
- J. Employees who resign or are laid off from Agency employment after being employed by the Agency for five (5) or more years of continuous regular employment, shall be compensated for accumulated, unused sick leave as follows:

<u>COMPLETED YEARS OF SERVICE</u>	<u>MAXIMUM REIMBURSABLE HOURS ACCRUABLE</u>	<u>PERCENT PAYABLE</u>
5	320	50%
6	360	50%
7	400	50%
8	440	50%
9	480	50%
10	544	50%
11	608	50%
12	672	50%
13 & 14	736	50%
15 through 19	800	50%
20 & thereafter	850	100%

Employees who are terminated from the Agency for cause, or who resign/retire in lieu of termination (must have been served with letter, from the Agency, of intention to terminate employment) shall not receive this benefit.

- K. When an employee has been continuously employed by the Agency for a minimum of five (5) years, has reached age 55, **AND** retires from the Agency and

the California Public Employee's Retirement System (CalPERS), the employee shall be compensated for accumulated, unused sick leave based on the years of service as indicated below.

<u>COMPLETED YEARS OF SERVICE</u>	<u>MAXIMUM REIMBURSABLE HOURS ACCRUABLE</u>	<u>PERCENT PAYABLE</u>
5	320	50%
6	360	50%
7	400	50%
8	440	50%
9	480	75%
10	544	100%
11	608	100%
12	672	100%
13 & 14	736	100%
15 through 19	800	100%
20 & thereafter	850	100%

- L. An employee who is on unpaid status as defined in Section 1.20 shall not accrue sick leave.
- M. Employees shall be entitled to use up to 80 hours of accrued sick leave during any rolling 12-month period for absences that qualify as "bonding" leave under the Family Medical Leave Act and/or the California Family Rights Act. Only employees eligible for "bonding" leave under these laws may utilize up to 80 hours of sick leave for such absences.

Section 9.08. - Sick Leave Buy Back

Each November, an employee may, at his/her option, convert up to a maximum of ninety-six (96) hours of accrued sick leave to receive up to a maximum of seventy-two (72) hours cash at his/her current rate of pay; provided that at least four hundred-eighty (480) hours of accrued sick leave remains on the books after the cash out. For each hour cashed out, sick leave accruals shall be reduced by 1 1/3 hours.

Year	Accrued Hours as of:	Request for Buy Back Deadline	Buy Back Pay Date
2018	October 20, 2018	November 17, 2018	December 7, 2018
2019	October 19, 2019	November 16, 2019	December 6, 2019
2020	October 17, 2020	November 14, 2020	December 4, 2020

- A. Payment will be made to qualified employees on a separate check from payroll on the first pay date in December.

- B. To receive payment for the buyback of sick leave the individual must be a current employee on the day actual payment is made.

Section 9.09. - Bereavement Leave

- A. In the event of a death in the employee's immediate or extended family (Section 1.08.A), the employee shall be granted up to 5 (5) workdays of paid bereavement leave.
- B. In the event of a death in the employee's extended family (Section 1.08.B), the employee shall be granted up to three (3) work days of paid bereavement leave to attend funeral or related services.
- C. Members of the Executive Management Group may also be excused by the General Manager to attend the funeral of a deceased Agency employee who was an active employee at the time of death without loss of pay or leave accrual.
- D. Vacation time can be used to attend the funeral of a person not included in the definition of immediate/extended family (see Section 1.08) or a former Agency employee
- E. All authorized bereavement leave shall be charged against the Agency's bereavement bank.

Section 9.10. - Industrial Injury Leave

Any employee who is injured within the scope of employment with the Agency will receive workers' compensation benefits as provided for under the California Labor Code.

Section 9.11. - Jury and Court Leave

- A. Jury Leave - Any Executive Management employee who is called or required to serve as a trial juror, witness, or who is a victim of a crime or domestic violence will be excused from work during the period of such service or while present in court as a result of such a call. Any employee on such a call will continue to receive normal salary for a maximum of one hundred (100) work hours, in any one calendar year provided any and all consideration (except mileage) received for such service is relinquished to the Agency. If the employee receives pay from the court for time served on a day that would have been a scheduled day off for the employee, he/she may retain any compensation paid by the court for that day. Under special circumstances the General Manager, or designated representative(s), may authorize additional paid time if said time will not interfere or become a burden to Agency activities.
- B. Court Leave - Pursuant to Government Code Section 1230.1, an employee who is subpoenaed to appear in court shall be allowed to do so without loss of compensation unless the employee is appearing as a party or an expert witness.

Section 9.12. - Military Leave

- A. Military leave is a temporary leave of absence for ordered military training, or for active military duty in the Armed Forces of the United States or its Allies or of the National Guard or the Naval Militia, during a proclamation of war or national emergency by the President of the United States or congress, an order or request of the United Nations that the Armed Forces of the United States serve outside of the United States or their territories, or any national conscription act in effect.
- B. The Agency shall comply with all federal and state laws relative to military leaves.

Section 9.13. - Pregnancy, Childbirth & Other Related Medical Conditions Leave

The Agency shall comply with all federal and state laws relative to pregnancy/childbirth leaves.

Any employee, who plans to take a leave of absence pursuant to this section, shall give the Agency reasonable notice of the date such leave shall commence and the estimated duration of such leave.

If the employee requests a temporary transfer to a less strenuous or hazardous position for the duration of the pregnancy, with the written advice of her treating physician, the Agency will grant the request where such transfer can be reasonably accommodated.

Section 9.14. - Longevity Leave

Employees shall receive the following paid leave hours on the employees' designated anniversary dates:

Year of Service	Hours of Leave
10	40
15	60
20	80
25	100
30	100
35	100

Longevity leave shall apply only to the employment year indicated and shall not carry over to intermediate years.

Section 9.15. - Leave of Absence to Vote

Members of the Executive Management Group who are registered voters may claim necessary time off to vote at elections as follows:

If a member of the Executive Management Group does not have sufficient time outside of working hours (due to Agency requirements) to vote at an election, the employee may, without

loss of pay, take off enough working time which, when added to the voting time available outside of working hours, will enable the employee to vote.

No more than two (2) hours of the time taken off for voting shall be without loss of pay. The time off for voting shall be only at the beginning or end of the regular working shift, whichever allows the most free time for voting and the least time off from the regular working shift, unless otherwise mutually agreed.

If the employee on the third working day prior to the day of election, knows or has reason to believe that time off will be necessary to be able to vote on election day, the employee shall give the Agency at least two (2) working days' notice that time off for voting is desired, in accordance with the provisions of this section.

Section 9.16. - Payment of Accrued Leave

Upon the death of an active member of the Executive Management Group, all wages earned in addition to all accrued vacation leave, sick leave and/or executive leave shall be paid in accordance with the guidelines set forth in this Personnel Manual which apply to other types of employment separation. Such benefits shall be payable to the employee's beneficiary if designated, or if not, the employee's survivor(s) as follows:

- A. Spouse; or, if none,
- B. Child(ren); or, if none,
- C. Employee's estate.

ARTICLE 10 - SEPARATION FROM SERVICE

Section 10.01. - At-Will

The employment status of all Executive Managers shall be "at-will". Such employees may be terminated with or without cause and with or without notice at any time at the option of the Agency except as otherwise provided by law. Said employees shall not be entitled to any progressive disciplinary rights.

Section 10.02. - Separation From Service

Any Executive Manager of the Agency may be laid off at any time and for any reason in the best interest of the Agency. Executive Management employees being separated shall receive severance package as provided for in the Agency's Ordinance or Resolution Establishing the Employment Status of Designated Classifications, or employment contract in effect at the time of employment. Any severance pay shall be paid at the employee's current rate of pay.

Section 10.03. - Resignation

An employee who wishes to leave the Agency's employment in good standing should file a written resignation with the General Manager (GM) at least two (2) weeks prior to the date of resignation. Once an employee has tendered his/her resignation, he/she shall obtain permission from the GM before utilizing sick leave.

ARTICLE 11 - EMPLOYEE CONDUCT

Section 11.01. - Peaceful Performance of Duties

Members of the Executive Management group may only participate in labor actions as provided for under State and/or Federal law or as provided for by a court of competent jurisdiction.

Section 11.02. - Recognition of Boycotts

While on duty no employee shall support, instigate, or honor any boycott impressed on any company, agency, individual or employer which the Agency normally deals with or provides services to.

Section 11.03. - Outside Employment

Members of the Executive Management Group may not carry on concurrently with their public service any private business or undertaking, attention to which affects the time or quality of their work or which casts discredit upon or creates embarrassment for the Agency. Outside employment must be authorized in writing by the General Manager.

Section 11.04. - Personal Conduct

All members of the Executive Management Group are required at all times to conduct themselves in such a manner as to reflect no discredit upon the Inland Empire Utilities Agency.

Section 11.05. - Financial Affairs

All members of the Executive Management Group shall be required to conduct their personal financial affairs in such a manner that creditors and collectors will not have to make use of the Agency offices or employee times for the purpose of collecting legal debts.

Section 11.06. - Employees Acting as Agents of the Agency

Agency employees, except as listed below, may not under any circumstances, obligate Agency funds. Contracts, purchase orders, leases, rental agreements, change orders, or any other legal document committing the Agency shall only be executed by authorized Agency staff. This includes verbal commitments and/or requests for suppliers to provide materials or services.

In accordance with the Agency's Procurement Ordinance, only the General Manager, or designated representative, are authorized to contractually obligate or commit the Agency.

Employees effecting any procurement commitment(s), without the prior approval from the Manager of Contracts & Procurement may, at the discretion of the General Manager, be held personally liable for any expenses or responsibilities incurred due to the action of that employee.

ARTICLE 12 - RULE MAKING AUTHORITY

Section 12.01. - General

The General Manager may adopt and administer personnel rules and regulations which are supplementary to and consistent with the terms set forth in this Personnel Manual and the policies of the Agency.

ARTICLE 13 - NOTICE

Section 13.01. - General

Within ninety (90) working days of the adoption of this Personnel Manual, a copy shall be presented to each Executive Management employee of the Agency and to each newly hired Executive Management employee at the time of appointment.

ARTICLE 14 - PURPOSE

Section 14.01. - General

The purpose of this Personnel Manual is to provide a reference document for the employees in the Executive Management group that contains the Agency's rules and regulations and benefit provisions.

ARTICLE 15 - TERM

Section 15.01. - General

This Personnel Manual shall be effective until modified by the Board of Directors.

*A Municipal Water District

RESOLUTION NO. 2018-8-8

RESOLUTION OF THE BOARD OF DIRECTORS OF THE INLAND EMPIRE UTILITIES AGENCY*, SAN BERNARDINO COUNTY, CALIFORNIA, APPROVING THE AMENDMENT OF THE UNREPRESENTED, EXECUTIVE MANAGEMENT, LABORATORY UNIT, PROFESSIONAL UNIT, GENERAL UNIT AND SUPERVISORS' UNIT SALARY SCHEDULE/MATRIX

WHEREAS, the Agency has negotiated new labor contracts and made compensation changes that affect all employees including the Laboratory Unit, Professional Unit, General Unit and the Supervisors' Unit employees as well as Unrepresented and Executive Management employees; and

WHEREAS, the Agency now desires to update the salary and classification information to comply with the California Code of Regulations (CCR) §570.5.

NOW, THEREFORE, the Board of Directors of the Inland Empire Utilities Agency* does hereby **RESOLVE, DETERMINE AND ORDER** as follows:

SECTION 1. The, Laboratory Unit, Professional Unit, General Unit, Supervisors Unit, Unrepresented and Executive Management salary schedule/matrix is hereby adopted and set forth in Exhibit "1" of this resolution.

SECTION 2. The salary information contained in Exhibit "1" shall be effective as of July 1, 2018.

ADOPTED the 1st day of August 2018.

Steven J. Elie
President of the Inland Empire
Utilities Agency* and of the
Board of Directors thereof

ATTEST:

Jasmin A. Hall
Secretary/Treasurer of the Inland Empire
Utilities Agency* and of the
Board of Directors thereof

*A Municipal Water District

STATE OF CALIFORNIA)
COUNTY OF) SS
SAN BERNARDINO)

I, Jasmin A. Hall, Secretary/Treasurer of the Inland Empire Utilities Agency*, DO
HEREBY CERTIFY that the foregoing Resolution being No. 2018-8-8, was adopted at a regular
Board Meeting on August 1, 2018, of said Agency by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

Jasmin A. Hall
Secretary/Treasurer of the Inland Empire
Utilities Agency* and of the
Board of Directors thereof

(SEAL)

*A Municipal Water District

Inland Empire Utilities Agency
Salary Matrix
Effective July 1, 2018

EXHIBIT 1

CLASSIFICATION TITLE	Salary Range	Unit	FLSA
Accountant I	173	UN	Exempt
Accountant II	175	PR	Exempt
Accounting Supervisor	184	SU	Exempt
Accounting Technician I	170	GU	Non-exempt
Accounting Technician II	173	GU	Non-exempt
Administrative Assistant I	171	GU	Non-exempt
Administrative Assistant I (confidential)	171	UN	Non-exempt
Administrative Assistant II	174	PR	Non-exempt
Administrative Assistant II (confidential)	174	UN	Non-exempt
Assistant Engineer	179	UN	Exempt
Associate Engineer	182	UN	Exempt
Biologist ¹	181	LB	Exempt
Board Secretary/Office Manager	188	UN	Exempt
Budget Officer	186	UN	Exempt
Business Systems Analyst I	179	PR	Exempt
Business Systems Analyst II	181	PR	Exempt
Business Systems Supervisor	184	SU	Exempt
CAD Designer	178	UN	Non-exempt
Chemist	181	LB	Exempt
Chief Financial Officer	192	UN	Exempt
Chief Information Technology Officer	192	UN	Exempt
Collection System Operator I	171	GU	Non-exempt
Collection System Operator II	175	GU	Non-exempt
Collection System Operator III	177	GU	Non-exempt
Collection System Supervisor	184	SU	Exempt
Compost Facility Supervisor	185	SU	Exempt
Compost Operator	174	GU	Non-exempt
Compost Sales Representative	181	PR	Exempt
Compost Worker	170	GU	Non-exempt
Construction Project Inspector	180	UN	Non-exempt
Construction Project Manager - PE	186	PR	Exempt
Contracts Administrator I	177	PR	Exempt
Contracts Administrator II	180	PR	Exempt
Contracts and Procurement Supervisor	184	SU	Exempt
Control Systems Analyst I	180	GU	Non-exempt
Control Systems Analyst II	182	GU	Non-exempt
Deputy Manager of Capital Improvement Projects	188	UN	Exempt
Deputy Manager of Construction Management	188	UN	Exempt
Deputy Manager of Engineering	189	UN	Exempt
Deputy Manager of Grants	188	UN	Exempt
Deputy Manager of Human Resources	188	UN	Exempt
Deputy Manager of Integrated Systems Services	188	UN	Exempt
Deputy Manager of Maintenance	188	UN	Exempt
Deputy Manager of Operations	188	UN	Exempt

**Inland Empire Utilities Agency
Salary Matrix
Effective July 1, 2018**

EXHIBIT 1

CLASSIFICATION TITLE	Salary Range	Unit	FLSA
Deputy Manager of Planning & Environmental Resources	189	UN	Exempt
Deputy Manager of Safety	188	UN	Exempt
Electrical & Instrumentation Technician I	176	GU	Non-exempt
Electrical & Instrumentation Technician II	179	GU	Non-exempt
Electrical & Instrumentation Technician III	181	GU	Non-exempt
Electrical & Instrumentation Technician IV	182	GU	Non-exempt
Engineering Services Analyst	182	PR	Exempt
Engineering Services Specialist	179	UN	Exempt
Engineering Services Supervisor	184	SU	Exempt
Engineering Technician	175	GU	Non-exempt
Environmental Resources Planner I	179	UN	Exempt
Environmental Resources Planner II	182	UN	Exempt
Executive Assistant	178	UN	Exempt
Executive Manager of Engineering/Assistant General Manager	196	EX	Exempt
Executive Manager of External Affairs and Policy Development/AGM	196	EX	Exempt
Executive Manager of Finance & Administration/Assistant General Manager	196	EX	Exempt
Executive Manager of Operations/Assistant General Manager	196	EX	Exempt
External Affairs Analyst	180	UN	Exempt
External Affairs Specialist I	171	UN	Exempt
External Affairs Specialist I (Y-Rated) ²	202	UN	Exempt
External Affairs Specialist II	177	UN	Exempt
Facilities Program Supervisor	184	SU	Exempt
Facilities Specialist	177	PR	Exempt
Facilities Specialist - Landscape	177	UN	Exempt
Financial Analyst I	179	PR	Exempt
Financial Analyst II	181	PR	Exempt
General Manager	204	EX	Exempt
GIS Specialist	178	UN	Exempt
Grants Administrator	179	PR	Exempt
Groundwater Recharge Supervisor	187	SU	Exempt
Human Resources Analyst I	177	UN	Exempt
Human Resources Analyst II	179	UN	Exempt
Human Resources Officer	183	UN	Exempt
Human Resources Technician	171	UN	Non-exempt
HVAC Technician	177	GU	Non-exempt
Industrial Engine Technician I	177	GU	Non-exempt
Industrial Engine Technician II	181	GU	Non-exempt
Information Systems Analyst I	179	PR	Exempt
Information Systems Analyst II	181	PR	Exempt
Intern	001	OTR	Non-exempt
Internal Auditor	179	PR	Exempt
Inventory Resources Coordinator	181	PR	Exempt
Laboratory Assistant	172	LB	Non-exempt
Laboratory Scientist I	177	LB	Non-exempt

Inland Empire Utilities Agency
Salary Matrix
Effective July 1, 2018

EXHIBIT 1

CLASSIFICATION TITLE	Salary Range	Unit	FLSA
Laboratory Scientist II	179	LB	Non-exempt
Laboratory Supervisor	184	SU	Exempt
Maintenance Planner	181	GU	Non-exempt
Maintenance Specialist	201	UN	Exempt
Maintenance Supervisor	185	SU	Exempt
Manager of Business Information Services	190	UN	Exempt
Manager of Contracts & Procurement	190	UN	Exempt
Manager of Engineering	192	UN	Exempt
Manager of External Affairs	190	UN	Exempt
Manager of Finance & Accounting	190	UN	Exempt
Manager of Grants	190	UN	Exempt
Manager of Human Resources	190	UN	Exempt
Manager of Integrated Systems Services	190	UN	Exempt
Manager of Internal Audit	190	UN	Exempt
Manager of Laboratories	190	UN	Exempt
Manager of Operations & Maintenance	192	UN	Exempt
Manager of Planning & Environmental Resources	192	UN	Exempt
Manager of Regional Compost Authority	190	UN	Exempt
Manager of Technical Services	190	UN	Exempt
Materials Specialist	182	PR	Exempt
Mechanic I	172	GU	Non-exempt
Mechanic II	176	GU	Non-exempt
Mechanic III	179	GU	Non-exempt
Mechanic IV	181	GU	Non-exempt
Network Administrator	183	PR	Exempt
Office Assistant	166	GU	Non-exempt
Office Assistant (confidential)	166	UN	Non-exempt
Operations Specialist	179	UN	Exempt
Operations Supervisor	184	SU	Non-exempt
Pretreatment & Source Control Inspector I	174	GU	Non-exempt
Pretreatment & Source Control Inspector II	177	GU	Non-exempt
Principal Accountant	186	UN	Exempt
Process Automation & Controls Supervisor	185	SU	Exempt
Procurement Specialist I	174	PR	Non-exempt
Procurement Specialist II ³	175	PR	Non-exempt
Project Manager I	184	PR	Exempt
Project Manager II	185	PR	Exempt
Records Management Supervisor	184	SU	Exempt
Records Specialist	173	GU	Non-exempt
Risk Specialist	174	UN	Non-exempt
RW/Groundwater Recharge Operations & Maintenance Specialist	179	UN	Exempt
RW/Groundwater Recharge Systems Maintenance Technician	176	GU	Non-exempt
Safety Analyst	178	UN	Exempt
Safety Officer	184	UN	Exempt

Inland Empire Utilities Agency
Salary Matrix
Effective July 1, 2018

EXHIBIT 1

CLASSIFICATION TITLE	Salary Range	Unit	FLSA
Senior Accountant	179	PR	Exempt
Senior Associate Engineer	184	UN	Exempt
Senior Associate Engineer - PE	185	UN	Exempt
Senior Compost Operations & Maintenance Technician	181	GU	Non-exempt
Senior Construction Project Inspector	182	UN	Exempt
Senior Engineer	187	PR	Exempt
Senior Environmental Resources Planner	184	UN	Exempt
Senior External Affairs Specialist	180	UN	Exempt
Senior Financial Analyst	183	PR	Exempt
Senior Information Systems Analyst	182	PR	Exempt
Senior Internal Auditor	182	PR	Exempt
Senior Inventory Analyst	182	PR	Exempt
Senior Management Analyst	182	PR	Exempt
Senior Operations Specialist	184	UN	Exempt
Senior Pretreatment & Source Control Inspector	180	GU	Non-exempt
Senior Project Manager	187	PR	Exempt
Senior Water Resources Analyst	184	PR	Exempt
Source Control/Environmental Resources Supervisor	187	SU	Exempt
Supervisor - Environmental Compliance & Energy	188	SU	Exempt
Systems Administrator	181	PR	Exempt
Technology Specialist I	178	GU	Non-exempt
Technology Specialist II	180	GU	Non-exempt
Technology Specialist III	182	GU	Non-exempt
Warehouse Technician	171	GU	Non-exempt
Water Resources Supervisor	184	SU	Exempt

Notes:

1. Incumbent Biologist in this position prior to 7/1/01 shall be non-exempt.
2. The Y-Rated salary for this position is reflective of the incumbent in the position effective 11/1/14 formerly classified as CIP Coordinator.
3. Incumbent Procurement Specialist I reclassified to Procurement Specialist II on 7/1/18 shall be exempt.

Inland Empire Utilities Agency

EXHIBIT 1

Unit Salary Matrix
Effective July 1, 2018

Range/Step	Hourly	Bi-Weekly	Monthly	Annually
165				
1	19.3994	1,551.95	3,362.57	40,351
2	19.8843	1,590.75	3,446.62	41,359
3	20.3814	1,630.51	3,532.78	42,393
4	20.8910	1,671.28	3,621.11	43,453
5	21.4132	1,713.06	3,711.63	44,540
6	21.9486	1,755.89	3,804.43	45,653
7	22.4973	1,799.78	3,899.53	46,794
8	23.0597	1,844.78	3,997.02	47,964
9	23.6363	1,890.90	4,096.95	49,163
166				
1	20.3680	1,629.44	3,530.46	42,365
2	20.8772	1,670.17	3,618.71	43,424
3	21.3991	1,711.93	3,709.18	44,510
4	21.9341	1,754.73	3,801.91	45,623
5	22.4824	1,798.59	3,896.95	46,763
6	23.0445	1,843.56	3,994.38	47,933
7	23.6206	1,889.65	4,094.23	49,131
8	24.2111	1,936.89	4,196.59	50,359
9	24.8164	1,985.31	4,301.50	51,618
167				
1	21.3860	1,710.88	3,706.90	44,483
2	21.9205	1,753.64	3,799.56	45,595
3	22.4685	1,797.48	3,894.55	46,735
4	23.0303	1,842.42	3,991.92	47,903
5	23.6060	1,888.48	4,091.71	49,101
6	24.1962	1,935.70	4,194.01	50,328
7	24.8011	1,984.09	4,298.86	51,586
8	25.4212	2,033.70	4,406.34	52,876
9	26.0567	2,084.54	4,516.49	54,198
168				
1	22.4532	1,796.26	3,891.89	46,703
2	23.0145	1,841.16	3,989.18	47,870
3	23.5899	1,887.19	4,088.92	49,067
4	24.1796	1,934.37	4,191.13	50,294
5	24.7841	1,982.73	4,295.91	51,551
6	25.4038	2,032.30	4,403.33	52,840
7	26.0389	2,083.11	4,513.40	54,161
8	26.6898	2,135.19	4,626.24	55,515
9	27.3570	2,188.56	4,741.89	56,903
169				
1	23.5743	1,885.95	4,086.22	49,035
2	24.1637	1,933.10	4,188.37	50,260
3	24.7677	1,981.42	4,293.07	51,517
4	25.3870	2,030.96	4,400.41	52,805

Inland Empire Utilities Agency

EXHIBIT 1

Unit Salary Matrix
Effective July 1, 2018

Range/Step	Hourly	Bi-Weekly	Monthly	Annually
5	26.0216	2,081.73	4,510.41	54,125
6	26.6722	2,133.78	4,623.18	55,478
7	27.3390	2,187.12	4,738.76	56,865
8	28.0224	2,241.80	4,857.22	58,287
9	28.7230	2,297.84	4,978.65	59,744
170				
1	24.7537	1,980.30	4,290.65	51,488
2	25.3726	2,029.80	4,397.91	52,775
3	26.0068	2,080.54	4,507.85	54,094
4	26.6570	2,132.56	4,620.54	55,447
5	27.3234	2,185.87	4,736.06	56,833
6	28.0065	2,240.52	4,854.47	58,254
7	28.7067	2,296.54	4,975.83	59,710
8	29.4244	2,353.95	5,100.23	61,203
9	30.1600	2,412.80	5,227.74	62,733
171				
1	25.9914	2,079.31	4,505.17	54,062
2	26.6412	2,131.29	4,617.81	55,414
3	27.3072	2,184.57	4,733.24	56,799
4	27.9898	2,239.19	4,851.57	58,219
5	28.6897	2,295.17	4,972.87	59,674
6	29.4069	2,352.55	5,097.19	61,166
7	30.1421	2,411.36	5,224.62	62,695
8	30.8955	2,471.64	5,355.23	64,263
9	31.6680	2,533.44	5,489.12	65,869
172				
1	27.2918	2,183.34	4,730.58	56,767
2	27.9741	2,237.93	4,848.85	58,186
3	28.6735	2,293.88	4,970.08	59,641
4	29.3903	2,351.22	5,094.32	61,132
5	30.1251	2,410.01	5,221.69	62,660
6	30.8783	2,470.26	5,352.23	64,227
7	31.6501	2,532.01	5,486.02	65,832
8	32.4415	2,595.32	5,623.19	67,478
9	33.2524	2,660.20	5,763.76	69,165
173				
1	28.6551	2,292.41	4,966.89	59,603
2	29.3714	2,349.71	5,091.05	61,093
3	30.1058	2,408.46	5,218.34	62,620
4	30.8584	2,468.67	5,348.78	64,185
5	31.6298	2,530.38	5,482.50	65,790
6	32.4206	2,593.64	5,619.56	67,435
7	33.2311	2,658.49	5,760.05	69,121
8	34.0619	2,724.96	5,904.07	70,849
9	34.9135	2,793.08	6,051.67	72,620

**Inland Empire Utilities Agency
Unit Salary Matrix
Effective July 1, 2018**

EXHIBIT 1

Range/Step	Hourly	Bi-Weekly	Monthly	Annually
174				
1	30.0856	2,406.85	5,214.83	62,578
2	30.8377	2,467.01	5,345.20	64,142
3	31.6087	2,528.69	5,478.83	65,746
4	32.3990	2,591.92	5,615.82	67,390
5	33.2089	2,656.71	5,756.21	69,075
6	34.0391	2,723.13	5,900.11	70,801
7	34.8901	2,791.21	6,047.61	72,571
8	35.7623	2,860.99	6,198.80	74,386
9	36.6564	2,932.51	6,353.77	76,245
175				
1	31.5879	2,527.03	5,475.23	65,703
2	32.3776	2,590.21	5,612.12	67,345
3	33.1870	2,654.96	5,752.41	69,029
4	34.0167	2,721.34	5,896.23	70,755
5	34.8671	2,789.37	6,043.64	72,524
6	35.7388	2,859.10	6,194.72	74,337
7	36.6323	2,930.58	6,349.60	76,195
8	37.5480	3,003.84	6,508.33	78,100
9	38.4868	3,078.94	6,671.04	80,052
176				
1	33.1664	2,653.31	5,748.84	68,986
2	33.9956	2,719.65	5,892.57	70,711
3	34.8454	2,787.63	6,039.87	72,478
4	35.7165	2,857.32	6,190.86	74,290
5	36.6094	2,928.76	6,345.64	76,148
6	37.5247	3,001.98	6,504.29	78,051
7	38.4628	3,077.02	6,666.88	80,003
8	39.4243	3,153.95	6,833.55	82,003
9	40.4100	3,232.80	7,004.40	84,053
177				
1	34.8255	2,786.04	6,036.43	72,437
2	35.6962	2,855.69	6,187.34	74,248
3	36.5886	2,927.09	6,342.03	76,104
4	37.5034	3,000.27	6,500.59	78,007
5	38.4410	3,075.28	6,663.10	79,957
6	39.4020	3,152.16	6,829.67	81,956
7	40.3870	3,230.96	7,000.42	84,005
8	41.3967	3,311.73	7,175.42	86,105
9	42.4315	3,394.52	7,354.80	88,258
178				
1	36.5655	2,925.24	6,338.01	76,056
2	37.4796	2,998.37	6,496.47	77,958
3	38.4166	3,073.33	6,658.88	79,907
4	39.3771	3,150.17	6,825.36	81,904

Inland Empire Utilities Agency

EXHIBIT 1

Unit Salary Matrix
Effective July 1, 2018

Range/Step	Hourly	Bi-Weekly	Monthly	Annually
5	40.3615	3,228.92	6,995.99	83,952
6	41.3705	3,309.64	7,170.89	86,051
7	42.4048	3,392.39	7,350.17	88,202
8	43.4649	3,477.19	7,533.92	90,407
9	44.5515	3,564.12	7,722.26	92,667
179				
1	38.3952	3,071.61	6,655.16	79,862
2	39.3550	3,148.40	6,821.54	81,858
3	40.3389	3,227.11	6,992.07	83,905
4	41.3474	3,307.79	7,166.87	86,002
5	42.3811	3,390.49	7,346.05	88,153
6	43.4406	3,475.25	7,529.70	90,356
7	44.5266	3,562.13	7,717.94	92,615
8	45.6398	3,651.18	7,910.89	94,931
9	46.7808	3,742.46	8,108.67	97,304
180				
1	40.3144	3,225.15	6,987.83	83,854
2	41.3223	3,305.79	7,162.54	85,950
3	42.3554	3,388.43	7,341.60	88,099
4	43.4142	3,473.14	7,525.13	90,302
5	44.4996	3,559.96	7,713.26	92,559
6	45.6120	3,648.96	7,906.09	94,873
7	46.7524	3,740.19	8,103.74	97,245
8	47.9212	3,833.70	8,306.34	99,676
9	49.1193	3,929.54	8,514.01	102,168
181				
1	42.3279	3,386.23	7,336.83	88,042
2	43.3862	3,470.89	7,520.27	90,243
3	44.4708	3,557.66	7,708.27	92,499
4	45.5825	3,646.60	7,900.97	94,812
5	46.7221	3,737.77	8,098.50	97,182
6	47.8902	3,831.22	8,300.97	99,612
7	49.0875	3,927.00	8,508.49	102,102
8	50.3146	4,025.17	8,721.20	104,654
9	51.5724	4,125.80	8,939.22	107,271
182				
1	44.4446	3,555.56	7,703.72	92,445
2	45.5557	3,644.45	7,896.32	94,756
3	46.6945	3,735.56	8,093.72	97,125
4	47.8619	3,828.95	8,296.06	99,553
5	49.0585	3,924.68	8,503.47	102,042
6	50.2849	4,022.80	8,716.06	104,593
7	51.5420	4,123.36	8,933.94	107,207
8	52.8306	4,226.45	9,157.31	109,888
9	54.1513	4,332.10	9,386.23	112,635

**Inland Empire Utilities Agency
Unit Salary Matrix
Effective July 1, 2018**

EXHIBIT 1

Range/Step	Hourly	Bi-Weekly	Monthly	Annually
183				
1	46.6687	3,733.50	8,089.25	97,071
2	47.8355	3,826.84	8,291.49	99,498
3	49.0314	3,922.51	8,498.78	101,985
4	50.2572	4,020.58	8,711.25	104,535
5	51.5136	4,121.09	8,929.02	107,148
6	52.8014	4,224.11	9,152.25	109,827
7	54.1215	4,329.72	9,381.07	112,573
8	55.4745	4,437.96	9,615.58	115,387
9	56.8614	4,548.91	9,855.98	118,272
184				
1	49.0006	3,920.05	8,493.44	101,921
2	50.2256	4,018.05	8,705.77	104,469
3	51.4813	4,118.50	8,923.43	107,081
4	52.7683	4,221.47	9,146.51	109,758
5	54.0876	4,327.00	9,375.18	112,502
6	55.4397	4,435.18	9,609.55	115,315
7	56.8257	4,546.06	9,849.80	118,198
8	58.2463	4,659.71	10,096.03	121,152
9	59.7026	4,776.21	10,348.45	124,181
185				
1	51.4491	4,115.93	8,917.85	107,014
2	52.7354	4,218.83	9,140.80	109,690
3	54.0537	4,324.29	9,369.31	112,432
4	55.4051	4,432.40	9,603.54	115,243
5	56.7902	4,543.21	9,843.63	118,124
6	58.2100	4,656.80	10,089.73	121,077
7	59.6652	4,773.22	10,341.97	124,104
8	61.1568	4,892.54	10,600.51	127,206
9	62.6858	5,014.86	10,865.54	130,386
186				
1	54.0231	4,321.85	9,364.01	112,368
2	55.3737	4,429.89	9,598.11	115,177
3	56.7580	4,540.64	9,838.06	118,057
4	58.1770	4,654.16	10,084.01	121,008
5	59.6314	4,770.52	10,336.12	124,033
6	61.1223	4,889.78	10,594.52	127,134
7	62.6502	5,012.02	10,859.37	130,312
8	64.2165	5,137.32	11,130.86	133,570
9	65.8220	5,265.76	11,409.14	136,910
187				
1	56.7228	4,537.82	9,831.95	117,983
2	58.1407	4,651.26	10,077.73	120,933
3	59.5943	4,767.54	10,329.68	123,956
4	61.0842	4,886.73	10,587.93	127,055

Inland Empire Utilities Agency

EXHIBIT 1

Unit Salary Matrix

Effective July 1, 2018

Range/Step	Hourly	Bi-Weekly	Monthly	Annually
5	62.6112	5,008.90	10,852.62	130,231
6	64.1766	5,134.13	11,123.95	133,487
7	65.7810	5,262.48	11,402.03	136,824
8	67.4255	5,394.04	11,687.09	140,245
9	69.1111	5,528.89	11,979.26	143,751
188				
1	59.5569	4,764.55	10,323.19	123,878
2	61.0458	4,883.66	10,581.27	126,975
3	62.5719	5,005.75	10,845.80	130,150
4	64.1362	5,130.89	11,116.93	133,403
5	65.7396	5,259.17	11,394.86	136,738
6	67.3831	5,390.65	11,679.74	140,157
7	69.0677	5,525.42	11,971.74	143,661
8	70.7943	5,663.55	12,271.02	147,252
9	72.5643	5,805.14	12,577.81	150,934
189				
1	62.5344	5,002.75	10,839.30	130,072
2	64.0979	5,127.83	11,110.29	133,324
3	65.7003	5,256.02	11,388.05	136,657
4	67.3428	5,387.42	11,672.75	140,073
5	69.0264	5,522.11	11,964.57	143,575
6	70.7520	5,660.16	12,263.67	147,164
7	72.5207	5,801.66	12,570.26	150,843
8	74.3339	5,946.71	12,884.54	154,614
9	76.1922	6,095.38	13,206.65	158,480
190				
1	65.6600	5,252.80	11,381.07	136,573
2	67.3015	5,384.12	11,665.60	139,987
3	68.9841	5,518.73	11,957.24	143,487
4	70.7087	5,656.69	12,256.17	147,074
5	72.4764	5,798.11	12,562.58	150,751
6	74.2883	5,943.06	12,876.64	154,520
7	76.1455	6,091.64	13,198.55	158,383
8	78.0492	6,243.93	13,528.53	162,342
9	80.0004	6,400.03	13,866.73	166,401
191				
1	68.9426	5,515.41	11,950.05	143,401
2	70.6662	5,653.29	12,248.80	146,986
3	72.4328	5,794.62	12,555.02	150,660
4	74.2436	5,939.49	12,868.89	154,427
5	76.0997	6,087.98	13,190.61	158,287
6	78.0022	6,240.18	13,520.39	162,245
7	79.9523	6,396.18	13,858.40	166,301
8	81.9511	6,556.09	14,204.86	170,458
9	83.9999	6,719.99	14,559.99	174,720

Inland Empire Utilities Agency

EXHIBIT 1

**Unit Salary Matrix
Effective July 1, 2018**

Range/Step	Hourly	Bi-Weekly	Monthly	Annually
192				
1	72.3911	5,791.29	12,547.79	150,573
2	74.2009	5,936.07	12,861.49	154,338
3	76.0559	6,084.48	13,183.03	158,196
4	77.9572	6,236.58	13,512.59	162,151
5	79.9063	6,392.50	13,850.42	166,205
6	81.9038	6,552.31	14,196.67	170,360
7	83.9515	6,716.12	14,551.60	174,619
8	86.0502	6,884.02	14,915.37	178,984
9	88.2015	7,056.12	15,288.27	183,459
193				
1	76.0100	6,080.80	13,175.07	158,101
2	77.9102	6,232.82	13,504.43	162,053
3	79.8580	6,388.64	13,842.05	166,105
4	81.8544	6,548.35	14,188.10	170,257
5	83.9008	6,712.07	14,542.81	174,514
6	85.9983	6,879.86	14,906.37	178,876
7	88.1482	7,051.86	15,279.03	183,348
8	90.3520	7,228.16	15,661.01	187,932
9	92.6108	7,408.86	16,052.54	192,630
194				
1	79.8127	6,385.02	13,834.21	166,011
2	81.8080	6,544.64	14,180.06	170,161
3	83.8532	6,708.26	14,534.56	174,415
4	85.9495	6,875.96	14,897.92	178,775
5	88.0984	7,047.87	15,270.38	183,245
6	90.3008	7,224.07	15,652.14	187,826
7	92.5583	7,404.66	16,043.44	192,521
8	94.8722	7,589.78	16,444.52	197,334
9	97.2440	7,779.52	16,855.63	202,268
195				
1	83.8038	6,704.30	14,525.99	174,312
2	85.8988	6,871.91	14,889.13	178,670
3	88.0464	7,043.71	15,261.38	183,137
4	90.2475	7,219.80	15,642.90	187,715
5	92.5037	7,400.30	16,033.98	192,408
6	94.8163	7,585.31	16,434.83	197,218
7	97.1868	7,774.94	16,845.70	202,148
8	99.6164	7,969.31	17,266.84	207,202
9	102.1068	8,168.55	17,698.52	212,382
196				
1	87.9922	7,039.38	15,251.98	183,024
2	90.1921	7,215.36	15,633.29	187,599
3	92.4468	7,395.74	16,024.11	192,289
4	94.7580	7,580.64	16,424.72	197,097

Inland Empire Utilities Agency

EXHIBIT 1

Unit Salary Matrix
Effective July 1, 2018

Range/Step	Hourly	Bi-Weekly	Monthly	Annually
5	97.1269	7,770.15	16,835.32	202,024
6	99.5551	7,964.41	17,256.23	207,075
7	102.0440	8,163.52	17,687.63	212,252
8	104.5950	8,367.60	18,129.80	217,558
9	107.2099	8,576.79	18,583.05	222,997
197				
1	92.3913	7,391.31	16,014.50	192,174
2	94.7011	7,576.09	16,414.86	196,978
3	97.0687	7,765.49	16,825.24	201,903
4	99.4954	7,959.63	17,245.86	206,950
5	101.9827	8,158.62	17,677.01	212,124
6	104.5324	8,362.59	18,118.95	217,427
7	107.1457	8,571.66	18,571.92	222,863
8	109.8243	8,785.95	19,036.22	228,435
9	112.5699	9,005.59	19,512.12	234,145
198				
1	97.0103	7,760.82	16,815.11	201,781
2	99.4355	7,954.84	17,235.48	206,826
3	101.9214	8,153.71	17,666.37	211,996
4	104.4694	8,357.56	18,108.04	217,296
5	107.0811	8,566.49	18,560.73	222,729
6	109.7582	8,780.66	19,024.75	228,297
7	112.5022	9,000.17	19,500.38	234,005
8	115.3147	9,225.18	19,987.88	239,855
9	118.1976	9,455.81	20,487.58	245,851
199				
1	104.2884	8,343.07	18,076.66	216,920
2	106.8956	8,551.64	18,528.56	222,343
3	109.5680	8,765.44	18,991.78	227,901
4	112.3072	8,984.57	19,466.58	233,599
5	115.1149	9,209.19	19,953.25	239,439
6	117.9928	9,439.42	20,452.08	245,425
7	120.9426	9,675.41	20,963.38	251,561
8	123.9661	9,917.29	21,487.46	257,850
9	127.0653	10,165.22	22,024.65	264,296
200				
1	112.1091	8,968.73	19,432.24	233,187
2	114.9118	9,192.95	19,918.05	239,017
3	117.7847	9,422.78	20,416.01	244,992
4	120.7293	9,658.34	20,926.41	251,117
5	123.7475	9,899.80	21,449.56	257,395
6	126.8412	10,147.29	21,985.80	263,830
7	130.0122	10,400.98	22,535.45	270,425
8	133.2625	10,661.00	23,098.84	277,186
9	136.5941	10,927.52	23,676.30	284,116

Inland Empire Utilities Agency
Unit Salary Matrix
Effective July 1, 2018

EXHIBIT 1

Range/Step	Hourly	Bi-Weekly	Monthly	Annually
201				
1	59.3745	4,749.96	10,291.58	123,499
202				
1	42.9806	3,438.45	7,449.97	89,400
203				
1	149.1334	11,930.68	25,849.80	310,198
204				
1	151.0337	12,082.69	26,179.17	314,150
001				
1	11.0000			
2	12.0000			
3	13.0000			
4	14.0000			
5	15.0000			
6	16.0000			