

**RESOLUTION NO. 2021-9-2**

**RESOLUTION OF THE BOARD OF DIRECTORS OF THE INLAND EMPIRE UTILITIES AGENCY\*, SAN BERNARDINO COUNTY, CALIFORNIA, APPROVING THE MEMORANDUM OF UNDERSTANDING BETWEEN THE INLAND EMPIRE UTILITIES AGENCY AND THE PROFESSIONAL UNIT**

**WHEREAS**, the representatives of the Board of Directors of the 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

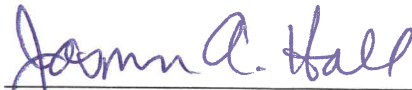
**WHEREAS**, a Memorandum of Understanding prepared by said representatives has been presented to the Board of Directors for ratification; and

**WHEREAS**, the Professional Unit ratified 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 is adopted after the parties have met and conferred.

**ADOPTED** the 1st day of September 2021.



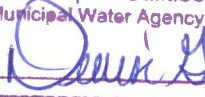
**Jasmin A. Hall**  
President of the Inland Empire Utilities Agency\* and of the Board of Directors thereof

ATTEST:



**Steven J. Elie**  
Secretary/Treasurer of the Inland Empire Utilities Agency\* and of the Board of Directors thereof

\*A Municipal Water District

The undersigned certifies that this is a true copy as on file in the permanent records of the Agency. This stamp must be in purple ink to constitute a certified copy. Inland Empire Utilities Agency\*  
\*A Municipal Water Agency\*  
By  Date 9/2/2021

Resolution No. 2021-9-2

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STATE OF CALIFORNIA )  
COUNTY OF ) SS  
SAN BERNARDINO )

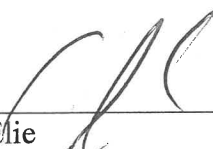
I, Steven J. Elie, Secretary/Treasurer of the Inland Empire Utilities Agency\*, DO  
HEREBY CERTIFY that the foregoing Resolution being No. 2021-9-2, was adopted at a regular  
Board Meeting on September 1, 2021, of said Agency by the following vote:

AYES: Camacho, Elie, Hall, Hofer, Tule

NOES: None

ABSTAIN: None

ABSENT: None

  
\_\_\_\_\_  
Steven J. Elie  
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, 2021 THROUGH JUNE 30, 2024**

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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	
Risk Specialist	
Safety Analyst	
Facilities Program 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

A. 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, 2021 through June 30, 2024, or until a successor MOU is adopted after the parties have met and conferred.

B. On or before March 2024, the parties agree to initiate the meet and confer process on a

successor MOU.

- C. 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.
- D. Upon ratification by the Board, all bargaining unit employees on the Agency's payroll on July 1, 2021, shall receive a one-thousand-dollar (\$1,000) bonus.
- E. If, during the course of this agreement, any other bargaining unit in the Agency (including the unrepresented bargaining unit) gets a greater annual across-the-board pay increase greater than the COLAs of this MOU, the Professional Unit shall immediately receive that greater percentage increase.
- F. Should the Agency decide to modify the proposed Remote Work Policy, the Agency shall provide the Unit notice of the proposed modifications. The Unit may then request to meet and confer over the effects of the proposed modifications.
- G. During calendar year 2022, the Agency shall conduct a Classification Review of the Information Systems Analyst II classification and the Business Systems Analyst II classification. This review may or may not result in a pay increase or adjustment to the classification.
- H. During calendar year 2022, the Agency shall conduct a Classification Review of the Accountant I classification and the Accountant II classification. This review may or may not result in a pay increase or adjustment to the classification.
- I. During calendar year 2022, the Agency shall conduct a Classification Review of the Purchasing Specialist II classification. This review may or may not result in a pay increase or adjustment to the classification.

## **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/stepchild, 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, Stepbrother, Stepsister, 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 Workday

A scheduled workday 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 Workday

An unscheduled workday 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.

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 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 Agency 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 Department, 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 Department 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 Department 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 Department Manager, or designated representative(s).
- B. If an opening exists in a different position or classification, the employee may, at the Department 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 Department 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, 2021, the Agency shall implement a 3.0% base salary increase for FY 2021-2022.
- C. Effective July 1, 2022, the Agency shall implement a 3.0% base salary increase for FY 2022-2023.
- D. Effective July 1, 2023, the Agency shall implement a 3.0% base salary increase for FY 2023-2024.
- 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 Milius 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 workday 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. 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, bereavement leave, and/or holiday time that fall within the employee's regular shift shall count as hours worked when computing overtime.
- B. 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 1<sup>st</sup> 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, 2022, 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, 2023, 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.
- 10) Employee +1 and Employee & Family: If the cost of the combined premiums for health, dental, vision, and life insurance (including dependent coverage) is less than the monthly contribution, 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 including their eligible dependent(s). 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.

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
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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 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 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

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 Development Stipend

- A. Unit members not on original probation shall be entitled to a professional development stipend of one thousand dollars (\$1000) per calendar year. The professional development stipend shall be paid every twenty-fifth (25th) pay period.
- B. The professional development stipend shall replace the following incentive programs:
  - 1. All certification and licensing payments and reimbursements found in Agency Policy A-70 Certification or Licensing.
  - 2. All professional memberships payments and reimbursements
  - 3. All other certification or license incentive pay, voluntary or required
- C. Unit members who are currently receiving more than \$1,000 per year, shall have grandfather rights to the CIP amount that they are eligible for during July 2021, to be paid as a yearly stipend. The stipend shall be paid every twenty-fifth (25th) pay period. However, unit members shall not be eligible for any reimbursements. The Agency and the Association will establish a list of employees who will be participating in the grandfathering in agreement. The look back period for grandfathering rights will be July 2019 through June 2021. Proof of certificates or licensing shall be due on or before the 21st pay period of the year. Should an employee who has grandfather rights, fail to maintain their certificate or license, they shall no longer be eligible for the grandfather rights and will be transitioned to the \$1,000 Professional Development Stipend.
- D. Unit members shall no longer be eligible for Agency Policy A-70 Certification or Licensing. This language is meant to supersede all applicable contract language negotiated before June 30, 2021, as well as applicable Agency policy.

#### 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 11.10. - Degree Incentive

- A. The Agency shall provide a one-time payment of \$175 for employees who successfully earn an associate degree.

- B. The Agency shall provide a one-time payment of \$300 for employees who earn a bachelor's degree.
- C. The Agency shall provide a one-time payment of \$300 for employees who earn a master's degree.
- D. Payments are not retroactive and shall apply only to degrees earned during the duration of the MOU.
- E. Eligibility for the payment and verification of degree shall follow the processes set forth in Policy A-70.

**Section 11.11. - 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 11.12. - Wellness Stipend**

- A. Unit members not on original probation shall be entitled to a wellness stipend of five hundred dollars (\$500) per calendar year. The wellness stipend shall be paid every twenty-fifth (25th) pay period.
- B. Unit members shall no longer be eligible for Agency Policy A-78 Wellness Program. This language is meant to supersede all applicable contract language negotiated before June 30, 2021, as well as applicable Agency policy.

**Section 11.13. - 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 Human Resources Department.
- 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

#### Section 12.06. - 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 12.07. - 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.

### **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 <sup>th</sup>	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 workday 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 4<sup>th</sup> 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.

- G. Agency forms a Holiday Assessment Committee to evaluate current observed holidays. Increasing the number of holidays shall not be assessed, but rather the Agency's observed holidays. Committee shall be made up of 1 representative from each Association and the Employee and Labor Relations Advocate.

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:

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 30<sup>th</sup> 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 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
2022	February 19, 2022	2/21/2021 - 2/19/2022	April 8, and /or September 9, 2022
2023	February 18, 2023	2/20/2022 - 2/18/2023	April 7, and /or September 8, 2023
2024	February 17, 2024	2/19/2023 2/17/2024	April 5, and /or September 6, 2024

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 workdays 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
2021	October 16, 2021	November 12, 2021	December 3, 2021
2022	October 15, 2022	November 11, 2022	December 2, 2022
2023	October 14, 2023	November 10, 2023	December 1, 2023

- 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 or extended family (Section 4.10.A and Section 4.10B), the employee shall be granted up to five (5) workdays 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) workdays 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

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

- A. Employees who are registered voters may claim necessary time off to vote at elections as follows:
  - a. 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.
  - b. No more than two (2) hours of the time taken off for voting shall be without loss of pay. The time off for voting shall be only at the beginning or end of the regular working shift, whichever allows the most free time for voting and the least time off from the regular working shift, unless otherwise mutually agreed.
  - c. If the employee on the third working day prior to the day of election, knows or has reason to believe that time off will be necessary to be able to vote on election day, the employee shall give the 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 Department 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 workload 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.

## **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.
- K. An employee's grievance must be submitted within thirty (30) calendar days after the event giving rise to the grievance. Grievances not presented within this thirty (30) calendar day period shall be considered untimely and ineligible for processing through the Grievance Procedure.

#### Section 16.02. - Purpose

- A. To promote harmonious labor relations by establishing procedures on grievance matters.
- B. To provide that grievances shall be settled as near as possible to the point of origin.
- C. To provide that the grievance procedure shall be as informal as possible.

#### Section 16.03. - Procedure

- A. Grievances involving salaries, promotions, and performance appraisals may be processed up through Step 4 of this procedure.
- B. There shall be an earnest effort on the part of both parties to settle grievances promptly through the steps listed below.
- C. The following procedures outlined herein constitute the steps necessary to address an employee's grievance:

#### Step 1:

- A. An employee's grievance must be submitted to the Manager or Human Resources or designee within thirty (30) calendar days after the event giving rise to the grievance. Grievances not presented within this thirty (30) calendar day period shall be considered

untimely and ineligible for processing through the Grievance Procedure.

- B. A meeting with the employee, Union Representative (if the employee chooses), the Supervisor or designee, and a representative from the Human Resources department will be arranged at a mutually agreeable location and time to review and discuss the grievance. Such meeting will take place within eight (8) business days from the date the grievance is received by the Manager or Human Resources or designee. The Supervisor or designee will give their written answer to the employee and Union Representative, if applicable, by the end of the eighth (8) business day following the presentation of the grievance and the giving of such answer will conclude Step 1. Should the Supervisor or designee fail to respond within the allotted timeframe, the employee may proceed to the next step.

Step 2:

- A. If the grievance is not resolved in Step 1, the employee may proceed to Step 2. The employee will submit their grievance to the next level Management Representative, typically the Department Manager or designee by the end of the eighth (8) business day following the decision in step 1. Grievances not presented within this eight (8) business day period shall be considered untimely and ineligible for processing through the remainder of the Grievance Procedure.
- B. A meeting with the employee, Union Representative (if the employee chooses), the Department Manager or designee, and a representative from the Human Resources department will be arranged at a mutually agreeable location and time to review and discuss the grievance. Such meeting will take place within eight (8) business days from the date the grievance is received by the Department Manager or designee. The Department Manager or designee will give a written answer to the employee and Union Representative, if applicable, by the end of the eighth (8) business day following the date of the meeting, and the giving of such reply will conclude Step 2. Should the Department Manager or designee fail to respond within the allotted timeframe, the employee may proceed to the next step.

Step 3:

- A. If the grievance is not resolved in Step 2, the employee may proceed to Step 3. The employee will submit their grievance to the next level Management Representative, typically the Executive Manager or designee by the end of the eighth (8) business day following the decision in step 2. Grievances not presented within this eight (8) business day period shall be considered untimely and ineligible for processing through the remainder of the Grievance Procedure.
- B. A meeting with the employee, Union Representative (if the employee chooses), the Executive Manager or designee, and a representative from the Human Resources department will be arranged at a mutually agreeable location and time to review and discuss the grievance. Such meeting will take place within eight (8) business days from the date the grievance is received by the Executive Manager or designee. The Executive Manager or designee will give a written answer to the employee and Union Representative, if applicable, by the end of the eighth (8) business day following the date of the meeting, and the giving of such reply will conclude Step 3. Should the Executive Manager or designee fail to respond within the allotted timeframe, the employee may proceed to the next step.

Step 4:

- A. If the grievance is not resolved in Step 3, the employee may proceed to Step 4. The employee will submit their grievance to the Manager of Human Resources or designee by the end of the eighth (8) business day following the decision in step 3. Grievances not presented within this eight (8) business day period shall be considered untimely and ineligible for processing through the remainder of the Grievance Procedure.
- B. A three-person committee will be organized by the Manager of Human Resources or designee. The three-person committee shall consist of; one (1) Association Representative selected by the Association, one (1) Management Representative selected the Agency, and one (1) Management Representative selected by mutual agreement, by the Association Representative and the Management Representative.
- C. A meeting with the employee, Union Representative (if the employee chooses), a representative from the Human Resources department, and the three-person committee will be arranged at a mutually agreeable location and time to review and discuss the grievance. Such meeting will take place within eight (8) business days from the date the grievance is received by the Manager of Human Resources or designee. The three-person committee will give a written answer to the employee and Union Representative, if applicable, by the end of the eighth (8) business day following the date of the meeting, and the giving of such reply will conclude Step 4. Should the three-person committee fail to respond within the allotted timeframe, the employee may proceed to the next step.
- D. Grievances involving salaries, promotions, and performance appraisals shall not be continued beyond Step 4.

Step 5:

- A. If the grievance is not resolved in Step 4, the employee may proceed to Step 5. The employee will submit their grievance to the General Manager by the end of the eighth (8) business day following the decision in step 4. Grievances not presented within this eight (8) business day period shall be considered untimely and ineligible for processing through the remainder of the Grievance Procedure.
- B. A meeting with the employee, Union Representative (if the employee chooses), the General Manager, and a representative from the Human Resources department will be arranged at a mutually agreeable location and time to review and discuss the grievance. Such meeting will take place within eight (8) business days from the date the grievance is received by the General Manager. The General Manager will give a written answer to the employee and Union Representative, if applicable, by the end of the eighth (8) business day following the date of the meeting, and the giving of such reply will conclude Step 5 and conclude the grievance procedure.

**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 Human Resources Department. 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 and will be evaluated by the Department, in consultation with the Human Resources Department.

## 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, timecards, 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.

#### 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 sent electronically, via Agency e-mail or hand delivered.

## Section 17.06. - Pre-Disciplinary Procedure and Disciplinary Appeal Procedure

### Pre-Disciplinary Procedure:

If an employee is to be suspended for thirty-one (31) hours or more, receive a reduction in pay, be demoted or discharged, the employee shall:

1. Receive written notice of the intended action at least eight (8) business days before the date it is intended to become effective, stating the specific grounds and the particular facts upon which the action is based.
2. Receive copies of any materials, reports or other documents upon which the intended action is based.
3. Be afforded the right to respond in orally or in writing within eight (8) business days to the intended charges. Employee response shall be in accordance with the section below.
4. Be afforded the right to meet or schedule a meeting within eight (8) business days with the Agency's Skelly meeting reviewer. The Agency's Skelly meeting reviewer will be a representative from the Agency's management team, who is reasonably impartial and uninvolved from the underlying facts and circumstances of the employee.
5. Be given the written decision of the Agency Skelly meeting reviewer prior to the effective date of the disciplinary action and the giving of such written decision will conclude the pre-disciplinary procedure. Such action may not include discipline more severe than that described in the notice of intent; however, the Agency may reduce such discipline without the issuance of a further notice of intent.

### Employee Response:

The employee shall be entitled to respond, orally or in writing, to the notice of intended action described above. Such response must be in accordance with the steps in the pre-disciplinary procedure. After review of the employee's timely response, if any, the Agency shall notify the employee of any action to be taken. If the employee chooses to respond orally, the employee may request and, if such request is made, have present a Union representative.

### Disciplinary Appeal Procedure:

- A. Disciplinary actions of oral counseling and oral reprimands shall not be eligible for the disciplinary appeal procedure.
- B. Time limits for filing formal disciplinary appeals and their corresponding appeals, may be extended by mutual agreement of the parties. The mutual agreement of the parties shall be document in writing.

Step 1:

- A. An employee's disciplinary appeal must be submitted to the Manager of Human Resources, or designee within eight (8) business days after the issuance of the discipline. Disciplinary Appeals not presented within this eight (8) business day period shall be considered untimely and ineligible for processing through the Disciplinary Appeals Procedure.
- B. A meeting with the employee, Union Representative (if the employee chooses), the Management Representative, typically the Deputy Manager or designee, and a representative from the Human Resources department will be arranged at a mutually agreeable location and time to review and discuss the employee's disciplinary appeal. Such meeting will take place within eight (8) business days from the date the appeal is received by the Management Representative, typically the Deputy Manager or designee. The Management Representative, typically the Deputy Manager or designee will give their written answer to the employee and Union Representative, if applicable, by the end of the eighth (8) business day following the presentation of the disciplinary appeal and the giving of such answer will conclude Step 1. Should the Management Representative, typically the Deputy Manager or designee, fail to respond within the allotted timeframe, the employee may proceed to the next step.
- C. A disciplinary appeal of a written reprimand shall not be continued beyond Step 1. However, the employee may attach a written rebuttal to the written reprimand. The employee's written rebuttal must be submitted by the end of the eighth (8) business day following the written response from the Management Representative, typically the Deputy Manager or designee.
- D. Disciplinary actions of suspension of thirty-one (31) hours or more, reduction in pay, demotion or discharge may waive Step 1. The disciplinary appeal to the Department Manager of Human or designee, should include the employee's preference to start at Step 1 or Step 2.

Step 2:

- A. If the employee's disciplinary appeal is not resolved in Step 1, the employee may proceed to Step 2. The employee will submit their disciplinary appeal to the next level Management Representative, typically the Department Manager or designee by the end of the eighth (8) business day following the decision in step 2. Disciplinary Appeals not presented within this eight (8) business days period shall be considered untimely and ineligible for processing through the remainder of the Disciplinary Appeals Procedure.
- B. A meeting with the employee, Union Representative (if the employee chooses), the Department Manager or designee, and a representative from the Human Resources department will be arranged at a mutually agreeable location and time to review and discuss the employee's disciplinary appeal. Such meeting will take place within eight (8) business days from the date the appeal is received by the Department Manager or designee. The Department Manager or designee will give a written answer to the employee and Union Representative, if applicable, by the end of the eighth (8) business day following the date of the meeting, and the giving of such answer will conclude Step 2. Should the Department Manager or designee fail to respond within the allotted timeframe, the employee may proceed to the next step.

Step 3:

- A. If the employee's disciplinary appeal is not resolved in Step 2, the employee may proceed to Step 3. The employee will submit their disciplinary appeal to the next level Management Representative, typically the Executive Manager or designee by the end of the eighth (8) business day following the decision in step 2. Disciplinary Appeals not presented within this eight (8) business day period shall be considered untimely and ineligible for processing through the remainder of the Disciplinary Appeals Procedure.
- B. A meeting with the employee, Union Representative (if the employee chooses), the Executive Manager or designee, and a representative from the Human Resources department will be arranged at a mutually agreeable location and time to review and discuss the employee's disciplinary appeal. Such meeting will take place within eight (8) business days from the date the appeal is received by the Executive Manager or designee. The Executive Manager or designee will give a written answer to the employee and Union Representative, if applicable, by the end of the eighth (8) business day following the date of the meeting, and the giving of such answer will conclude Step 3. Should the Executive Manager or designee fail to respond within the allotted timeframe, the employee may proceed to the next step.

Step 4:

- A. If the employee's disciplinary appeal is not resolved in Step 3, the employee may proceed to Step 4. The employee will submit their disciplinary appeal to Manager of Human Resources or designee by the end of the eighth (8) business day following the decision in step 3. Disciplinary Appeals not presented within this eight (8) business day period shall be considered untimely and ineligible for processing through the remainder of the Disciplinary Appeals Procedure.
- B. A three-person committee will be organized by the Manager of Human Resources or designee. The three-person committee shall consist of; one (1) Association Representative selected by the Association, one (1) Management Representative selected by the Agency, and one (1) Management Representative selected by mutual agreement, by the Association Representative and the Management Representative.
- C. A meeting with the employee, Union Representative (if the employee chooses), a representative from the Human Resources department, and the three-person committee will be arranged at a mutually agreeable location and time to review and discuss the employee's disciplinary appeal. Such meeting will take place within eight (8) business days from the date the appeal is received by the Manager of Human Resources or designee. The three-person committee will give a written answer to the employee and Union Representative, if applicable, by the end of the eighth (8) business day following the date of the meeting, and the giving of such answer will conclude Step 4. Should the three-person committee fail to respond within the allotted timeframe, the employee may proceed to the next step.
- D. An appeal of discipline in the form of a suspension of thirty (30) hours or less shall not be continued beyond Step 4. However, the employee may attach a written rebuttal to the suspension of thirty (30) hours or less. The employee's written rebuttal must be submitted by the end of the eighth (8) business day following the written response from the Management representative.

Step 5:

- A. Only disciplinary actions of suspension of thirty-one (31) hours or more, reduction in pay, demotion or discharge are appealable to Step 5.
- B. If the disciplinary appeal is not resolved in Step 4, the employee may proceed to Step 5. The employee will submit their disciplinary appeal to the General Manager by the end of the eighth (8) business day following the decision in step 4. Disciplinary Appeals not presented within this eight (8) business day period shall be considered untimely and ineligible for processing through the remainder of the Disciplinary Appeals Procedure.
- C. A meeting with the employee, Union Representative (if the employee chooses), the General Manager, and a representative from the Human Resources department will be arranged at a mutually agreeable location and time to review and discuss the disciplinary appeal. Such meeting will take place within eight (8) business days from the date the disciplinary appeal is received by the General Manager. The General Manager will give a written answer to the employee and Union Representative, if applicable, by the end of the eighth (8) business day following the date of the meeting, and the giving of such reply will conclude Step 5 and conclude the disciplinary appeal procedure.

**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 - ASSOCIATION DUES DEDUCTION**

Section 19.01. - General

During the term of this MOU, the Agency agrees to collect Association Dues, through payroll deduction. The Agency shall be held harmless by the Association in performing this responsibility.

- A. The Agency shall deduct Association membership dues and any other agreed-upon payroll deductions to the extent permitted by law from the pay of each member employee in accordance with the procedures set forth herein.

1. At the direction of a recognized employee organization, the Agency may deduct dues from the paychecks of consenting members of the organization. Employees shall communicate their requests to begin or cancel membership deductions to the recognized employee organization, and the organization shall inform the Agency. Dues paying bargaining unit members who have affirmatively consented to or authorized dues deductions shall be entitled to have dues deducted by signing and filing with the Association an authorization form provided by the Association. The Association will notify the Agency of the employee name and amount of dues to be withheld. The dues deduction form currently in use may continue to be utilized by the Association.

2. The Agency agrees to direct each member employee to the Association with regard to any questions or concerns related to membership dues or any other mutually agreed payroll deduction.
3. The Association is responsible for providing the Agency with timely information regarding changes to member employees' dues and any other lawful Association related payroll deductions.
4. Dues withheld by the Agency shall be transmitted monthly to the Association officer designated in writing by the Association as the person authorized to receive the funds, at the address specified.
5. If dues deduction would result in a negative balance for an employee, the dues will not be withheld, and the Association will be notified.
6. The Association shall refund to the Agency any amounts paid to it in error upon presentation of supporting evidence. The Agency will pay to the Association any amounts which were not deducted in accordance with the procedures prescribed in this Section.

- B. The Agency shall make payroll deductions in reliance on the Association's certification that the Association has and will maintain an authorization signed by each member employee who affirmatively consents to pay Association membership dues. Similarly, the Agency shall only cancel or modify membership dues or any other mutually agreed payroll deduction for any member employee in reliance on information provided by the Association to the extent permitted by law.
- C. The Agency shall not request the Association to provide a copy of any member employee's authorization unless a dispute arises about the existence or terms of the authorization.
- D. The Association shall indemnify, defend, protect and hold harmless the Agency and its elected and appointed officials, officers, employees, officers and agents (collectively hereafter the "Indemnitees") from and against any and all claims, liabilities, losses, damages, fines, penalties, claims, demands, suits, actions, causes of action, judgments, costs, and expenses arising from the application of this section, including, but not limited to, any claims made by bargaining unit employees for the return of membership dues deductions the Agency made in reliance on the Association's certification, and any claims made by any bargaining unit employees for any deduction cancellation or modification the Agency made in reliance on the information provided by the Association.

## **ARTICLE 20 - NOTICE**

### **Section 20.01. - 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 21 - PURPOSE**

Section 21.01. - 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 - JOINT LABOR/MANAGEMENT COMMITTEE**

Joint Labor/Management Committee (LMC) to discuss concerns about transparency. Employee and Labor Relations Advocate will meet with the Association at least quarterly throughout the life of this agreement.

**ARTICLE 23 - TERM**

Section 23.01. - 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

\_\_\_\_\_  
Shivaji Deshmukh  
General Manager

\_\_\_\_\_  
Glenn Edwards  
Vice President

\*A Municipal Water District