



**AGENDA  
REGULAR MEETING OF THE  
BOARD OF DIRECTORS**

**WEDNESDAY, SEPTEMBER 1, 2021  
10:00 A.M.**

**INLAND EMPIRE UTILITIES AGENCY\*  
VIEW THE MEETING LIVE ONLINE AT IEUA.ORG  
TELEPHONE ACCESS: (415) 856-9169 / Conf Code: 932 945 127#**

PURSUANT TO THE PROVISIONS OF EXECUTIVE ORDERS N-25-20 AND N-29-20 ISSUED BY GOVERNOR GAVIN NEWSOM ON MARCH 12, 2020 AND MARCH 17, 2020 AND IN AN EFFORT TO PROTECT PUBLIC HEALTH AND PREVENT THE SPREAD OF COVID-19, THERE WILL BE NO PUBLIC LOCATION AVAILABLE FOR ATTENDING THE MEETING IN PERSON.

The public may participate and provide public comment during the meeting by dialing into the number provided above. Alternatively, the public may email public comments to the Board Secretary/Office Manager Denise Garzaro at [dgarzaro@ieua.org](mailto:dgarzaro@ieua.org) no later than 24 hours prior to the scheduled meeting time. Comments will then be read into the record during the meeting.

**CALL TO ORDER OF THE INLAND EMPIRE UTILITIES AGENCY BOARD OF DIRECTORS MEETING**

**FLAG SALUTE**

**PUBLIC COMMENT**

Members of the public may address the Board on any item that is within the jurisdiction of the Board; however, no action may be taken on any item not appearing on the agenda unless the action is otherwise authorized by Subdivision (b) of Section 54954.2 of the Government Code. Those persons wishing to address the Board on any matter, whether or not it appears on the agenda, are requested to email the Board Secretary no later than 24 hours prior to the scheduled meeting time or address the Board during the public comments section of the meeting. Comments will be limited to three minutes per speaker. Thank you.

**ADDITIONS TO THE AGENDA**

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

\*A Municipal Water District

1. **CLOSED SESSION**

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

Successor Negotiations – All Bargaining Units

Negotiating Parties: Michael Dueñas, Employee and Labor Relations  
Advocate and Recognized Employee Organizations

2. **CONSENT ITEMS**

A. **ADOPTION OF RESOLUTION NO. 2021-9-2, APPROVING THE  
MEMORANDUM OF UNDERSTANDING BETWEEN THE INLAND  
EMPIRE UTILITIES AGENCY AND THE PROFESSIONAL UNIT**

Staff recommends that the Board:

1. Adopt Resolution No. 2021-9-2, approving the Memorandum of Understanding between the Inland Empire Utilities Agency and the Professional Unit; and
2. Authorize the General Manager to execute the Memorandum of Understanding between the Inland Empire Utilities Agency and the Professional Unit.

B. **ADOPTION OF RESOLUTION NO. 2021-9-3, APPROVING THE  
MEMORANDUM OF UNDERSTANDING BETWEEN THE INLAND  
EMPIRE UTILITIES AGENCY AND THE SUPERVISORS' UNIT**

Staff recommends that the Board:

1. Adopt Resolution No. 2021-9-3, approving the Memorandum of Understanding between the Inland Empire Utilities Agency and the Supervisors' Unit; and
2. Authorize the General Manager to execute the Memorandum of Understanding between the Inland Empire Utilities Agency and the Supervisors' Unit.

C. **ADOPTION OF RESOLUTION NO. 2021-9-4, APPROVING THE  
PERSONNEL MANUAL FOR UNREPRESENTED EMPLOYEES**

Staff recommends that the Board:

1. Adopt Resolution No. 2021-9-4, approving the Personnel Manual for Unrepresented Employees; and
2. Authorize the General Manager to execute the Personnel Manual for Unrepresented Employees.

**D. ADOPTION OF RESOLUTION NO. 2021-9-5, APPROVING THE PERSONNEL MANUAL FOR EXECUTIVE MANAGEMENT EMPLOYEES**

Staff recommends that the Board:

1. Adopt Resolution No. 2021-9-5, approving the Personnel Manual for Executive Management Employees; and
2. Authorize the General Manager to execute the Personnel Manual for Executive Management Employees.

**E. ADOPTION OF RESOLUTION NO. 2021-9-1, AMENDING THE AGENCY'S SALARY SCHEDULE/MATRIX FOR ALL GROUPS**

Staff recommends that the Board adopt Resolution No. 2021-9-1, amending the Agency's Salary Schedule/Matrix for all groups.

**3. GENERAL MANAGER'S COMMENTS**

**4. BOARD OF DIRECTORS' REQUESTED FUTURE AGENDA ITEMS**

**5. DIRECTORS' COMMENTS**

**ADJOURN**

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

**Declaration of Posting**

I, Denise Garzaro, Board Secretary/Office Manager of the Inland Empire Utilities Agency\*, A Municipal Water District, hereby certify that a copy of this agenda has been posted by 5:30 p.m. on the Agency's website at [www.ieua.org](http://www.ieua.org) and at the Agency's main office, 6075 Kimball Avenue, Building A, Chino, CA on Thursday, August 26, 2021.



Denise Garzaro, CMC

**CONSENT  
CALENDAR  
ITEM**

**2A**

**Date:** September 1, 2021

**To:** The Honorable Board of Directors

*SD*  
**From:** Shivaji Deshmukh, General Manager

**Committee:**

**Executive Contact:** Shivaji Deshmukh, General Manager

**Subject:** Adoption of Resolution No. 2021-9-2, Approving the Memorandum of Understanding between the Inland Empire Utilities Agency and the Professional Unit

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**Executive Summary:**

In 2018, the Board of Directors approved a three-year term Memorandum of Understanding (MOU) between the Inland Empire Utilities Agency and the Professional Unit. This agreement is scheduled to expire on June 30, 2021. Successor negotiations commenced in March 2021 with the objective to engage in good faith bargaining. Additional key objectives included negotiation of a multi-year agreement, total compensation adjustments within the Board approved budget, and building efficiencies through streamlined processes. A tentative agreement was reached by the parties on July 26, 2021 and the Professional Unit provided notice on August 2, 2021 that the tentative agreement was ratified by their members. Key negotiated terms and conditions of the tentative agreement include a three-year MOU term, adjustments to total compensation, adjustments to the grievance procedures, adjustments to the disciplinary appeals procedures, and a one-time bonus. Additional key negotiated terms and conditions are listed in Attachment 1.

Upon Board approval of proposed Resolution No. 2021-9-2, the MOU between the Inland Empire Utilities Agency and the Professional Unit will represent the terms and conditions of employment beginning July 1, 2021 through June 30, 2024.

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**Staff's Recommendation:**

1. Adopt Resolution No. 2021-9-2, approving the Memorandum of Understanding between the Inland Empire Utilities Agency and the Professional Unit; and
2. Authorize the General Manager to execute the Memorandum of Understanding between the Inland Empire Utilities Agency and the Professional Unit.

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

*Account/Project Name:*

*Fiscal Impact (explain if not budgeted):*

**Prior Board Action:**

On August 1, 2018, the Board approved the Memorandum of Understanding between the Inland Empire Utilities Agency and the Professional Unit.

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**Environmental Determination:**

Not Applicable

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**Business Goal:**

Workplace Environment: IEUA is committed to providing a dynamic work environment with a highly skilled and dedicated workforce.

Fiscal Responsibility: IEUA is committed to safeguarding the Agency's fiscal health to effectively support short term and long-term needs, while providing the best value for our customers.

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**Attachments:**

Attachment 1 - Key Negotiated Terms & Conditions of Employment

Attachment 2 - Resolution No. 2021-9-2, approving the Memorandum of Understanding between the Inland Empire Utilities Agency and the Professional Unit, attached as Exhibit 1

**KEY NEGOTIATED TERMS & CONDITIONS OF EMPLOYMENT**

While the Professional Unit and IEUA management negotiated numerous terms and conditions, the key negotiated terms and conditions that were reached are:

1. The Memorandum of Understanding (MOU) will be three-year term agreement (July 1, 2021 – June 30, 2024).
2. A 3% base salary increase will be provided for each year of the MOU.
3. A Wellness Stipend will replace the Wellness Reimbursement to build efficiencies and preserve the confidentiality of employee medical information.
4. A yearly Professional Development Stipend in the amount of \$1,000 was established in lieu of the payment or reimbursement of certification or licensing expenses currently set forth in Policy A-70: Certification or Licensing.
5. Updated the Grievance Procedure to eliminate the involvement of the Board of Directors and to allow for the General Manager to serve as the final step of the Grievance Procedure.
6. Updated the Disciplinary Appeals Procedures to eliminate the involvement of the Board of Directors. The updated Pre-Disciplinary Procedure and Disciplinary Appeals Procedures will delineate pre-disciplinary procedures from disciplinary appeal procedures and allow for the General Manager to serve as the final step of the Disciplinary Appeals Procedures.
7. A one-time bonus in the amount of \$1,000.

**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.

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**Jasmin A. Hall**

President of the Inland Empire Utilities Agency\* and of the Board of Directors thereof

ATTEST:

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**Steven J. Elie**

Secretary/Treasurer of the Inland Empire Utilities Agency\* and of the Board of Directors thereof

\*A Municipal Water District



STATE OF CALIFORNIA    )  
COUNTY OF                ) SS  
SAN BERNARDINO         )

I, 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:

NOES:

ABSTAIN:

ABSENT:

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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 staffer will be sent out to all employees during the last pay period in February or as approved by the General Manager reminding employees of this option.
- 2) Payment shall be made to qualified employees in April 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

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Lisa Morgan-Perales  
President

---

Shivaji Deshmukh  
General Manager

---

Glenn Edwards  
Vice President

\*A Municipal Water District

**CONSENT  
CALENDAR  
ITEM**

**2B**

**Date:** September 1, 2021

*ADD*

**To:** The Honorable Board of Directors

**From:** Shivaji Deshmukh, General Manager

**Committee:**

**Executive Contact:** Shivaji Deshmukh, General Manager

**Subject:** Adoption of Resolution No. 2021-9-3, Approving the Memorandum of Understanding between the Inland Empire Utilities Agency and the Supervisors' Unit

---

**Executive Summary:**

In 2018, the Board of Directors approved a three-year term Memorandum of Understanding (MOU) between the Inland Empire Utilities Agency and the Supervisors' Unit. This agreement is scheduled to expire on June 30, 2021. Successor negotiations commenced in March 2021 with the objective to engage in good faith bargaining. Additional key objectives included negotiation of a multi-year agreement, total compensation adjustments within the Board approved budget, and building efficiencies through streamlined processes. A tentative agreement was reached by the parties on July 22, 2021 and the Supervisors' Unit provided notice on August 3, 2021 that the tentative agreement was ratified by their members. Key negotiated terms and conditions of the tentative agreement include a three-year MOU term, adjustments to total compensation, adjustments to the grievance procedures, adjustments to the disciplinary appeals procedures, and a one-time bonus. Additional key negotiated terms and conditions are listed in Attachment 1.

Upon Board approval of proposed Resolution No. 2021-9-3, the MOU between the Inland Empire Utilities Agency and the Supervisors' Unit will represent the terms and conditions of employment beginning July 1, 2021 through June 30, 2024.

---

**Staff's Recommendation:**

1. Adopt Resolution No. 2021-9-3, approving the Memorandum of Understanding between the Inland Empire Utilities Agency and the Supervisors' Unit; and
2. Authorize the General Manager to execute the Memorandum of Understanding between the Inland Empire Utilities Agency and the Supervisors' Unit.

---

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

*Account/Project Name:*

*Fiscal Impact (explain if not budgeted):*



**Prior Board Action:**

On August 1, 2018, the Board approved the Memorandum of Understanding between the Inland Empire Utilities Agency and the Supervisors' Unit.

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**Environmental Determination:**

Not Applicable

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**Business Goal:**

Workplace Environment: IEUA is committed to providing a dynamic work environment with a highly skilled and dedicated workforce.

Fiscal Responsibility: IEUA is committed to safeguarding the Agency's fiscal health to effectively support short term and long-term needs, while providing the best value for our customers.

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**Attachments:**

Attachment 1 - Key Negotiated Terms & Conditions of Employment

Attachment 2 - Resolution No. 2021-9-3, approving the Memorandum of Understanding between the Inland Empire Utilities Agency and the Supervisors' Unit, attached as Exhibit 1

**KEY NEGOTIATED TERMS & CONDITIONS OF EMPLOYMENT**

While the Supervisors' Unit and IEUA management negotiated numerous terms and conditions, the key negotiated terms and conditions that were reached are:

1. The Memorandum of Understanding (MOU) will be three-year term agreement (July 1, 2021 – June 30, 2024).
2. A 3% base salary increase will be provided for each year of the MOU.
3. Created equity within the bargaining unit by moving all classifications that were below Salary Range 185 to Salary Range 185.
4. A Wellness Stipend will replace the Wellness Reimbursement to build efficiencies and preserve the confidentiality of employee medical information.
5. A yearly Professional Development Stipend in the amount of \$1,000 was established in lieu of the payment or reimbursement of certification or licensing expenses currently set forth in Policy A-70: Certification or Licensing.
6. Updated the Grievance Procedure to eliminate the involvement of the General Manager and the Board of Directors and to allow for arbitration as the final step of the Grievance Procedure.
7. Updated the Disciplinary Appeals Procedures to eliminate the involvement of the General Manager and the Board of Directors. The updated Pre-Disciplinary Procedure and Disciplinary Appeals Procedures will delineate pre-disciplinary procedures from disciplinary appeal procedures and allow for arbitration as the final step of the Disciplinary Appeals Procedures.

**RESOLUTION NO. 2021-9-3**

**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 SUPERVISORS' 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 Supervisors' Unit to make equitable adjustments to terms and conditions of employment; and

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

**WHEREAS**, the Supervisors' 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 Supervisors' Unit attached hereto as Exhibit 1, which shall be effective upon approval and remain in full force and effect until a successor Memorandum of Understanding is adopted after the parties have met and conferred.

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

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**Jasmin A. Hall**

President of the Inland Empire Utilities Agency\* and of the Board of Directors thereof

ATTEST:

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**Steven J. Elie**

Secretary/Treasurer of the Inland Empire Utilities Agency\* and of the Board of Directors thereof

\*A Municipal Water District

STATE OF CALIFORNIA    )  
COUNTY OF                ) SS  
SAN BERNARDINO         )

I, Steven J. Elie, Secretary/Treasurer of the Inland Empire Utilities Agency\*, DO  
HEREBY CERTIFY that the foregoing Resolution being No. 2021-9-3, was adopted at a regular  
Board Meeting on September 1, 2021 of said Agency by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

---

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**

**SUPERVISORS' UNIT**

**FOR THE PERIOD OF JULY 1, 2021 THROUGH JUNE 30, 2024**

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# **THE INLAND EMPIRE UTILITIES AGENCY\***

## **MEMORANDUM OF UNDERSTANDING**

### **SUPERVISORS' UNIT**

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

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

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

## ARTICLE 1 - DESIGNATION OF PARTIES

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

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

\*Non-exempt classification

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

## ARTICLE 2 - PURPOSE

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

## ARTICLE 3 - TERM

- A. This MOU shall be effective as of July 1, 2021. It shall remain in full force and effect through June 30, 2024, or until a successor MOU is adopted after the parties have met and conferred.
- B. In or before March 2024, the parties agree to initiate the meet and confer process on a successor MOU.
- C. During the term of this MOU through June 30, 2024, if the Agency provides any other bargaining units a COLA or Medical Benefit adjustment greater than contained in this MOU then the Agency shall adjust this MOU to make it consistent with the changes in the other MOU.

## ARTICLE 4 - DEFINITIONS

### Section 4.01. - General

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

#### Section 4.02. - Appointment

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

#### Section 4.03. - Anniversary Year

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

#### Section 4.04. - Classification

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

#### Section 4.05. - Continuous Regular Employment

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

##### A. Break in Continuous Regular Employment

##### 1) Failure to Return to Work

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

##### 2) Termination of Employment

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

##### 3) Other Employment

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

#### Section 4.06. - Exempt Employees

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

#### Section 4.07. - Holiday Leave

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

#### Section 4.08. - Holiday Pay

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

#### Section 4.09. - Hourly Rate of Pay

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

#### Section 4.10. - Immediate/Extended Family

- A. Immediate Family is limited to: Spouse, State Registered Domestic Partner, Parent (biological or an individual who stands or stood in loco parentis to an employee when the employee was a minor), Child (biological/adopted/foster/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 without pay, shall be considered as having abandoned his/her job. Such employee may be disciplined in accordance with Article 17, Disciplinary Actions and Appeals Procedures.

#### Section 4.13. - Non-Exempt Employees

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

#### Section 4.14. - Overtime

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

#### Section 4.15. - Overtime Pay

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

#### Section 4.16. - Position

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

#### Section 4.17. - Probationary Employee

##### A. Original Probationary Employee

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

##### B. Technical Probationary Employee

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

#### Section 4.18. - Probationary Period

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

#### Section 4.19. - Promotion

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

#### Section 4.20. - Reclassification

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

#### Section 4.21. - Reemployment

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

#### Section 4.22. - Regular Employee

An employee who has successfully completed the original probationary period.

#### Section 4.23. - Reinstatement

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

#### Section 4.24. - Resignation

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

#### Section 4.25. - Step Advancement

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

#### Section 4.26. - Supervisory Employee

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

#### Section 4.27. - Temporary Employee

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

#### Section 4.28. - Termination

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

#### Section 4.29. - Transfer

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

#### Section 4.30. - Unpaid Status

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

#### Section 4.31. - Work Schedule

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

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

##### A. 9/80 Work Schedule

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

Example: Friday On/Off:

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

##### B. 5/40 Work Schedule

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

##### C. 4/10 Work Schedule

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

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

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

#### Section 4.32. - Scheduled Vacation

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



#### Section 4.33. - Unscheduled Vacation

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

### **ARTICLE 5 - GENERAL PROVISIONS**

#### Section 5.01. - Equal Employment Opportunity

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

#### Section 5.02. - Harassment in Employment

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

#### Section 5.03. - Compliance With Law

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

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

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

#### Section 5.05. - Labor/Management Meetings

- A. Representatives of the Unit and the Agency shall meet informally at the request of either party to discuss matters of mutual interest to each party. The time and place of the meeting shall be selected by the representatives involved. Three (3) designated Supervisors' Unit employees shall be allotted Association Leave time to prepare for MOU negotiations. Association Leave will equal two (2) meetings per month with a maximum of two (2) hours per meeting beginning in January prior to the expiration of current MOU and ending once negotiations begin provided that negotiations commence in March.
- B. The Agency and the Association agree to utilize the labor/management meetings to meet informally at the request of either party to discuss the potential for implementing a 4/10 work schedule for unit members.
- C. The Agency and the Association agree to utilize the labor/management meetings to discuss the revisions and modifications to the MOU to establish consistent language for all bargaining units. The labor/management process shall not result in any change in terms and conditions of employment absent a meet and confer process resulting in an

agreement between the parties to do so.

#### Section 5.06. - Whistleblower Protection

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

#### Section 5.07. - Savings Clause

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

#### Section 5.08. - Zipper Clause

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

#### Section 5.09. - Self-Contained Breathing Apparatus

Effective July 1, 2021, unit members shall not be required to use or be trained on the use of a Self-Contained Breathing Apparatus (SCBA) nor shall they fall under the Agency's Respiratory Protection Program.

### **ARTICLE 6 - FILLING OF VACANCIES**

#### Section 6.01. - General

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

#### Section 6.02. - Filling of Vacancy

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

- A. Insofar as possible and practical and in keeping with the best interests of the Agency, vacancies may be filled with existing employees of the Agency, subject to the following conditions:

- 1) A current Agency employee submits a completed application form for the vacant position.
  - 2) The employee requesting consideration demonstrates or possesses the experience and/or education and other qualifications that the position requires.
  - 3) An employee scores competitively on examinations, if given.
  - 4) In cases where more than one employee applies and all other factors are equal, seniority in terms of employment with the Agency shall prevail.
- B. Employees shall be evaluated for promotion or advancement based on the following criteria including but not limited to:
- 1) Overall work performance.
  - 2) Knowledge, training, ability, skill, efficiency, and overall job performance.
  - 3) Job-related work experience and education including certificates and degrees.
  - 4) Cooperative working relationships with those contacted in the course of work.
  - 5) Physical and mental ability to perform, with reasonable accommodation if disabled, the essential functions of the job.
  - 6) Attendance records with the Agency.
  - 7) Seniority with the Agency.

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

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

## **ARTICLE 7 - EMPLOYMENT APPLICATIONS AND APPLICANTS**

### **Section 7.01. - Application Forms**

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

#### Section 7.02. - Physical Examination and Condition

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

#### Section 7.03. - Employment Tests

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

#### Section 7.04. - Acceptance of Applicant

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

#### Section 7.05. - Rejection of Applicant

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

- A. Is found to lack any of the requirements, certifications, or qualifications for the position involved;
- B. Is physically or mentally incapable of performing the essential functions of the job, with or without reasonable accommodation, based on competent medical/psychological evidence, including, but not limited to, impairment caused by current illegal use of drugs; or current abuse of alcohol;
- C. Has made false statements of any material fact, or practiced any deception or fraud on the application, declarations or in securing eligibility or appointment;
- D. Is found by the Agency's automobile insurance program to be uninsurable if the essential functions of the job require the employee to be insured;
- E. Has been convicted of a crime, either a misdemeanor or felony, that relates to the position duties that the applicant would perform;

- F. Has used or attempted to use political pressure or bribery to secure an advantage in the employment testing or appointment;
- G. Has directly or indirectly obtained information, in advance, regarding employment tests;
- H. Has failed to complete and/or submit the employment application correctly or within the prescribed time limits;
- I. Has had the privilege to operate a motor vehicle in the State of California suspended or revoked within the past twelve (12) months if operating a motor vehicle, requiring a driver's license, is an essential function of the job for which applying;
- J. Has a job history which, in the judgment of the General Manager, or designated representative(s), would render the applicant ineligible for the position, including a prior discharge from the Agency.

#### Section 7.06. - Background Investigations

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

### **ARTICLE 8 - PERSONNEL RECORDS**

#### Section 8.01. - General

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

for each employee. This file shall be maintained in accordance with the Agency's records retention schedule, and in a confidential manner.

- E. The General Manager, or designated representative(s), and the employee shall be empowered and charged to cause entries to be made in the employee's personnel file and each employee shall have the right to review his/her file to assure said personnel file is current and complete.
- F. Disciplinary actions of less than and including a suspension of five (5) days or less will be purged from the employee's personnel file after two (2) years upon written request of the employee to the Manager of Human Resources if the employee has not been subject to any formal discipline during the two (2) year period.
- G. Employees must provide the Agency with a current address and phone number.

## **ARTICLE 9 - PROBATIONARY PERIODS**

### **Section 9.01. - Regulations**

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

- F. In the case of an original probationary, limited term employees promoted and/or reclassified to regular in the same classification and who have previously completed six (6) months employment may use accrued sick, vacation leave and/or floating holiday.

#### Section 9.02. - Technical Probation

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

#### Section 9.03. - Dismissal During the Probationary Period

- A. During the original probationary period, an employee may be discharged by the 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) month 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 Human Resources Manager, or designated representative(s), when there is a change in the duties and responsibilities of the position or other sufficient cause. Any non-voluntary reclassification of a position to a different classification shall result in an employee being placed into the appropriate pay range for the new position. A demotion is not considered a non-voluntary reclassification.
- B. If an employee believes that his/her duties and responsibilities have changed significantly, the employee may request a classification study of his/her position. Such request must be submitted in writing to the General Manager, or designated representative(s).

### **Section 10.03. - New Positions**

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

### **Section 10.04. - Compensation**

- A. Adjustments, if any, to salary ranges of employees covered by this MOU shall be made as negotiated between the Unit and the Agency and shall become part of this MOU.



- B. Effective July 1, 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.

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

- E. All base salary increases provided for in this MOU shall be implemented on Step "1" of the salary matrix and incrementally implemented through Step "9".
- F. All unit positions below the 185-salary range, shall be placed on the 185-salary range. Step placement will be on the salary step nearest to their current salary. Step placement will not negatively affect their current salary. For example, if the unit member is on salary step 9 of the 184-salary range, they will be placed on salary step 8 of the 185-salary range.
- G. Salary increase and step placement shall retroactive to July 1, 2021.

#### Section 10.05. - Preparation of Compensation Plan

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

#### Section 10.06. - Adoption of Compensation Plan

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

#### Section 10.07. - Salary Adjustments and Step Advancements

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

- A. New employees shall be hired at Step "1" of the established salary range for their classification. Variable entrance steps may be established if justified by recruitment needs through Step "9" with the approval of the General Manager, or designated representative(s).
- B. Within the base salary range, all step advancements will be effective on the first day

of a pay period. Approval for advancement shall be based upon merit and completion of required length of service in the classification. Step advancements within each salary range shall be in increments of approximately 2½%.

- C. Upon completion of a probationary period, advancement in step(s) shall be based on performance as provided in Section 10.08. Except in cases where employees have exhibited Outstanding performance as provided in Section 10.08.E, other advancements shall be based on performance as provided in Section 10.08.B, and are contingent upon completion of one (1) year.
- D. The time required for step advancement shall be extended by any time an employee is on an authorized leave of absence with or without pay, which exceeds thirty (30) calendar days (see Section 12.01.D).
- E. The General Manager, or designated representative(s), may authorize the adjustment of the range step or pay rate of an employee to maintain salary equity within the system, to prevent undue hardship or unfairness due to the application of any rule or policy, to correct any payroll error or omission including any such action which may have arisen in the prior fiscal year, or to correct any wage inequity.

#### Section 10.08. - Step Advancement/Performance

- A. The advancement of an employee within a classification shall be based on the employee exhibiting an increased ability, experience or educational level coupled with a history of meritorious service. The employee's supervisor shall evaluate the employee's qualifications and if merited, shall recommend advancement. The General Manager, or designated representative(s), shall have the authority to grant or reject recommended advancements.
- B. Employees who receive an annual performance appraisal with an overall performance rating of Meets Expectations shall be eligible to receive a one (1) step advancement, employees who receive an overall performance rating of Exceeds Expectations shall be eligible to receive a two (2) step advancement, and employees who receive an overall performance rating of Outstanding shall be eligible to receive a three (3) step advancement. In no instance shall the advancement place the employee higher than Step "9" of his/her salary range.
- C. A Meets Expectations or better performance appraisal will not be considered as justification for automatic advancement for employees who pass original or technical probation. Should an employee not be awarded a step advancement upon conclusion of his/her probationary period, he/she shall be eligible for a step advancement upon completion of one (1) year in the position.
- D. Advancements that are delayed because of late filing of recommendations shall be retroactive to the employee's benefit date when approved.
- E. An early step advancement may be granted to employees who have exhibited Outstanding performance. The due date of the next merit increase shall be upon completion of one (1) year from the date of the early step advancement (and paid in accordance with Section 10.08.G).
- F. In addition to any step advancement, Unit members may receive a Performance Award (paid in one lump sum during pay period 22) of up to ten percent (10%) of the

employee's base salary. Performance Awards when authorized by the Board of Directors shall be awarded based on performance during the previous fiscal year. All Performance Awards shall be awarded at the sole discretion of the General Manager. This Performance Award will be awarded to only those Unit members who are working for the Agency on the date the performance award is paid. The amount of the Performance Award to employees hired, promoted, or reclassified after the beginning of a fiscal year shall be pro-rated based on the number of pay periods remaining in the fiscal year. An employee on an authorized leave of absence, with or without pay, that exceeds thirty (30) continuous calendar days shall have his/her Performance Award pro-rated by the amount of pay periods actually worked in the fiscal year.

G. Merit adjustments shall become effective as follows:

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

#### Section 10.09. - Denial of Step Advancement/Performance

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

#### Section 10.10. - Authority of General Manager

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

## Section 10.11. - Acting Pay

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

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

## Section 10.12. - Official Business Pay Authorization

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

#### Section 10.13. - Pay Periods

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

#### Section 10.14. - Salary Test of FLSA

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

#### Section 10.15. - Promotional Compensation

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

#### Section 10.16. - Direct Deposit

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

#### Section 10.17. - Shift Differential

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

#### Section 10.18. - Timesheets

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

#### Section 10.19. - Overtime Compensation

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

- C. A non-exempt employee who works overtime during the period of time that a shift differential is paid, shall receive the differential when working overtime. For the purpose of such computation, the shift differential shall be added to the employee's standard hourly rate before the hourly rate is multiplied by one and one-half (1½).

#### Section 10.20. - On-call

- A. On-call shall first be assigned to operators.
- B. In the event that the Operations Supervisor is not available to be on on-call, it is incumbent upon him/her to make prior arrangements with a qualified Operator to serve in such capacity in his/her absence.
- C. If the Operations Supervisor is receiving a full day's pay from sick, vacation, and/or floating holiday, he/she shall not receive on-call compensation.
- D. Operations Supervisors are expected to respond to emergency phone calls twenty-four (24) hours a day, seven (7) days a week at various locations if necessary. Operations Supervisors are not expected to respond to non-emergency communications unless they are assigned to on-call duty.
- E. On-Call Pay
  - 1. Operations Supervisors shall receive Operator on-call pay when they are the acting on-call Operator.
  - 2. Management has the right to assign employees to on-call duty to achieve the most effective and efficient response time. An employee assigned to on-call duty will be assigned at a minimum a laptop and cell phone. On-call duty is not counted as hours worked when computing overtime.
  - 3. On call duty begins at the end of the employee's shift and ends at the start of their next shift. For employees assigned to work the "standard shift" (0600 – 1600); on call duty shall start at 1600 and end at 0600.
  - 4. On-call pay shall be paid at the employee's current hourly rate of pay for each day the employee is assigned to on-call duty. Management has the right to assign on-call duty to a qualified operator for multiple facilities. Employees assigned to on-call shall be compensated as follows:

North (RP1, RP4)	
One (1) facility	3 hours
Two (2) facilities	4 hours

  

South (RP2, RP5, Desalter, CC)	
One (1) facility or two (2) facilities	3 hours
Desalter Only	2 hours
Three (3) facilities	4 hours

  

RW Distribution on-call shall receive 1 hour	
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For the purposes of this section, facility(ies) shall include regional plant(s) and associated remote stations (i.e., lift stations, wells, etc.).

5. Two (2) hours of on-call pay shall be paid at the employee's current hourly rate of pay for each holiday the employee is assigned to on-call duty, in addition to the on-call compensation in Section 10.20.
6. Employees receiving a full day's pay from sick or vacation leave shall not be considered as available for duty. An employee may agree to be available for on-call duty while on vacation leave.
7. An employee assigned to on-call duty is required to respond to and address alarm(s) immediately. Contact by the on-call operator with the supervisor is considered immediate response however the on-call employee is still responsible for responding fully to the alarm condition.
8. An employee assigned to on-call duty must be reachable and available to respond to alarm(s). An employee who fails to respond to alarm(s) when assigned to on-call duty shall not receive on-call pay for that day and may be subject to disciplinary action.
9. If an employee who is scheduled for on-call duty works sixteen (16) consecutive hours, on-call duty may be reassigned to another employee.

#### Section 10.21. - Assignment Stipend Pay

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

#### Section 10.22. - Exempt Employee Flex Time

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

### ARTICLE 11 - BENEFITS

#### Section 11.01. - Medical Benefits/Life Insurance Plans

##### A. Health Benefits

The Agency shall contribute the minimum health premium contribution established

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

PEMHCA minimum contribution effective 2018 \$133.00

B. Additional Benefit

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

Employee +1

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

Employee Family

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

- 1) Employee Only and Opt-Outs: For employees who purchase employee only health insurance, or who do not purchase Agency provided health insurance, the maximum monthly contribution, effective July 1, 2018 through December 31, 2018 shall be \$898.00 minus the PEMHCA contribution under Section A above. If the cost of the combined premiums for health, dental, vision and life insurance (including dependent coverage) is less than the maximum allotment, the Agency shall pay the difference to employees as ordinary income, provided that the employee is enrolled and maintains membership in a CalPERS health plan for him/herself, or is able to show proof that he/she obtains and maintains health insurance through another source for him/herself. The Agency may require proof of health insurance at any time. While on Unpaid Status, as defined in Section 4.30, the employee shall not receive this allotment.
- 2) Effective January 1, 2018, and on January 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 11.01.B.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 11.01.B.1 shall increase by twenty-five dollars (\$25).
- 5) Should an employee's work hours be reduced by 25% or more of his/her normal working schedule due to a light duty assignment and/or doctor's orders for more than twelve (12) weeks or as provided under FMLA, the employee shall receive the difference between the monthly insurance allotment and the actual cost of his/her health, dental, vision and/or life insurance benefits on a pro-rated basis (i.e., works 75%, receives 75% of the difference between the monthly insurance allotment and the actual insurance costs). The Agency shall continue to pay the PEMHCA contribution from Section A above. Any adjustment shall be made to the amount of the additional benefit.
- 6) Except as provided for in Section 11.01.B.2, an employee must be in a paid status for a minimum of sixty (60) hours per pay period to receive the difference between the monthly insurance allotment and the actual cost of his/her health, dental, vision and/or life insurance benefits. The Agency shall continue to pay the PEMHCA contribution from Section A above.
- 7) An Agency-paid \$50,000 life insurance policy is provided to each Unit employee.
- 8) Supplemental Life Insurance is available to employees at their expense through the Agency's life insurance carrier.
- 9) Effective June 24, 2001, the Agency will provide Domestic Partnership health insurance coverage as provided through CalPERS and California State law. The extension of health insurance through CalPERS shall not change or modify any other benefit offered by the Agency unless said benefit is specifically authorized by this MOU.
- 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 4.30, the employee shall not receive this allotment.

C. Retiree Health Benefits

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

PEMHCA minimum contribution effective 2018                      \$133.00

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

**D. Additional Retiree Longevity Benefits**

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

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

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

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

**Section 11.02. - Retirement Plan**

- A. Each probationary and regular employee of the Agency shall participate with the Agency in a retirement plan under the California Public Employees' Retirement System (CalPERS) and subject to such terms and conditions as the Agency, in its sole discretion, may contract with that system.
- B. All PERS member contributions shall be deducted on a pre-tax basis. Said contribution shall not be considered special compensation for the calculation of the employee's retirement benefits.
- C. Employees hired after January 1, 2013, and defined as "new members" under the

Public Employees' Pension Reform Act of 2013 ("PEPRA"), Government Code section 7522, *et seq.*, will receive the 2% @ 62 formula and will pay one half (1/2) of their total normal cost rate as determined by CalPERS.

- D. The Agency contracts with CalPERS for the Pre-retirement Optional Settlement 2 Death Benefit (Section 21548). This benefit provides that, upon the death of a member who was eligible to retire, the spouse may receive an allowance equal to the amount the member would have received if the member had retired for service retirement on the date of death and elected option 2W.
- E. The Agency contracts with CalPERS for the One (1) Year Final Compensation Benefit (Section 20042) for all employees hired prior to January 1, 2012. This benefit provides that the final compensation used to calculate a member's retirement allowance is the average full-time monthly pay rate for the highest twelve (12) consecutive months.
- F. The Agency contracts with CalPERS for Military Service Credit Purchases (Section 21024). This benefit allows members to elect to purchase up to four (4) years of service credit for any continuous active military or merchant marine service prior to employment.
- G. The Agency has adopted Resolution #2009-4-2, which allows employees who make payments by payroll deduction for CalPERS service credit purchases to defer state and federal income taxes in accordance with IRC 414(h)(2).
- H. The Agency contracts with CalPERS for the 2.5% @ 55 Benefit Formula (Section 21354.4) for all employees hired prior to January 1, 2012. Employees in this plan will pay the full 8.0% Employer Paid Member Contribution (EPMC).
- I. The Agency contracts with CalPERS for a second tier pension plan for employees hired on or after January 1, 2012 and prior to January 1, 2013, or who are hired after January 1, 2013, but were previously members in CalPERS or a reciprocal retirement system with less than 6 months gap in service, i.e. "classic members" pursuant to Section 20475 which provides for the 2.0% @ 55 Benefit Formula (Section 21354) with three year final compensation. Employees in this plan will pay the full 7.0% EPMC.

#### Section 11.03. - Long-Term Disability

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

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

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

#### Section 11.04. - State Disability Insurance

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

#### Section 11.05. - Uniforms

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

#### Section 11.06. - Safety Shoes

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

#### Section 11.07. - Mileage Reimbursement

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

#### Section 11.08. - Professional Development Stipend

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.

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. Degree Incentive
4. All other certification or license incentive pay, voluntary or required

An Operations Supervisor who receives a SWRCB Grade IV or Grade V wastewater treatment certification shall receive a one-time incentive payment of \$2000 per certification (maximum incentive total per Operations Supervisor is \$4000).

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

#### Section 11.10. - Cellular Telephone Usage

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

#### Section 11.11. - 401 Governmental Money Purchase Plan & Trust (401a Plan)

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

#### Section 11.12 - 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. Unit members may borrow against their qualifying 457 plans, if allowed by the plan, subject to the terms and conditions of the deferred compensation plan.
- B. Effective July 1, 2018, The Agency will contribute twenty-five dollars (\$25) per pay period as a matching contribution to a single 457(b) account of each employee who has made an elective deferral of twenty-five dollars (\$25) or more to the plan for that pay period.

### **ARTICLE 12 - PERFORMANCE APPRAISALS**

#### Section 12.01. - General

The procedures for performance appraisals are set forth as follows:

- A. Each employee will be reviewed by his/her supervisor. This review will be made on a standard Agency performance appraisal form. The purpose of this appraisal is to cause a periodic dialogue between the supervisor and the employee. The supervisor shall take this opportunity to discuss the employee's performance. At this time, the employee may have the opportunity to converse with the supervisor without cause for jeopardy to the employee's position.

- B. The performance appraisal shall become part of each employee's official personnel file.
- C. All Unit members shall have a performance appraisal review at least once a year on September 15, for the previous July 1 to June 30 appraisal review period. In the event an employee receives a Below Expectations or Unacceptable rating he/she will receive a follow-up review in ninety (90) days unless otherwise stipulated (see Section 12.01.F).
- D. The due date for a performance appraisal and/or a merit increase shall be extended by the number of days the employee is actually out on an authorized leave of absence, with or without pay, that exceeds thirty (30) continuous calendar days (i.e., the employee is off for thirty-one (31) calendar days, the date of the appraisal/merit date is advanced thirty-one (31) calendar days. If the employee is off thirty (30) calendar days or less, no adjustment is made.
- E. In cases where no performance appraisal is filed, the employee should contact the 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 through the General Manager, Step 4.

#### Section 12.05. - Demotions

- A. If, in the opinion of an employee's supervisor, the employee is unable to perform duties and responsibilities which are within the requirements of his/her position, the supervisor may recommend a demotion without following the progressive discipline steps. The General Manager, or designated representative(s), shall have the authority to act on such recommendations and accept or reject such a demotion at his/her sole discretion in the best interest of the Agency.
- B. If an employee's classification or position is to be eliminated, in accordance with the Agency's classification plan, the employee may be offered a demotion to a lower classification or position for which the employee possesses the minimum qualifications.

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

#### 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 annual performance appraisal with an overall performance rating of Meets Expectations shall be eligible to receive a one (1) step advancement, employees who receive an overall performance rating of Exceeds Expectations shall be eligible to receive a two (2) step advancement, and employees who receive an overall performance rating of Outstanding shall be eligible to receive a three (3) step advancement. In no instance shall the advancement place the employee higher than Step "9" of his/her salary range.
- C. A Meets Expectations or better performance appraisal will not be considered as justification for automatic advancement for employees who pass original or technical probation. Should an employee not be awarded a step advancement upon conclusion of his/her probationary period, he/she shall be eligible for a step advancement upon completion of one (1) year in the position.
- D. Advancements that are delayed because of late filing of recommendations shall be retroactive to the employee's benefit date when approved.
- E. An early step advancement may be granted to employees who have exhibited Outstanding performance. The due date of the next merit increase shall be upon completion of one (1) year from the date of the early step advancement (and paid in accordance with Section 10.08.G).
- F. In addition to any step advancement, Unit members may receive a Performance Award (paid in one lump sum during pay period 22) of up to ten percent (10%) of the employee's base salary. Performance Awards when authorized by the Board of Directors shall be awarded based on performance during the previous fiscal year. All Performance Awards shall be awarded at the sole discretion of the General Manager. This Performance Award will be awarded to only those Unit members who are working for the Agency on the date the performance award is paid. The amount of the Performance Award to employees hired, promoted, or reclassified after the beginning of a fiscal year shall be pro-rated based on the number of pay periods remaining in the fiscal year. An employee on an authorized leave of

absence, with or without pay, that exceeds thirty (30) continuous calendar days shall have his/her Performance Award pro-rated by the amount of pay periods actually worked in the fiscal year.

G. Merit adjustments shall become effective as follows:

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

#### Section 12.07. - Denial of Step Advancement/Performance

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

### **ARTICLE 13 - LEAVES OF ABSENCE**

#### Section 13.01. - Pre-approved Leaves of Absence

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

#### Section 13.02. - Leave of Absence With Pay

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



### Section 13.03. - Leave of Absence Without Pay

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

### Section 13.04. - Holidays

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

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

- A. All employees will be granted leave with pay for all holidays recognized by the Agency, with the exception of the following:
  - 1) Appointees whose first day of work would have fallen on the holiday.
  - 2) A non-exempt employee scheduled for a normal shift at Agency facilities on a holiday as defined above (with the exception of floating holiday) shall be paid a holiday premium of one and one-half (1½) times his/her hourly rate of pay for all hours actually worked, in addition to his/her holiday pay.

If the day of the observed holiday is different from the day of the actual holiday, only those employees working on the day of the actual holiday shall be entitled to this premium pay. Employees shall be paid this premium pay for hours worked beginning at 12:00 a.m. and ending at 11:59 p.m. on the day of the actual holiday. This premium pay shall be paid to employees for a maximum of one shift unless an employee is requested to work overtime by his/her supervisor.

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

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

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

- F. 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 the original probationary period or completion of the first six (6) months of employment in the event of a one (1) year original probation. In case of a family emergency, an employee on original probation shall be permitted to utilize accrued vacation leave. Vacation leave is computed and administered as follows:

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

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

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

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

- 7) During the 240th month and thereafter of employment (vacation accrual = 200 hours per year), the maximum amount of vacation that may be accumulated shall be 500 hours.
- C. The maximum length of a continuous vacation leave, which is not interrupted by working on the Agency's behalf, shall be equal to twenty (20) working days.
- D. Vacation leave periods which exceed the limits specified in Paragraph C above must be approved in writing by the General Manager, or designated representative(s), and in the best interest of the Agency.
- E. Vacation leave shall be limited to those days already earned by the last day of the vacation period. No advance of vacation leave shall be permitted, without the expressed written consent of the General Manager, or designated representative(s).
- F. Holidays that occur during an employee's vacation period shall not be considered as a vacation day.
- G. In cases where an employee forfeits vacation leave time at the request of the Agency, upon approval of the General Manager, said employee shall be compensated for forfeited vacation leave time at the employee's current rate of pay. It is the employee's responsibility to schedule vacation time well in advance to avoid forfeiting his/her vacation or to avoid any conflicts.
- H. Employees who are on vacation leave shall be compensated at their current rate of pay.
- I. Vacation leave shall be pre-approved by the employee's supervisor. The employee's wishes shall be considered in evaluating leave requests; however, the Agency's needs shall take precedence.
- J. Regular and probationary employees who leave Agency employment shall be compensated for all vacation leave time accrued but not yet taken to the maximum of the vacation leave the employee is entitled to accrue. Compensation shall be at the employee's rate of pay at the time of separation.
- K. An employee who is on unpaid status as defined in Section 4.30 shall not accrue vacation leave.
- L. Should an employee become ill or injured while on vacation leave, the employee shall be entitled to use sick leave upon approval of the employee's supervisor. The Agency reserves the right to investigate any illness or injury or require verification of any illness or injury for which an employee is claiming sick leave benefits.
- M. An employee must be in a paid status for a minimum of sixty (60) hours per pay period to receive the vacation accrual rates outlined in Section 13.05.A. Vacation accrual rates will be reduced for an employee who is not in a paid status for a minimum of sixty (60) hours per pay period using the following formula:

Accrual rate ÷ 80 hrs/pay period = adjusted accrual rate  
Adjusted accrual rate x hrs paid = reduced accrual amount

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

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

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

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

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

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

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

or as approved by the General Manager.

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

#### Section 13.06. - Sick Leave

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

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

- A. All regular and probationary employees shall accrue sick leave time at the rate of 3.692 hours per pay period or equivalent to ninety-six (96) hours per anniversary year.
- B. Regular employees shall be permitted to expend accrued sick leave time for the following reasons:
  - 1) Employee is suffering illness or injury.
  - 2) Employee is placed on quarantine due to exposure to contagious disease.
  - 3) Employee requires medical treatment or examination including, but not limited to, health, dental, or vision.
  - 4) Death in the employee's immediate family. Up to ten (10) working days of sick leave may be used for bereavement purposes
  - 5) Illness or injury in the employee's immediate family.
  - 6) Special cases require approval of the General Manager, or designated representative(s).
- C. An employee who is ill or injured may be required to take sick leave if, in the opinion of the employee's supervisor, the employee or co-workers are being exposed to the hazard of illness or injury.

- D. Any employee who needs to take advantage of sick leave benefits shall notify his/her supervisor prior to or at the start of the employee's work shift on each day (unless he/she has submitted a physician's off work order or made prior arrangements with his/her immediate supervisor) when such benefits are desired. Failure to comply with this requirement may result in loss of benefits for the work shift in which proper notification was not provided.
- E. No employee is entitled to receive sick leave or benefits from the Agency for any condition arising from or due to employment or business dealings, other than Agency employment, that is undertaken for monetary gain or other consideration.
- F. The Agency reserves the right to investigate any illness or injury or require verification of any illness or injury for which an employee is claiming sick leave benefits including requiring verification by the employee's attending physician, dentist, or other involved medical practitioner. Any sick leave periods for illness or injury which are three (3) or more days in duration may be verified by the employee's physician, dentist, or other involved medical practitioner. If reasonable cause exists, the Agency may require verification from the employee's medical practitioner for absences of less than three (3) days.
- G. All regular and probationary employees may accrue sick leave to an unspecified maximum amount and all accumulated accruals may be carried from one anniversary year to the next.
- H. An employee who is recognized under the terms of this section as ill or injured shall use all accrued sick leave and vacation leave to receive compensation for the time that such illness or injury requires the employee to be absent from work (also see Section 13.03.B).
- The total amount of compensation that will be paid by the Agency is limited to the value of the sum of the employee's accrued sick leave and vacation leave.
- I. Sick leave benefits shall be limited to the accumulated sick leave the employee has accrued by the end of the employee's sick leave period. No sick leave benefit will be paid in advance.
- J. Employees who resign or are laid off from Agency employment after being employed by the Agency for five (5) or more years of continuous regular employment, shall be compensated for accumulated, unused sick leave as follows:

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

20 and thereafter	850	100%
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Employees who are terminated from the Agency for cause, or who resign or retire in lieu of termination, shall not receive this benefit.

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

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

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

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

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

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

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

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

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

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



- O. Compensation during an Absence from Work: The purpose of Agency Policy A-16 is to establish the procedures for use of sick leave, receipt of monetary compensation during an absence from work due to an illness or injury, and the receipt of leave donated or surrendered to the Agency leave sharing bank. This policy also establishes how employees who are ill or injured can supplement the monetary benefits received from the Agency's Workers' Compensation Program, the State Disability Insurance Fund/Paid Family Leave, and/or the Agency's Long-Term Disability Program.
- P. If an employee is not on approved paid status the day before or after a holiday because of illness, that employee shall nevertheless be eligible to receive holiday pay provided the employee provides a doctor's note proving that she/he was genuinely sick.

#### Section 13.07. - Sick Leave Buy Back

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

Year	Accrued Hours as of:	Request for Buy Back Deadline	Buy Back Pay Date
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 (see 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 (see 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.
- D. Vacation time can be used to attend the funeral of a person not included in the definition of immediate/extended family (see Section 4.10) or a former Agency

employee.

- E. All authorized bereavement leave shall be charged against the Agency's bereavement bank.

#### Section 13.09. - Industrial Injury Leave

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

#### Section 13.10. - Jury and Court Leave

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

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

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

#### Section 13.11. - Military Leave

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

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

- 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	20
15	29
20	38
25	47
30	47
35	47
40	52
45	57
50	62

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

#### Section 13.14. - Leave of Absence to Vote

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

- A. If an employee does not have sufficient time outside of working hours to vote at an election, the employee may, without loss of pay, take off enough working time which, when added to the voting time available outside of working hours, will enable the employee to vote.
- 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 MOU which apply to other types of employment separation. Such benefits shall be payable to the employee's beneficiary if designated, or if not, the employee's survivor(s) as follows:

- A. Spouse; or, if none,  
B. Child(ren); or, if none,

- C. Employee's estate.

## **ARTICLE 14 - SEPARATION FROM SERVICE**

### **Section 14.01. - Discharge During Probationary Period**

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

### **Section 14.02. - Layoff**

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

### **Section 14.03. - Resignation**

An employee who wishes to leave the Agency's employment in good standing should file a written resignation with his/her supervisor at least two (2) weeks prior to the date of resignation. After the two (2) business day period, a resignation may not be rescinded by the employee without the approval of the General Manager. Should an employee who rescinds his/her resignation later resign, he/she shall not be permitted to withdraw future resignations.

## **ARTICLE 15 - EMPLOYEE CONDUCT**

### **Section 15.01. - Peaceful Performance of Duties**

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

## Section 15.02. - Recognition of Boycotts

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

## Section 15.03. - Outside Employment

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

## Section 15.04. - Personal Conduct

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

## Section 15.05. - Financial Affairs

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

## Section 15.06. - Employees Acting as Agents of the Agency

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

# **ARTICLE 16 - GRIEVANCE PROCEDURE**

## Section 16.01. - General

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

should be given to the Manager of Human Resources three (3) working days prior to the hearing/meeting.

- E. A grievance is expected to be prepared on the employee's own time. However, the Agency recognizes that some tasks can only be accomplished during working hours. In recognition of this need, an employee may use up to two (2) hours (per grievance) to prepare his/her grievance.
- F. Organizational channels shall be utilized at all times during the grievance process.
- G. No individual member of the Board of Directors may be approached by the employee, or his/her representative, at any time regarding a grievance.
- G. The failure to process a grievance within the time limits set forth in this Article shall cause the grievance to be deemed settled in accordance with the Agency's last reply.
- H. Any limit may be extended upon the mutual agreement of both parties.
- I. An employee shall initially attempt settlement of a grievance at the employee-supervisor level.
- J. All grievances shall be treated as confidential by all parties, and no publicity will be given until the final resolution of the grievance.
- 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 Deputy 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 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 grievance. Such meeting will take place within eight (8) business days from the date the grievance is received by the Deputy Manager or designee. The Deputy 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 Deputy 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 Department 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 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 3. Should the Department 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 Arbitration. 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 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.

Arbitration:

- A. As soon as possible and in any event not later than thirty (30) calendar days after the Agency has received written notice of the desire to arbitrate, the parties shall agree upon an arbitrator. If no Agreement is reached within said thirty (30) calendar days, an arbitrator shall be selected from a list of seven (7) arbitrators submitted by the California Mediation and Conciliation Service by alternate striking of names until one name remains. The party who strikes the first name from the panel shall be determined by lot.
- B. When timeliness is at issue, the arbitrator shall first decide on the timeliness issue. If the arbitrator determines that timelines were not adhered to, the arbitration shall not proceed further with a determination on the merits of the dispute. However, if the arbitrator determines that timelines were followed, the arbitrator may proceed to make a determination on the merits of the dispute.
- C. Either the Agency or the Association may call any employee as a witness, and the Agency agrees to release said witness from work if they are on duty. If an employee witness is called by the Agency, the Agency will reimburse them for time lost. Should the witness list create



an operational hardship for the Agency, the Association and Agency shall mutually agree on an appropriate remedy.

- D. The arbitrator shall have no power to alter, amend, change, add to or subtract from any of the terms of this Agreement. The decision of the arbitrator shall be based solely upon the evidence and arguments presented to them by the respective parties in the presence of each other and applicable briefs.
- E. The decision of the arbitrator within the limits herein prescribed shall be final and binding upon the parties to the dispute.
- F. The mutual decision of the parties and/or the arbitrator in any dispute shall be the final and binding decision on all parties and there shall not be any appeal to another board, authority, commission and/or agency.
- G. The parties shall share equally the expense of the cost of the arbitration, with the exception of counsel's fees.
- H. The Agency shall pay for the Unit's cost of one (1) arbitration, from July 1, 2021 – June 30, 2023. This does not include legal fees, but rather it shall cover the fees of the Arbitrator. This includes arbitrations stemming from disciplinary appeals.

## **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.
- B. Oral Reprimand. A warning from the employee's supervisor to the employee to correct workplace behavior or performance which is documented as having occurred.
- C. Written Reprimand. A written notice from the employee's supervisor to the employee that the employee must correct workplace behavior or performance or be subject to more serious disciplinary action.
- D. Suspension. The temporary separation from service of an employee without pay for disciplinary reasons.
- E. Reduction in Pay. A decrease in an employee's pay to a lower Step within the employee's current pay range for a specified period of time.
- F. Demotion. An involuntary moving of an employee to a lower-paying classification or position for disciplinary reasons. Failure to meet the requirements of promotional

(technical) probation is not considered a disciplinary demotion.

- G. Termination. The discharge, for cause, of an employee at the discretion of the Agency.

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

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

- A. Absenteeism. Excessive unscheduled absences from the workplace.
- B. Tardiness. Arriving late for work, leaving work early without approval of the employee's supervisor, taking excessively long break and/or lunch periods.
- C. Job Abandonment (see Section 4.12) .
- D. Violation of Agency/Division/Department Rules and/or Policies.
- E. Uninsurability. Becoming uninsurable by the standards of the Agency's automobile insurance program for any reason if insurability is an essential requirement of the employee's job.
- F. Use of Work Phone and/or personal cell phone for Personal Business. The excessive receipt or placement of non-emergency personal telephone calls during working hours.
- G. Reading Non-Work-Related Material During Work Hours.
- H. Discourteous Treatment of the Public or Other Employees.
- I. Violation of MOU Provisions.
- J. Conduct Outside Working Hours. Any conduct outside of working hours that would have an adverse impact on the employee's job, would be injurious to the interests of the Agency, would be in a manner incompatible with the due and faithful discharge of the employee's duties or would be significantly prejudicial to the reputation of the Agency.
- K. Failure To Perform Job. Failure to perform assigned tasks that are within the scope of the employee's position in an effective and timely manner.
- L. Fraudulent Actions. Falsifying employment applications, 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:

- A. 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 Arbitration. The employee will submit their disciplinary appeal to the Manager of Human Resources or designee 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.

#### Arbitration

- A. As soon as possible and in any event not later than thirty (30) calendar days after the Agency has received written notice of the desire to arbitrate, the parties shall agree upon an arbitrator. If no Agreement is reached within said thirty (30) calendar days, an arbitrator shall be selected from a list of seven (7) arbitrators submitted by the California Mediation and Conciliation Service by alternate striking of names until one name remains. The party who strikes the first name from the panel shall be determined by lot.
- B. When timeliness is at issue, the arbitrator shall first decide on the timeliness issue. If the arbitrator determines that timelines were not adhered to, the arbitration shall not proceed further with a determination on the merits of the dispute. However, if the arbitrator determines that timelines were followed, the arbitrator may proceed to make a determination on the merits of the dispute.
- C. Either the Agency or the Association may call any employee as a witness, and the Agency agrees to release said witness from work if they are on duty. If an employee witness is called by the Agency, the Agency will reimburse them for time lost. Should the witness list create an operational hardship for the Agency, the Association and Agency shall mutually agree on an appropriate remedy.
- D. The arbitrator shall have no power to alter, amend, change, add to or subtract from any of the terms of this Agreement. The decision of the arbitrator shall be based solely upon the evidence and arguments presented to them by the respective parties in the presence of each other.
- E. The decision of the arbitrator within the limits herein prescribed shall be final and binding upon the parties to the dispute.

- F. The mutual decision of the parties and/or the arbitrator in any dispute shall be the final and binding decision on all parties and there shall not be any appeal to another board, authority, commission and/or agency.
- G. The parties shall share equally the expense of the cost of the arbitration, with the exception of counsel's fees.
- H. The Agency shall pay for the Unit's cost of one (1) arbitration, from July 1, 2021 – June 30, 2023. This does not include legal fees, but rather it shall cover the fees of the Arbitrator. This includes arbitrations stemming from grievances.

## **ARTICLE 18 - RULE MAKING AUTHORITY**

### **Section 18.01. - General**

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

## **ARTICLE 19 - NOTICE**

### **Section 19.01. - General**

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

## **ARTICLE 20 – ASSOCIATION DUES DEDUCTION**

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 21 - MANDATORY SUBJECTS OF BARGAINING**

### **Section 21.01. - General**

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

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

Supervisors' Unit

Inland Empire Utilities Agency

---

Daniel Dyer  
President

---

Shivaji Deshmukh  
General Manager

---

Linda Johnson  
Vice President

\*A Municipal Water District

**CONSENT  
CALENDAR  
ITEM**

**2C**

**Date:** September 1, 2021

**To:** The Honorable Board of Directors

*SD*  
**From:** Shivaji Deshmukh, General Manager

**Committee:**

**Executive Contact:** Shivaji Deshmukh, General Manager

**Subject:** Adoption of Resolution No. 2021-9-4, Approving the Personnel Manual for Unrepresented Employees

---

**Executive Summary:**

In 2018, the Board of Directors approved the Personnel Manual for Unrepresented Employees. This Personnel Manual establishes personnel rules, regulations, and procedures for unrepresented employees and is effective until modified by the Board of Directors. Following successor negotiations with all represented employee groups, proposed modifications to the Personnel Manual for Unrepresented Employees include adjustments to total compensation, adjustments to the grievance procedure, adjustments to the disciplinary appeals procedures, and a one-time bonus. Additional key terms and conditions are listed in Attachment 1.

Upon Board approval of proposed Resolution No. 2021-9-4, the Personnel Manual will represent the terms and conditions of employment for the Unrepresented Employees beginning July 1, 2021.

---

**Staff's Recommendation:**

1. Adopt Resolution No. 2021-9-4, approving the Personnel Manual for Unrepresented Employees; and
2. Authorize the General Manager to execute the Personnel Manual for Unrepresented Employees.

---

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

*Account/Project Name:*

*Fiscal Impact (explain if not budgeted):*

**Prior Board Action:**

On August 1, 2018, the Board approved the Personnel Manual for Unrepresented Employees.

---

**Environmental Determination:**

Not Applicable

---

**Business Goal:**

Workplace Environment: IEUA is committed to providing a dynamic work environment with a highly skilled and dedicated workforce.

Fiscal Responsibility: IEUA is committed to safeguarding the Agency's fiscal health to effectively support short term and long-term needs, while providing the best value for our customers.

---

**Attachments:**

Attachment 1 - Key Modifications to Terms & Conditions of Employment

Attachment 2 - Resolution No. 2021-9-4, approving the Personnel Manual for Unrepresented Employees, attached as Exhibit 1

**KEY MODIFICATIONS TO TERMS & CONDITIONS OF EMPLOYMENT  
for the 2021 Personnel Manual for Unrepresented Employees**

While the Personnel Manual for Unrepresented Employees had numerous changes to terms and conditions, the key modifications to those terms and conditions are:

1. A 3% base salary increase will be provided for each year.
2. A yearly Professional Development Stipend in the amount of \$1,000 was established in lieu of the payment or reimbursement of certification or licensing expenses currently set forth in Policy A-70: Certification or Licensing.
3. A Wellness Stipend will replace the Wellness Reimbursement to build efficiencies and preserve the confidentiality of employee medical information.
4. A yearly Safety Equipment Stipend in the amount of \$300 will replace the Safety Shoe Reimbursement to build efficiencies.
5. Updated the Grievance Procedure to eliminate the involvement of the General Manager and the Board of Directors, and to allow for the Executive Manager to serve as the final step of the Grievance Procedure.
6. Updated the Disciplinary Appeals Procedures to eliminate the involvement of the Board of Directors. The updated Pre-Disciplinary Procedure and Disciplinary Appeals Procedures will delineate pre-disciplinary procedures from disciplinary appeal procedures and allow for a meeting with the General Manager as the final step of the Disciplinary Appeals Procedures.
7. A one-time bonus in the amount of \$1,000 upon ratification by the Board.

**RESOLUTION NO. 2021-9-4**

**RESOLUTION OF THE BOARD OF DIRECTORS OF THE INLAND  
EMPIRE UTILITIES AGENCY\*, SAN BERNARDINO COUNTY,  
CALIFORNIA, APPROVING THE PERSONNEL MANUAL FOR  
UNREPRESENTED EMPLOYEES**

**WHEREAS**, the representatives of the Board of Directors of the Inland Empire Utilities Agency\* have made equitable adjustments to personnel rules, regulations, and procedures; and

**WHEREAS**, the Personnel Manual prepared by said representatives has been presented to the Board of Directors for ratification.

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

**SECTION 1.** That this Board of Directors does hereby approve and authorize its President and Secretary to sign the Personnel Manual for Unrepresented Employees attached hereto as Exhibit 1, which shall be effective upon approval and remain in full force and effect until modified by the Board of Directors.

**ADOPTED** the 1st day of 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

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. 2021-9-4, was adopted at a regular  
Board Meeting on September 1, 2021, of said Agency by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

---

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**  
**PERSONNEL MANUAL**  
**UNREPRESENTED EMPLOYEES**  
**EFFECTIVE JULY 1, 2021**

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# **THE INLAND EMPIRE UTILITIES AGENCY PERSONNEL MANUAL**

## **UNREPRESENTED EMPLOYEES**

The Agency does hereby adopt this Personnel Manual establishing rules, regulations, procedures and establishing salary schedules for the Unrepresented employees (employees) of the Agency.

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

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

Accountant I  
 Administrative Assistant I (confidential)  
 Administrative Assistant II (confidential)  
 Assistant Engineer  
 Associate Engineer  
 Board Secretary/Office Manager  
 Budget Officer  
 CAD Designer  
 Chief Financial Officer  
 Construction Project Inspector  
 Deputy Manager of Capital Improvement Projects  
 Deputy Manager of Construction Management  
 Deputy Manager of Engineering  
 Deputy Manager of Grants  
 Deputy Manager of Human Resources  
 Deputy Manager of Integrated Systems Services  
 Deputy Manager of Maintenance  
 Deputy Manager of Operations  
 Deputy Manager of Safety  
 Deputy Manager of Strategic Planning & Resources  
 Employee and Labor Relations Advocate  
 Engineering Services Specialist  
 Environmental Resources Planner I  
 Environmental Resources Planner II  
 Executive Assistant  
  
 External Affairs Analyst  
 External Affairs Specialist I  
 External Affairs Specialist II  
 Facilities Specialist – Landscape  
 GIS Specialist  
 Human Resources Analyst I

Human Resources Analyst II  
 Human Resources Officer  
 Human Resources Technician  
 Maintenance Specialist  
 Manager of Asset Management  
 Manager of Business Information Services  
 Manager of Contracts and Procurement  
 Manager of Engineering  
 Manager of External Affairs  
 Manager of Finance & Accounting  
 Manager of Grants  
 Manager of Human Resources  
 Manager of Information Technology  
 Manager of Inter-Agency Relations  
 Manager of Internal Audit  
 Manager of Laboratories  
 Manager of Operations and Maintenance  
 Manager of Strategic Planning & Resources  
 Manager of Regional Compost Authority  
 Manager of Technical Services  
 Office Assistant (confidential)  
 Operations Specialist  
 Principal Accountant  
 Principal Engineer  
 RW/Groundwater Recharge Operations & Maintenance Specialist  
 Senior Associate Engineer  
 Senior Associate Engineer – PE  
 Senior Construction Project Inspector  
 Senior Environmental Resource Planner  
 Senior External Affairs Specialist  
 Senior Operations Specialist

## **ARTICLE 1 - DEFINITIONS**

### **Section 1.01. - General**

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

### **Section 1.02. - Appointment**

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

### Section 1.03. - Anniversary Year

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

### Section 1.04. - Classification

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

### Section 1.05. - Continuous Regular Employment

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

#### A. Break in Continuous Regular Employment

##### 1) Failure to Return to Work

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

##### 2) Termination of Employment

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

##### 3) Other Employment

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

### Section 1.06. - Exempt Employees

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

### Section 1.07. - Holiday Leave

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



#### Section 1.08. - Holiday Pay

Pay received by those employees who are required to work on the actual day of a holiday recognized by the Agency.

#### Section 1.09. - Hourly Rate of Pay

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

#### Section 1.10. - Immediate/Extended Family

- A. Immediate Family is limited to: Spouse, State Registered Domestic Partner, Parent (biological or an individual who stands or stood in loco parentis to an employee when the employee was a minor) Grandparent, 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, , Half-Brother, Half-Sister, Mother-in-law, Nephew, Niece, Sister-in-law, Son-in-law, Stepbrother, Stepsister, and Uncle.

#### Section 1.11. - Inactive Status

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

#### Section 1.12. - Job Abandonment

An employee who does not report or call-in to work as scheduled for two (2) or more consecutive workdays, and has not been excused for vacation, floating holiday, sick leave, or a leave of absence with or without pay, shall be considered as having abandoned their job. Such employee may be disciplined in accordance with Article 14, Disciplinary Actions and Appeals Procedures.

#### Section 1.13. - Management Group

The use of the word Management and/or Manager shall refer to those individuals occupying the following positions, or any successor positions or new positions designated as a Manager/Management position:

- Board Secretary/Office Manager
- Budget Officer
- Chief Financial Officer
- Deputy Manager of Capital Improvement Projects
- Deputy Manager of Construction Management
- Deputy Manager of Engineering
- Deputy Manager of Grants
- Deputy Manager of Human Resources

Deputy Manager of Integrated Systems Services  
Deputy Manager of Maintenance  
Deputy Manager of Operations  
Deputy Manager of Strategic Planning & Resources  
Deputy Manager of Safety  
Employee and Labor Relations Advocate  
Manager of Asset Management  
Manager of Contracts and Procurement  
Manager of Engineering  
Manager of Business Information Services  
Manager of External Affairs  
Manager of Finance and Accounting  
Manager of Grants  
Manager of Human Resources  
Manager of Information Technology  
Manager of Inter-Agency Relations  
Manager of Internal Audit  
Manager of Laboratories  
Manager of Operations & Maintenance  
Manager of Strategic Planning & Resources  
Manager of Regional Compost Authority  
Manager of Technical Services  
Principal Accountant

#### Section 1.14. - Non-Exempt Employees

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

#### Section 1.15. - Overtime

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

#### Section 1.16. - Overtime Pay

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

#### Section 1.17. - Position

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

#### Section 1.18. - Probationary Employee

##### A. Original Probationary Employee

A person appointed to fill a regular position, but who has not yet completed the probationary period. The probationary period is a trial period in which a new

employee is evaluated on the ability to fulfill the skills required by a position and the ability to establish an effective working relationship with co-workers.

B. Technical Probationary Employee

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

Section 1.19. - Probationary Period

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

Section 1.20. - Promotion

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

Section 1.21. - Reclassification

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

Section 1.22. - Reemployment

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

Section 1.23. - Regular Employee

An employee who has successfully completed the original probationary period.

Section 1.24. - Reinstatement

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

Section 1.25. - Resignation

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

Section 1.26. - Step Advancement

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

#### Section 1.27. - Temporary Employee

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

#### Section 1.28. - Termination

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

#### Section 1.29. - Transfer

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

#### Section 1.30. - Unpaid Status

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

#### Section 1.31. - Work Schedule

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

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

##### A. 9/80 Work Schedule

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

Example: Friday On/Off:

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

B. 5/40 Work Schedule

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

C. 4/10 Work Schedule

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

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

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

Section 1.32. - Scheduled Workday

A scheduled workday is an employee's regularly scheduled workday; or, when an employee is notified, today, that they are scheduled to work tomorrow (normal day off), it is considered advanced notification and a scheduled workday.

Section 1.33. - Unscheduled Workday

An unscheduled workday is when an employee is notified today (normal day off), that they are scheduled to work today, there is no advanced notification, and it is determined to be an unscheduled workday.

Section 1.34. - Scheduled Vacation

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

Section 1.35. - Unscheduled Vacation

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

## **ARTICLE 2 - GENERAL PROVISIONS**

Section 2.01. - Equal Employment Opportunity

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

## Section 2.02. - Harassment in Employment

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

## Section 2.03. - Amendment of Personnel Manual

This Personnel Manual may be amended by the Agency Board of Directors, at its discretion.

# ARTICLE 3 - FILLING OF VACANCIES

## Section 3.01. - General

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

## Section 3.02. - Filling of Vacancy

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

- A. Insofar as possible and practical and in keeping with the best interests of the Agency, vacancies may be filled with existing employees of the Agency, subject to the following conditions:
  - 1) A current Agency employee submits a completed application form for the vacant position.
  - 2) The employee requesting consideration demonstrates or possesses the experience and/or education and other qualifications that the position requires.
  - 3) An employee scores competitively on examinations, if given.
- B. Employees shall be evaluated for promotion or advancement based on the following criteria including but not limited to:
  - 1) Overall work performance.
  - 2) Knowledge, training, ability, skill, efficiency, and overall job performance.
  - 3) Job-related work experience and education including certificates and degrees.

- 4) Cooperative working relationships with those contacted in the course of work.
- 5) Physical and mental ability to perform, with reasonable accommodation if disabled, the essential functions of the job.
- 6) Attendance records with the Agency.

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

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

## **ARTICLE 4 - EMPLOYMENT APPLICATIONS AND APPLICANTS**

### **Section 4.01. - Application Forms**

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

### **Section 4.02. - Physical Examination and Condition**

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

### **Section 4.03. - Employment Tests**

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

### **Section 4.04. - Acceptance of Applicant**

Prior to hiring, the application and pertinent information of the applicant shall be reviewed by the General Manager, or designated representative(s). Said applicant will be approved for, or recommended for, employment on the qualifications that the General Manager, or designated

representative(s), deem pertinent to the position or classification. Refer to Section 2.01 of this Personnel Manual for those items which shall not be adjudged pertinent.

#### Section 4.05. - Rejection of Applicant

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

- A. Is found to lack any of the requirements, certifications, or qualifications for the position involved;
- B. Is physically or mentally incapable of performing the essential functions of the job, with or without reasonable accommodation, based on competent medical/psychological evidence, including, but not limited to, impairment caused by current illegal use of drugs; or current abuse of alcohol;
- C. Has made false statements of any material fact, or practiced any deception or fraud on the application, declarations or in securing eligibility or appointment;
- D. Is found to be uninsurable under the Agency's insurance program, if the essential functions of the job require the employee to drive Agency vehicles;
- E. Has been convicted of a crime, either a misdemeanor or felony, that relates to the position duties that the applicant would perform;
- F. Has used or attempted to use political pressure or bribery to secure an advantage in the employment testing or appointment;
- G. Has directly or indirectly obtained information, in advance, regarding employment tests;
- H. Has failed to complete and/or submit the employment application correctly or within the prescribed time limits;
- I. Has had the privilege to operate a motor vehicle in the State of California suspended or revoked within the past twelve (12) months if operating a motor vehicle, requiring a driver's license, is an essential function of the job for which applying;
- J. Has a job history which, in the judgment of the General Manager, or designated representative(s), would render the applicant ineligible for the position, including a prior discharge from the Agency.

#### Section 4.06. - Background Investigations

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



## ARTICLE 5 - PERSONNEL RECORDS

### Section 5.01. - General

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

## ARTICLE 6 - PROBATIONARY PERIODS

### Section 6.01. - At-Will

- A. In accordance with Agency Resolution 2013-5-1, or its successor, the employment status of employees in the following classifications, or their successor classifications, shall be "At-Will":

All Manager Positions  
All Deputy Manager Positions  
Board Secretary/Office Manager

Budget Officer  
Chief Financial Officer  
Employee and Labor Relations Advocate  
Principal Accountant

- B. "At-Will" employees may be terminated without cause, and without notice, at any time, and without the progressive disciplinary process provided for in this Personnel Manual, at the option of the Board of Directors, except as otherwise provided by law.

#### Section 6.02. - Regulations

- A. Generally, original and promotional appointments shall have a probationary period of one (1) year. The General Manager may establish an original probationary period of six (6) months. Said probationary period shall be declared in any offer letter. There are two (2) types of probationary periods:
- 1) Original Probation - as defined in Section 1.18.A of this Personnel Manual.
  - 2) Technical Probation - as defined in Section 1.18.B of this Personnel Manual.
- B. Prior to the completion of either an original or technical probationary period, the probationer's supervisor or the manager of the department in which the employee works, shall prepare a performance appraisal reporting the quality of the required skills, knowledge and ability to successfully perform the job as stated in the probationer's job classification specification. This appraisal shall be reviewed with the probationary employee and a signed copy presented to the General Manager, or designated representative(s), along with a recommendation to retain the employee, or discharge the employee. In the case of the technical probationer, the employee may be reclassified or returned to the employee's former classification or position as provided for in Section 6.03.B and 6.03.D.
- C. In the case of an original probationary period of one (1) year, employees who have completed six (6) months may use accrued vacation leave, sick leave, and/or floating holidays.
- D. The time required for probationary periods shall be extended by any time an employee is on an authorized leave of absence, with or without pay, which exceeds ten (10) calendar days during the original probationary period or during the first six (6) months of employment in the event of a one (1) year original probationary period.
- E. In the case of an original probationary, limited term employees promoted and/or reclassified to regular in the same classification and who have previously completed six (6) months employment may use accrued sick, vacation leave and/or floating holiday.

#### Section 6.03. - Technical Probation

- A. In those cases where multiple changes in classification or position occur within said technical probation period, the maximum technical probation period will be at the discretion of the General Manager, or designated representative(s).
- B. A regular employee who is promoted may be subject to a technical probationary period of one (1) year (up to six (6) months in the event of a special

circumstance) during which time the employee shall demonstrate the ability to function in the new classification. If at any time during the technical probationary period, the employee or the Agency feels the employee is not qualified or suited to said position, the employee may elect or the Agency shall return said employee to the employee's previous classification, provided an opening exists in said classification. A decision by the Agency to return an employee to the previous classification is not grievable.

- C. An employee who satisfactorily completes Technical Probation and is on Step 1 shall receive a merit adjustment, based on their latest performance appraisal.
- D. If a vacancy exists in a different classification, said employee may be reclassified at the discretion of the General Manager, or designated representative(s).
- E. Range placement and future step advancement dates upon unsuccessful completion of technical probation are as follows:
  - 1) The employee will be placed on the same range and step for the classification as the employee was on prior to the time the employee was promoted.
  - 2) The employee will be eligible for the next step advancement on the anniversary date of the original position prior to being promoted.

#### Section 6.04. - Dismissal During the Probationary Period

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

### **ARTICLE 7 - CLASSIFICATION, COMPENSATION AND PAY PERIOD**

#### Section 7.01. - Classification/Compensation Plan

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

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

#### Section 7.02. - Classification Revision and Reclassification

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

#### Section 7.03. - New Positions

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

#### Section 7.04. - Compensation

- A. Only those persons who are Agency employees and working for the Agency on the date this Personnel Manual is approved by the Board of Directors or on the date the base salary increase is actually implemented, whichever is later, are entitled to the base salary increases set forth below.
- B. Effective July 1, 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 Personnel Manual shall be implemented on Step 1 of the salary matrix and incrementally implemented through Step 9.

\*2021 Salary increases identified in Section 7.04 B shall be retroactive to July 1, 2021.

#### Section 7.05. - Preparation of Compensation Plan

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

#### Section 7.06. - Adoption of Compensation Plan

The nine (9) step compensation plan shall be adopted by the Board of Directors of the Agency and made a part hereof, and will be on file with the General Manager, or designated representative(s). Such Compensation Plan may be amended or revised at the discretion of the Board of Directors.

#### Section 7.07. - Salary Adjustments and Step Advancements

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

- A. Variable entrance steps through Step 9 may be established if justified by recruitment needs with the approval of the General Manager, or designated representative(s).
- B. Approval for advancement shall be based upon merit and completion of required length of service in the classification. Step advancements within each salary range shall be in increments of approximately 2.5%.
- C. Upon completion of a probationary period, advancement in step(s) shall be based on performance as provided in Section 7.08. Except in cases where employees have exhibited Outstanding performance as provided in Section 7.08.E, other advancements shall be based on performance as provided in Section 7.09 and are contingent upon completion of one (1) year.
- D. The time required for step advancement shall be extended by any time an employee is on an authorized leave of absence with or without pay, which exceeds thirty (30) calendar days (see Section 9.01.E).
- E. The General Manager, or designated representative(s), may authorize the adjustment of the range step or pay rate of an employee to maintain salary equity within the system, to prevent undue hardship or unfairness due to the application of any rule or policy, to correct any payroll error or omission including any such

action which may have arisen in the prior fiscal year, or to correct any wage inequity.

#### Section 7.08. - Step Advancement/Performance

- A. The advancement of an employee within a classification shall be based on the employee exhibiting an increased ability, experience or educational level coupled with a history of meritorious service. The employee's supervisor shall evaluate the employee's qualifications and if merited, shall recommend advancement. The General Manager, or designated representative(s), shall have the authority to grant or reject recommended advancements.
- B. Employees who receive an overall performance rating of Meets Expectations may be eligible for a one (1) step advancement, employees who receive an overall performance rating of Exceeds Expectations may be eligible for a two (2) step advancement and employees who receive an overall performance rating of Outstanding may be eligible to receive an advancement of three (3) steps. In no instance shall the advancement place the employee higher than Step 9 of their salary range.
- C. A Meets Expectations or better performance appraisal will not be considered as justification for automatic advancement.
- D. Advancements that are delayed because of late filing of recommendations shall be retroactive to the employee's benefit date when approved.
- E. An early advancement may be granted to employees who have exhibited Outstanding performance. The due date of the next merit increase shall be upon completion of one (1) year from the date of the early step advancement (and paid in accordance with Section 7.08.G).
- F. In addition to any step advancement, management employees may receive a Performance Award of up to fifteen percent (15%) of the employee's base salary for performance during the previous fiscal year. Grandfathered Specialized employees (as outlined in Section 1.27 of the 2013 Unrepresented Personnel Manual) may receive a Performance Award of up to ten percent (10%) of the employee's base salary for performance during the previous fiscal year. Any performance awards shall be paid in one lump sum payment during pay period twenty-two (22). All Performance Awards shall be awarded at the sole discretion of the General Manager. This Performance Award will be awarded to only those employees who are working for the Agency on the date the Performance Award is paid. The amount of the Performance Award to employees hired, promoted, or reclassified after the beginning of a fiscal year shall be pro-rated based on the number of pay periods remaining in the fiscal year. An employee on an authorized leave of absence, with or without pay, that exceeds thirty (30) continuous calendar days shall have their Performance Award pro-rated by the amount of pay periods actually worked in the fiscal year.
- G. Merit adjustments shall become effective as follows:
  - 1) If a merit increase is due during the first week of a pay period, the effective

date of the merit increase shall be the first day of that pay period.

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

#### Section 7.09. - Denial of Step Advancement/Performance

- A. An employee who receives an overall appraisal rating of Below Expectations or Unacceptable shall be denied their step advancement. A written performance appraisal identifying the areas of weakness and what steps the employee needs to take to improve their performance shall be provided to and discussed with the employee.
- B. After receiving an overall rating of Below Expectations or Unacceptable, the employee shall have a maximum of two 3-month evaluations to attain an overall rating of Meets Expectations or better.
- C. At the end of the maximum two 3-month feedback evaluations, if the employee's performance is still not at an acceptable level, a formal performance appraisal will be prepared along with a written recommendation to extend the performance appraisal period up to a maximum of an additional six (6) months, and/or to discipline the employee in accordance with Article 14, as well as the reasons for the recommendation.

#### Section 7.10. - Authority of General Manager

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

#### Section 7.11. - Overtime Compensation

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

- C. Exempt employees will not have their pay docked or reduced in any manner that would be inconsistent with the salary test of the Fair Labor Standards Act (FLSA).
- D. Except in the case of a Federal, State, or local emergency, no employee shall work in excess of sixteen (16) consecutive hours in any twenty-four (24) hour period and shall have at least an eight (8) hour continuous break between shifts and at least two 30-minute meal breaks within the sixteen (16) hours.

#### Section 7.12. - Acting Pay

An employee who is designated by the Agency as acting shall receive a minimum increase of 5% more than their current hourly rate of pay, or shall be placed on Step "1" of the range established for the acting position, whichever is higher; however, the employee's rate shall not exceed Step "9" of the range established for the acting position at any time. Such acting pay is paid when an employee is designated by the Agency to serve temporarily in a higher classification. An employee shall receive acting pay until officially released of those duties with the following conditions:

- A. If the position for which the employee is acting is vacant and the law limits the acting assignment to 960 hours, the Agency will follow the law and limit the acting assignment to no more than 960 hours. To the extent permitted by law, Acting Pay is special compensation as defined by CalPERS regulations and shall be reported as such to CalPERS pursuant to Title 2 CCR, Section 571(a)(3) Temporary Upgrade Pay and California Government Code § 20480.
- B. Acting pay will be effective at the beginning of the first full pay period following the effective date of the designation in the higher job classification by the Agency.
- C. 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.
- D. If the employee is scheduled to receive a merit increase for the position in which they normally fill while serving in an acting status, the employee shall receive an increase in acting pay if the spread between their new hourly rate of pay and the acting rate of pay becomes less than five percent (5%), not to exceed Step 9 of the acting salary. The employee's merit review date shall not be affected by acting status unless they are appointed to the position in which they were acting. If such, their review date shall be adjusted to coincide with the date they started in the acting position or as provided for in Section 7.12.F.
- E. If an employee who is receiving acting pay is promoted to permanently fill the position in which they are acting, the employee shall receive credit for time they began receiving acting pay, up to a maximum of six (6) months for technical probation and merit increase purposes. If the employee must serve a technical probationary period longer than six (6) months after being promoted, up to six (6) months of acting may be credited to the technical probationary period. Following the promotion, the employee's merit increase will be awarded at the conclusion of the technical probationary period, or upon the completion of working one (1) year in the position (including a maximum of six (6) months). All subsequent merit



increases will be awarded upon completion of one (1) year in each step.

- F. Employees who believe they have been assigned by management to perform the significant distinguishing duties of a higher classification a majority of the time, who have not been placed in an acting pay status with acting pay as authorized under this provision, may file a written request with the Human Resources Department for a review of the assigned duties.
- G. Employees must make their request for review to the Human Resources Department within thirty (30) calendar days after they first believe they have worked within the higher classification for at least one hundred sixty (160) hours. Requests for review not presented within this thirty (30) calendar day period shall be considered, but the eligibility for retroactive payment will be limited to the 30 calendar days prior to the request for review.
- H. The Human Resources Department will review requests and at the end of the review, if the Human Resources Department determines requirements for acting pay are met, the Agency will either:
  - (1) Approve continuing the acting assignment and approve the retroactive payment to a date established by the Department, in consultation with the Human Resources Department; or
  - (2) Return the employee to their duties within their classification and approve a retroactive payment to a date established by the Department, in consultation with the Human Resources Department.

Similarly, if after a review by the Human Resources Department, if the Human Resources Department determines requirements for acting pay are not met, the employee will be notified, and no further action will be taken. Human Resources' determination cannot be appealed.

#### Section 7.13. - Official Business Pay Authorization

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

#### Section 7.14. - 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 7.15. - Direct Deposits

All Unrepresented employees shall be compensated only by the use of direct deposit. The only exception shall be when setting up a new employee into the payroll system, for a period not

to exceed three (3) pay periods while an employee changes financial institutions, or final (retirement/resignation/termination) payrolls.

#### Section 7.16. - Promotional Compensation

An employee who is promoted to a higher classification shall receive a minimum salary increase of five percent (5%) more than their current rate of pay. their

### **ARTICLE 8 - BENEFITS**

#### Section 8.01. - Medical Benefits/Life Insurance Plans

##### A. Health Benefits

The Agency shall contribute the minimum monthly health premium contribution established for contracting agencies by CalPERS or \$143.00, 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 their 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 \$143.00 whichever is greater, shall be paid to the employee as ordinary income.

PEMHCA minimum monthly contribution effective 2021      \$143.00

PEMHCA minimum monthly contribution effective 2022      \$149.00

##### B. Additional Benefit

The Agency shall make a monthly contribution for each employee as follows, minus the minimum PEMHCA contribution or \$143.00 whichever is greater.

Employee +1      \$1,369.00 effective January 1, 2021 through December 31, 2021

Employee Family      \$1,641.00 effective January 1, 2021 through December 31, 2021

- 1) Employee Only and Opt-Outs: For employees who purchase employee only health insurance, or who do not purchase Agency provided health insurance, the maximum monthly contribution from January 1, 2021 through December 31, 2021 shall be \$1,053.00 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 themselves or the employee is able to show proof that they obtained and maintained health insurance through another source, such as a spouse. The Agency may

require proof of health insurance at any time. While on Unpaid Status, as defined in Section 1.30, the employee shall not receive this allotment.

- 2) Effective January 1, 2021, and on January 1<sup>st</sup> of every calendar year thereafter, during the duration of this Personnel Manual, any increase in the monthly contributions set forth above shall be based on the “blended rate” of the average increase in premiums, if any, of the two health benefit plans with the most Agency subscribers as of August 1 of the prior calendar month. The “blended rate” shall be calculated by averaging the annual percentage increase and/or decrease of the basic premium rates, as determined by CalPERS, of the two health plans with the most Agency subscribers on December 1 of each calendar year during the duration of this Personnel Manual. Any increase in the monthly contributions based upon the “blended rate” shall be capped at 6.5% per calendar year.
- 3) Effective July 1, 2022, the additional benefit for Employee +1 and Employee Family in Section 8.01.B and the monthly contribution for Employee Only and Opt-Outs in Section 8.01B.1 shall increase by twenty-five dollars (\$25).
- 4) Effective July 1, 2023, the additional benefit for Employee +1 and Employee Family in Section 8.01.B and the monthly contribution for Employee Only and Opt-Outs in Section 8.01B.1 shall increase by twenty-five dollars (\$25).
- 5) Should an employee's work hours be reduced by 25% or more of their 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 their health, dental, vision and/or life insurance benefits on a pro-rated basis (i.e., works 75%, receives 75% of the difference between the monthly insurance allotment and the actual insurance costs). The Agency shall continue to pay the PEMHCA contribution from Section A above. Any adjustment shall be made to the amount of the additional benefit.
- 5) Except as provided for in Section 8.01.B.2, an employee must be in a paid status for a minimum of sixty (60) hours per pay period to receive the difference between the monthly insurance allotment and the actual cost of their health, dental, vision and/or life insurance benefits. The Agency shall continue to pay the PEMHCA contribution from Section A above.
- 6) The Agency provides each unrepresented, non-management employee with basic life insurance coverage in the amount of \$60,000. The employee is responsible for paying \$10,000 toward this coverage.
- 7) The Agency provides each management employee with basic life insurance coverage in the amount of \$100,000. The employee is responsible for paying \$10,000 toward this coverage.
- 8) Supplemental Life Insurance is available to employees at their expense

through the Agency's life insurance carrier.

- 9) Effective June 24, 2001, the Agency will provide Domestic Partnership health insurance coverage as provided through CalPERS and California State law. The extension of health insurance through CalPERS shall not change or modify any other benefit offered by the Agency unless said benefit is specifically authorized by this Personnel Manual.
- 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 themselves including their eligible dependent(s). The Agency may require proof of health insurance at any time. While on Unpaid Status, as defined in Section 1.30, the employee shall not receive this allotment.

#### C. Retiree Health Benefits

The Agency shall contribute the minimum monthly contribution established for contracting agencies by CalPERS or \$143.00, whichever is greater, plus administrative costs towards the cost of premiums for health insurance under the CalPERS Public Employees Medical and Hospital Care Act (PEMHCA) for each annuitant who retired from the Agency through CalPERS and who enrolls in a CalPERS health plan as a retiree. The contribution shall be adjusted annually by CalPERS to reflect any changes in the medical care component of the CPI-U and shall be rounded to the nearest dollar by CalPERS.

PEMHCA minimum monthly contribution effective 2021	\$143.00
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PEMHCA minimum monthly contribution effective 2022	\$149.00
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- 1) Payment for the retiree health insurance benefit of \$143.00 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 their choice without any loss in benefit. If the retiree so chooses to purchase their health insurance from a provider other than CalPERS, the retiree will be reimbursed on a monthly basis for their 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 \$143.00, 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 their retiree longevity benefit via direct deposit to the retiree's (or surviving spouse's) bank account, up to the maximum benefit provided. Retirees are responsible for any taxes that may be due on reimbursement of retiree longevity benefits.

#### Section 8.02. - Retirement Plan

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

service credit for any continuous active military or merchant marine service prior to employment.

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

#### Section 8.03. - Long-Term Disability

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

- A. Three hundred sixty-five (365) day elimination period.
- B. Sixty percent (60%) of your monthly salary up to \$6,000.
- C. The maximum benefit period is determined by the employee's age when disability begins.

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

#### Section 8.04. - State Disability Insurance Programs

- A. State Disability Insurance (SDI) - Any employee who becomes disabled due to a non-work-related illness or injury will receive compensation benefits as established by the State Disability Insurance Fund.
- B. Paid Family Leave Program (PFL) - All California workers who are covered by the State Disability Insurance (SDI) program will also be covered for PFL. The PFL program provides a maximum of eight (8) weeks of paid family leave benefits for workers who take time off as provided for by State law. Employees who utilize this program are not required to use vacation time prior to receiving benefits. PFL runs concurrently with State and Federal Family Leave.

#### Section 8.05. - Uniforms

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

#### Section 8.06. - Safety Shoes and Safety Equipment Stipend

Employees in authorized classifications, as established in the Agency's Safety Manual, shall be required to wear appropriate safety shoes and safety equipment. Employees shall be entitled to a three hundred dollars (\$300.00) stipend per fiscal year for appropriate safety shoes and safety equipment, in accordance with the applicable rules of the Safety Manual. The safety equipment stipend shall be paid every twenty-fifth (25th) pay period.

#### Section 8.07. - Mileage Reimbursement

Employees not receiving a car allowance shall receive mileage reimbursement in the amount established by the Internal Revenue Service.

#### Section 8.08. - Professional Development Stipend:

- A. Employees 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. Employees who are currently receiving more than \$1,000 per year, shall have grandfather rights to the Certification Incentive Payment 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 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. Employees shall no longer be eligible for Agency Policy A-70 Certification or Licensing. This language is meant to supersede all Personnel Manual language adopted before June 30, 2021 as well as applicable Agency policy.

#### Section 8.09. - Educational Reimbursement.

The Agency shall reimburse each Unrepresented employee up to five thousand two hundred fifty dollars (\$5,250), or up to the Internal Revenue Service limit whichever is higher, per fiscal year for the cost of educational expenses that are related to the employee's work.

#### Section 8.10. - Degree Incentive

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

#### Section 8.11. - Cellular Telephone Usage

Management employees may receive an Agency provided cellular telephone in accordance with Agency Policy.

#### Section 8.12. - Vehicle Allowance.

- A. Eligible members of the Management Group as defined in Section 1.13 shall receive a vehicle allowance as follows:

Budget Officer, Employee and Labor Relations Advocate, Principal Accountant	\$200 per month
Deputy Managers	\$250 per month
Managers to include the Chief Financial Officer	\$300 per month
- B. At the beginning of each fiscal year, employees will have the option to elect a monthly car allowance or be reimbursed for mileage based on the use of their personal vehicle to conduct Agency business (per Section 8.07).

#### Section 8.13. - 401 Governmental Money Purchase Plan & Trust (401a Plan)

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

#### Section 8.14. - Wellness Stipend

- A. Employees not on an 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 (25<sup>th</sup>) pay period.
- B. Employees shall no longer be eligible for Agency Policy A-78 Wellness Program. This is meant to supersede Personnel Manual language adopted before June 30, 2021, as well as applicable Agency policy.



#### Section 8.15. - Deferred Compensation

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

### **ARTICLE 9 - PERFORMANCE APPRAISALS**

#### Section 9.01. - General

The procedures for performance appraisals are set forth as follows:

- A. Each employee will be reviewed by his /her supervisor. This review will be made on a standard Agency performance appraisal form. The purpose of this appraisal is to cause a periodic dialogue between the supervisor and the employee. The supervisor shall take this opportunity to discuss the employee's performance. At this time, the employee may have the opportunity to converse with the supervisor without cause for jeopardy to the employee's position.
- B. The performance appraisal shall become part of each employee's official personnel file.
- C. All non-management employees shall have a performance appraisal review once a year, to be conducted at the employee's merit review date. Said review shall occur every twelve (12) months from the anniversary of their last merit review date unless said employee receives an overall rating of Below Expectations or Unacceptable (see Section 9.01.G).
- D. All management employees shall have a performance appraisal review at least once a year to review the employee's performance during the fiscal year. The review is to be conducted by no later than September 15<sup>th</sup> following the end of the fiscal year being reviewed.
- E. The due date for a performance appraisal shall be extended by the number of days the employee is actually out on an authorized leave of absence, with or without pay, that exceeds thirty (30) continuous calendar days (i.e., the employee is off for 31+ calendar days, the date of the appraisal/merit is advanced the number of calendar days the employee is actually out including the first thirty (30) calendar days. If the employee is out thirty (30) days or less, no adjustment is made).
- F. In cases where no performance appraisal is filed, the employee should contact the Human Resources Department.
- G. All employees who receive an overall appraisal rating of Below Expectations or Unacceptable shall be reviewed ninety (90) days after the Below Expectations or Unacceptable appraisal was received by the employee.

#### Section 9.02. - Duty of Departments

It is the duty of the supervisor to evaluate the work accomplishments and conduct of employees, to inform employees of their appraisals in writing, and to assist employees in improving work effectiveness.

#### Section 9.03. - Employee's Responsibility

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

#### Section 9.04. - 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 their position, the supervisor may recommend a demotion.
- 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. A non-probationary employee who is demoted does not have to serve a new probationary period.
- D. When demoted, the employee's salary shall be adjusted to the salary range of their new position. Salary range placement shall take into consideration the employee's previous salary and may include the option of Y-rating the employee's salary.
- E. 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.
- F. An employee who is to be demoted shall be given at least two (2) weeks written notice prior to demotion.

#### Section 9.05. - 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 their salary range.

- C. A Meets Expectations or better performance appraisal will not be considered as justification for automatic advancement.
- D. Advancements that are delayed because of late filing of recommendations shall be retroactive to the employee's benefit date when approved.
- E. An early advancement may be granted to employees who have exhibited Outstanding performance. The due date of the next merit increase shall be upon completion of one (1) year from the date of the early step advancement (and paid in accordance with Section 7.08.G).
- F. In addition to any step advancement, management employees may receive a Performance Award of up to fifteen percent (15%) of the employee's base salary for performance during the previous fiscal year. Grandfathered Specialized employees (as outlined in Section 1.27 of the 2013 Unrepresented Personnel Manual) may receive a Performance Award of up to ten percent (10%) of the employee's base salary for performance during the previous fiscal year. Any performance awards shall be paid in one lump sum payment during pay period twenty-two (22). All Performance Awards shall be awarded at the sole discretion of the General Manager. This Performance Award will be awarded to only those employees who are working for the Agency on the date the Performance Award is paid. The amount of the Performance Award to employees hired, promoted, or reclassified after the beginning of a fiscal year shall be pro-rated based on the number of pay periods remaining in the fiscal year. An employee on an authorized leave of absence, with or without pay, that exceeds thirty (30) continuous calendar days shall have their Performance Award pro-rated by the amount of pay periods actually worked in the fiscal year.
- G. Merit adjustments shall become effective as follows:
  - 1) If a merit increase is due during the first week of a pay period, the effective date of the merit increase shall be the first day of that pay period.
  - 2) If a merit increase is due during the second week of a pay period, the effective date of the merit increase shall be the first day of the following pay period.

#### Section 9.06. - Denial of Step Advancement/Performance

- A. An employee who receives an overall appraisal rating of Below Expectations or Unacceptable shall be denied their step advancement. A written performance appraisal identifying the areas of weakness and what steps the employee needs to take to improve their performance shall be provided to and discussed with the employee.
- B. After receiving an initial overall rating of Below Expectations or Unacceptable, the employee shall have a maximum of two 90-Day period evaluations to attain an

overall rating of Meets Expectations or better.

- C. At the end of the maximum two 90-Day period feedback evaluations, if the employee's performance is still not at an acceptable level, a formal performance appraisal will be prepared along with a written recommendation to extend the performance appraisal period up to a maximum of an additional six (6) months, and/or to discipline the employee in accordance with Article 14, as well as the reasons for the recommendation.

## **ARTICLE 10 - LEAVES OF ABSENCE**

### **Section 10.01. - Pre-approved Leaves of Absence**

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

### **Section 10.02. - Leave of Absence With Pay**

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

### **Section 10.03. - Leave of Absence Without Pay**

- A. The General Manager, or designated representative(s), shall have the authority to grant leaves of absence without pay. No employee shall be eligible for a leave of absence without pay until the employee has two (2) or more years of continuous regular employment, except in cases where the law provides otherwise. In special cases, the General Manager, or designated representative(s), may waive the two (2) year employment requirement if in the best interest of the Agency.
- B. Unless otherwise provided by law, an employee shall not be eligible for a leave of absence without pay until all of the employee's accrued leave time with pay has been used, and they have 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).
- F. If the leave is in relation to a disability accommodation, then the leave will be determined through the interactive process on a case-by-case basis without the aforementioned restrictions.

#### Section 10.04. - Holidays

Subject to the conditions specified in this section, the Agency designates the following days as holidays. For the purposes of holiday compensation, a day shall equal the number of hours that the employee normally would have worked other than for the holiday:

<u>Holiday</u>	<u>Date</u>	<u>Duration</u>
New Year's Day	January 1st	1 day
Presidents' Day	3rd Monday in Feb.	1 day
Memorial Day	Last Monday in May	1 day
Independence Day	July 4th	1 day
Labor Day	1st Monday in Sept.	1 day
Thanksgiving Day & Day After	4th Thursday & Friday in November	2 days
Christmas Day & Day After	December 25th & December 26 <sup>th</sup>	2 days
Floating Holiday (Management)	Employee's Choice (prior approval required)	10 days per FY
Floating Holiday (Grandfathered Specialized)	Employee's Choice (prior approval required)	8 days per FY
Floating Holiday (Non-management)	Employee's Choice (prior approval required)	6 days per FY

- A. If the holiday should fall on Saturday, the holiday will be observed on the preceding Friday. If the holiday should fall on Sunday, the holiday will be observed on the following Monday. If Christmas falls on Friday, the day after Christmas shall be observed on the following Monday. If Christmas falls on Saturday, it will be observed on the preceding Friday and the day after will be observed on the following Monday. If Christmas falls on a Sunday, Christmas day and the day after shall be observed on the following Monday and Tuesday.
- B. All employees will be granted leave with pay for all holidays recognized by the Agency, with the exception of the following:
  - 1) Appointees whose first day of work would have fallen on the holiday.
  - 2) Non-exempt employees scheduled for a normal shift at Agency facilities on a holiday as defined above (with the exception of Floating Holidays) shall be paid a holiday premium of one and one-half (1½) times their hourly rate of pay for all hours actually worked, in addition to their holiday pay. If the day of the observed holiday is different from the day of the actual holiday,

only employees working on the day of the actual holiday shall be entitled to this premium pay. Employees shall be paid this premium pay for hours worked beginning at 12:00 a.m. and ending at 11:59 p.m. on the day of the actual holiday. This premium pay shall be paid to employees for a maximum of one shift unless an employee is requested to work overtime by their supervisor.

- C. 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 1.32 and 1.33 for definitions of scheduled and unscheduled workdays.

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

- D. An employee whose regularly scheduled flex day off falls on the holiday who does not work due to the flex/holiday may receive either compensation or an increase in their 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 they work eight hours on the other Friday of the same pay period, they will accrue an extra eight hours of vacation time in lieu of holiday pay).
- E. Floating holidays will be credited to each employee on July 1 and must be used by June 30 of the following year. Floating holidays cannot be used during the Original Probationary period or during the first six (6) months of employment in the event of a one (1) year original probation. An employee on original probation who is not permitted to use their floating holiday prior to the end of the pay period corresponding with the last pay date in June shall have their pro-rated hours carried over the following fiscal year. Prior approval to take floating holidays must be obtained from the employee's manager/supervisor. In cases where an employee must forfeit their floating holidays at the request of the Agency, the employee shall be compensated for their unused portion at their current rate of pay at the end of the pay period corresponding with the last pay date in June. The amount of floating holidays credited to employees hired or promoted after the pay period corresponding with the first pay date in July of each year shall be pro-rated based on the number of pay periods remaining in the fiscal year. Every effort will be made to allow those Unrepresented employees desiring Veteran's Day off the use of one floating holiday on Veteran's Day (November 11). Unused floating holidays shall be paid out upon separation from employment.

## Section 10.05. - Vacation Leave

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

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

Continuous Months of Service	Continuous Years of Service	Hours Accrued per Pay Period	Hours Accrued per Year	Maximum Accrual
0-60	0-5	3.077	80	200
61-72	6	3.692	96	288
73-84	7	4.308	112	336
85-108	8-9	4.923	128	384
109-180	10-14	6.154	160	480
181-239	15-19	6.769	176	528
240 and thereafter	20+	7.692	200	600

- B. The maximum length of a continuous vacation leave, which is not interrupted by working on the Agency's behalf, shall be equal to twenty (20) working days.
- C. Vacation leave periods which exceed the limits specified in Paragraph C above must be approved in writing by the General Manager, or designated representative(s), and in the best interest of the Agency.
- D. Vacation leave shall be limited to those days already earned by the last day of the vacation period. No advance of vacation leave shall be permitted, without the expressed written consent of the General Manager, or designated representative(s).
- E. Holidays that occur during an employee's vacation period shall not be considered as a vacation day.
- F. In cases where an employee forfeits vacation leave time at the request of the Agency, upon approval of the General Manager, said employee shall be compensated for forfeited vacation leave time at the employee's current rate of pay. It is the employee's responsibility to schedule vacation time well in advance to avoid forfeiting his/ her vacation or to avoid any conflicts.
- G. Employees who are on vacation leave shall be compensated at their current rate of pay.
- H. Vacation leave shall be pre-approved by the employee's supervisor. The

employee's wishes shall be considered in evaluating leave requests; however, the Agency's needs shall take precedence.

- I. Regular and probationary employees who leave Agency employment shall be compensated for all vacation leave time accrued but not yet taken to the maximum of the vacation leave the employee is entitled to accrue. Compensation shall be at the employee's hourly rate of pay at the time of separation.
- J. An employee who is on unpaid status as defined in Section 1.30 shall not accrue vacation leave.
- K. Should an employee become ill or injured while on vacation leave, the employee shall be entitled to use sick leave upon approval of the employee's supervisor. The Agency reserves the right to investigate any illness or injury or require verification of any illness or injury for which an employee is claiming sick leave benefits.
- L. An employee must be in a paid status for a minimum of sixty (60) hours per pay period to receive the vacation accrual rates outlined in Section 10.05.A. Vacation accrual rates will be reduced for an employee who is not in a paid status for a minimum of sixty (60) hours per pay period using the following formula:

Accrual rate ÷ 80 hrs/pay period = adjusted accrual rate  
Adjusted accrual rate x hrs paid = reduced accrual amount

For example: An employee in their 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.

- M. Vacation Leave Cash Out. During March of each year or as approved by the General Manager, an employee may, at their option, request to convert up to a maximum of seventy percent (70%) of their respective annual vacation leave accrual to receive a cash payment at their current rate of pay, provided that they have used at least thirty percent (30%) of their 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 their own accruals and make a written request for said conversion by the conclusion of the last pay period in March or as approved by the General Manager. A payroll staffer will be sent out to all employees during the last pay period in February or as approved by the General Manager reminding employees of this option.
- 2) Payment shall be made to qualified employees on a separate check from payroll on the first pay date in April and/or September or as approved by the General Manager.
- 3) Qualification for vacation leave cash out shall be based on:

Year	Accrual Rate as of:	Usage Timeframe	Cash-Out Pay Date
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

or as approved by the General Manager.

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

#### Section 10.06. - Sick Leave

All regular employees shall accrue sick leave time, but may not use the accrued leave during the same pay period in which said leave is accrued. All original probationary employees shall accrue sick leave time; however, such employees will not be able to use the accrued leave until after the 90th day after the first day of employment, 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 allows the continuation of pay and fringe benefits in case of personal (or family) illness and, as such, its usage should not be abused. Maintaining good attendance is a condition of employment and an essential function of your job. To minimize hardships that may result from illness or injury, the Agency provides paid sick time benefits in case of personal (or immediate family) illness/injury. However, periodic sick leave taken on a repeated basis may be viewed as abuse of the system. It is your responsibility to establish legitimate illness or injury to receive sick leave pay. This leave time is computed as follows:

- A. All regular and probationary employees shall accrue sick leave time at the rate of 3.692 hours per pay period or equivalent to ninety-six (96) hours per anniversary year.
- B. Regular employees shall be permitted to expend accrued sick leave time for the following reasons:
  - 1) Employee is suffering illness or injury.
  - 2) Employee is placed on quarantine due to exposure to contagious disease.
  - 3) Employee requires medical treatment or examination including, but not limited to, health, dental, or vision.
  - 4) Illness or injury in the employee's immediate family (see Section 1.10.A).
  - 5) Up to ten (10) working days of sick leave may be used for bereavement purposes.
  - 6) Special cases require approval of the General Manager, or designated representative(s).
- C. An employee who is ill or injured may be required to take sick leave if, in the opinion of the employee's supervisor, the employee or co-workers are being exposed to the hazard of illness or injury.
- D. Any employee who needs to take advantage of sick leave benefits shall notify his /her supervisor prior to or at the start of the employee's work shift on each day when such benefits are desired unless they have submitted a physician's off work order or have made prior arrangements with their 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 10.03.B).

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

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

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

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

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

<u>COMPLETED YEARS OF SERVICE</u>	<u>MAXIMUM REIMBURSEABLE HOURS ACCRUABLE</u>	<u>PERCENT PAYABLE</u>
5	320	50%
6	360	50%
7	400	50%
8	440	50%
9	480	75%
10	544	100%
11	608	100%
12	672	100%
13 & 14	736	100%
15 through 19	800	100%
20 and thereafter	850	100%

L. An employee who is on unpaid status as defined in Section 1.30 shall not accrue sick leave.

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

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

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

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

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

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

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

#### Section 10.07. - Sick Leave Buy Back

Each November an employee may, at their 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 their 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 Deadlin	Buy Back Pay Date
2022	October 16, 2021	November 12, 2021	December 3, 2021
2023	October 15, 2022	November 11, 2022	December 2, 2022
2024	October 14, 2023	November 10, 2023	December 1, 2023

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

#### Section 10.08. - Bereavement Leave

- A. In the event of a death in the employee's immediate family or extended family (Section 1.10.A and Section 1.10.B), 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 1.10.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. Employees may also be excused by immediate supervisor to attend the funeral of a person not included in the definition of immediate/extended family (Section 1.10) or a former Agency employee.
- E. All authorized bereavement leave shall be charged against the Agency's bereavement bank.

#### Section 10.09. - Industrial Injury Leave

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

#### Section 10.10. - Jury and Court Leave

- A. Jury Leave - Any employee of the Agency who is called or required to serve as a trial juror, witness, or who is a victim of a crime or domestic violence will be excused from work during the period of such service or while present in court as a result of such a call. Any employee on such a call will continue to receive normal salary for a maximum of one hundred (100) work hours in any one calendar year, provided any and all consideration (except mileage) received for such service is relinquished to the Agency. If the employee receives pay from the court for time served on a day that would have been a scheduled day off for the employee, they

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 their supervisor. If the employee is excused by the court at least three (3) hours prior to the end of their shift, the employee shall be required to return to work.

Whenever possible the employee shall provide a minimum of ten (10) working days' notice prior to the date they are summoned to serve as a trial juror or witness to their supervisor in order for the supervisor to make arrangements to cover their normal shift. The employee shall be paid jury duty pay for the time they are required to serve up to the maximum stipulated in this section.

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

#### Section 10.11. - Military Leave

- A. Military leave is a temporary leave of absence for ordered military training or for active military duty in the Armed Forces of the United States or its Allies or of the National Guard or the Naval Militia, during a proclamation of war or national emergency by the President of the United States or Congress, an order or request of the United Nations that the Armed Forces of the United States serve outside of the United States or their territories, or any national conscription act in effect.
- B. The Agency shall comply with all federal and state laws relative to military leaves.
- C. An employee requesting military leave shall promptly provide the department head with a copy of the military orders specifying dates, site and purpose of the activity or mission.
- D. Within the limits of such orders, the General Manager or designated representative(s) may determine when the leave is to be taken and may modify the employee's work schedule to accommodate the request for leave.

#### Section 10.12. - 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 10.13. - Longevity Leave

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

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

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

### Section 10.14. - Leave of Absence to Vote

- 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 10.15. - Payment of Accrued Leave

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

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

## **ARTICLE 11 - SEPARATION FROM SERVICE**

### **Section 11.01. - Discharge During Probationary Period**

An employee who is within the original probationary period may be discharged at any time with or without cause by the General Manager, or designated representative(s). An employee who is discharged during the probationary period shall be compensated for accrued vacation leave as defined in Section 10.05.J of this Personnel Manual.

### **Section 11.02. - Layoff**

Any regular or temporary employee of the Agency may be laid off at any time as the result of a changed 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.

### **Section 11.03. - Resignation**

An employee who wishes to leave the Agency's employment in good standing should file a written resignation with his or her supervisor at least two (2) weeks prior to the date of resignation. their

## **ARTICLE 12 - EMPLOYEE CONDUCT**

### **Section 12.01. - Peaceful Performance of Duties**

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

### **Section 12.02. - Recognition of Boycotts**

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

### **Section 12.03. - Outside Employment**

Full-time Agency employees may not engage in any private business or undertaking concurrently with their public service, which attention to 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 advance and in writing by the supervisor and the General Manager, or designated representative(s).

### **Section 12.04. - Personal Conduct**

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



#### Section 12.05. - Financial Affairs

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

#### Section 12.06. - Employees Acting as Agents of the Agency

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

### **ARTICLE 13 - GRIEVANCE PROCEDURE**

#### Section 13.01. - General

- A. A grievance is an alleged violation, misinterpretation, inequitable application or non-compliance of Agency ordinances, resolutions, policies, and/or provisions of the Personnel Manual of a non-disciplinary nature. Refer to Article 14, Disciplinary Actions and Appeals Procedures, for disciplinary appeals.
- B. No punitive action will be assessed against an employee for utilizing the grievance procedure.
- C. An employee may select another person as their representative to assist the employee in processing a grievance at any step in the grievance procedure.
- D. In a hearing or meeting called to resolve a grievance, up to one (1) employee, in addition to the employee instituting the grievance, may be excused from work, with the exception of those called as witnesses, when both parties agree they are necessary to determine certain facts. In all instances, the supervisor, and/or Department Manager of the employee who has filed a grievance may be present. Names of Agency employees requesting pay for attendance to a hearing or meeting should be given to the Manager of Human Resources three (3) working days prior to the hearing/meeting.
- E. A grievance shall be prepared on the employee's personal time, not during working hours.
- F. Organizational channels shall be utilized at all times during the grievance process.
- G. No individual member of the Board of Directors may be approached by the employee, or their representative, at any time regarding a grievance.
- H. The failure to process a grievance within the time limits set forth in this Article shall cause the grievance to be deemed settled in accordance with the Agency's last reply.
- I. Any time limit may be extended upon the mutual agreement of both parties.

- J. An employee shall initially attempt settlement of a grievance at the employee-supervisor level.
- K. All grievances shall be treated as confidential by all parties, and no publicity will be given until the final resolution of the grievance.
- L. 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 13.02. – Purpose

- A. To promote harmonious employee 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 13.03. - Procedure

1. Grievances involving salaries and promotions may be processed up through Step 3 of this procedure.
2. There shall be an earnest effort on the part of both parties to settle grievances promptly through the steps listed below.
3. The following procedures outlined herein constitute the steps necessary to address an employee's grievance. The timelines established in this grievance procedure may be extended by mutual agreement.

#### Step 1:

- A. An employee's grievance must be submitted to the Manager of 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, the Supervisor or designee, and a Human Resources department representative 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 by the end of day on 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 at Step 1, the employee may proceed to Step 2. The employee will submit their grievance to the next level Management Representative, typically the Deputy 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, 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 grievance. Such meeting will take place within eight (8) business days from the date the grievance is received by the Deputy Manager or designee. The Deputy Manager or designee will give a written answer to the employee by the end day on the eighth (8) business day following the date of the meeting, and the giving of such reply will conclude Step 2. Should the Deputy 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 at Step 2, the employee may proceed to Step 3. The employee will submit their grievance to the next level Management Representative, typically the Department Manager or designee by the end day on 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, 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, if applicable, by the end of day on the eighth (8) business day following the date of the meeting, and the giving of such reply will conclude Step 3. Should the Department Manager or designee fail to respond within the allotted timeframe, the employee may proceed to the next step.
- C. Grievances involving salaries and promotions shall not be continued beyond Step 3.

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 meeting with the employee, the Executive 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 Manager of Human Resources or designee. The Executive Manager will give a written answer to the employee, by the end of day on the eighth (8) business day following the date of the meeting, and the giving of such reply will conclude Step 4 and conclude the grievance procedure.

## **ARTICLE 14 - DISCIPLINARY ACTIONS AND APPEALS PROCEDURES**

No disciplinary action may be imposed on any employee covered by this Personnel Manual, with the exception of oral counseling, until said action has been reviewed by the 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 evaluated by the Department, in consultation with the Human Resources Department.

### **Section 14.01. - Types of Discipline**

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

- A. Oral Counseling. Instruction to the employee by the employee's supervisor to correct workplace behavior or performance, which is not documented in the personnel file.
- B. Oral Reprimand. A verbal 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 and/or discontinue workplace behavior or performance or be subject to more serious disciplinary action. A written reprimand will be retained in the employee's personnel file and documented in the performance evaluation.
- D. Suspension. The temporary separation from service of an employee without pay for disciplinary reasons. Documents related to a suspension shall become part of the employee's personnel file when the suspension is final and documented in the performance evaluation. Employees who are exempt from the FLSA overtime will only be suspended as authorized by the FLSA.
- E. Reduction in Pay. A decrease in an employee's pay for cause to a lower Step within the employee's current pay range for a specified period of time. Documents related to a reduction in pay shall become a part of the employee's personnel file when the reduction in pay is final and documented in the performance evaluation. Employees who are exempt from the FLSA overtime requirements are not subject to pay reduction, except loss of accrued vacation, floating holiday, or administrative leave.
- F. Involuntary 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.

Documents related to a demotion shall become a part of the employee's personnel file when the demotion is final and documented in the performance evaluation.

- G. Termination. The discharge, for cause, of an employee at the discretion of the Agency. Documents related to a termination become a part of the employee's personnel file when the termination is final and documented in the performance evaluation.

#### Section 14.02. - Conduct Leading to Disciplinary Action(s)

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

- A. Absenteeism. Excessive unscheduled absences from the workplace.
- B. Tardiness. Arriving late for work, leaving work early without approval of the employee's supervisor, taking excessively long break periods and/or taking excessively long lunch periods.
- C. Job Abandonment as defined in Section 1.12.
- D. Violation of Agency/Division/Department Rules and/or Policies.
- E. Uninsurability. Becoming uninsurable by the standards of the Agency's automobile insurance program for any reason if insurability is an essential requirement of the employee's job.
- F. Use of Work Phone and/or personal cell phone for Personal Business. The excessive receipt or placement of non-emergency personal telephone calls during working hours.
- G. Reading Non-Work-Related Material During Work Hours.
- H. Discourteous Treatment of the Public or Other Employees.
- I. Violation of Personnel Manual Provisions.
- J. Conduct Outside Working Hours. Any conduct outside of working hours that would have an adverse impact on the employee's job, would be injurious to the interests of the Agency, would be in a manner incompatible with the due and faithful discharge of the employee's duties or would be significantly prejudicial to the reputation of the Agency.
- K. Failure To Perform Job. Failure to perform assigned tasks that are within the scope of the employee's position in an effective and timely manner.
- L. Fraudulent or Dishonest Actions. Such as 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. Unauthorized release of confidential personnel or Agency 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.
- DD. Horseplay or fighting during work hours on Agency owned or controlled property.

#### Section 14.03. - Administrative Leave

- A. The Agency reserves the right to place any employee on Administrative Leave with pay pending an investigation of their 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. their

#### Section 14.04. - Agency Authority

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

#### Section 14.05. - Employee's Receipt

Employee's receipt of any and all notices shall be defined as the date the notice was sent electronically, via Agency e-mail or hand delivered.

#### Section 14.06. - 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 involuntarily demoted or discharged, the employee shall:

1. Receive written notice of the intended action at least eight (8) calendar 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) calendar 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) calendar days of notice 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:

- A. 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 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, the Management Representative, typically 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 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 Supervisor or designee. The Management Representative, typically the Supervisor or designee will give their written answer to the employee 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 Supervisor 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, 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 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, 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 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 meeting with the employee, 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 Manager of Human Resources or designee. The General Manager will give a written answer to the employee, 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 and conclude the disciplinary appeal procedure.

## **ARTICLE 15 - RULE MAKING AUTHORITY**

### **Section 15.01. - General**

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

## **ARTICLE 16 - NOTICE**

### **Section 16.01. - General**

Within ninety (90) working days of the adoption of this Personnel Manual a copy shall be presented to each Unrepresented employee of the Agency.

## **ARTICLE 17 - PURPOSE**

### **Section 17.01. - General**

The purpose of this Personnel Manual is to provide a reference document for employees that contain the Agency's rules, regulations, benefit provisions and salary rate schedules.

## **ARTICLE 18 - TERM**

### **Section 18.01. - General**

- A. This Personnel Manual shall be effective until modified by the Board of Directors.
- B. Upon ratification by the Board, all unrepresented employees on the Agency's payroll on August 1, 2021 shall receive a one-thousand-dollar (\$1,000) bonus.

**CONSENT  
CALENDAR  
ITEM**

**2D**

**Date:** September 1, 2021

**To:** The Honorable Board of Directors

*SD*  
**From:** Shivaji Deshmukh, General Manager

**Committee:**

**Executive Contact:** Shivaji Deshmukh, General Manager

**Subject:** Adoption of Resolution No. 2021-9-5, Approving the Personnel Manual for Executive Management Employees

---

**Executive Summary:**

In 2018, the Board of Directors approved the Personnel Manual for Executive Management Employees. This Personnel Manual establishes rules, regulations, and procedures for the Executive Management Group and is effective until modified by the Board of Directors. Following successor negotiations with all represented employee groups, proposed modifications to the Personnel Manual for Executive Management Employees include adjustments to total compensation. Additional key terms and conditions are listed in Attachment 1.

Upon Board approval of proposed Resolution No. 2021-9-5, the Personnel Manual will represent the terms and conditions of employment for the Executive Management Group beginning July 1, 2021.

---

**Staff's Recommendation:**

1. Adopt Resolution No. 2021-9-5, approving the Personnel Manual for Executive Management Employees; and
2. Authorize the General Manager to execute the Personnel Manual for Executive Management Employees.

---

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

*Account/Project Name:*

*Fiscal Impact (explain if not budgeted):*

**Prior Board Action:**

On August 1, 2018, the Board approved the Personnel Manual for Executive Management Employees.

---

**Environmental Determination:**

Not Applicable

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**Business Goal:**

Workplace Environment: IEUA is committed to providing a dynamic work environment with a highly skilled and dedicated workforce.

Fiscal Responsibility: IEUA is committed to safeguarding the Agency's fiscal health to effectively support short term and long-term needs, while providing the best value for our customers.

---

**Attachments:**

Attachment 1 - Key Modifications to Terms & Conditions of Employment

Attachment 2 - Resolution No. 2021-9-5, approving the Personnel Manual for Executive Management Employees, attached as Exhibit 1

**KEY MODIFICATIONS TO TERMS & CONDITIONS OF EMPLOYMENT  
for the 2021 Personnel Manual for Executive Management Employees**

While the Personnel Manual for Executive Management Employees had numerous changes to terms and conditions, the key modifications to those terms and conditions are:

1. A 3% base salary increase will be provided for each year.
2. A yearly Professional Development Stipend in the amount of \$1,000 was established in lieu of the payment or reimbursement of certification or licensing expenses currently set forth in Policy A-70: Certification or Licensing.
3. A Wellness Stipend will replace the Wellness Reimbursement to build efficiencies and preserve the confidentiality of employee medical information.

**RESOLUTION NO. 2021-9-5**

**RESOLUTION OF THE BOARD OF DIRECTORS OF THE INLAND  
EMPIRE UTILITIES AGENCY\*, SAN BERNARDINO COUNTY,  
CALIFORNIA, APPROVING THE PERSONNEL MANUAL FOR  
EXECUTIVE MANAGEMENT EMPLOYEES**

**WHEREAS**, the representatives of the Board of Directors of the Inland Empire Utilities Agency\* have made equitable adjustments to personnel rules, regulations, and procedures; and

**WHEREAS**, the Personnel Manual prepared by said representatives has been presented to the Board of Directors for ratification.

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

**SECTION 1.** That this Board of Directors does hereby approve and authorize its President and Secretary to sign the Personnel Manual for Executive Management Employees attached hereto as Exhibit 1, which shall be effective upon approval and remain in full force and effect until modified by the Board of Directors.

**ADOPTED** the 1st day of 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

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. 2021-9-5, was adopted at a regular  
Board Meeting on September 1, 2021, of said Agency by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

---

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\***  
**PERSONNEL MANUAL**  
**EXECUTIVE MANAGEMENT EMPLOYEES**  
**EFFECTIVE JULY 1, 2021**

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# **THE INLAND EMPIRE UTILITIES AGENCY\***

## **PERSONNEL MANUAL**

### **EXECUTIVE MANAGEMENT EMPLOYEES**

The Agency does hereby adopt this Personnel Manual establishing rules, regulations, procedures and establishing salary schedules for the Executive Management Group (employees) of the Agency. Provisions of the Manual do not apply to temporary or contract personnel (employees) unless specifically noted in this manual, Agency Policy, or the employee's contract. This Manual does not create any contract of employment, expressed or implied, or any rights in the nature of a contract.

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

Executive Manager of Finance and Administration/Assistant General Manager

Executive Manager of Operations//Assistant General Manager  
Executive Manager of External & Government Affairs/Assistant General Manager  
Deputy General Manager  
General Manger

## **ARTICLE 1 - DEFINITIONS**

### **Section 1.01. - General**

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

### **Section 1.02. - Appointment**

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

### **Section 1.03. - Anniversary Year**

The year (365 calendar days) following the date of employment with the Agency and each successive year thereafter.

### **Section 1.04. - Classification**

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

### **Section 1.05. - Continuous Regular Employment**

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

#### **A. Break in Continuous Regular Employment**

##### **1) Failure to Return to Work**

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

2) Termination of Employment

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

3) Other Employment

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

Section 1.06. - Exempt Employees

Employees in exempt positions who are excluded from FLSA overtime pay requirements and are compensated on a bi-weekly salary basis. All employees in the Executive Management Group are designated as exempt employees.

Section 1.07. - Holiday Leave

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

Section 1.08. - Immediate/Extended Family

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

Section 1.09. - Inactive Status

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

Section 1.10. - Job Abandonment

An employee who does not report or call-in to work as scheduled for two (2) or more consecutive workdays, and has not been excused for vacation, sick leave, or a leave of absence with or without pay, shall be considered as having abandoned their job.

#### Section 1.11. - Personnel Officer

The General Manager, or designated representative(s) of the Agency, or anyone the General Manager or the Agency Board of Directors may appoint to act on its behalf.

#### Section 1.12. - Position

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

#### Section 1.13. - Promotion

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

#### Section 1.14. - Reclassification

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

#### Section 1.15. - Reinstatement

The restoration, without competitive examination, of an employee to a classification in which the employee formerly served.

#### Section 1.16. - Resignation

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

#### Section 1.17. - Step Advancement

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

#### Section 1.18. - Termination

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

#### Section 1.19. - Transfer

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



## Section 1.20. - Unpaid Status

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

## Section 1.21. - Work Period

### A. Standard Work Period

The standard work period consists of a two-week period consisting of eighty (80) hours worked over fourteen (14) days. The work period commences at 12:00 A.M. on Sunday and concludes at midnight on Saturday of the second week.

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

Where reasonably possible, at least one member of the Executive Management Group shall be available every Friday that the Agency is normally closed for business.

### B. Alternative Work Schedule

Any schedule other than a standard workweek as defined in paragraph "A" of this section.

## **ARTICLE 2 - GENERAL PROVISIONS**

### Section 2.01. - Equal Employment Opportunity

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

### Section 2.02. - Harassment in Employment

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

#### Section 2.03. - Compliance With Law

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

#### Section 2.04. - Amendment of Personnel Manual

This Personnel Manual may be amended by the Agency Board of Directors, at its discretion.

### **ARTICLE 3 - FILLING OF VACANCIES**

#### Section 3.01. - General

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

#### Section 3.02. - Filling of Vacancy

Whenever a vacancy occurs in the Agency's Executive Management Group, the Board of Directors or General Manager shall decide by what manner the vacancy is to be filled.

### **ARTICLE 4 - APPLICATION PROCESS FOR NEW APPLICANTS**

#### Section 4.01. - Application Forms

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

#### Section 4.02. - Physical Examination and Condition

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

#### Section 4.03. - Employment Tests

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

#### Section 4.04. - Acceptance of Applicant

Prior to hiring, the application and pertinent information of the applicant shall be reviewed by the Board of Directors, the General Manager, or designated representative(s). Said applicant will be approved for, or recommended for, employment on the qualifications that the Board of Directors, the General Manager, or designated representative(s), deem pertinent to the position or classification. Refer to Section 2.01 of this Personnel Manual for those items which shall not be adjudged pertinent.

#### Section 4.05. - Rejection of Applicant

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

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

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

#### Section 4.06. - Background Investigations

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

### **ARTICLE 5 - PERSONNEL RECORDS**

#### Section 5.01. - General

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

- E. The General Manager, or designated representative(s), and the employee shall be empowered and charged to cause entries to be made in the employee's personnel file and each employee shall have the right to review his or her file in the Human Resources Department during the department's normal working hours to assure said personnel file is current and complete.
- F. Employees must provide the Agency with a current address and phone number.

## **ARTICLE 6 - CLASSIFICATION, COMPENSATION AND PAY PERIOD**

### **Section 6.01. - Classification/Compensation Plan**

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

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

### **Section 6.02. - Classification Revision and Reclassification**

The initial classification established in the above plan may be amended, combined, or abolished and new classifications set forth by the Board of Directors, the General Manager, or designated representative(s). In addition, any position may be reclassified to a different classification by the General Manager, when there is a change in the duties and responsibilities of the position or other sufficient cause.

### **Section 6.03. - New Positions**

Any new position and/or classification that is established shall comply with this Personnel Manual and shall be allocated to the Executive Management classification and compensation plan by the General Manager.

### **Section 6.04. - Compensation**

Employees assigned to positions in the Executive Management Group shall be compensated within the parameters of the Agency's adopted classification and compensation plan unless otherwise approved by the General Manager, or designated representative(s) and administered by the General Manager, or designated representative(s).

#### Section 6.05. - Salaries

- A. Effective July 1, 2021, the Agency shall implement a 3.0% base salary increase for FY 2021-2022.
- B. Effective July 1, 2022, the Agency shall implement a 3.0% base salary increase for FY 2022-2023.
- C. Effective July 1, 2023, the Agency shall implement a 3.0% base salary increase for FY 2023-2024.
- D. Only those persons who are Agency employees and working for the Agency on the date this Personnel Manual is approved by the Board of Directors or on the date the base salary increase is actually implemented, whichever is later, are entitled to the base salary increases set forth above.
- E. All base salary increases provided for in this Personnel Manual shall be implemented on Step 1 of the salary matrix and incrementally implemented through Step 9.

\*2021 Salary increases identified in Section 6.05 A shall be retroactive to July 1, 2021.

#### Section 6.06. - Preparation of Compensation Plan

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

#### Section 6.07. - Adoption of Compensation Plan

The nine (9) step compensation plan shall be adopted by the Board of Directors of the Agency and made a part hereof, and will be on file with the General Manager, or designated representative(s). Such Compensation Plan may be amended or revised at the discretion of the Board of Directors.

#### Section 6.08. - Salary Adjustments and Step Advancements

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

- A. New employees shall be hired at a rate of compensation within the salary range for their classification, as approved by the General Manager.

- B. Approval for advancement shall be based upon merit. Step advancements within each salary range shall be in increments of approximately 2.50%.
- C. The General Manager, or designated representative(s), may authorize the adjustment of the range step or pay rate of an employee to maintain salary equity within the system, to prevent undue hardship or unfairness due to the application of any rule or policy, to correct any payroll error or omission including any such action which may have arisen in the prior fiscal year, or to correct any wage inequity.

#### Section 6.09. - Step Advancement/Performance

- A. The advancement of an employee within a classification shall be based on the employee exhibiting an increased ability, experience or educational level coupled with a history of meritorious service. The General Manager shall evaluate the employee's qualifications and if merited, shall recommend advancement. The General Manager, or designated representative(s), shall have the authority to grant or reject recommended advancements.
- B. Employees who receive an overall performance of Meets Expectations may be eligible for a one (1) step advancement, employees who receive an overall performance rating of Exceeds Expectations may be eligible for a two (2) step advancement and employees who receive an overall performance rating of Outstanding may be eligible to receive an advancement of three (3) steps. In no instance shall the advancement place the employee higher than Step 9 of their salary range. Employees who receive an overall appraisal rating of Below Expectations or Unacceptable shall not receive a merit increase.
- C. A Meets Expectations or better performance appraisal will not be considered as justification for automatic advancement.
- D. Advancements that are delayed because of late filing of recommendations shall be retroactive to the employee's benefit date when approved.
- E. An early step advancement may be granted to employees who have exhibited Outstanding performance. The due date of the next merit increase shall be upon completion of one (1) year from the date of the early step advancement (and paid in accordance with Section 6.09.G).
- F. In addition to any step advancement, executive management employees may receive a performance award (paid in one lump sum payment during pay period twenty-two [22]) of up to fifteen percent (15%) of the employee's base salary for performance during the previous fiscal year. All Management Performance Awards shall be awarded at the sole discretion of the General Manager. Performance Awards for the General Manager shall only be awarded by the Board of Directors. This Performance Award will be awarded to only those Executive Management employees who are working for the Agency on the date the Performance Award is paid. The amount of the Performance Award to employees

hired, promoted, or reclassified after the beginning of a fiscal year shall be 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 their Performance Award pro-rated by the amount of pay periods actually worked in the fiscal year.

G. Merit adjustments shall become effective as follows:

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

#### Section 6.10. - Denial of Step Advancement/Performance

An employee who receives an overall appraisal rating of Below Expectations or Unacceptable shall be denied their step advancement. A written performance appraisal identifying the areas of weakness and what steps the employee needs to take to improve their performance shall be provided to and discussed with the employee.

#### Section 6.11. - Authority of the General Manager

The General Manager is hereby authorized to employ personnel to fill openings by the Board of Directors within the Executive Management Group classifications. The General Manager is further empowered to promote, demote, or transfer employees from one position to another and from one classification to another, or under-fill a position, provided there is a vacancy in a classification allocated by the Board of Directors or established by the General Manager. Additionally, he/she is authorized to establish new classifications provided that the number of authorized positions does not exceed the number of positions authorized by the Board of Directors.

#### Section 6.12. - Acting Pay

An employee who is designated by the General Manager as "acting" shall receive a minimum increase of 5% more than their current rate of pay, or shall be placed on Step 1 of the range established for the acting position, whichever is higher; however, the employee's rate shall not exceed Step 9 of the range established for the acting position at any time. An employee shall receive acting pay until officially released of those duties with the following conditions:

- A. If the position for which the employee is acting is vacant and the law limits the acting assignment to 960 hours, the Agency will follow the law and limit the acting assignment to no more than 960 hours. To the extent permitted by law, Acting Pay is special compensation as defined by CalPERS regulations and shall be reported as such to CalPERS pursuant to Title 2 CCR, Section 571(a)(3) Temporary Upgrade Pay and California Government Code § 20480.
- B. Acting pay will be effective at the beginning of the first pay period following the



Acting designation.

- C. If the employee is scheduled to receive a merit increase for the position in which he/she normally fills while serving in an acting status, the necessary forms shall be completed to document such increase, and such increase shall be implemented upon conclusion of the acting status. Accordingly, the employee shall receive a corresponding increase in acting pay. The employee's merit review date shall not be affected by acting status.

#### Section 6.13. - Pay Periods

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

#### Section 6.14. - Fair Labor Standards Act

Executive Management employees will not have their pay docked or reduced in any manner that would be inconsistent with the salary test of the Fair Labor Standards Act (FLSA).

#### Section 6.15. - Direct Deposit

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

### ARTICLE 7 - BENEFITS

#### Section 7.01. - Medical Benefits/Life Insurance Plans

- A. Health Benefits

The Agency shall contribute the minimum monthly health premium contribution established for contracting agencies by CalPERS or \$143.00, 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 their 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 \$143.00 whichever is greater, shall be paid to the employee as ordinary income.

PEMHCA minimum monthly contribution effective 2021	\$143.00
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PEMHCA minimum monthly contribution effective 2022	\$149.00
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- B. Additional Benefit

The Agency shall make a monthly contribution for each employee as follows, minus the minimum PEMHCA contribution or \$143.00 whichever is greater.

Employee +1            \$1,369.00 effective January 1, 2021 through December 31, 2021

Employee Family    \$1641.00 effective January 1, 2021 through December 31, 2021

- 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 January 1, 2021 through December 31, 2021 shall be \$1,053.00 minus the PEMHCA contribution under Section A above. If the cost of the combined premiums for health, dental, vision and life insurance (including dependent coverage) is less than the maximum allotment, the Agency shall pay the difference to employees as ordinary income, provided that the employee is enrolled and maintains membership in a CalPERS health plan for him/herself and their eligible dependent(s), or is able to show proof that he/she obtains and maintains health insurance through another source for him/herself and their eligible dependent(s). The Agency may require proof of health insurance at any time. While on Unpaid Status, as defined in Section 1.20, the employee shall not receive this allotment.
- 2) Effective January 1, 2021, 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 December 1 of the prior calendar month. The "blended rate" shall be calculated by averaging the annual percentage increase and/or decrease of the basic premium rates, as determined by CalPERS, of the two health plans with the most Agency subscribers on December 1 of each calendar year during the duration of this MOU. Any increase in the monthly contributions based upon the "blended rate" shall be capped at 6.5% per calendar year. If the "blended rate" percentage decreases, the then-current medical cap will remain unchanged.
- 3) Effective July 1, 2022, the additional benefit for Employee +1 and Employee Family in Section 7.01.B and the monthly contribution for Employee Only and Opt-Outs in Section 7.01.B.1 shall increase by twenty-five dollars (\$25).
- 4) Effective July 1, 2023, the additional benefit for Employee +1 and Employee Family in Section 7.01.B and the monthly contribution for Employee Only and Opt-Outs in Section 7.01.B.1 shall increase by twenty-five dollars (\$25).

- 5) Should an employee's work hours be reduced by 25% or more of their 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 their health, dental, vision and/or life insurance benefits on a pro-rated basis (i.e., works 75%, receives 75% of the difference between the monthly insurance allotment and the actual insurance costs). The Agency shall continue to pay the PEMHCA contribution from Section A above. Any adjustment shall be made to the amount of the additional benefit.
- 6) Except as provided for in Section 7.01.B.2, an employee must be in a paid status for a minimum of sixty (60) hours per pay period to receive the difference between the monthly insurance allotment and the actual cost of their health, dental, vision and/or life insurance benefits. The Agency shall continue to pay the PEMHCA contribution from Section A above.
- 7) Effective July 1, 2013, an Agency-paid life insurance policy is provided to each Executive Management employee up to 1x the annual salary to a maximum of \$300,000 subject to approval of Evidence of Insurability. \$100,000 is guaranteed issue and any amount above will require approval of Evidence of Insurability.
- 8) Supplemental Life Insurance is available to employees at their expense through the Agency's life insurance carrier.
- 9) Effective June 24, 2001, the Agency will provide Domestic Partnership health insurance coverage as provided through CalPERS and California State law. The extension of health insurance through CalPERS shall not change or modify any other benefit offered by the Agency unless said benefit is specifically authorized by this Personnel Manual.
- 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 themselves including their eligible dependent(s). The Agency may require proof of health insurance at any time. While on Unpaid Status, as defined in Section 1.20, the employee shall not receive this allotment.

#### C. Retiree Health Benefits

The Agency shall contribute the minimum monthly contribution established for contracting agencies by CalPERS or \$143.00, whichever is greater, plus administrative costs towards the cost of premiums for health insurance under the CalPERS Public Employees Medical and Hospital Care Act (PEMHCA) for each annuitant who retired from the Agency through CalPERS and who enrolls in a

CalPERS health plan as a retiree. The contribution shall be adjusted annually by CalPERS to reflect any changes in the medical care component of the CPI-U and shall be rounded to the nearest dollar by CalPERS.

PEMHCA minimum monthly contribution effective 2021      \$143.00

PEMHCA minimum monthly contribution effective 2022      \$149.00

- 1) Payment for the retiree health insurance benefit of \$143.00 or the minimum PEMHCA contribution, whichever is greater, shall be made directly to CalPERS for the benefit of the retiree each month.
- 2) Only Executive Management employees who retire after July 4, 2004, shall have the option of purchasing health insurance from CalPERS or a provider of their choice without any loss in benefit. If the retiree so chooses to purchase their health insurance from a provider other than CalPERS, the retiree will be reimbursed on a monthly basis for their 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 \$143.00, 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 their retiree longevity benefit via direct deposit to the retiree's (or surviving spouse's) bank account, up to the maximum benefit provided. Retirees are responsible for any taxes that may be due on reimbursement of retiree longevity benefits.

## Section 7.02. - Retirement Plan

- A. Each employee of the Agency shall participate with the Agency in a retirement plan under the California Public Employees' Retirement System (CalPERS) and subject to such terms and conditions as the Agency, in its sole discretion, may contract with that system.
- B. All PERS member contributions shall be fully paid by employees and deducted on a pre-tax basis. Said contribution shall not be considered special compensation for calculation of the employee's retirement benefits.
- C. Employees hired after January 1, 2013, and defined as "new members" under the Public Employees' Pension Reform Act of 2013 ("PEPRA"), Government Code section 7522, *et. seq.*, will receive the 2% @ 62 formula and will pay one half (1/2) of their total normal cost rate as determined by CalPERS.
- D. The Agency contracts with CalPERS for the Pre-retirement Optional Settlement 2 Death Benefit (Section 21548). This benefit provides that, upon the death of a member who was eligible to retire, the spouse may receive an allowance equal to the amount the member would have received if the member had retired for service retirement on the date of death and elected option 2W.
- E. The Agency contracts with CalPERS for the One (1) Year Final Compensation Benefit (Section 20042) for all employees hired prior to January 1, 2012. This benefit provides that the final compensation used to calculate a member's retirement allowance is the average full-time monthly pay rate for the highest twelve (12) consecutive months.
- F. The Agency contracts with CalPERS for Military Service Credit Purchases (Section 21024). This benefit allows members to elect to purchase up to 4 years of service credit for any continuous active military or merchant marine service prior to employment.
- G. The Agency has adopted Resolution No. 2009-4-2 which allows employees who make payments by payroll deduction for CalPERS service credit purchases to defer state and federal income taxes in accordance with IRC 414(h)(2).
- H. The Agency contracts with CalPERS for the 2.5% @ 55 Benefit Formula (Section 21354.4) for all employees hired prior to January 1, 2012. Employees in this plan shall pay the full 8% Employer Paid Member Contribution (EPMC).
- I. The Agency contracts with CalPERS a second tier pension plan for employees hired on or after January 1, 2012 and prior to January 1, 2013, or who are hired after January 1, 2013, but were previously members in CalPERS or a reciprocal retirement system with less than 6 months gap in service, i.e. "classic members" pursuant to Section 20475 which provides for the 2.0% @ 55 Benefit Formula (Section 21354) with three year final compensation. Employees in this plan shall pay the full 7% EPMC.

### Section 7.03. - Long-Term Disability

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

- A. Three hundred sixty-five (365) day elimination period.
- B. Sixty percent (60%) of your monthly salary up to \$6,000.
- C. The maximum benefit period is determined by the employee's age when disability begins.  
The choice of carrier and other plan elements rests solely with the Agency. The Agency may elect to self-insure the plan.

### Section 7.04. - State Disability Insurance Programs

- A. State Disability Insurance (SDI) - Any employee who becomes disabled due to a non-work related illness or injury will receive compensation benefits as established by the State Disability Insurance fund.
- B. Paid Family Leave Program (PFL) – All California workers who are covered by the State Disability Insurance (SDI) program will also be covered for Paid Family Leave (PFL). The PFL program provides a maximum of eight (8) weeks of paid family leave benefits for workers who take time off as provided for by State law. Employees who utilize this program are not required to use vacation time prior to receiving benefits. PFL runs concurrently with State and Federal Family Leave.

### Section 7.05. – Professional Development Stipend

- A. Employees 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. Employees who are currently receiving more than \$1,000 per year, shall have grandfather rights to the Certification Incentive Payment 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 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. Employees shall no longer be eligible for Agency Policy A-70 Certification or Licensing. This language is meant to supersede all Personnel Manual language adopted before June 30, 2021 as well as applicable Agency policy.

#### Section 7.06. - Vehicle Allowance.

- A. Members of the Executive Management Group shall receive a vehicle allowance as follows or as negotiated with the General Manager or as provided for in any contract entered into with the employee.

Executive Managers	\$500 per month
General Manager	\$600 per month or as established by the Board of Directors

- B. At the beginning of each fiscal year, employees will have the option to elect a monthly car allowance or be reimbursed for mileage based on the use of their personal vehicle to conduct Agency business.

#### Section 7.07. - Education Reimbursement

The Agency shall reimburse each Executive Management employee up to five thousand two hundred fifty dollars (\$5,250) or up to the Internal Revenue Service limit, whichever is higher, per fiscal year for the cost of educational expenses that are related to the employee's work at the Agency. The employee may be reimbursed for up to six units per semester/quarter.

#### Section 7.08. - Degree Incentive

- A. The Agency shall provide a one-time payment of \$175 for unit employees who successfully earn an associate's degree.
- B. The Agency shall provide a one-time payment of \$300 for unit employees who earn a bachelor's degree.
- C. The Agency shall provide a one-time payment of \$300 for unit employees who earn a master's degree.
- D. Payments are not retroactive and shall apply only to degrees earned during the duration of the Personnel Manual.

#### Section 7.09. - Cellular Telephone Usage

Executive Management employees may receive an Agency provided cellular telephone in accordance with Agency Policy A-73.

#### Section 7.10. - 401 Governmental Money Purchase Plan & Trust (401a Plan)

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

#### Section 7.11. - Deferred Compensation

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

#### Section 7.12. – Wellness Stipend

- A. Employees 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. Employees shall no longer be eligible for Agency Policy A-78 Wellness Program. This is meant to supersede Personnel Manual language adopted before June 30, 2021, as well as applicable Agency policy.

### **ARTICLE 8 - PERFORMANCE APPRAISALS**

#### Section 8.01. - General

The procedures for performance appraisals are set forth as follows:

- A. Each employee will be reviewed by their supervisor. This review will be made on a standard Agency performance appraisal form. The purpose of this appraisal is to cause a periodic dialogue between the supervisor and the employee. The supervisor shall take this opportunity to discuss the employee's performance. At this time, the employee may have the opportunity to converse with the supervisor without cause for jeopardy to the employee's position.
- B. The performance appraisal shall become part of each employee's official personnel file.
- C. All employees shall have a performance appraisal review at least once a year to review the employee's performance during the fiscal year. The review is to be conducted by no later than September 15<sup>th</sup> following the end of the fiscal year being reviewed.



#### Section 8.02. - Duty of the General Manager

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

#### Section 8.03. - Employee's Responsibility

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

#### Section 8.04. - Demotions

- A. If, in the opinion of the General Manager, the employee is unable to perform duties and responsibilities which are within the requirements of their position, the employee may be demoted by the General Manager. When demoted, the employee's salary shall be adjusted to the salary range of their new position. Salary range placement shall take into consideration the employee's previous salary and may include the option of Y-rating the employee's salary.
- B. If an employee's classification or position is to be eliminated, in accordance with the Agency's classification plan, the employee may be offered a demotion to a lower classification or position for which the employee possesses the minimum qualifications.
- C. Any demotion to prevent layoff may be reversed when the employee's previous position is reopened. In the case of preventing a layoff, the employee being demoted will accept the pay rate of the new position.
- D. An employee who is to be demoted shall be given at least two (2) weeks written notice prior to demotion.

#### Section 8.05. - Step Advancement/Performance

- A. The advancement of an employee within a classification shall be based on the employee exhibiting an increased ability, experience or educational level coupled with a history of meritorious service. The General Manager shall evaluate the employee's qualifications and if merited, shall recommend advancement. The General Manager, or designated representative(s), shall have the authority to grant or reject recommended advancements.
- B. Employees who receive an overall performance of Meets Expectations may be eligible for a one (1) step advancement, employees who receive an overall performance rating of Exceeds Expectations may be eligible for a two (2) step advancement and employees who receive an overall performance rating of Outstanding may be eligible to receive an advancement of three (3) steps. In no instance shall the advancement place the employee higher than Step 9 of their salary range. Employees who receive an overall appraisal rating of Below

Expectations or Unacceptable shall not receive a merit increase.

- E. A Meets Expectations or better performance appraisal will not be considered as justification for automatic advancement.
- D. Advancements that are delayed because of late filing of recommendations shall be retroactive to the employee's benefit date when approved.
- E. An early step advancement may be granted to employees who have exhibited Outstanding performance. The due date of the next merit increase shall be upon completion of one (1) year from the date of the early step advancement (and paid in accordance with Section 6.09.G).
- H. In addition to any step advancement, executive management employees may receive a performance award (paid in one lump sum payment during pay period twenty-two [22]) of up to fifteen percent (15%) of the employee's base salary for performance during the previous fiscal year. All Management Performance Awards shall be awarded at the sole discretion of the General Manager. Performance Awards for the General Manager shall only be awarded by the Board of Directors. This Performance Award will be awarded to only those Executive Management employees who are working for the Agency on the date the Performance Award is paid. The amount of the Performance Award to employees hired, promoted, or reclassified after the beginning of a fiscal year shall be 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 their Performance Award pro-rated by the amount of pay periods actually worked in the fiscal year.
- I. Merit adjustments shall become effective as follows:
  - 1) If a merit increase is due during the first week of a pay period, the effective date of the merit increase shall be the first day of that pay period.
  - 2). If a merit increase is due during the second week of a pay period, the effective date of the merit increase shall be the first day of the following pay period.

#### Section 8.06. - Denial of Step Advancement/Performance

An employee who receives an overall appraisal rating of Below Expectations or Unacceptable shall be denied their step advancement. A written performance appraisal identifying the areas of weakness and what steps the employee needs to take to improve their performance shall be provided to and discussed with the employee.

## **ARTICLE 9 - LEAVES OF ABSENCE**

### **Section 9.01. - Pre-approved Leaves of Absence**

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

### **Section 9.02. - Leave of Absence With Pay**

- A. The General Manager may authorize leave to an employee. This includes granting executive, vacation, sick, bereavement, court, or floating holiday within the terms of this Personnel Manual.
- B. The authority for granting paid or non-routine leaves with pay is at the sole discretion of the General Manager.

### **Section 9.03. - Leave of Absence Without Pay**

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

determined through the interactive process on a case-by-case basis without the aforementioned restrictions.

#### Section 9.04. - Holidays

Subject to the conditions specified in this section and for the purposes of holiday compensation, a day shall equal the number of hours that the employee normally would have worked if not for the holiday, the Agency designates the following days as holidays:

<u>Holiday</u>	<u>Date</u>	<u>Duration</u>
New Year's Day	January 1st	1 day
Presidents' Day	3rd Monday in Feb.	1 day
Memorial Day	Last Monday in May	1 day
Independence Day	July 4th	1 day
Labor Day	1st Monday in Sept.	1 day
Thanksgiving Day & Day After	4th Thursday in Nov.	2 days
Christmas Day & Day After	December 25th & 26th	2 days
Floating Holidays	At the employee's choice	6 days per FY

- A. If the holiday should fall on Saturday, the holiday will be observed on the preceding Friday. If the holiday should fall on Sunday, the holiday will be observed on the following Monday. If Christmas falls on Friday, the day after Christmas shall be observed on the following Monday. If Christmas falls on Saturday, it will be observed on the preceding Friday and the day after will be observed on the following Monday. If Christmas falls on a Sunday, Christmas day and the day after shall be observed on the following Monday and Tuesday.
- B. All employees will be granted leave with pay for all holidays recognized by the Agency, with the exception of appointees whose first day of work would have fallen on the holiday.
- C. An employee whose regularly scheduled flex day off falls on an Agency recognized holiday and does not work due to the holiday may either receive compensation equal to the number of hours worked on the day immediately preceding the holiday at straight time or vacation accrual, at the employee's option.
- D. Floating holidays will be credited to each Executive Management employee on the on July 1 and must be used by June 30 of the following year. Any remaining time will be forfeited. Prior approval to take floating holidays must be obtained from the General Manager. In cases where an employee must forfeit their floating holidays at the request of the Agency, the employee shall be compensated for their unused portion at their current rate of pay at the end of the pay period corresponding with the last pay date in June. The amount of floating holidays credited to employees hired or promoted after the pay period corresponding with the first pay date in July

of each year shall be pro-rated based on the number of pay periods remaining in the fiscal year. If he/she gives the Agency 30+ days advance notice of separation, Unused floating holidays shall be paid out upon separation from employment.

#### Section 9.05. - Executive Leave

- A. During pay period fourteen (14), employees shall be credited with six (6) days of executive leave to be taken at the request of the individual with approval by the General Manager. It is recommended that executive leave be used within twelve (12) months of when it is credited, but any unused leave can be carried over from year to year with no maximum number of hours that may be accrued.
- B. Employees who leave Agency employment shall be compensated for all executive leave accrued but not yet taken. Compensation shall be at the employee's rate of pay at the time of separation.

#### Section 9.06. - Vacation Leave

All employees shall accrue vacation leave time but may not use the accrued leave during the same pay period in which said leave is accrued. Vacation leave is computed and administered as follows:

- A. All employees shall be entitled to accrue vacation leave with pay as follows or as negotiated with the General Manager or as provided for by contract:

Continuous Months of Service	Continuous Years of Service	Hours Accrued per Pay Period	Hours Accrued per Year	Maximum Accrual
0-84	0-7	4.615	120	384
85-120	8-10	6.461	168	500
121-228	11-18	7.692	200	650
229 and thereafter	19+	9.231	240	650

- B. The maximum length of a continuous vacation leave, which is not interrupted by working on the Agency's behalf, shall be equal to twenty (20) working days.
- C. Vacation leave periods which exceed the limits specified in Paragraph C above, must be approved in writing by the General Manager and in the best interest of the Agency.
- D. Vacation leave shall be limited to those days already earned by the last day of the vacation period. No advance of vacation leave shall be permitted, without the expressed written consent of the General Manager.
- E. Holidays that occur during an employee's vacation period shall not be considered as a vacation day.

- F. In cases where an employee forfeits vacation leave time at the request of the Agency, said employee shall be compensated for forfeited vacation leave time at the employee's current rate of pay. It is the employee's responsibility to schedule vacation time well in advance to avoid forfeiting his or her vacation or to avoid any conflicts.
- G. Employees who are on vacation leave shall be compensated at their current rate of pay.
- H. Vacation leave shall be approved by the General Manager. The employee's wishes shall be considered in evaluating leave requests; however, the Agency's needs shall take precedence.
- I. Employees who leave Agency employment shall be compensated for all vacation leave time accrued but not yet taken to the maximum of the vacation leave the employee is entitled to accrue. Compensation shall be at the employee's rate of pay at the time of termination.
- J. An employee who is on a leave of absence without pay or in an unpaid status as defined in Section 1.20 shall not accrue vacation leave.

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

Accrual rate as of PP04	Hours Accrued per Year	Minimum Hours Used (30%)	Maximum Hours Cash-Out (70%)
4.615	120	36	84
6.461	168	50	118
7.692	200	60	140
9.231	240	72	168

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

Year	Accrual Rate as of:	Usage Timeframe	Cash-Out Pay Date
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

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

#### Section 9.07. - Sick Leave

All employees shall accrue sick leave time but may not use the accrued leave during the same pay period in which said leave is accrued.

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

- A. All employees shall accrue sick leave time at the rate of 3.692 hours per pay period or equivalent to ninety-six (96) hours per anniversary year.
- B. Employees shall be permitted to expend accrued sick leave time for the following reasons:
  - 1) Employee is suffering illness or injury.
  - 2) Employee is placed on quarantine due to exposure to contagious disease.
  - 3) Employee requires medical treatment or examination including, but not limited to, health, dental, or vision.
  - 4) Illness or injury in the employee's immediate family (see Section 1.08.A).
  - 5) Up to ten (10) working days of sick leave may be used for bereavement purposes.
  - 6) Special cases require approval of the General Manager.
- C. An employee who is ill or injured may be required to take sick leave if, in the opinion of the General Manager, the employee or co-workers are being exposed to

the hazard of illness or injury.

- D. Any employee who needs to take advantage of sick leave benefits shall notify his/her supervisor prior to or at the start of the employee's work shift on each day when such benefits are desired unless he/she has submitted a physician's off work order or have made prior arrangements with their immediate supervisor.
- E. No employee is entitled to receive sick leave or benefits from the Agency for any condition arising from or due to employment or business dealings, other than Agency employment, that is undertaken for monetary gain or other consideration.
- F. The Agency reserves the right to investigate any illness or injury or require verification of any illness or injury for which an employee is claiming sick or injury leave benefits, including requiring verification by the employee's attending physician, dentist, or other involved medical practitioner. Any sick leave periods for illness or injury which are five (5) or more consecutive days in duration must be accompanied with a fitness for duty verification, dentist, or other involved medical practitioner. If reasonable cause exists, the Agency may require verification from the employee's medical practitioner for absences of less than five (5) days.
- G. All employees may accrue sick leave to an unspecified maximum amount and all accumulated accruals may be carried from one anniversary year to the next.
- H. An employee who is recognized under the terms of this section as ill or injured shall use all accrued sick leave and vacation leave to receive compensation for the time that such illness or injury requires the employee to be absent from work (also see Section 9.03.B).

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

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

<u>COMPLETED YEARS OF SERVICE</u>	<u>MAXIMUM REIMBURSABLE HOURS ACCRUABLE</u>	<u>PERCENT PAYABLE</u>
5	320	50%
6	360	50%
7	400	50%
8	440	50%



9	480	50%
10	544	50%
11	608	50%
12	672	50%
13 & 14	736	50%
15 through 19	800	50%
20 & thereafter	850	100%

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

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

<u>COMPLETED YEARS OF SERVICE</u>	<u>MAXIMUM REIMBURSABLE HOURS ACCRUABLE</u>	<u>PERCENT PAYABLE</u>
5	320	50%
6	360	50%
7	400	50%
8	440	50%
9	480	75%
10	544	100%
11	608	100%
12	672	100%
13 & 14	736	100%
15 through 19	800	100%
20 & thereafter	850	100%

- L. An employee who is on unpaid status as defined in Section 1.20 shall not accrue sick leave.
- M. Employees shall be entitled to use up to 80 hours of accrued sick leave during any rolling 12-month period for absences that qualify as "bonding" leave under the Family Medical Leave Act and/or the California Family Rights Act. Only employees eligible for "bonding" leave under these laws may utilize up to 80 hours of sick leave for such absences.

#### Section 9.08. - Sick Leave Buy Back

Each November, an employee may, at their 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 their current rate of pay; provided that at least four hundred-eighty (480) hours of accrued

sick leave remains on the books after the cash out. For each hour cashed out, sick leave accruals shall be reduced by 1 1/3 hours.

Year	Accrued Hours as of:	Request for Buy Back Deadline	Buy Back Pay Date
2022	October 16, 2021	November 12, 2021	December 3, 2021
2023	October 15, 2022	November 11, 2022	December 2, 2022
2024	October 14, 2023	November 10, 2023	December 1, 2023

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

#### Section 9.09. - Bereavement Leave

- A. In the event of a death in the employee's immediate or extended family (Section 1.08.A and Section 1.08.B), the employee shall be granted up to five (5) workdays of paid bereavement leave.
- B. In the event of a death in the employee's extended family (Section 1.08.B), the employee shall be granted up to three (3) workdays of paid bereavement leave to attend funeral or related services.
- C. Members of the Executive Management Group may also be excused by the General Manager to attend the funeral of a deceased Agency employee who was an active employee at the time of death without loss of pay or leave accrual.
- D. Vacation time can be used to attend the funeral of a person not included in the definition of immediate/extended family (see Section 1.08) or a former Agency employee
- E. All authorized bereavement leave shall be charged against the Agency's bereavement bank.

#### Section 9.10. - Industrial Injury Leave

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

#### Section 9.11. - Jury and Court Leave

- A. Jury Leave - Any Executive Management employee who is called or required to serve as a trial juror, witness, or who is a victim of a crime or domestic violence will be excused from work during the period of such service or while present in

court as a result of such a call. Any employee on such a call will continue to receive normal salary for a maximum of one hundred (100) work hours, in any one calendar year provided any and all consideration (except mileage) received for such service is relinquished to the Agency. If the employee receives pay from the court for time served on a day that would have been a scheduled day off for the employee, he/she may retain any compensation paid by the court for that day. Under special circumstances the General Manager, or designated representative(s), may authorize additional paid time if said time will not interfere or become a burden to Agency activities.

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

#### Section 9.12. - Military Leave

- A. Military leave is a temporary leave of absence for ordered military training, or for active military duty in the Armed Forces of the United States or its Allies or of the National Guard or the Naval Militia, during a proclamation of war or national emergency by the President of the United States or congress, an order or request of the United Nations that the Armed Forces of the United States serve outside of the United States or their territories, or any national conscription act in effect.
- B. The Agency shall comply with all federal and state laws relative to military leaves.
- C. An employee requesting military leave shall promptly provide the departed head with a copy of the military orders specifying dates, site and purpose of the activity or mission.
- D. Within the limits of such orders, the General Manager or designated representative(s) may determine when the leave is to be taken and may modify the employee's work schedule to accommodate the request for leave.

#### Section 9.13. - Pregnancy, Childbirth & Other Related Medical Conditions Leave

The Agency shall comply with all federal and state laws relative to pregnancy/childbirth leaves.

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

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

#### Section 9.14. - Longevity Leave

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

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

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

#### Section 9.15. - Leave of Absence to Vote

- A. Members of the Executive Management Group who are registered voters may claim necessary time off to vote at elections as follows:
- B. If a member of the Executive Management Group does not have sufficient time outside of working hours (due to Agency requirements) to vote at an election, the employee may, without loss of pay, take off enough working time which, when added to the voting time available outside of working hours, will enable the employee to vote.
- C. 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.
- D. If the employee on the third working day prior to the day of election, knows or has reason to believe that time off will be necessary to be able to vote on election day, the employee shall give the Agency at least two (2) working days' notice that time off for voting is desired, in accordance with the provisions of this section.

#### Section 9.16. - Payment of Accrued Leave

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

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

## **ARTICLE 10 - SEPARATION FROM SERVICE**

### **Section 10.01. - At-Will**

The employment status of all Executive Managers shall be "at-will". Such employees may be terminated with or without cause and with or without notice at any time at the option of the Agency except as otherwise provided by law. Said employees shall not be entitled to any progressive disciplinary rights.

### **Section 10.02. - Separation From Service**

Any Executive Manager of the Agency may be laid off at any time and for any reason in the best interest of the Agency. Executive Management employees being separated shall receive severance package as provided for in the Agency's Ordinance or Resolution Establishing the Employment Status of Designated Classifications, or employment contract in effect at the time of employment. Any severance pay shall be paid at the employee's current rate of pay.

### **Section 10.03. - Resignation**

An employee who wishes to leave the Agency's employment in good standing should file a written resignation with the General Manager (GM) at least two (2) weeks prior to the date of resignation.

## **ARTICLE 11 - EMPLOYEE CONDUCT**

### **Section 11.01. - Peaceful Performance of Duties**

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

### **Section 11.02. - Recognition of Boycotts**

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

### **Section 11.03. - Outside Employment**

Members of the Executive Management Group may not engage in any private business or undertaking concurrently with their public service which the attention to 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 advance and in writing by the General Manager.

### **Section 11.04. - Personal Conduct**

All members of the Executive Management Group are required at all times to conduct themselves in such a manner as to reflect no discredit upon the Inland Empire Utilities Agency.

#### Section 11.05. - Financial Affairs

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

#### Section 11.06. - Employees Acting as Agents of the Agency

- A. Agency employees, except as listed below, may not under any circumstances, obligate Agency funds. Contracts, purchase orders, leases, rental agreements, change orders, or any other legal document committing the Agency shall only be executed by authorized Agency staff. This includes verbal commitments and/or requests for suppliers to provide materials or services.
- B. In accordance with the Agency's Procurement Ordinance, only the General Manager, or designated representative, are authorized to contractually obligate or commit the Agency.
- C. Employees effecting any procurement commitment(s), without the prior approval from the Manager of Contracts & Procurement may, at the discretion of the General Manager, be held personally liable for any expenses or responsibilities incurred due to the action of that employee.

### **ARTICLE 12 - RULE MAKING AUTHORITY**

#### Section 12.01. - General

The General Manager may adopt and administer personnel rules and regulations which are supplementary to and consistent with the terms set forth in this Personnel Manual and the policies of the Agency.

### **ARTICLE 13 - NOTICE**

#### Section 13.01. - General

Within ninety (90) working days of the adoption of this Personnel Manual, a copy shall be presented to each Executive Management employee of the Agency and to each newly hired Executive Management employee at the time of appointment.

### **ARTICLE 14 - PURPOSE**

#### Section 14.01. - General

The purpose of this Personnel Manual is to provide a reference document for the employees in the Executive Management group that contains the Agency's rules and regulations and benefit provisions.

## **ARTICLE 15 - TERM**

### **Section 15.01. - General**

This Personnel Manual shall be effective until modified by the Board of Directors.

\*A Municipal Water District

**CONSENT  
CALENDAR  
ITEM**

**2E**



**Date:** September 1, 2021

**To:** The Honorable Board of Directors

*ADD*  
**From:** Shivaji Deshmukh, General Manager

**Committee:**

**Executive Contact:** Shivaji Deshmukh, General Manager

**Subject:** Adoption of Resolution No. 2021-9-1, Amending the Agency's Salary Schedule/  
Matrix for All Groups

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**Executive Summary:**

California Code of Regulations (CCR) §570.5 establishes the requirement for California Public Employees' Retirement System (CalPERS) agencies to have a current, duly approved & adopted pay schedule by the agency's governing body. CalPERS employers may only report payrates, for purposes of calculating retirement benefits, that meet the definition of a Publicly Available Salary Schedule. Maintenance of the Agency's salary schedule falls under the responsibility of the HR Department, which includes presenting a revised comprehensive salary resolution to the Board of Directors as changes occur. The last salary schedule/matrix update for all the groups was approved by the Board on February 17, 2021.

The Agency and five (5) represented groups have reached an agreement for 3-year contracts. The five Memorandums of Understanding (MOUs) include a 3% Cost of Living Adjustment (COLA) effective July 1, 2021. Similarly, the Executive Management and Unrepresented Personnel Manuals also include a 3% COLA. Additionally, the Agency and the Supervisors' Unit have reached an agreement as part of the 3 year contract to amend the compensation for unit positions placing all unit positions below the 185 salary range at the 185 salary range. As a result, the existing salary matrix needs to be updated.

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**Staff's Recommendation:**

Adopt Resolution No. 2021-9-1, Amending the Agency's Salary Schedule/Matrix for all groups

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

*Account/Project Name:*

*Fiscal Impact (explain if not budgeted):*

Funding is appropriated in the FY 21/22 and 22/23 biannual budget.

**Prior Board Action:**

On February 17, 2021, the Board of Directors adopted Resolution No. 2021-2-2, Amending the Agency's Salary Schedule/Matrix for all groups

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**Environmental Determination:**

Not Applicable

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**Business Goal:**

Workplace Environment: IEUA is committed to providing a dynamic work environment with a highly skilled and dedicated workforce.

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**Attachments:**

Attachment 1 - Resolution No. 2021-9-1, Amending the Agency's Salary Schedule/Matrix for all groups and Exhibit 1

**RESOLUTION NO. 2021-9-1**

**RESOLUTION OF THE BOARD OF DIRECTORS OF THE INLAND EMPIRE UTILITIES AGENCY\*, SAN BERNARDINO COUNTY, CALIFORNIA, APPROVING THE AMENDMENT OF THE AGENCY'S SALARY SCHEDULE/MATRIX**

**WHEREAS**, the Agency has compensation changes for the Unrepresented, Executive Management, Laboratory Unit, Operators' Association, Professional Unit, General Unit and the Supervisors' Unit employees as a result of an agreed upon Cost of Living Adjustment (COLA), and compensation adjustments, and

**WHEREAS**, the Agency now desires to update the salary and classification information to comply with the California Code of Regulations (CCR) §570.5, and

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

SECTION 1: The Agency's salary schedule/matrix is hereby adopted and set forth in Exhibit "1" this resolution.

SECTION 2: The salary information contained in Exhibit "1" shall be effective as of July 1, 2021

**ADOPTED** the 1<sup>st</sup> day of September 2021.

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

ATTEST:

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

\*A Municipal Water District

Resolution No. 2021-2-2

Page 2

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. 2021-9-1, was adopted at a regular  
Board Meeting on September 1, 2021, of said Agency by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

---

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

(SEAL)

\*A Municipal Water District

**Inland Empire Utilities Agency**  
**Salary Matrix**  
**Effective July 1, 2021**  
**Adopted September 1, 2021**

**EXHIBIT 1**

<b>CLASSIFICATION TITLE</b>	<b>Salary Range</b>	<b>Unit</b>	<b>FLSA</b>
Accountant I	173	UN	Exempt
Accountant II	175	PR	Exempt
Accounting Supervisor	185	SU	Exempt
Accounting Technician I	170	GU	Non-exempt
Accounting Technician II	173	GU	Non-exempt
Administrative Assistant I	171	GU	Non-exempt
Administrative Assistant I (confidential)	171	UN	Non-exempt
Administrative Assistant II	174	PR	Non-exempt
Administrative Assistant II (confidential)	174	UN	Non-exempt
Assistant Engineer	179	UN	Exempt
Associate Engineer	182	UN	Exempt
Biologist <sup>1</sup>	181	LB	Exempt
Board Secretary/Office Manager	188	UN	Exempt
Budget Officer	186	UN	Exempt
Business Systems Analyst I	179	PR	Exempt
Business Systems Analyst II	181	PR	Exempt
Business Systems Supervisor	185	SU	Exempt
CAD Designer	178	UN	Non-exempt
Chemist	181	LB	Exempt
Chief Financial Officer	192	UN	Exempt
Collection System Operator I	171	GU	Non-exempt
Collection System Operator II	175	GU	Non-exempt
Collection System Operator III	177	GU	Non-exempt
Collection System Supervisor	185	SU	Exempt
Compost Facility Supervisor	185	SU	Exempt
Compost Operator	174	GU	Non-exempt
Compost Sales Representative	181	PR	Exempt
Compost Worker	170	GU	Non-exempt
Construction Project Inspector	180	UN	Non-exempt
Contracts Administrator I	177	PR	Exempt
Contracts Administrator II	180	PR	Exempt
Contracts and Procurement Supervisor	185	SU	Exempt
Control Systems Analyst I	180	GU	Non-exempt
Control Systems Analyst II	182	GU	Non-exempt
Deputy General Manager	198	EX	Exempt
Deputy Manager of Capital Improvement Projects	188	UN	Exempt
Deputy Manager of Construction Management	188	UN	Exempt
Deputy Manager of Engineering	189	UN	Exempt
Deputy Manager of Grants	188	UN	Exempt
Deputy Manager of Human Resources	188	UN	Exempt
Deputy Manager of Integrated Systems Services	188	UN	Exempt
Deputy Manager of Maintenance	188	UN	Exempt
Deputy Manager of Operations	188	UN	Exempt

**Inland Empire Utilities Agency**  
**Salary Matrix**  
**Effective July 1, 2021**  
**Adopted September 1, 2021**

**EXHIBIT 1**

<b>CLASSIFICATION TITLE</b>	<b>Salary Range</b>	<b>Unit</b>	<b>FLSA</b>
Deputy Manager of Safety	188	UN	Exempt
Deputy Manager of Strategic Planning & Resources	189	UN	Exempt
Electrical & Instrumentation Technician I	176	GU	Non-exempt
Electrical & Instrumentation Technician II	179	GU	Non-exempt
Electrical & Instrumentation Technician III	181	GU	Non-exempt
Electrical & Instrumentation Technician IV	182	GU	Non-exempt
Employee and Labor Relations Advocate	186	UN	Exempt
Engineering Services Analyst	182	PR	Exempt
Engineering Services Specialist	179	UN	Exempt
Engineering Services Supervisor	185	SU	Exempt
Engineering Technician	175	GU	Non-exempt
Environmental Resources Planner I	179	UN	Exempt
Environmental Resources Planner II	182	UN	Exempt
Executive Assistant	178	UN	Exempt
Executive Manager of External & Government Affairs/AGM	196	EX	Exempt
Executive Manager of Finance & Administration/Assistant General Manager	196	EX	Exempt
Executive Manager of Operations/Assistant General Manager	196	EX	Exempt
External Affairs Analyst	180	UN	Exempt
External Affairs Specialist I	171	UN	Exempt
External Affairs Specialist I (Y-Rated) <sup>2</sup>	202	UN	Exempt
External Affairs Specialist II	177	UN	Exempt
Facilities Program Coordinator	181	PR	Exempt
Facilities Program Supervisor	185	SU	Exempt
Facilities Specialist	177	PR	Exempt
Facilities Specialist - Landscape	177	UN	Exempt
Financial Analyst I	179	PR	Exempt
Financial Analyst II	181	PR	Exempt
General Manager	205	EX	Exempt
GIS Specialist	178	UN	Exempt
Grants Administrator	179	PR	Exempt
Groundwater Recharge Supervisor	187	SU	Exempt
Human Resources Analyst I	177	UN	Exempt
Human Resources Analyst II	179	UN	Exempt
Human Resources Officer	183	UN	Exempt
Human Resources Technician	171	UN	Non-exempt
HVAC Technician	177	GU	Non-exempt
Industrial Engine Technician I	177	GU	Non-exempt
Industrial Engine Technician II	181	GU	Non-exempt
Information Systems Analyst I	179	PR	Exempt
Information Systems Analyst II	181	PR	Exempt
Intern	001	OTR	Non-exempt
Internal Auditor	179	PR	Exempt
Inventory Resources Coordinator	181	PR	Exempt

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<b>CLASSIFICATION TITLE</b>	<b>Salary Range</b>	<b>Unit</b>	<b>FLSA</b>
Laboratory Assistant	172	LB	Non-exempt
Laboratory Scientist I	177	LB	Non-exempt
Laboratory Scientist II	179	LB	Non-exempt
Laboratory Supervisor	185	SU	Exempt
Maintenance Planner	181	GU	Non-exempt
Maintenance Supervisor	185	SU	Exempt
Manager of Asset Management	190	UN	Exempt
Manager of Business Information Services	190	UN	Exempt
Manager of Contracts & Procurement	190	UN	Exempt
Manager of Engineering	192	UN	Exempt
Manager of External Affairs	190	UN	Exempt
Manager of Finance & Accounting	190	UN	Exempt
Manager of Grants	190	UN	Exempt
Manager of Human Resources	192	UN	Exempt
Manager of Information Technology	192	UN	Exempt
Manager of Inter-Agency Relations	190	UN	Exempt
Manager of Internal Audit	190	UN	Exempt
Manager of Laboratories	190	UN	Exempt
Manager of Operations & Maintenance	192	UN	Exempt
Manager of Regional Composting Authority	190	UN	Exempt
Manager of Strategic Planning & Resources	192	UN	Exempt
Manager of Technical Services	190	UN	Exempt
Materials Specialist	182	PR	Exempt
Mechanic I	172	GU	Non-exempt
Mechanic II	176	GU	Non-exempt
Mechanic III	179	GU	Non-exempt
Mechanic IV	181	GU	Non-exempt
Network Administrator	183	PR	Exempt
Office Assistant	166	GU	Non-exempt
Office Assistant (confidential)	166	UN	Non-exempt
Operations Specialist	179	UN	Exempt
Operations Supervisor	185	SU	Non-exempt
Pretreatment & Source Control Inspector I	174	GU	Non-exempt
Pretreatment & Source Control Inspector II	177	GU	Non-exempt
Principal Accountant	186	UN	Exempt
Principal Engineer	188	UN	Exempt
Process Automation & Controls Supervisor	185	SU	Exempt
Procurement Specialist I	174	PR	Non-exempt
Procurement Specialist II <sup>3</sup>	175	PR	Non-exempt
Project Manager I	184	PR	Exempt
Project Manager II	185	PR	Exempt

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<b>CLASSIFICATION TITLE</b>	<b>Salary Range</b>	<b>Unit</b>	<b>FLSA</b>
Records Management Supervisor	185	SU	Exempt
Records Specialist	173	GU	Non-exempt
Recycled Water Distribution Operator	179	OP	Non-exempt
Risk Specialist	174	PR	Non-exempt
RW/Groundwater Recharge Maintenance Technician	176	GU	Non-exempt
RW/Groundwater Recharge Operations & Maintenance Specialist	179	UN	Exempt
Safety Analyst	178	PR	Exempt
Safety Officer	185	SU	Exempt
Senior Accountant	179	PR	Exempt
Senior Associate Engineer	184	UN	Exempt
Senior Associate Engineer - PE	185	UN	Exempt
Senior Compost Operations & Maintenance Technician	181	GU	Non-exempt
Senior Construction Project Inspector	182	UN	Exempt
Senior Engineer	187	PR	Exempt
Senior Environmental Resources Planner	184	UN	Exempt
Senior External Affairs Specialist	180	UN	Exempt
Senior Financial Analyst	183	PR	Exempt
Senior Information Systems Analyst	182	PR	Exempt
Senior Internal Auditor	182	PR	Exempt
Senior Inventory Analyst	182	PR	Exempt
Senior Management Analyst	182	PR	Exempt
Senior Operations Specialist	184	UN	Exempt
Senior Pretreatment & Source Control Inspector	180	GU	Non-exempt
Senior Project Manager	187	PR	Exempt
Senior Wastewater Treatment Plant Operator	181	OP	Non-exempt
Senior Water Plant Operator	181	OP	Non-exempt
Senior Water Resources Analyst	184	PR	Exempt
Source Control/Environmental Resources Supervisor	187	SU	Exempt
Supervisor - Environmental Compliance & Energy	188	SU	Exempt
Systems Administrator	181	PR	Exempt
Technology Specialist I	178	GU	Non-exempt
Technology Specialist II	180	GU	Non-exempt
Technology Specialist III	182	GU	Non-exempt
Warehouse Supervisor	185	SU	Exempt
Warehouse Technician	171	GU	Non-exempt
Wastewater Treatment Plant Operator I	174	OP	Non-exempt
Wastewater Treatment Plant Operator II	176	OP	Non-exempt
Wastewater Treatment Plant Operator III	178	OP	Non-exempt
Wastewater Treatment Plant Operator IV, V	180	OP	Non-exempt
Wastewater Treatment Plant Operator-in-Training	171	OP	Non-exempt
Water Plant Operator I	174	OP	Non-exempt



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<b>CLASSIFICATION TITLE</b>	<b>Salary Range</b>	<b>Unit</b>	<b>FLSA</b>
Water Plant Operator II	176	OP	Non-exempt
Water Plant Operator III	178	OP	Non-exempt
Water Plant Operator IV, V	180	OP	Non-exempt

**Notes:**

1. Incumbent Biologist in this position prior to 7/1/01 shall be non-exempt.
2. The Y-Rated salary for this position is reflective of the incumbent in the position effective 11/1/14 formerly classified as CIP Coordinator.
3. Incumbent Procurement Specialist I reclassified to Procurement Specialist II on 7/1/18 shall be exempt.

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<b>Range/Step</b>	<b>Hourly</b>	<b>Bi-Weekly</b>	<b>Monthly</b>	<b>Annually</b>
<b>165</b>				
1	21.1986	1,695.89	3,674.43	44,093
2	21.7284	1,738.28	3,766.28	45,195
3	22.2717	1,781.74	3,860.44	46,325
4	22.8284	1,826.28	3,956.94	47,483
5	23.3991	1,871.93	4,055.85	48,670
6	23.9837	1,918.70	4,157.19	49,886
7	24.5837	1,966.70	4,261.19	51,134
8	25.1981	2,015.85	4,367.68	52,412
9	25.8284	2,066.28	4,476.94	53,723
<b>166</b>				
1	22.2568	1,780.55	3,857.86	46,294
2	22.8135	1,825.08	3,954.34	47,452
3	23.3837	1,870.70	4,053.19	48,638
4	23.9683	1,917.47	4,154.52	49,854
5	24.5674	1,965.40	4,258.37	51,100
6	25.1818	2,014.55	4,364.86	52,378
7	25.8111	2,064.89	4,473.93	53,687
8	26.4563	2,116.51	4,585.78	55,029
9	27.1174	2,169.40	4,700.37	56,404
<b>167</b>				
1	23.3693	1,869.55	4,050.70	48,608
2	23.9534	1,916.28	4,151.94	49,823
3	24.5525	1,964.20	4,255.77	51,069
4	25.1659	2,013.28	4,362.11	52,345
5	25.7952	2,063.62	4,471.18	53,654
6	26.4400	2,115.20	4,582.94	54,995
7	27.1010	2,168.08	4,697.51	56,370
8	27.7784	2,222.28	4,814.94	57,779
9	28.4726	2,277.81	4,935.26	59,223
<b>168</b>				
1	24.5356	1,962.85	4,252.85	51,034
2	25.1491	2,011.93	4,359.19	52,310
3	25.7775	2,062.20	4,468.10	53,617
4	26.4217	2,113.74	4,579.77	54,957
5	27.0823	2,166.59	4,694.28	56,331
6	27.7597	2,220.78	4,811.69	57,740
7	28.4534	2,276.28	4,931.94	59,183
8	29.1650	2,333.20	5,055.27	60,663
9	29.8943	2,391.55	5,181.70	62,180

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<b>Range/Step</b>	<b>Hourly</b>	<b>Bi-Weekly</b>	<b>Monthly</b>	<b>Annually</b>
<b>169</b>				
1	25.7606	2,060.85	4,465.18	53,582
2	26.4044	2,112.36	4,576.78	54,921
3	27.0645	2,165.16	4,691.18	56,294
4	27.7414	2,219.32	4,808.53	57,702
5	28.4347	2,274.78	4,928.69	59,144
6	29.1457	2,331.66	5,051.93	60,623
7	29.8741	2,389.93	5,178.19	62,138
8	30.6212	2,449.70	5,307.69	63,692
9	31.3866	2,510.93	5,440.35	65,284
<b>170</b>				
1	27.0491	2,163.93	4,688.52	56,262
2	27.7255	2,218.04	4,805.76	57,669
3	28.4188	2,273.51	4,925.94	59,111
4	29.1289	2,330.32	5,049.03	60,588
5	29.8573	2,388.59	5,175.28	62,103
6	30.6039	2,448.32	5,304.70	63,656
7	31.3688	2,509.51	5,437.28	65,247
8	32.1529	2,572.24	5,573.19	66,878
9	32.9568	2,636.55	5,712.53	68,550
<b>171</b>				
1	28.4015	2,272.12	4,922.93	59,075
2	29.1116	2,328.93	5,046.02	60,552
3	29.8395	2,387.16	5,172.18	62,066
4	30.5851	2,446.81	5,301.43	63,617
5	31.3505	2,508.04	5,434.09	65,209
6	32.1337	2,570.70	5,569.85	66,838
7	32.9375	2,635.00	5,709.17	68,510
8	33.7606	2,700.85	5,851.85	70,222
9	34.6049	2,768.40	5,998.20	71,978
<b>172</b>				
1	29.8226	2,385.81	5,169.26	62,031
2	30.5683	2,445.47	5,298.52	63,582
3	31.3327	2,506.62	5,431.01	65,172
4	32.1159	2,569.28	5,566.78	66,801
5	32.9188	2,633.51	5,705.94	68,471
6	33.7419	2,699.36	5,848.62	70,183
7	34.5851	2,766.81	5,994.76	71,937
8	35.4500	2,836.00	6,144.67	73,736
9	36.3361	2,906.89	6,298.27	75,579

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<b>Range/Step</b>	<b>Hourly</b>	<b>Bi-Weekly</b>	<b>Monthly</b>	<b>Annually</b>
<b>173</b>				
1	31.3125	2,505.00	5,427.50	65,130
2	32.0952	2,567.62	5,563.18	66,758
3	32.8981	2,631.85	5,702.35	68,428
4	33.7198	2,697.59	5,844.78	70,137
5	34.5625	2,765.00	5,990.84	71,890
6	35.4275	2,834.20	6,140.77	73,689
7	36.3125	2,905.00	6,294.17	75,530
8	37.2207	2,977.66	6,451.60	77,419
9	38.1515	3,052.12	6,612.93	79,355
<b>174</b>				
1	32.8755	2,630.04	5,698.42	68,381
2	33.6976	2,695.81	5,840.93	70,091
3	34.5400	2,763.20	5,986.94	71,843
4	35.4034	2,832.28	6,136.61	73,639
5	36.2885	2,903.08	6,290.01	75,480
6	37.1957	2,975.66	6,447.27	77,367
7	38.1255	3,050.04	6,608.42	79,301
8	39.0789	3,126.32	6,773.70	81,284
9	40.0558	3,204.47	6,943.02	83,316
<b>175</b>				
1	34.5174	2,761.40	5,983.04	71,796
2	35.3803	2,830.43	6,132.60	73,591
3	36.2645	2,901.16	6,285.85	75,430
4	37.1712	2,973.70	6,443.02	77,316
5	38.1005	3,048.04	6,604.09	79,249
6	39.0529	3,124.24	6,769.19	81,230
7	40.0294	3,202.36	6,938.45	83,261
8	41.0299	3,282.40	7,111.87	85,342
9	42.0558	3,364.47	7,289.69	87,476
<b>176</b>				
1	36.2419	2,899.36	6,281.95	75,383
2	37.1481	2,971.85	6,439.01	77,268
3	38.0765	3,046.12	6,599.93	79,199
4	39.0289	3,122.32	6,765.03	81,180
5	40.0044	3,200.36	6,934.12	83,209
6	41.0049	3,280.40	7,107.54	85,290
7	42.0299	3,362.40	7,285.20	87,422
8	43.0803	3,446.43	7,467.27	89,607
9	44.1577	3,532.62	7,654.01	91,848

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<b>Range/Step</b>	<b>Hourly</b>	<b>Bi-Weekly</b>	<b>Monthly</b>	<b>Annually</b>
<b>177</b>				
1	38.0549	3,044.40	6,596.20	79,154
2	39.0068	3,120.55	6,761.20	81,134
3	39.9818	3,198.55	6,930.20	83,162
4	40.9813	3,278.51	7,103.44	85,241
5	42.0058	3,360.47	7,281.02	87,372
6	43.0558	3,444.47	7,463.02	89,556
7	44.1323	3,530.59	7,649.62	91,795
8	45.2356	3,618.85	7,840.85	94,090
9	46.3664	3,709.32	8,036.86	96,442
<b>178</b>				
1	39.9563	3,196.51	6,925.78	83,109
2	40.9553	3,276.43	7,098.94	85,187
3	41.9794	3,358.36	7,276.45	87,317
4	43.0284	3,442.28	7,458.28	89,499
5	44.1044	3,528.36	7,644.78	91,737
6	45.2068	3,616.55	7,835.86	94,030
7	46.3371	3,706.97	8,031.77	96,381
8	47.4957	3,799.66	8,232.60	98,791
9	48.6827	3,894.62	8,438.35	101,260
<b>179</b>				
1	41.9553	3,356.43	7,272.27	87,267
2	43.0049	3,440.40	7,454.20	89,450
3	44.0799	3,526.40	7,640.54	91,686
4	45.1818	3,614.55	7,831.53	93,978
5	46.3111	3,704.89	8,027.27	96,327
6	47.4688	3,797.51	8,227.94	98,735
7	48.6558	3,892.47	8,433.69	101,204
8	49.8722	3,989.78	8,644.53	103,734
9	51.1188	4,089.51	8,860.61	106,327
<b>180</b>				
1	44.0529	3,524.24	7,635.86	91,630
2	45.1544	3,612.36	7,826.78	93,921
3	46.2832	3,702.66	8,022.43	96,269
4	47.4404	3,795.24	8,223.02	98,676
5	48.6260	3,890.08	8,428.51	101,142
6	49.8419	3,987.36	8,639.28	103,671
7	51.0880	4,087.04	8,855.26	106,263
8	52.3650	4,189.20	9,076.60	108,919
9	53.6741	4,293.93	9,303.52	111,642

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<b>Range/Step</b>	<b>Hourly</b>	<b>Bi-Weekly</b>	<b>Monthly</b>	<b>Annually</b>
<b>181</b>				
1	46.2534	3,700.28	8,017.28	96,207
2	47.4097	3,792.78	8,217.69	98,612
3	48.5948	3,887.59	8,423.12	101,077
4	49.8097	3,984.78	8,633.69	103,604
5	51.0544	4,084.36	8,849.45	106,193
6	52.3313	4,186.51	9,070.78	108,849
7	53.6395	4,291.16	9,297.52	111,570
8	54.9803	4,398.43	9,529.94	114,359
9	56.3553	4,508.43	9,768.27	117,219
<b>182</b>				
1	48.5664	3,885.32	8,418.20	101,018
2	49.7799	3,982.40	8,628.54	103,542
3	51.0250	4,082.00	8,844.34	106,132
4	52.3000	4,184.00	9,065.34	108,784
5	53.6077	4,288.62	9,292.01	111,504
6	54.9476	4,395.81	9,524.26	114,291
7	56.3217	4,505.74	9,762.44	117,149
8	57.7299	4,618.40	10,006.54	120,078
9	59.1726	4,733.81	10,256.59	123,079
<b>183</b>				
1	50.9967	4,079.74	8,839.44	106,073
2	52.2712	4,181.70	9,060.35	108,724
3	53.5779	4,286.24	9,286.86	111,442
4	54.9178	4,393.43	9,519.10	114,229
5	56.2909	4,503.28	9,757.11	117,085
6	57.6976	4,615.81	10,000.93	120,011
7	59.1400	4,731.20	10,250.94	123,011
8	60.6188	4,849.51	10,507.28	126,087
9	62.1342	4,970.74	10,769.94	129,239
<b>184</b>				
1	53.5443	4,283.55	9,281.03	111,372
2	54.8832	4,390.66	9,513.10	114,157
3	56.2553	4,500.43	9,750.94	117,011
4	57.6616	4,612.93	9,994.69	119,936
5	59.1034	4,728.28	10,244.61	122,935
6	60.5808	4,846.47	10,500.69	126,008
7	62.0952	4,967.62	10,763.18	129,158
8	63.6472	5,091.78	11,032.19	132,386
9	65.2390	5,219.12	11,308.10	135,697

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<b>Range/Step</b>	<b>Hourly</b>	<b>Bi-Weekly</b>	<b>Monthly</b>	<b>Annually</b>
<b>185</b>				
1	56.2198	4,497.59	9,744.78	116,937
2	57.6260	4,610.08	9,988.51	119,862
3	59.0664	4,725.32	10,238.20	122,858
4	60.5428	4,843.43	10,494.10	125,929
5	62.0563	4,964.51	10,756.44	129,077
6	63.6077	5,088.62	11,025.35	132,304
7	65.1976	5,215.81	11,300.93	135,611
8	66.8279	5,346.24	11,583.52	139,002
9	68.4986	5,479.89	11,873.10	142,477
<b>186</b>				
1	59.0327	4,722.62	10,232.35	122,788
2	60.5087	4,840.70	10,488.19	125,858
3	62.0212	4,961.70	10,750.35	129,004
4	63.5722	5,085.78	11,019.19	132,230
5	65.1611	5,212.89	11,294.60	135,535
6	66.7904	5,343.24	11,577.02	138,924
7	68.4601	5,476.81	11,866.43	142,397
8	70.1717	5,613.74	12,163.11	145,957
9	71.9255	5,754.04	12,467.09	149,605
<b>187</b>				
1	61.9832	4,958.66	10,743.77	128,925
2	63.5323	5,082.59	11,012.28	132,147
3	65.1207	5,209.66	11,287.60	135,451
4	66.7486	5,339.89	11,569.77	138,837
5	68.4169	5,473.36	11,858.95	142,307
6	70.1279	5,610.24	12,155.52	145,866
7	71.8808	5,750.47	12,459.36	149,512
8	73.6779	5,894.24	12,770.86	153,250
9	75.5202	6,041.62	13,090.18	157,082
<b>188</b>				
1	65.0794	5,206.36	11,280.45	135,365
2	66.7068	5,336.55	11,562.53	138,750
3	68.3746	5,469.97	11,851.61	142,219
4	70.0832	5,606.66	12,147.77	145,773
5	71.8356	5,746.85	12,451.51	149,418
6	73.6313	5,890.51	12,762.78	153,153
7	75.4726	6,037.81	13,081.93	156,983
8	77.3592	6,188.74	13,408.94	160,907
9	79.2933	6,343.47	13,744.19	164,930

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<b>Range/Step</b>	<b>Hourly</b>	<b>Bi-Weekly</b>	<b>Monthly</b>	<b>Annually</b>
<b>189</b>				
1	68.3332	5,466.66	11,844.43	142,133
2	70.0419	5,603.36	12,140.62	145,687
3	71.7928	5,743.43	12,444.10	149,329
4	73.5880	5,887.04	12,755.26	153,063
5	75.4270	6,034.16	13,074.02	156,888
6	77.3125	6,185.00	13,400.84	160,810
7	79.2452	6,339.62	13,735.85	164,830
8	81.2265	6,498.12	14,079.26	168,951
9	83.2573	6,660.59	14,431.28	173,175
<b>190</b>				
1	71.7486	5,739.89	12,436.43	149,237
2	73.5428	5,883.43	12,747.44	152,969
3	75.3808	6,030.47	13,066.02	156,792
4	77.2654	6,181.24	13,392.69	160,712
5	79.1972	6,335.78	13,727.53	164,730
6	81.1770	6,494.16	14,070.68	168,848
7	83.2063	6,656.51	14,422.44	173,069
8	85.2866	6,822.93	14,783.02	177,396
9	87.4193	6,993.55	15,152.70	181,832
<b>191</b>				
1	75.3361	6,026.89	13,058.27	156,699
2	77.2193	6,177.55	13,384.70	160,616
3	79.1500	6,332.00	13,719.34	164,632
4	81.1279	6,490.24	14,062.19	168,746
5	83.1563	6,652.51	14,413.78	172,965
6	85.2351	6,818.81	14,774.09	177,289
7	87.3659	6,989.28	15,143.44	181,721
8	89.5505	7,164.04	15,522.09	186,265
9	91.7890	7,343.12	15,910.10	190,921
<b>192</b>				
1	79.1039	6,328.32	13,711.36	164,536
2	81.0818	6,486.55	14,054.20	168,650
3	83.1087	6,648.70	14,405.52	172,866
4	85.1861	6,814.89	14,765.60	177,187
5	87.3159	6,985.28	15,134.78	181,617
6	89.4991	7,159.93	15,513.19	186,158
7	91.7361	7,338.89	15,900.93	190,811
8	94.0299	7,522.40	16,298.54	195,582
9	96.3803	7,710.43	16,705.94	200,471



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<b>Range/Step</b>	<b>Hourly</b>	<b>Bi-Weekly</b>	<b>Monthly</b>	<b>Annually</b>
<b>193</b>				
1	83.0582	6,644.66	14,396.77	172,761
2	85.1347	6,810.78	14,756.69	177,080
3	87.2630	6,981.04	15,125.59	181,507
4	89.4448	7,155.59	15,503.78	186,045
5	91.6813	7,334.51	15,891.44	190,697
6	93.9731	7,517.85	16,288.68	195,464
7	96.3222	7,705.78	16,695.86	200,350
8	98.7303	7,898.43	17,113.27	205,359
9	101.1986	8,095.89	17,541.10	210,493
<b>194</b>				
1	87.2140	6,977.12	15,117.10	181,405
2	89.3938	7,151.51	15,494.94	185,939
3	91.6294	7,330.36	15,882.45	190,589
4	93.9193	7,513.55	16,279.36	195,352
5	96.2678	7,701.43	16,686.44	200,237
6	98.6741	7,893.93	17,103.52	205,242
7	101.1414	8,091.32	17,531.20	210,374
8	103.6698	8,293.59	17,969.45	215,633
9	106.2616	8,500.93	18,418.69	221,024
<b>195</b>				
1	91.5746	7,325.97	15,872.94	190,475
2	93.8645	7,509.16	16,269.85	195,238
3	96.2111	7,696.89	16,676.60	200,119
4	98.6164	7,889.32	17,093.53	205,122
5	101.0813	8,086.51	17,520.78	210,249
6	103.6087	8,288.70	17,958.85	215,506
7	106.1986	8,495.89	18,407.77	220,893
8	108.8539	8,708.32	18,868.03	226,416
9	111.5750	8,926.00	19,339.67	232,076
<b>196</b>				
1	96.1520	7,692.16	16,666.35	199,996
2	98.5553	7,884.43	17,082.94	204,995
3	101.0193	8,081.55	17,510.03	210,120
4	103.5448	8,283.59	17,947.78	215,373
5	106.1332	8,490.66	18,396.43	220,757
6	108.7866	8,702.93	18,856.35	226,276
7	111.5068	8,920.55	19,327.86	231,934
8	114.2943	9,143.55	19,811.03	237,732
9	117.1515	9,372.12	20,306.26	243,675

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<b>197</b>				
1	100.9587	8,076.70	17,499.52	209,994
2	103.4827	8,278.62	17,937.01	215,244
3	106.0698	8,485.59	18,385.45	220,625
4	108.7217	8,697.74	18,845.11	226,141
5	111.4395	8,915.16	19,316.18	231,794
6	114.2260	9,138.08	19,799.18	237,590
7	117.0813	9,366.51	20,294.11	243,529
8	120.0082	9,600.66	20,801.43	249,617
9	123.0087	9,840.70	21,321.52	255,858
<b>198</b>				
1	106.0063	8,480.51	18,374.44	220,493
2	108.6563	8,692.51	18,833.78	226,005
3	111.3726	8,909.81	19,304.59	231,655
4	114.1568	9,132.55	19,787.20	237,446
5	117.0106	9,360.85	20,281.85	243,382
6	119.9356	9,594.85	20,788.85	249,466
7	122.9347	9,834.78	21,308.69	255,704
8	126.0077	10,080.62	21,841.35	262,096
9	129.1577	10,332.62	22,387.35	268,648
<b>199</b>				
1	113.9587	9,116.70	19,752.85	237,034
2	116.8077	9,344.62	20,246.68	242,960
3	119.7284	9,578.28	20,752.94	249,035
4	122.7212	9,817.70	21,271.69	255,260
5	125.7895	10,063.16	21,803.52	261,642
6	128.9342	10,314.74	22,348.61	268,183
7	132.1577	10,572.62	22,907.35	274,888
8	135.4616	10,836.93	23,480.02	281,760
9	138.8476	11,107.81	24,066.93	288,803
<b>200</b>				
1	122.5049	9,800.40	21,234.20	254,810
2	125.5678	10,045.43	21,765.10	261,181
3	128.7068	10,296.55	22,309.20	267,710
4	131.9246	10,553.97	22,866.94	274,403
5	135.2226	10,817.81	23,438.59	281,263
6	138.6029	11,088.24	24,024.52	288,294
7	142.0678	11,365.43	24,625.10	295,501
8	145.6202	11,649.62	25,240.85	302,890
9	149.2601	11,940.81	25,871.76	310,461

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<b>202</b>				
1	42.9806	3,438.45	7,449.98	89,400
<b>205</b>				
1	149.7250	11,978.00	25,952.34	311,428
<b>1</b>				
1	14.0000			
2	15.0000			
3	16.0000			
4	17.0000			
5	18.0000			
6	19.0000			