# MEMORANDUM OF UNDERSTANDING

## BETWEEN THE

## COUNTY OF GLENN

## AND THE

## GLENN COUNTY GENERAL UNIT

## UPEC LOCAL 792

**July 1, 2015 through September 30, 2016**

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# MEMORANDUM OF UNDERSTANDING BETWEEN THE COUNTY OF GLENN AND THE GLENN COUNTY GENERAL UNIT

## July 1, 2015 through September 30, 2016

The salaries, hours, fringe benefits and working conditions set forth herein have been mutually agreed upon by the designated bargaining representative of the County of Glenn (hereinafter referred to as "County") and the Glenn County General Unit (hereinafter referred to as "Union").

**ARTICLE 1.01 - RECOGNITION:**
The County recognizes the Union as the exclusive bargaining representative for the purpose of establishing salaries, hours, fringe benefits, and working conditions of all regular employees employed in the classifications of "Attachment A" attached herein. This Union, in turn, recognizes the Personnel Director as the Collective Bargaining representative for the County and shall meet and confer exclusively with said officer or designee, except as specifically described otherwise in this memorandum. Both parties recognize their obligation to cooperate with each other to assure maximum service of the highest quality and efficiency to the citizens of the County. Whenever the County hires a person, the County shall notify such person that the Union is the recognized bargaining representative for miscellaneous employees. Both County and Union agree to keep duplicate originals of this agreement on file in a readily accessible location, available for inspection by any County employee, or member of the public, upon request.

**ARTICLE 1.02 - MEMBERSHIP**

**ARTICLE 1.02.1 - AGENCY SHOP**

A. **Agreement.**

All regular employees occupying positions in classifications listed in Attachment A, who are members of the Union, shall be required to pay Union Dues. Employees are not required to join the Union as a condition of employment. However, non-member regular employees occupying positions in the classifications listed in Attachment A shall, during the term of this agreement, pay a service fee as authorized by Government Code § 3502.5. The amount of the service fee shall not exceed Union dues.

B. **Union Responsibilities.**

1. The Union agrees that it has a duty to provide fair and nondiscriminatory representation to all regular employees occupying positions in the classifications listed in Attachment A regardless of their membership in the Union.

2. The Union must provide non-members with advanced notice of the amount of the service fee, an explanation as to the service fee composition, and an explanation of a non-member's right to challenge the service fee.

C. **Withdrawal from the Union**

Members shall be able to withdraw their membership by notifying the Union in writing of their desire to withdraw from membership and to become fee payers during the period of December 11 through 31 of any year. Members may not withdraw from membership at any other time.

**ARTICLE 1.03 - PAYROLL DEDUCTION:**
The County agrees, upon written consent of the employees involved, to deduct membership dues or service fees, as established by the Union, from the salaries of the employees the Union represents. The County shall remit the sum so withheld, immediately, directly to the Union along with a list of employees

who have had such amounts deducted. The Union agrees to provide a listing of all additions or deletions of membership or requested changes to establish payroll deductions of its members, to the payroll section of the Finance Department, not later than the Friday prior to the relevant pay day. Voluntary payroll deductions from employees' salaries shall be for Union sponsored insurance provided that the employee has given the Union and the Director of Finance written authorization for such deduction. The employee may cancel this authorization at any time by providing written notification of such cancellation to the Director of Finance and to the Union. The County shall have no responsibility for the collection of initiation fees or any special assessments or other deductions not expressly provided for in this Memorandum unless such assessments are authorized in writing by the President and Secretary of the Union, 30 days in advance of such assessment. The Union shall indemnify, defend and hold the County harmless against all claims, demands, expenses (including attorney's fees), judgments, or other liability because of dues or fees collected by the County pursuant to Article 1.03, and paid over to the Union. The Union agrees to refund to the County any amounts paid to it in error upon presentation of proper evidence thereof.

**ARTICLE 1.04 - IMPLEMENTATION/RENEGOTIATION:**

A. This Memorandum of Understanding constitutes a mutual agreement by the representatives of the parties to be submitted to the Union for ratification and when ratified shall be jointly submitted to the Board of Supervisors for approval. It is agreed that this Memorandum of Understanding shall not be binding upon the parties either in whole or in part unless and until approved in whole or in part by the Board of Supervisors.

B. The County may adopt reasonable rules and regulations after consultation in good faith with representatives of the Union concerning the administration of employee relations under this Article, except as otherwise provided by law.

C. The County shall give reasonable written notice to the Union at least fourteen days in advance of any proposed ordinance, policy rule or regulation relating to matters within the scope of representation set forth in this Article, except as otherwise provided by law, or this Memorandum of Understanding.

D. The County shall provide reasonable written notice to the Union regarding any reorganization or reclassification affecting the classifications in Attachment A. This notice shall be given at least fourteen days in advance, when feasible.

E. In the event either party hereto desires to negotiate a successor Memorandum of Understanding, such party shall serve upon the other by October 1 of each year, its written request to commence negotiations as well as its written proposals for such successor Memorandum of Understanding. Upon receipt of such written proposals, negotiations shall begin no later than October 15, except upon mutual agreement for extension.

**ARTICLE 1.05 - COUNTY RIGHTS:**

Nothing in this Memorandum shall be construed to restrict any legal or inherent exclusive County rights with respect to matters of general legislative or managerial policy, which include among others the exclusive right to determine the methods, means, and personnel by which County Government operations are to be conducted, as well as to exercise complete control and discretion over its organization, operations and technology of performing its work; to determine the mission, function and necessity of all or part of each of its constituent departments, boards, and commissions and take all necessary actions to carry out their mission, functions and necessity, or any part thereof, as well as set standards of service to the public.

The County also retains the sole right to administer the County Personnel Policy and Codes, to classify or reclassify positions, add or delete positions or classes to or from the County Budget or Salary Resolution, establish standards for employment and promotion of employees, evaluate employees, to direct its employees, establish rules and regulations, take disciplinary action for proper cause, to establish work schedules and work assignments, and to relieve its employees from duty for lack of work or other legitimate reasons. The County retains the right to be the sole judge of the qualification and competence of its officers and employees.

The County reserves the right to take whatever action may be necessary in an emergency.

**ARTICLE 1.06 - EMPLOYEE RIGHTS:**

A. General. Employees of the County shall have the right to form, join, and participate in the activities of recognized employee organizations of their own choosing for the purpose of representation on all matters of employee relations as provided by law. Employees of the County shall also have the right to refuse to join, or participate in, the activities of employee organizations. No employee shall be interfered with, intimidated, restrained, coerced, or discriminated against for these rights.

B. Personnel Files. The Personnel Director shall maintain the official employee personnel records at the County Personnel Office.

1. The confidentiality of the Personnel Record shall be maintained at all times. Only information regarding official status (i.e.; employee's, name, class title, current salary range, length of appointment, and date of hire) will be released.
2. Information of a personal nature will not be released, unless the employee authorizes in writing, with an original written signature, photocopies of the original signature will not be accepted.
3. The employee will be provided a copy of any document containing derogatory information prior to it being placed in the personnel file. An employee may respond in writing to any derogatory information. The employee's response shall be attached to the copy of the derogatory information kept in the County Personnel Office.

C. Employee Evaluation.

1. No employee evaluation shall be placed in the employee's personnel file without an opportunity for a discussion of the evaluation between the employee and the evaluator. Any negative evaluation shall provide specific recommendations for improvement in the employee's performance. The employee shall also be made aware of the resources available to aid the employee in improving his/her performance.
2. Probationary employees shall receive a formal written evaluation at the end of the third month and the end of the sixth month.
3. An annual employee evaluation shall be prepared at least fourteen calendar days prior to the employee's anniversary date.
4. Unscheduled evaluations may be prepared at any time the evaluator deems necessary.

D. An employee who competes for a County promotional examination shall be provided the results of the examination upon written request to the Personnel Department.

E. Merit Step Increases.

1. Employees shall be eligible for consideration for advancement to Step B of the salary range after twelve (12) months of continuous service on Step A. Eligibility for other or further step advancements shall be after twelve (12) months continuous service on each step until the top of the salary range is reached.
2. Based on Performance. Merit step increases are not automatic and shall only be given on the affirmative recommendation of the department head. Such recommendation shall be made on the basis of continued satisfactory performance on the job and based on a performance evaluation.
3. Overlooked through Error. Should an employee's anniversary date be overlooked through an error, upon discovery of the error, and if the employee is to be recommended for the anniversary increase, the County Director of Finance's office shall on the following month's payroll compensate the employee for the additional salary he or she would have received dating from the anniversary date.

F. Salary on Promotion. Any regular employee who is promoted to a position in a class having a higher salary range than the class of position which he or she formerly occupied shall receive the nearest higher salary in the new salary range as of the date upon which the appointment becomes effective. Where promotion by this method results in a salary increase of less than five percent (5%), the employee shall be advanced to the next higher step in the range. For purposes of further step increases within the range, he or she shall receive a new anniversary date as provided in Section 10.06.04.

G. Salary on Demotion.

1. Demotion for Reasons Other Than Unsatisfactory Performance or Misconduct. Whenever a regular employee is demoted for reasons other than unsatisfactory performance or misconduct that employee shall be placed on the nearest salary step of the new salary range that does not exceed the pay immediately prior to demotion and shall retain his or her anniversary date.

2. Demotion for Unsatisfactory Performance. Whenever a regular employee is demoted for reasons of unsatisfactory performance his or her compensation shall be adjusted to the salary step on the new salary range which is nearest to five percent (5%) lower than the salary he or she was receiving but not to exceed the top of the new range and shall receive a new anniversary date. If the five percent (5%) salary reduction would result in a salary placement between steps of the new range then the salary shall further be reduced to the next lower step.

3. Demotion for Misconduct. Whenever an employee is demoted for reasons of misconduct the employee will be placed on the salary step in the new range which is at least five percent (5%) below the employee's salary immediately prior to demotion, or at any lower step on the new range which the Department head deems appropriate.

H. Salary While on Suspension. An employee on suspension shall be placed on leave of absence without pay and shall not accrue any benefits while on leave.

I. Salary on Transfer. Any regular employee who is transferred from one position to another in the same class or in the same salary range shall be compensated at the same step in the salary range as he or she previously received. For purposes of further annual increases within the salary range, his or her anniversary date shall remain the same as it was before transfer. A transfer does not change the employee's accrued days of vacation or sick leave.

J. Salary on Range Change. An employee whose job classification receives a range change shall remain on the same step of the new range and the anniversary date shall remain unchanged.

K. This Article (Article 1.06) is subject to the provisions of Article 7.02 only as to process.

## ARTICLE 1.06.1 - PROBATION.

A. Probationary Period upon Hire or Rehire. Employees entering County service by appointment to a regular position shall be required to serve a probationary period of six (6) months of employment. A department head may extend the probationary period of an employee for reasons of performance for an additional period not to exceed six (6) months, by notifying the employee in writing with a copy of the notice to the Personnel Director prior to the expiration of the probationary period. Under no circumstances shall an employee serve a probationary period greater than one (1) year.

1. No Right to Appeal. A probationary employee may be separated from County service at any time during the probationary period without the right of appeal.

2. Absence. Any absence from work shall cause the employee's probationary period to be extended by the number of hours of such absence. Such absences shall be cumulative during the probationary period. The extension of the probationary period shall be based on the number of hours of such absence. Absences because of holidays and because of authorized sick leave up to 96 hours shall be excluded from this subdivision.

B. Promotional Probation. All employees serving in a regular position who are promoted to a position in a classification with a higher salary range shall serve a probationary period of six (6) months from the date of promotion. Under no circumstances shall an employee serve a promotional probationary period greater than six (6) months.

1. Absence. Any absence from work shall cause the employee's probationary period to be extended by the number of hours of such absence. Such absences shall be cumulative during the probationary period. The extension of the probationary period shall be based on the number of hours of such absence. Absences because of holidays and because of authorized sick leave up to 96 hours shall be excluded from this subdivision.
2. Return to Previous Position. If an employee is not recommended for regular status because of inability to perform the duties of the position, he or she shall be entitled to return to the previous position. If the position no longer exists the employee may be offered another vacant position for which he or she is qualified. If no vacant position exists the employee shall be released from County Service. If he or she is not recommended for regular status for any other reason (disciplinary cause), he or she shall not be entitled to be restored to the previous position.
3. Voluntary demotion. An employee may voluntarily demote to the previously held position at any time while serving promotional probation, provided the previously held position has not been eliminated.
4. An employee who is on promotional probation shall receive a written evaluation at the completion of three (3) months and six (6) months of probation.
5. Limited Term. An employee who has successfully completed the required probationary period as a Limited Term employee and is subsequently appointed to a "regular" assignment in the same classification shall not serve a new probationary period.

## ARTICLE 1.06.2 - COMPLAINT PROCEDURE:

Each employee has the right to bring non-grievable issues to the attention of the Department Head through, the Department's chain of command without fear of reprisal. Should the employee feel that the issue is unresolved he or she may bring the issue to the Personnel Director for consideration and final decision. Determination that the complaint is unfounded is not a violation of this Memorandum.

## ARTICLE 1.07 - RULES AND REGULATIONS:

The Union agrees that its members shall comply with all departmental or County rules and regulations, including those relating to conduct and work performance. The County agrees that departmental or County rules and regulations, which affect the terms and conditions of employment, shall be the proper subject for meet and confer prior to their adoption. If departmental or County rules and regulations conflict with provisions of this Agreement, this Agreement shall prevail (except for the Employer-Employee Relations Policy, which shall prevail).

## ARTICLE 1.08 - NO DISCRIMINATION:

A. FAIR EMPLOYMENT PRACTICES - AFFIRMATIVE ACTION. The County and the Union agree that no person employed or applying for employment with the County shall be unlawfully discriminated against by either party because of race, color, religion, mental or physical disability, medical condition, national origin, ancestry, marital status, sex (including gender identity), sexual orientation, age (over 40), veteran's status, or any other non-merit factor except where such factors are determined to be bona fide occupational qualifications after consideration of reasonable accommodation factors in relation to the essential job duties of the position. The parties also agree to support Affirmative Action efforts, which are intended to achieve equal employment opportunity as provided for in Federal and State requirements.

B. UNION ACTIVITIES. Neither the County nor the Union shall interfere with, intimidate, coerce or discriminate against County employees because of their exercising their right to form, join and

participate in the activities of the Union, or exercising their right to refuse to join or participate in the activities of the Union.

**ARTICLE 1.09 - PREVAILING RIGHTS:**
The provisions of this Memorandum of Understanding together with all those rules (see Article 1.07) that existed prior to this Agreement which are within the meet and confer requirement, shall constitute the wages, hours and terms and conditions of employment for employees in classifications subject to this Memorandum.

**ARTICLE 1.10 - SCOPE OF THE AGREEMENT:**
The parties acknowledge that during the negotiations which preceded this Memorandum each had the unlimited right and opportunity to make demands and proposals with respect to any subject or matter and that the understandings and agreements arrived at by the parties after the exercise of that right and opportunity are set forth in this Memorandum. Therefore, for the life of this Memorandum, the County and the Union each voluntarily and unqualifiedly waives the right, and each agrees that the other shall not be obligated to meet and confer with respect to any subject or matter referred to, or covered in this Memorandum, or with respect to any subject or matter not specifically referred to or covered in this Memorandum, even though such subjects or matters may not have been within the knowledge or contemplation of either or both of the parties at the time they met, confer and signed this Memorandum, unless specifically provided for elsewhere in this Memorandum.

**ARTICLE 1.11 - UNION VISITATION:**
The County agrees to grant no more than two paid staff of the Union at a time, the right to contact County employees during their duty period. It is intended that, when feasible, such contacts will be made during breaks or lunch periods. The department head shall be notified of such activities and such contact shall not interfere with public service or safety requirements.

**ARTICLE 1.12 - UNION REPRESENTATIVES:**

A. Negotiators. The Union shall be allowed to designate up to five (5) employees within the unit to serve as negotiators with the County. The Union shall provide the Personnel Director with the name, classification, and the assigned department of each of the negotiators. The Union agrees that a Department is only required to release one (1) employee to serve as a negotiator. Should any changes or alternates be appointed after the original list is established, the Union shall advise the Personnel Director. Employees designated as unit negotiators shall be granted release time with pay from scheduled duties to meet with the County's Chief Negotiator.

B. Shop Stewards. The Union shall have the right to establish shop stewards as follows.

1. The Union agrees to notify the County Personnel Director of the names, classifications, and departments of their designated stewards, which shall not exceed ten (10) in number, including one (1) Chief Steward. The Union shall notify the Personnel Director of any changes to the original list.
2. A reasonable amount of time will be granted the employees and the steward to handle initial grievances and appeal procedures. After notifying his/her immediate supervisor, a shop steward shall be permitted to leave his/her work area during working hours to assist in the investigations, initial preparation, and presentation of grievances. The steward shall advise the Supervisor of the grievant of his/her presence and shall be permitted to discuss the problem with any and all employees immediately concerned, and if appropriate, attempt to achieve a settlement in accordance with the grievance procedure.
3. Only the Steward, or one representative of the Union, will be granted release time with pay to accompany a CAL-OSHA representative conducting an on-site walk-around safety inspection of any area, in the department where the steward has responsibility as a steward.

**ARTICLE 1.13 - BULLETIN BOARDS:**
A reasonable number of bulletin boards shall be made available to the Union upon which the Union may post notices of meetings, elections, appointments, results of election, recreation and social affairs, classes, seminars and other matters pertaining to the employee and Union affairs. Materials relating to local, state or national political elections shall not be posted. Material that is derogatory to any County employee shall

not be placed on bulletin boards. The Union may at its own expense, install and maintain separate bulletin boards in designated areas in each department, provided the Union has the approval of the Department Head and the Personnel Director.

**ARTICLE 1.14 - DISTRIBUTION OF UNION MATERIALS:**

A. The Union shall have the right to distribute materials to its members through normal County channels.

B. No material shall be distributed which is derogatory toward any County officer or employee.

C. The Personnel Director shall have final authority to revoke this right if any provision of this Memorandum of Understanding is violated by the Union.

D. The Personnel Director or designee will forward via e-mail notices of union meetings to employees covered by this MOU provided the Union representative sends the proposed notice with a list of recipients in advance.

**ARTICLE 1.15 - USE OF COUNTY FACILITIES:**

County facilities shall be made available upon timely application for use by employees and the Union to meet to discuss issues within the scope of representation. Use of such facilities shall be on the employee's own time.

**ARTICLE 1.16 - AVAILABILITY OF INFORMATION:**

The County and the Union shall make available to each other non-confidential information pertaining to employee-employer relations. In January of each year, upon request, the County shall provide the Union a list of all employees covered by this memorandum. The list shall be in a mutually agreed upon format. Upon request, the Union shall be provided monthly updates to the list.

**ARTICLE 1.17 - DEFINITIONS:**

"***Day or Days***" shall mean calendar day or days, unless specifically defined as otherwise in the individual Articles of this Memorandum.

"***Emergency***" means any unforeseen circumstance requiring immediate action: any sudden, unexpected happening, an unforeseen occurrence or condition.

"***Employee***" means a person in a Regular Full-Time or a Regular Part-Time position in a classification for which the Union is the exclusive bargaining representative.

"***Public Service Employee***" shall mean a person employed in a position intended to be occupied on less than a year around basis to cover seasonal peak workloads, emergency work loads of limited duration, necessary vacation and sick leave relief, and other situations involving a fluctuating staff.

***"Limited Term Employee"*** shall mean a person employed in a position that is a program specific position that is funded predominantly by means other than the general fund. The allocation for such position shall automatically end when either the program ends or the funds supporting the position are no longer available. A limited term employee shall have all the rights and benefits of a regular employee, excepting that Article 6.01 and Article 6.02 shall not apply to limited term employees. Limited Term positions shall be converted to regular positions after eighteen months, unless otherwise agreed to, in writing, by the County and the Union.

"***Regular Full-Time Employee***" shall mean a person employed in a position established on a permanent year round basis requiring work on a regular schedule of forty (40) hours per work week or averaging 40 hours per week for employees on a 9/80 schedule.

"***Regular Part-Time Employee***" shall mean a person employed in a position established on a permanent year round basis averaging less than forty (40) hours per work week, but more than twenty (20) hours per work week on a continuing yearly basis.

**ARTICLE 1.18 - COUNTY COMMITTEES:**
The Board of Supervisors may establish County committees requiring the participation of employee representatives. There shall be no more than two employee representatives from the Glenn County Employee Union on any committee. Paid release time shall be authorized for a maximum of two employee representatives when committee meetings are required during working hours.

**ARTICLE 2.0 - INSURANCE.**

**ARTICLE 2.01 - HEALTH INSURANCE COVERAGE.**

The County shall make available a variety of Health Plans through PEMHCA.

ARTICLE 2.01.01 - CONTRIBUTIONS.

ARTICLE 2.01.01 A EMPLOYEES.

Employees shall be responsible for the payment of any monthly premium amounts in excess of the County's contribution. These payments will be made in two equal installments on the first and the second pay period of each month.

The employees' premium payment shall be made by payroll deduction.

Employee premium payment may be made through an IRC Section 125 arrangement.

An employee on leave of absence without pay for more than two consecutive bi-weekly pay periods choosing to continue coverage shall be responsible for payment of the entire premium amount during the employee's leave up to a period of twelve (12) months in accordance with the health insurance contract provisions.

Article 2.01.01 B County.

The County shall contribute towards the monthly health insurance premium for members of this unit 90% of the employee only premium for the Blue Shield HMO health plan. The County contribution for the Employee +1 and Employee + 2 rates will be increased by the amount of the Employee only rate increase. The employee shall pay the premium amount in excess of the County's contribution.

ARTICLE 2.01.02 – PAYMENT IN LIEU OF HEALTH INSURANCE.

For employees who opt out of health insurance coverage after the effective date of this MOU the County agrees to provide a net cash payment in lieu of Health Insurance Contributions that is equal to 90% of the HMO employee only premium minus all required employer contributions and employee deductions for payroll taxes, retirement, and insurance premiums that are directly tied to compensation.

**ARTICLE 2.02 - DENTAL PLAN.**

A. The County shall make available a dental plan for covered employees and their dependents.

B. The employee shall pay 100% of the premium for this plan.

C. The employee shall pay 100% of the dependent premium. Should the dependent premium contain the employee premium as a component of a composite, the County shall pay an amount equal to the County's contribution to the employee only premium.

Employee premium payment may be made through an IRC Section 125 arrangement as provided for in the base agreement with each Union.

D. Employee premium payment may be made through an IRC Section 125 arrangement as provided for in the base agreement with each Association.

E. The employees' premium payment shall be made by payroll deduction

F. Employee premium payment may be made through an IRC Section 125 arrangement.

G. An employee on leave of absence without pay for more than two consecutive bi-weekly pay periods choosing to continue coverage shall be responsible for payment of the entire premium amount during the employee's leave up to a period of twelve (12) months in accordance with the dental insurance contract provisions.

**ARTICLE 2.03 - VISION PLAN.**

A. The County shall make available a vision plan for covered employees and their dependents.

B. The County shall pay 100% of the employee's premium.

C. The employee shall pay 100% of the dependent premium. Should the dependent premium contain the employee premium as a component of a composite, the County shall pay an amount equal to the employee only premium.

D. The employees' premium payment shall be made by payroll deduction.

E. Employee premium payment may be made through an IRC Section 125 arrangement.

F. An employee on leave of absence without pay for more than two consecutive bi-weekly pay periods choosing to continue coverage shall be responsible for payment of the entire premium amount during the employee's leave up to a period of twelve (12) months in accordance with the vision insurance contract

**ARTICLE 2.04 - LIFE INSURANCE:**
The County agrees to maintain a Group-Term Life Insurance policy with a value of $10,000 for employees in this unit. Employees may purchase supplemental life insurance. This benefit is offered pursuant to the Plan Document, which includes a depreciating benefit for employees who reach the age seventy (70).

**ARTICLE 2.05 - DISABILITY INSURANCE:**
The County agrees to provide a short term disability insurance program for members of this unit. The County agrees to pay the premium for Employee coverage in the short-term disability plan during the term of this agreement. This plan will pay 66 2/3% of a covered employee's base salary up to a maximum of $1000.00 per week for a period of 52 weeks. (Refer to the Plan Document for Plan specifics).

While an employee is on Short-Term Disability the County will continue paying the employer's contribution to Group Insurance for the first 26 weeks of a specific claim, unless otherwise provided by the County adopted Stability Period. The Stability Period is defined under Board of Supervisor Resolution #2014-10, pursuant to the Affordable Care Act.

An employee must exhaust all sick leave benefits before receiving short-term disability benefits. Vacation must be used to "integrate" or "supplement" short-term disability payments; CTO may be used to "integrate" or supplement" short-term disability payments. Example:

Short-term disability payments are equivalent to 66 2/3% of an employee's base salary (as stated above). Employees must utilize vacation, and may utilize CTO, to provide for the remaining 33 1/3% of an employee's base salary while receiving short-term disability payments. Note: An employee is eligible to reserve eighty (80) hours of vacation leave.

**ARTICLE 3.01 - WORK WEEK:**
The work period for employees in the General Unit shall be set by the Board. Normally, the work period is the seven day period beginning 12:00 A.M. on Sunday and ending at 11:59 P.M. the following Saturday. Subject to the approval of the Board of Supervisors, the Department Head and the affected employee(s) may, by mutual agreement, establish the workweek as any contiguous seven-day period.

The department head may require employees in his department to temporarily perform services in excess of forty (40) hours per workweek when public necessity or convenience so requires.

Work breaks (commonly called coffee breaks) shall not exceed 15 minutes each during the first and the second halves of the employee's normal assigned daily work schedule for full-time employees. For part-time employees a work break not to exceed 15 minutes shall be granted at the midpoint of the employees normal assigned daily work schedule provided that the employee is scheduled to work four (4) consecutive hours or more. Work breaks shall not be accumulative.

Meal breaks are to be taken without pay approximately half way through the employee's assigned daily work schedule. The appropriate department head shall determine when the lunch break shall be taken. The amount of time specified for the meal break shall be determined by the appropriate department head, but shall not normally be less than neither 30 minutes nor more than one (1) hour per assigned work schedule. Should a Department Head require an employee in the Union to work during their meal break the individual shall be compensated at their regular straight time rate for such time worked.

**ARTICLE 3.02 - SCHEDULING:**
No employee shall be permitted to work more than sixteen (16) consecutive hours except in an emergency. The head of each department and office shall prepare a schedule showing the hours each employee and appointive officer of the County in their department or office is to work. Except under emergency circumstances, the head of each department and office shall make every reasonable effort to assure that no employee shall make more than one change of shift in any work week and that no employee shall be off duty less than twelve (12) hours prior to working a new shift. Except in case of emergency, employees shall be given seven (7) calendar days notice of any change in shift schedule.

**ARTICLE 3.03 - OVERTIME:**
Overtime shall be paid to employees working either in excess of eight (8) paid hours a day when assigned to a five-day (5) work schedule out of the seven-day (7) work period, or in excess of the normally scheduled work day when assigned to an alternate work schedule such as the 4/10 or 9/80 schedule. Employees shall also receive payment for overtime in excess of forty (40) paid hours within the seven- (7) day work period. Paid hours shall include only those hours actually worked by the employee, scheduled vacation days, paid sick leave, approved compensatory time off, work comp leave, and hours actually worked after being called back. Paid hours do not include paid standby time, paid on-call time, leaves of absence, overtime, sick leave make-up hours as determined in ARTICLE 4.01 or any other condition of compensation not included above. All hours worked on a recognized holiday will be compensated at 1.5 times the employee's regular rate of pay.

Overtime hours shall be compensated at 1-1/2 times the employee's regular rate of pay. Employees shall have the option of compensatory time off in lieu of paid overtime. Accrual of compensatory time shall not exceed 240 hours and shall be taken off at 1-1/2 times the regular hours worked on overtime. Compensatory time off (CTO) shall be taken at times approved by the department head or designee.

Accrued compensatory time off may not be converted to cash except as follows:

A. At separation; or

B. Upon transfer of the employee to another County Department; or

C. During the last quarter of the fiscal year if directed by the Department Head and there is sufficient funds in the department's budget to pay for the for the conversion to cash.

Notwithstanding any other provision of this agreement; time worked for which an employee would otherwise be entitled to overtime pay pursuant to this article shall not be paid as overtime if both of the following conditions are met:

A. The employee and the Department Head, or designee, mutually agree to straight time off at the time the work in excess of the normal shift is authorized, and;

B. The time worked in excess of the normal shift is taken as straight time off within the same workweek.

**ARTICLE 3.04 - COMPENSATION:**
All Regular Full-Time and Regular Part-Time employees covered by this agreement shall be paid in accordance with the attached schedule titled "APPENDIX B".

**ARTICLE 3.05 - PAY FOR WORK IN HIGHER CLASSIFICATION:**
Employees assigned temporary duties of a higher job classification shall be paid the rate of pay equivalent to the first step "A" or at least 5% more than the employees regular assignment while working in the higher job classification retroactive to the first hour after they have performed the duties five days. In the event the employee's Out of Classification assignment creates a change to vacation accruals or the allowance of "annual leave", the employee will be eligible for a prorated accrual amount, directly related to the duration in the Out of Classification assignment. This provision shall be limited to situations where the employee in the lower class is assigned all or most of the duties of the higher level position. Assignment to work in a higher class for vacant positions shall not exceed 60 days except by mutual agreement or in those instances where an incumbent has been selected for the vacant position, but the incumbent cannot report due to commitments to the former employer.

An employee working in a higher classification salaried position will receive 3.08 hours of compensation time per pay period while working in the higher classification.

**ARTICLE 3.06 - SALARY INCREASE FOR LONGEVITY:**
Regular employees shall receive an increase of five percent (5%) above their current salary rate for the particular class of position to which they are appointed upon completion of ten (10) full years of County employment. Regular employees shall receive an increase of six percent (6%) above their current salary rate for the particular class of position to which they are appointed upon completion of fifteen (15) full years of County employment. Regular employees shall receive an increase of seven percent (7%) above their current salary rate for the particular class of position to which they are appointed upon completion of twenty (20) full years of County employment Regular employees shall receive an increase of eight percent (8%) above their current salary rate for the particular class of position to which they are appointed upon completion of twenty-five (25) full years of County employment. Regular employees shall receive an increase of nine percent (9%) above their current salary rate for the particular class of position to which they are appointed upon completion of thirty (30) full years of County employment. The total longevity payment shall not exceed nine percent (9%).

**ARTICLE 3.07 - STANDBY PAY - ON CALL PAY:**
When employees are assigned standby pay, they shall be informed of the dates and inclusive hours of such arrangement. They shall be compensated at the rate of two dollars and fifty cents ($2.50). Standby

duty requires the employee so assigned to (1) be ready to respond immediately to calls, (2) be reachable by telephone, (3) be able to be at their work station within 45 minutes, and (4) refrain from activities which might impair their ability to perform their assigned duties. An employee shall not receive standby pay and call back pay simultaneously. Those employees designated as "crisis workers" shall receive **Call Back Pay** (pursuant to Article 3.08) for all work performed while on stand-by pay.

**ARTICLE 3.08 - CALL BACK PAY:**
When employees on standby are called to work, or an employee returns to work because of a departmental request made after they have completed their normal work shift and left the premises, they shall be credited for a minimum of two (2) hours straight time worked or actual time worked; whichever is greater. An employee called back to work on a holiday as defined in Article 4.08 of this agreement shall be compensated at either One and one-half (1 ½ ) times their regular rate of pay for hours actually worked or the two hour minimum pay provided for in this Article, above; whichever is greater. An employee shall not receive standby pay and call back pay simultaneously.

**ARTICLE 3.09 - PAY**

**ARTICLE 3.09.1 - PAY PERIODS:**
Employees in this unit shall be paid bi-weekly in accordance with the pay schedule published by the Department of Finance.

**ARTICLE 3.09.2 - DIRECT DEPOSIT:**
Employees shall be paid by direct deposit to a financial institution able to receive electronic funds transfer through the Federal Reserve System. When the Director of Finance, after consulting with the affected employee, determines that payment through Direct Deposit is not feasible, an alternate method of payment may be used.

**ARTICLE 3.10 - MILEAGE REIMBURSEMENT:**
The mileage reimbursement rate shall be paid at the cents per mile reimbursement rate established by the Internal Revenue Service.

**ARTICLE 3.11 - PHYSICAL EXAM AND LICENSE FEES:**
The County will pay the full cost of physical exams and license fees necessary to maintain the required motor vehicle license for the classification assigned when the license requirement is other than Class "C". This provision also applies to any registration, certification, endorsement, etc. that are required to be maintained as a condition of employment for the Registered Environmental Health Specialist class series... Note, this language is not meant to include educational requirements (e.g.: a Master's degree or licensure as a Certified Public Accountant, etc.).

**ARTICLE 3.12 - UNIFORM ALLOWANCE:**
Employees in the classification of Sheriff's County Services Officer shall receive a uniform allowance to pay for the cost of purchase, replacement and cleaning of uniforms. This allowance shall be paid by adding $.40 per hour to the employee's base hourly rate.

**ARTICLE 3.13 - NOTICE OF VACANCIES:**
Employees shall be notified, at the time of initial recruitment, of promotional and external examinations via the County email system and departmental bulletin boards. All employees are strongly encouraged to apply for vacancies in which they meet the qualifications. The filling of positions from an established eligibility list meeting the posting requirements shall be deemed to have met this requirement. It is the intent of the County that to the extent feasible, vacant positions will be filled by promotion from within the County work force.

**ARTICLE 4.01 - SICK LEAVE:**
Regular employees shall accrue .0462 hours of sick leave with pay for each scheduled hour in a paid status, not to exceed regularly scheduled hours. All unused sick leave may be carried forward into each ensuing year.

Sick leave shall only be granted upon approval of the department head in the case of illness of the employee, the illness of an employee's family member, or any other legally applicable reason, pursuant to AB 1522 and KinCare laws.

Family Member is defined as:

1) A child, which for purposes of this article means a biological, adopted, or foster child, stepchild, legal ward, or a child to whom the employee stands in loco parentis. This definition of a child is applicable regardless of age or dependency status.

(2) A biological, adoptive, or foster parent, stepparent, or legal guardian of an employee or the employee's spouse or registered domestic partner, or a person who stood in loco parentis when the employee was a minor child.

(3) A spouse.

(4) A registered domestic partner.

(5) A grandparent.

(6) A grandchild.

(7) A sibling, including "in law".

The list above includes all family relationships recognized by law such as "in law", "step", "half", "adopted", and "foster family".

All employees may be required to submit evidence in the form of a physician's certificate if such absence exceeds 3 working days or; with advanced notice to the employee, when the department head deems necessary.

Sick leave shall <u>not</u> be authorized when any of the following conditions exist: (A) Disability arising from willful misconduct; (B) Sickness or disability sustained while on leave of absence without pay; (C) Inability to work because of illness due to intemperance.

Sick leave may be used for medical and dental office appointments when absence during working hours for this purpose is authorized by the department head. Employees are requested to secure medical and dental appointments on their own time, but where this is not possible, appointments shall be secured to reduce to a minimum the time away from work.

A sick leave absence of less than four (4) hours need not be reported to the Auditor's office, until the accumulative absences total four (4) hours or more. At the discretion of the department head, an employee may be allowed to make up a sick leave absence of less than four (4) hours within that workweek. Make up hours only shall be at the straight time rate regardless of the number of hours worked in the week. Employees agreeing to utilize this section waive their rights to overtime under Article 3.03.

An employee who is on a regularly scheduled vacation and becomes ill may use sick leave for the period of disability provided a physician certified as to the disability. An employee shall notify his department head immediately of such illness.

No payment for accumulated sick leave shall be made upon termination of employment except as provided for in Article 5.01 C.

If, in the opinion of the department head, an employee is unable to satisfactorily perform the duties because of injury or illness, the department head may require such an employee to be examined by a physician designated and paid by the County to determine if the employee can properly and safely perform the job.

An employee who is retired or to be retired due to disability shall no longer be eligible to accrue sick leave benefits, effective on the date of permanent disability.

## ARTICLE 4.02 - MEDICAL LEAVE/FAMILY AND MEDICAL LEAVE ACT (FMLA)/FAMILY CARE LEAVE – CALIFORNIA FAMILY RIGHTS (CFRA):

A. **FMLA and CFRA leave will be granted as provided by law.**

B. **Pay Status While on FMLA or CFRA Leave.**

1. Sick leave must be used for an approved leave of absence, and
2. Vacation must be used for an approved leave of absence when sick leave is exhausted. Vacation use for FMLA and/or CFRA may NOT be denied. Note, employees are eligible to maintain a balance of eighty (80) hours of vacation leave. CTO may be used for an approved leave of absence when vacation is exhausted.

C. **Notice to the Employer.**

Employees must request leave under FMLA and/or CFRA 30 days in advance, if possible. When the need for leave is foreseeable less than 30 days in advance or is unforseeable, employees must provide notice as soon as possible and practicable under the cicrcumstances. Leave requests shall be made to the County Personnel Department.

When an employee seeks leave for a FMLA and/or CFRA qualifying reason, the employee need not expressly assert FMLA or CFRA rights or even mention the FMLA or CFRA.

## ARTICLE 4.03 - INDUSTRIAL (WORKER'S COMPENSATION) LEAVE

A. **Entitlement to Sick Leave Payments**. Any employee covered by this agreement, who is required to be absent from work because of illness or injury arising out of, and in the course of, his or her employment shall receive sick leave payments equal to the difference between his or her base salary and the weekly temporary disability benefits, up to the amount of his or her accumulated sick leave time. Such payments shall be made on the basis of a prorated charge to sick leave based on the difference between the employee's base salary and the weekly compensation benefits. Such prorated charges to sick leave will be made to the nearest one-quarter (1/4) hour.

B. **Use of Leave Accruals.** When sick leave is exhausted, the employee shall be placed on vacation status until any accumulated vacation time is exhausted. Such charges against accrued vacation time shall be on the same formula set forth in paragraph (A), above. Upon the exhaustion of vacation leave, an employee may utilize CTO accruals.

C. **Accrual of Benefits.** An employee who is entitled to temporary disability indemnity under Division 4 or Division 4.5 of the Labor Code, shall retain his other employee status and continue to accrue benefits while receiving temporary disability indemnity in accordance with paragraphs A or B, above.

D. **Leave of Absence Without Pay**. Should the employee be unable, or unwilling, to return to work after exhausting both accumulated sick leave and vacation, the County shall grant the employee a leave of absence without pay until such time the employee is released to return to work or the employee is declared permanent and stationary or a compromise and release is signed, whichever occurs first. While on leave of absence without pay, seniority and benefits shall not accrue.

E. **Sick Leave or Vacation Time Used Pending Determination of Industrial Disability**. If an employee has used sick leave or vacation pending a determination as to whether an illness or injury is industrial, and it is later determined that the employee is entitled to industrial disability leave, the use of sick leave and vacation will be calculated in accordance with paragraphs A and B, above. Once

calculated the excess amounts of sick leave and vacation time will be restored to the employee's account. The employee must pay the County the dollar amount equal to the restored sick leave or vacation time out of the moneys received from the industrial disability claim, or sign over to the County the equivalent insurance payments received for that time period while on full pay from the County. The amount of disability payments received coupled with the employee's prorated use of sick leave or vacation time must not exceed one hundred percent of the employee's normal weekly compensation.

**ARTICLE 4.04 - BEREAVEMENT LEAVE:**

Bereavement leave with pay because of death in the employee's immediate family shall be granted not to exceed forty (40) hours for each instance. However, a department head may authorize more than forty (40) hours leave based on extenuating circumstances, but all such leave in excess of forty hours shall be charged to the employee's regular accumulated sick leave. Immediate family shall mean spouse, child, parent, grandparent, sibling, and those family relationships recognized by law such as in-law, half, step, adopted, and foster family members.

**ARTICLE 4.05 - TEMPORARY CLOSING LEAVE:**

A. If an emergency situation for which the Board of Supervisors or designee deems it necessary to temporarily close an affected County facility in order to protect the health and safety of County employees, the Board of Supervisor's shall authorize pay for time not worked by employees in this unit subject to the limitations of this Article.

B. Employees shall be credited with pay for scheduled hours not worked under this Article, provided all of the following conditions are met:

   1) The affected facility is the employee's normal work site.
   2) The employee was scheduled to work and was placed on leave pursuant to this Article by the department head as a direct result of the facility closure.

C. Total hours compensated, including those hours compensated under this Article, shall not exceed the employee's scheduled hours for that day.

D. This Article shall not apply to employees who were, or were scheduled to be, in a Leave (both paid and non-paid) status on the date of the closure.

E. If the closure extends beyond one business day this Article shall apply only to the first day of the closure.

**ARTICLE 4.06 - VACATION:**

**Accrual Schedule.** Regular employees shall accrue vacation credit according to the following schedule:

| | | |
|---|---|---|
| 0-2 full years | — | .0424 hours per scheduled hour in a paid status, not to exceed regularly scheduled hours (Up to 88 hours per year) |
| 3-12 full years | — | .0616 hours per scheduled hour in a paid status, not to exceed regularly scheduled hours (Up to 128 hours per year) |
| 13-20 full years | — | .0808 hours per scheduled hour in a paid status, not to exceed regularly scheduled hours (Up to 168 hours per year) |
| After 20 full years | — | .1000 hours per scheduled hour in a paid status, not to exceed regularly scheduled hours (Up to 208 hours per year) |

Accrual begins on the date of appointment to a permanent position. If an anniversary date with increased accruals due to length of service is not the first day of the pay period, then the increased accruals will begin on the first day of the pay period following the period in which the employee qualifies.

**Maximum Accruals.** Regular employees shall be permitted to accumulate the unused portion of vacation time to their credit, provided, that an employee shall not be permitted to accumulate credit for vacation in excess of two times their annual accrual, except as provided otherwise in compensation for excess accruals.

**Compensation for Excess Accruals.** Employees who are unable to take their scheduled vacation due to unusual and extenuating departmental needs shall, upon request, and determination by the department head, be compensated for all vacation hours accrued each month in excess of two times their annual accrual.

**Minimum Usage.** A department head may require an employee to use up to one half of the vacation hours the employee accrued in that year.

**Compensation Upon Termination.** Upon termination of their service or employment, an employee shall be entitled to a lump sum payment for any unused or accumulated vacation time to their credit as of the date of termination.

**Scheduling.** Vacations shall be scheduled by request of the employee and approval of the department head. Consideration shall be given to effectuating the wishes of those employees requesting specific vacation periods. As between those employees requesting specific vacation periods, employees with the most general seniority (as defined in Article 6.01) shall receive preference with respect to vacation scheduling; provided however, that the request is made on or before the earlier of January 31 of that calendar year or 90 days prior to the scheduled vacation. No scheduled vacation shall be canceled by the County except in cases of emergency.

**Date Earned.** Vacation is vested as accrued.

**ARTICLE 4.07 - CATASTROPHIC ILLNESS/INJURY LEAVE SHARING PROGRAM:**
The County will provide for a voluntary Leave Program as follows:

A. GENERAL. This program is established as an employer sponsored voluntary leave sharing arrangement by which one regular County employee may donate accrued time to another regular County employee who is experiencing a catastrophic illness or injury; subject to the conditions set forth by this program. This program is not available to extra-help employees or to employees with less than 6 months County service.

B. DEFINITION OF TERMS.

1. "***Catastrophic Illness/Injury***" is a non-industrial illness/injury of more than fourteen calendar days duration to an employee which presents an undue financial burden on the employee, or is an illness/injury of more than fourteen calendar days duration to an immediate family member of the employee which requires the employee to be present to care for the family member.

2. "***Immediate Family Member***" is the spouse, child(ren), and the father, mother, sister, brother of the employee or of the employee's spouse. This list includes all family relationships recognized by law such as "in law", "step", "half" , "adopted", and "foster family"

3. "***Accrued Time Off***" is vacation, sick leave, and compensatory time.

4. "**Base Hourly Rate of Pay**" is all earnings payable to the employee sans Shift Differential.

C. RESPONSIBILITY. The Personnel Director and the Director of Finance are responsible for the administration of this program to include ensuring that all program requirements are met.

D. VOLUNTARY. Participation in this program by both donors and recipients is voluntary. No one shall be coerced, intimidated or threatened with reprisal for either participating or not participating in this program. Employees who believe that they are being forced to participate in this program shall immediately report their concerns to their Department Head, the Director of Finance, or the Personnel Director. An investigation shall be conducted and the findings shall be communicated to the Board of Supervisors who will direct what action shall be taken based on the findings.

E. CRITERIA FOR ESTABLISHING A LEAVE SHARING PROGRAM FOR AN INDIVIDUAL.
A leave sharing program may be established for an individual employee if the following conditions are met:

1. The employee or the employee's immediate family member must be experiencing a catastrophic illness/injury.
2. The employee must have exhausted or will soon exhaust all of his/her accrued time off.
3. The employee has requested in writing to his/her Department Head that the leave sharing account be established in his/her behalf.
4. The Department Head must have approved the request for the establishment of the leave sharing account.

F. PROCEDURE FOR ESTABLISHING THE LEAVE SHARING PROGRAM.

1. In order to establish a leave sharing program the employee requests in writing to his/her Department Head that a Leave sharing program be established in his/her behalf.

   a. To support this request the employee must submit a completed GCPER 30 (Physician's Statement Supporting Leave) verifying the illness/injury. (NOTE: If the request is based on illness/injury of an immediate family member the immediate family member must authorize their treating physician to complete the required Health Care Provider form and the employee must include a completed copy of the Health Care Provider form pertaining to the immediate family member's illness/injury).
   b. The employee must execute a statement authorizing the County to publish announcements soliciting donations of leave time on his/her behalf. If the request is based on the illness/injury of an immediate family member, both the employee and the immediate family member must sign the authorization.

2. Upon approval, the Department Head will forward the request with all supporting documents to the Personnel Director.

3. The Personnel Director in conjunction with the employee will develop language for the solicitation of donations.

4. Upon agreement as to the language of the solicitation, the Personnel Director will distribute to all Departments a copy of the solicitation of donations for distribution to all department employees.

G. CRITERIA FOR DONATIONS.

1. Donations must be for 4 or more hours in whole hour increments.
2. Donations must be of vacation and/or compensatory time.
3. Donors must maintain a minimum of 80 hours of accrued time-off, in their leave account(s) after the donation is made. The total 80 hours may be a combination of vacation, sick leave and compensatory time.
4. Donations can only be made to an employee for whom a leave sharing program has been established.
5. Donations must be made to a specific employee.
6. Donations will be deducted from the donor's accruals (vacation and/or compensatory time) based on the donor's effective base hourly rate of pay.
7. Donations will be credited to the recipient's vacation accruals based on the recipient's effective base hourly rate of pay.

9. Donations once made are irrevocable and remain credited to the recipients vacation accruals. Donations are only processed on an as-needed basis to complete the current payroll.
10. TAXATION.

    a. Donations made under this program are considered by the Internal Revenue Service to be non-taxable and are not imputed to the donor's gross income.
    b. Recipients will be taxed on the donations received as they are used in the same manner as any other paid time-off.

H. PROCEDURE FOR PROCESSING DONATIONS.

1. Donations will be made only to individuals for whom a leave sharing program has been established on the form designated by the Personnel Department.
2. Donors will complete the donation form and send the form to the Personnel Director in a sealed envelope.
3. The Personnel Director or designee will open the sealed envelopes and immediately date and time stamp the donation form. This will ensure that donations can be processed in the order they were received. If two or more forms are received at the same time, then they will be processed in alphabetical order.
4. The Personnel Director or his designee will review all donations to ensure that they meet the criteria set forth in this policy.
5. The Personnel Director or designee will hand deliver the donation forms to the Director of Finance for processing.
6. The Director of Finance or designee will process donations concurrent with the processing of payroll. Donation forms will be processed in the order that they were received, as evidenced by the date and time stamp. Only the monetary value needed to complete the current payroll will be deducted from the donors' vacation and/or compensatory leave accruals and credited to the recipient's vacation accruals.
7. Donation information is to be treated as confidential information by all parties who process the donations. Failure to maintain this confidentiality could result in disciplinary action.
8. Total donations received by an individual cannot exceed the lesser of, the amount needed to cover the absence or 2080 hours.
9. In the event of the death of the employee's immediate family member for which the specific leave sharing program was established, an additional 40 hours of donations may be utilized, in accordance with the Bereavement Leave section of the MOU, for the applicable extended bereavement leave.
10. Upon return from an approved Leave of Absence, up to 16 hours of donated leave may be credited to the recipient's sick leave account.

I. COORDINATION WITH SHORT TERM DISABILITY (STD) INSURANCE. If an individual who receives donations under this program is also eligible to receive payments under the County sponsored STD Insurance, all vacation credits received under this program must be exhausted before payment under STD is made.

**ARTICLE 4.08 - HOLIDAYS:**

A. The following holidays are recognized by Glenn County:

| HOLIDAY | OBSERVED |
|---|---|
| 1) New Year's Day | January 1 |
| 2) Martin Luther King Jr. Day | Third Monday in January |
| 3) President's Day | Third Monday in February |
| 4) Memorial Day | Last Monday in May |
| 5) Independence Day | July 4 |
| 6) Labor Day | First Monday in September |
| 7) Veterans' Day | November 11 |

| | |
|---|---|
| 8) Thanksgiving Day | That Designated Thursday in November |
| 9) Thanksgiving Friday | The Day After Thanksgiving |
| 10) Christmas Eve | December 24 |
| 11) Christmas | December 25 |
| 12) New Year's Eve | December 31 |

B. These enumerated holidays are vested so that no matter which day of the week they may occur, employees will be paid for them, or receive compensable time off. Employees in Regular Part-Time positions shall accrue and be eligible for holiday benefits as such part-time classification bears to Regular Full-Time service. Employees in Regular Full-Time status shall receive one day of compensation (depending upon established shift) for each observed holiday.

C. Employees required to work on a designated holiday will be paid or receive compensable time off in accordance with ARTICLE 3.03. Employees required to work on a designated holiday shall be allowed to take compensatory time off for accrued holiday time. Such use normally shall be at a date determined by the employee with due consideration given to the efficient operation of the department, however, the department head shall have final authority on such use. Use shall not be unreasonably denied by the department head. When employees are expected to use compensatory time off but when unable to use their accumulated time due to unusual and extenuating departmental needs, they shall upon request and determination by the department head, be paid for all days accrued and unused in accordance with the provisions of ARTICLE 3.03.

D. In addition to the above enumerated holidays, employees will also receive one (1) floating holiday per year. . The floating holiday shall not carryover from year to year. Employees will be allocated one (1) day of floating holiday accrual at the first pay period of the fiscal year or upon hire. Floating holidays shall be scheduled in the same manner as vacation leave.

E. An employee must be employed the last working day before and the first working day after the holiday in order to receive holiday compensation. Employees on leave without pay shall not accrue holiday benefits.

F. In lieu of these twelve holidays employees classified as Emergency Dispatcher and County Services Officer shall have their base hourly rate increased. This increase shall be 5% above the approved, published rate for the employee's step and range.

**ARTICLE 4.09 - JURY DUTY:**

Regular employees summoned for attendance to any Court for jury duty or called as a witness arising out of and in the course of their County employment, during a regularly scheduled shift, shall be deemed to be on duty and shall be entitled to their regular pay, provided they deposit their fees for such service, exclusive of mileage, with the Director of Finance.

An employee summoned for Jury Duty, who is scheduled to work an alternative work schedule, shall have his/her schedule adjusted to "day shift" for the period of assigned Jury Duty.

**ARTICLE 4.10 - WITNESS LEAVE:**

Regular employees who appear in Court as a witness in a private matter shall not be entitled to receive their regular pay during such absence, but may use accrued vacation for this purpose.

**ARTICLE 5.01 - RETIREMENT:**

A. Regular employees of the County shall be members of the Public Employees' Retirement System as provided by law and the terms of the contracts in effect between the County and the Public Employees' Retirement System. Unless required to do so by law, County shall not revise any benefit provided by the Retirement System to employees or to any other person when such revision will change present or future retirement system contributions by employees subject to this Agreement; however, such benefit

change may be made when agreed to by certified representatives on behalf of employees represented by the Union.

B. The County shall pay 100% of the employer's contribution to PERS for all employees in the classifications listed on Attachment "A".

   Members of the General Unit will pay 100% of the employee's 8% contribution to PERS.

C. The County's contract with CalPERS shall include Section 20965 Credit for Unused Sick Leave. This will provide a credit of .004 year of service credit for each day (8 hours) of unused sick leave.

D. The County shall provide 2.5% @ 55 benefit for employees covered by this agreement.

**ARTICLE 5.02 - UNION SUPPLEMENTAL RETIREMENT:**
The County agrees to allow members of this bargaining unit to participate in the LIUNA Pension Fund. The County agrees to contribute $57.60 per month to the employees account with this fund. The membership may elect by majority vote to redirect a portion of an agreed upon salary increase to fund an increase in contribution to this fund.

Retroactive to July 1 2012, as determined by LIUNA Pension Fund ("Fund"), and continuing through the repayment period (currently set at ten (10) years) of the Funding Rehabilitation Plan ("Plan") adopted July 26, 2010 by the Fund, the County of Glenn agrees to contribute to said Plan in accordance with the Preferred Schedule for contribution and accrual rates (Attachment C – the General Unit line commences at 60 cents as the contribution rate prior to adoption of Schedule) subject to the agreed-upon condition by the Glenn County General Unit that effective the first full pay period after May 1, 2013 (May 12, 2013) and continuing through the repayment period, the members of the Glenn County General Unit will pay to the County, through payroll deductions, the difference between the Preferred Schedule contribution and accrual rates and the Default Schedule contribution and accrual rates. The Payroll deductions referred to in this Article shall be implemented in the form of pre-tax deductions so that the salary ranges of the affected employee positions are not lowered.

It is further agreed that in no event will the County pay more than the current Default Schedule for contribution and accrual rates on and after May 12, 2013 even if the Fund or some other entity determines at a subsequent date to change the rate formula; that is, the members of the Glenn County General Unit will pay to the County any and all difference through payroll deductions between the current Default Schedule and any Preferred Schedule even if both are revised in future years for the duration of the repayment period.

**ARTICLE 5.03 - DEFERRED COMPENSATION:**
The County agrees to offer a choice of at least two Deferred Compensation Programs to employees represented by the Union.

**ARTICLE 5.04 - VOLUNTARY PAYROLL DEDUCTION:**
The County agrees to maintain an IRC Section 125 Voluntary Payroll, before tax deduction, account. Items to be included in this account may be additional life insurance, disability income protection, employee health and hospitalization insurance, long term nursing and custodial care, catastrophic insurance coverage, and other types of deductions that qualify under the Internal Revenue Service Code System.

**ARTICLE 6.01 - SENIORITY:**
The County shall recognize Classification Seniority as set forth herein.

A. ***"Classification Seniority"*** means the amount of regular service performed by the employee in the classification and higher classifications in question since the most recent date of hire, less all absences from employment for which no compensation is received.

B. ***"Continuous Service"*** means the amount of continuous employment by the employee, less all absences from employment in excess of thirty (30) calendar days for which no compensation is received.

C. Extra help and temporary employees shall not accrue seniority.

D. ***"Probationary Employee"*** is defined in Section 10.08.14 of the County Personnel Policy. A probationary employee shall have seniority rights, and shall accrue seniority from the date of hire.

**ARTICLE 6.02 - LAYOFFS:**

A. A layoff may become necessary because of any temporary or permanent shortage of work, lack of funds, material change in organization or for any other valid reason. A formal reallocation of a position which results in the elimination of or reduction of the full-time equivalence of that position shall be deemed to be a layoff for purposes of this section.

B. Layoff Procedures. Layoffs shall be made on the basis of classification seniority within a Department.

C. Notice of Layoff. The County shall give the employee and the Union a written layoff notice at least fourteen (14) calendar days prior to layoff.

D. Reduction in Hours, Bumping and Demotion in Lieu of Layoff. Regular employees who are to be laid off shall have the right to bump an employee of lesser seniority in a class in which they previously held regular status within the department. If there are two or more employees to be laid off and they opt to exercise this right and request to bump to the same position, then the employee with the greatest classification seniority shall have the right to fill such position. If the classification seniority of these employees is equal, then the employee with the greatest continuous seniority shall have the right to fill such vacancy.

   In the case of the reallocation of a position from full time to part time, employees shall have the option of being laid off or to accept a reduction in hours in lieu of layoff.

E. Promotion to Former Classification. Employees demoted in lieu of layoff shall receive first consideration for promotion when a vacancy occurs within their department at their former classification.

F. Re-Employment. Qualified employees who have been laid off shall be offered employment, in order of seniority, to any vacancy in their former classification(s) and/or classification series (e.g.: Public Works Mechanic I, II, III, IV), even if already re-hired in another class, for a period up to two years from the date of layoff. The County, by certified mail, addressed to the employees last known address, shall notify laid off employees of such vacancies. Employees returned from layoff shall not be on probation period unless the employee was previously required to serve in a probationary status at the time of layoff. These reemployment rights shall only apply to positions within the laid off employee's department and/or a department where the employee previously held a position. Laid off employees shall have fourteen (14) calendar days, from the date of mailing, to respond to a notice of vacancy.

G. Classification Abolished. If the previous classification of an employee has been abolished, all such time spent in that classification shall count towards the classification seniority of the present classification.

**ARTICLE 6.03 - LOSS OF SENIORITY:**

An employee loses all seniority when:

A. The employee quits.

B. The employee is discharged.

C. The employee, when on layoff, fails to return to work within three calendar days after having been notified by the County by certified mail, return receipt requested, sent to the employee's last known address, to return to work; provided, that if the employee is employed elsewhere and is required to give notice of resignation, the employee must so notify the County within three calendar days after the County's notice, and must return to work within fourteen (14) calendar days after receipt of the County's notice.

D. The employee is laid off for twenty-four (24) consecutive months.

E. The employee is absent from work and fails to contact the County within two working days regarding the reason for such absence, unless it is impossible to do so.

F. The employee does not report to work immediately upon expiration of a leave of absence.

**ARTICLE 7.01 - DISCIPLINARY ACTION:**

Disciplinary action may be taken by the appointing authority for cause against any employee who has permanent status. This article shall not apply to employees dismissed while on probation. As used in this section, "disciplinary action" means dismissal (except dismissal for medical reasons), demotion, reduction in pay, or suspension without pay. As used in this section, "appointing authority" means the Board of Supervisors or the appropriate elected official or department head exercising supervisory authority over the employee against whom disciplinary action is taken.

Each of the following constitutes cause for discipline of an employee:

A. Falsifying personnel records or County records or providing false information concerning employment qualifications.

B. Incompetence.

C. Inefficiency.

D. Inexcusable neglect of duty.

E. Willfully disobeying a reasonable order or refusal to perform the job as required.

F. In possession of/or under the influence of alcoholic beverages while at work or on County property.

G. In possession, in use, under the influence of, or trafficking in habit forming drugs and/or narcotics while at work or on County property.

H. Unauthorized absence without leave.

I. Conviction of a felony or conviction of a misdemeanor related to the performance or duties of the job. A plea or verdict of guilty or a conviction following a plea of nolo contendere to a charge of a felony or any offense involving moral turpitude is deemed to be conviction within the meaning of this section.

J. Discourteous treatment of the public or other employees.

K. Improper political activity as defined in the Government Code.

L. Misuse of County property or damage to public or private property resulting from misuse or negligence.

M. Violation of Conflict of Interest Code.

N. Abuse or misuse of sick leave, vacation or other employee benefits.

O. Gambling on County premises.

P. Failure to properly report absenteeism.

Q. Excessive tardiness.

R. Refusal to take and subscribe any oath or affirmation which is required by law in connection with employment.

S. Other conduct either during or outside of duty hours which is of such a nature that it causes discredit to the department or to the County.

T. Violation of any State law or County ordinance requiring confidentiality of records or information.

U. Inability to perform the duties of the position as a result of the removal of "deputy" status by an appropriate elected official.

V. Inability to perform the duties of the position due to loss or inability to obtain required licenses.

The appointing authority may initiate disciplinary action against an employee for just cause by serving upon the employee a written notice of intent to impose disciplinary action. The notice of intent shall be served upon the employee either personally or by mail and shall include (a) a statement of the nature of the disciplinary action, (b) a statement of the causes therefore, (c) a statement in ordinary and concise language of the acts or omissions upon which the causes are based, (d) copies of all documents and materials upon which the action is based, (e) a statement advising the employee of the right to respond to the notice of intent before disciplinary action is taken within seven (7) working days of the date of service, orally, or in writing, or both, (f) a statement advising employees that if disciplinary action is imposed, they may appeal such action to a qualified arbitrator by filing a written request to the Personnel Director for arbitration within thirty (30) calendar days of service of the notice that the discipline will be imposed. Notwithstanding the above, a Department Head or their designee may immediately remove an employee from their work place or County property when it is deemed necessary for the safety and protection of citizens and other County employees.

## APPEAL

The County Personnel Director and the Union representative will select an arbitrator by mutual agreement, if possible. In the event there is no agreement on the selection of an arbitrator, the parties will make a joint request for a panel of five (5) qualified arbitrators from the American Arbitration Union or the State Mediation & Conciliation Service. After receipt of the panel of arbitrators, each party will strike one arbitrator at a time, and the remaining person on the list shall be accepted as the arbitrator. The arbitrator shall have no power to alter, amend, change, add to, or subtract from any of the terms and conditions of this agreement, nor any rules, policies or procedures. The decision of the arbitrator shall be based solely upon the evidence and arguments presented by the respective parties in the presence of each other.

If a request for arbitration is filed, in all cases, an attempt shall be made to mutually agree upon a joint written submission of the issue to be submitted to the arbitrator. If no such joint submission is reached, each party shall submit to the arbitrator its own statement of the issues. The basic issues to be submitted to the arbitrator are as follows: Was (employee's name) dismissed for reasonable cause? If not, to what remedy is (employee's name) entitled under the provisions of this Agreement. The arbitration hearing shall be private unless the appealing employee requests a public hearing. Each party shall have the right to call and examine witnesses, introduce exhibits, cross-examine opposing witnesses, subpoena evidence and witnesses, and to rebut evidence against them. Oral evidence shall be taken only under oath or affirmation. The hearing need not be conducted according to technical rules relating to evidence or witnesses. Any relevant evidence may be admitted if it is the sort of evidence responsible persons are

accustomed to rely on in the conduct of serious affairs. Following the hearing, the arbitrator shall consider the evidence presented, shall make finding regarding the existence of cause, and shall render within 30 days after the conclusion of the hearing a written decision whether the action was or was not with reasonable cause. Should the arbitrator find the discharge, the demotion or suspension was without reasonable cause, the arbitrator shall make a written decision as to the appropriate action to be taken. Copies of the decision and recommendation shall be sent to the employee and the department head and one copy shall be sent to the Personnel Department to be filed in the employee's permanent personnel record. If it is the arbitrator's decision that the department's order should be modified, the employee shall be restored to a position in their former class, subject to forfeiture of pay and fringe benefits for all or a portion of the period of time they were removed from duty by the department head, as determined by the arbitrator. Should the arbitrator find that the department's order for dismissal should be rescinded, the employee shall be reinstated to a position in their former class and shall receive pay and fringe benefits for all of the period of time they were removed from duty by the department. The decision of the arbitrator may be appealed by either party to the County Board of Supervisors who shall retain the authority to make the final and binding decision. Any such appeal must be presented within thirty (30) calendar days. At all steps of this appeal process, the employee may represent themselves or they may be represented by a representative of their choosing. The expense of the arbitrator, including reporter's expense if one is used, shall be borne equally by the County and the Union.

**ARTICLE 7.02 - GRIEVANCE AND APPEALS PROCEDURES:**

A. PURPOSE. The purpose of the procedure established by way of this agreement is to provide a systematic means to:

1. Keep channels of communications open between all persons employed by the County of Glenn;
2. Resolve problems and differences between employees and management through discussions; and
3. Settle unresolved employee disputes and complaints in a reasonable manner of fair hearings.

B. SCOPE. The procedure established herein is limited in application to complaints of unfair or improper treatment in County employment and to matters specifically involving the interpretation or application of this agreement, County rules, policies or ordinances.

Specifically excluded from this procedure are matters which in their solution, require the amendment or change of Board of Supervisors' policies as set forth in the Glenn County Ordinance Code and resolutions. Also excluded from this procedure are the following:

1. Matters within the Employee Relations Policy adopted by resolution of the Board of Supervisors.
2. County Rights as specified in Article 1.05 of this agreement.
3. Appeals from disciplinary action as defined in accordance with Article 7.01 of this agreement.

C. RIGHT OF PARTICIPATION. Any employee or group of employees shall have the right to present grievances under these procedures without fear of reprisal.

D. REPRESENTATION. Any employee or employees shall be given reasonable time off without loss of pay to participate in the steps of this procedure.

E. GRIEVANCE PROCESS.

1. The following is a series of steps, each a succeeding higher level of review. Every effort is to be made by all who participate in the process to find acceptable solutions to the problems involved at the lowest and earliest possible step in the process.
2. Procedures to be observed:

   (a) The word "employee" as used in the various steps shall mean the employee and his/her representative. The grievant shall be present at all steps in the process.
   (b) Any written forms required of the employee at any step shall be provided by the Personnel Director. The contents of the form shall be mutually agreed upon by the County and the employee Union.
   (c) The word "day" as used in the Steps of the Grievance procedure shall mean "working days".

(d) Should a grievant fail at any time to proceed to the next step, within the established time limits, the grievance shall be terminated.
(e) Time limits in this procedure may be waived or extended by mutual written consent of both parties.

**STEP I - INFORMAL MEETING WITH SUPERVISOR**

1. An employee who believes he/she has cause for grievance shall give notice to the immediate supervisor, within ten (10) days following the incident, or after the employee would be reasonably expected to have knowledge of the incident, in an attempt to settle the matter. If a meeting is necessary, it shall be scheduled by the supervisor within three (3) days. If a meeting is scheduled, the supervisor has up to seven (7) days to respond after the date of the meeting. Otherwise, the response is due within the seven (7) day period after the supervisor is made aware of the grievance.

2. If, after discussions with the immediate supervisor, the employee believes that the grievance has not been satisfactorily adjusted, the grievance shall be reduced to writing and the employee may then proceed to Step II.

**STEP II - DEPARTMENT HEAD**

1. If the grievance is not settled to the employee's satisfaction at Step I, the employee may file a written appeal with the Department Head to whom the aggrieved employee's immediate supervisor reports no later than 10 days after the immediate supervisor has responded to the grievance at Step I. Within seven (7) days of receipt of the appeal, a hearing shall be held. If requested by either party, the aggrieved employee, Union Representative, and the employee's immediate supervisor may attend the second step hearing.
2. The grievance form shall be filled out, signed by the aggrieved employee and his/her representative with the date and time of presentation affixed thereto. The Department Head shall sign the form as received with the time affixed thereto.
3. The grievance form shall include the following:

   (a) A statement of the grievance clearly indicating the question raised by the grievance and the section(s) of the agreement that is violated; and
   (b) The remedy or correction requested.

4. The Department Head shall give a written answer to the grievance within seven (7) days from the date of the hearing. This written answer shall include a complete statement of the Department Head's position and the facts upon which it is based.

   The Department Head's answer shall include the following:

   (a) A complete statement of the Department Head's position and the facts upon which it is based, if available; and
   (b) The remedy or correction which has been offered, if any.

5. If the grievance is not settled satisfactorily at Step II, the employee may appeal the grievance to the County Personnel Director in writing within ten (10) days from receipt of the Step II decision.

**STEP III - PERSONNEL DIRECTOR**

1. Within ten (10) days of receipt of an appeal from Step II, the County Personnel Director shall cause a hearing to be held. The date, time and place of the hearing shall be by mutual agreement of the County Personnel Director and the employee and Union representative, if any. The County or the Union may request other representatives to participate in the hearing, and the Union may request that other employees be called as witnesses without loss of pay.
2. It is the intent of the parties to arrive at an equitable settlement of all third step grievances. Therefore, all evidence presented at the third step hearing shall reflect the total effort of the parties.
3. A written disposition of the grievance shall be given by the County Personnel Director to the employee and representatives within ten (10) days following the hearing.

4. If the third step answer is not satisfactory to the employee, it may be appealed to arbitration.

**STEP IV - ARBITRATION**

1. The request for the appeal to arbitration must be given in writing to the County by the employee or employee representative within fifteen (15) days from the date of receipt of the third step decision. The County Personnel Director and the Union representative will select an arbitrator by mutual agreement, if possible.

2. In the event there is no agreement on the selection of an arbitrator, the parties will make a joint request for a panel of five (5) qualified arbitrators from the American Arbitration Union or the State Mediation & Conciliation Service. After receipt of the panel of arbitrators, each party will strike one arbitrator at a time, and the remaining person on the list shall be accepted as the arbitrator.

3. The arbitrator shall have no power to alter, amend, change, add to, or subtract from any of the terms and conditions of this agreement, nor any rules, policies or procedures. The decision of the arbitrator shall be based solely upon the evidence and arguments presented by the respective parties in the presence of each other.

   The arbitrator shall render a decision within 30 days after the conclusion of the hearing. The decision of the arbitrator shall be final and binding on both parties except that an award of the Arbitrator involving reinstatement or back pay or other monetary considerations in excess of the equivalent of two months gross salary may be appealed to the Board of Supervisors.

4. All fees and expenses of the arbitration shall be shared equally by the parties. Each party shall bear the expense of the presentation of its own case.

5. A court reporter shall not be required for the Arbitration proceedings, but may be requested by the County, the Union, or the Arbitrator.

   (a) If the services of a court reporter are requested by the Arbitrator, the costs shall be borne equally by the County and the Union.
   (b) If the services of the court reporter are requested by the County, the costs shall be borne by the County.
   (c) If the services of the court reporter are requested by the Union, the costs shall be borne by the Union.

**GENERAL**

1. If a dispute arises as to whether or not the grievance meets the definition of a grievance as defined in Section B of this procedure, that issue shall be submitted to an arbitrator who will decide the issue of arbitrability prior to the matter being arbitrated.
2. The Union shall have standing to grieve beginning at Step III of the formal grievance procedure as follows:

   (a) On all matters relating to Union rights or prerogatives or on matters relating to the Unions business relationship with the County; or
   (b) When the Union determines that there is a substantial noncompliance with a grievable term or condition of employment, where no specific employee is directly affected by an interpretation or application of the County affecting otherwise grievable terms and conditions of employment.

**ARTICLE 7.03 - DISMISSAL FOR MEDICAL REASONS:**
An employee dismissed for medical reasons shall be afforded due process rights equivalent to those granted in Article 7.01.

**ARTICLE 8.01 - SHIFT DIFFERENTIAL:**

Employees assigned to work a shift for which the majority of the hours fall between 3:00 p.m. and 7:00 a.m. shall receive one dollar ($1.00) per hour in addition to their regular hourly rate; increasing to one dollar fifty (1.50) per hour effective July 12, 2009.

Should an employee begin work in one shift and end work in another shift the employee shall receive the shift differential for which the majority of the hours worked occurs.

**ARTICLE 8.02 - SPECIAL PAY ADJUSTMENT:**
Upon consultation with the Union, the County reserves the right to increase salaries and/or benefits over and above the existing terms and conditions of this agreement for any job classification for the purpose of recruitment and retention of personnel.

**ARTICLE 8.03 - BI-LINGUAL-PAY:**

The County shall provide Bi-lingual pay at .75 cents per hour provided the employee have both demonstrated proficiency in the language to the satisfaction of the Department Head and whose department head requires them to use a foreign language in the course of their employment. Payment of bilingual pay is at the sole discretion of the Department Head. Assignment or non-assignment of bilingual duties is excluded from Article 7.02 Grievance.

**ARTICLE 9.01 - CONCERTED ACTIVITIES:**

A. It is understood and agreed that there will be no strike, work stoppage, slow-down, picketing or refusal or failure to faithfully perform job functions and responsibilities, or other interference with the operations of the County by the Union or by its officers, agents, or members during the term of this agreement.

B. The Union recognizes the duty and obligation of its representatives to comply with the provisions of this agreement and to make every effort toward inducing all employees to do so. In the event of a strike, work stoppage, slow-down or other interference with the operations of the County by employees who are represented by the Union, the Union agrees in good faith to take all necessary steps to cause those employees to cease such action.

C. The County agrees that during the term of this agreement, it will not "lock-out" Union represented employees.

**ARTICLE 10.01 - SEVERABILITY:**
If any article or section of this agreement shall be held to be invalid by operation of law, or by any tribunal of competent jurisdiction, or if compliance with or any enforcement of articles or sections should be restrained by such tribunal, the remainder of this agreement shall not be affected thereby, and the parties shall, if possible, enter into the meet and confer process for the sole purpose of arriving at a mutually satisfactory replacement for such article or section.

**ARTICLE 11.01 - LEGISLATIVE COST INCREASES**
Should the California Legislature enact legislation benefiting employees or immediate families of employees covered by this Agreement, where the effect is to increase costs to the County beyond those which exist at the time this Agreement is executed, the parties agree to re-open this agreement for the limited purpose of determining how such increase costs are to be paid. "Legislation benefiting employees or immediate families of employees" includes but is not limited to pensions or other retirement benefits, workers compensation or other disability programs, sick leave, holidays, other paid leaves, uniform or clothing allowances, training, certification or educational incentive compensation.

**ARTICLE 11.03 - LIGHT DUTY:**
Should an individual who is off work-work on either an industrial or non-industrial illness or injury be authorized to return to work "with restrictions" by their treating physician every attempt will be made, via the

American's with Disabilities Act Interactive Process, by the individual's department to accommodate these restrictions in the existing job or with a "Light Duty" position.

**ARTICLE 12.01 - COUNTY PERSONNEL POLICIES:**
If any portion of this agreement is in conflict with the County's Personnel Policy (excluding the Employer-Employee Relations Policy), then this agreement takes precedent.

**ARTICLE 12.02 - DURATION OF AGREEMENT:**
The articles in this agreement shall be effective and shall remain in full force and effect until midnight, June 30, 2015.

**- END -**

COUNTY OF GLENN

DATE:

GLENN COUNTY GENERAL UNIT

DATE:

**UNION RATIFICATION**

Ratified by the members of the General Unit (UPEC LOCAL 792) on this the

1-28-16
DATE

Steve Allen, Business Agent, UPEC Local 792

1/28/16
DATE

Chris Darker, Business Manager, Executive Board Member, UPEC Local 792

**COUNTY APPROVAL**

Approved by the Glenn County Board of Supervisors this

Minute Reference No. _____.

1-28-16
DATE

Chairman, Glenn County Board of Supervisors

ATTEST:

Clerk of the Board of Supervisors

By:_____

# MEMORANDUM OF UNDERSTANDING BETWEEN THE COUNTY OF GLENN AND THE GLENN COUNTY GENERAL UNIT

## July 1, 2015 through September 30, 2016

Memorandum of Understanding Between the County of Glenn and Glenn County General Unit – UPEC Local 792

## AMENDMENT TO APPENDIX 'A' LIST OF CLASSIFICATIONS AND RANGES

| CLASSIFICATION | RANGE |
|---|---|
| ACCOUNT CLERK I | 213 |
| ACCOUNT CLERK II | 233 |
| ACCOUNT CLERK III | 254 |
| ACCOUNTANT I | 303 |
| ACCOUNTANT II | 323 |
| ACCOUNTANT III | 343 |
| ACCOUNTING TECHNICIAN | 278 |
| ADMINISTRATIVE SERVICES ANALYST I | 334 |
| AIR POLLUTION SPECIALIST I | 309 |
| AIRPORT SITE WORKER | 295 |
| APPRAISER | 322 |
| ASSISTANT PLANNER | 337 |
| ASSOCIATE PLANNER | 356 |
| BUILDING INSPECTOR | 335 |
| BUILDING/GROUNDS WORKER I | 248 |
| BUILDING/GROUNDS WORKER II | 272 |
| CASHIER/GATE WORKER | 240 |
| CHILD CARE WORKER | 211 |
| CHILD SUPPORT SPECIAL PROG COORDINATOR | 300 |
| CHILD SUPPORT SPECIALIST I | 261 |
| CHILD SUPPORT SPECIALIST II | 281 |
| CLINICAL NURSE | 371 |
| CODE ENFORCEMENT OFFICER I | 346 |
| CODE ENFORCEMENT OFFICER II | 366 |
| COMMUNITY OUTREACH ADVOCATE | 330 |
| COMMUNITY OUTREACH WORKER | 271 |
| COUNTY SERVICES SPECIALIST I | 260 |
| COUNTY SERVICES SPECIALIST II | 280 |
| COUNTY SERVICES SPECIALIST III | 300 |
| CUSTODIAN | 218 |
| ELECTRICIAN | 401 |
| ELIGIBILITY WORKER I | 243 |
| ELIGIBILITY WORKER II | 262 |
| ELIGIBILITY WORKER III | 283 |
| EMERGENCY DISPATCHER I | 261 |

| CLASSIFICATION | RANGE |
|---|---|
| EMERGENCY DISPATCHER II | 281 |
| EMPLOYMENT & TRAINING WKR I | 281 |
| EMPLOYMENT & TRAINING WKR II | 297 |
| EMPLOYMENT & TRAINING WKR III | 317 |
| ENGINEERING TECHNICIAN I | 302 |
| ENGINEERING TECHNICIAN II | 322 |
| ENGINEERING TECHNICIAN III | 354 |
| ENVIRONMENTAL BIOLOGIST AIDE | 221 |
| ENVIRONMENTAL BIOLOGIST AIDE TRAINEE | 202 |
| ENVIROMENTAL BIOLOGIST I | 284 |
| ENVIROMENTAL BIOLOGIST II | 304 |
| ENVIROMENTAL BIOLOGIST III | 324 |
| ENVIROMENTAL BIOLOGIST IV | 358 |
| EVIDENCE TECHNICIAN | 296 |
| HEALTH EDUCATOR | 334 |
| HHSA CASE MANAGER I | 310 |
| HHSA CASE MANAGER II | 330 |
| HHSA CASE MANAGER III | 350 |
| HHSA SENIOR MENTAL HEALTH CO I | 345 |
| HOUSING REHABILITATION WORKER I | 232 |
| HOUSING REHABILITATION WORKER II | 257 |
| HOUSING REHABILITATION WORKER III | 277 |
| INTEGRATED CASE WORKER I | 263 |
| INTEGRATED CASE WORKER II | 283 |
| INTEGRATED CASE WORKER III | 300 |
| LEAD CUSTODIAN | 238 |
| LEGAL SECRETARY I | 278 |
| LEGAL SECRETARY II | 304 |
| LEGAL SECRETARY III | 329 |
| LICENSED VOCATIONAL NURSE I | 232 |
| LICENSED VOCATIONAL NURSE II | 257 |
| OFFICE ASSISTANT I | 202 |
| OFFICE ASSISTANT II | 221 |
| OFFICE ASSISTANT III | 242 |
| OFFICE TECHNICIAN I | 271 |
| OFFICE TECHNICIAN II | 296 |
| PRINCIPAL SECRETARY | 294 |
| PRINCIPAL PROGRAM SPECIALIST | 283 |
| PROGRAM SPECIALIST | 247 |
| PUBLIC AUTHORITY REGISTRY SPECIALIST | 280 |
| PUBLIC HEALTH NURSE | 386 |
| PUBLIC WORKS MAINTENANCE WORKER I | 270 |
| PUBLIC WORKS MAINTENANCE WORKER II | 285 |
| PUBLIC WORKS MAINTENANCE WORKER III | 295 |
| PUBLIC WORKS MAINTENANCE WORKER IV | 305 |
| PUBLIC WORKS MECHANIC I | 274 |
| PUBLIC WORKS MECHANIC II | 295 |
| PUBLIC WORKS MECHANIC III | 305 |
| PUBLIC WORKS MECHANIC IV | 315 |

| CLASSIFICATION | RANGE |
|---|---|
| SCREENER | 259 |
| SECRETARY | 263 |
| SECURED FACILITIES MAINT TECH | 322 |
| SECURED FACILITY COOK | 262 |
| SENIOR APPRAISER | 347 |
| SENIOR BUILDING INSPECTOR | 360 |
| SENIOR MENTAL HEALTH COUN I | 345 |
| SENIOR MENTAL HEALTH COUN II | 390 |
| SENIOR PROGRAM SPECIALIST | 262 |
| SENIOR PUBLIC HEALTH NURSE | 408 |
| SENIOR SECRETARY | 283 |
| SENIOR VAN DRIVER | 243 |
| SERVICES SUPPORT ASSISTANT III | 264 |
| SHERIFF'S COUNTY SERVICES OFFICER | 299 |
| SOCIAL SERVICES AIDE | 283 |
| SOCIAL WORKER I | 295 |
| SOCIAL WORKER II | 310 |
| SOCIAL WORKER III | 330 |
| SOCIAL WORKER IV-A | 345 |
| SOCIAL WORKER IV-B | 360 |
| VAN DRIVER | 223 |
| VETERANS' REPRESENTATIVE | 274 |
| VICTIM WITNESS ADVOCATE | 310 |
| VOCATIONAL ASSISTANT | 211 |

APPENDIX 'B'

County Pay Schedule
November 8, 2015

See Attached

APPENDIX 'D'

LIUNA Contribution and Accrual Rates for Preferred Schedule

## LIUNA National (Industrial) Pension Fund
## Contribution and Accrual Rates for Preferred Schedule

| Contribution Rate prior to adoption of Schedule | Accrual Rate for benefits earned on or after effective date of Preferred Schedule | Contribution Rate for each Year after Effective Date of Preferred Schedule | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|
| | | Year 1 | Year 2 | Year 3 | Year 4 | Year 5 | Year 6 | Year 7 | Year 8 | Year 9 | Year 10 |
| $0.06 | $1.32 | $0.07 | $0.08 | $0.09 | $0.10 | $0.11 | $0.13 | $0.15 | $0.17 | $0.19 | $0.21 |
| 0.07 | 1.54 | 0.08 | 0.09 | 0.10 | 0.11 | 0.13 | 0.15 | 0.17 | 0.19 | 0.21 | 0.24 |
| 0.08 | 1.76 | 0.09 | 0.10 | 0.11 | 0.13 | 0.15 | 0.17 | 0.19 | 0.21 | 0.24 | 0.27 |
| 0.09 | 1.98 | 0.10 | 0.11 | 0.13 | 0.15 | 0.17 | 0.19 | 0.21 | 0.24 | 0.27 | 0.30 |
| 0.10 | 2.20 | 0.11 | 0.13 | 0.15 | 0.17 | 0.19 | 0.21 | 0.24 | 0.27 | 0.30 | 0.33 |
| 0.11 | 2.42 | 0.13 | 0.15 | 0.17 | 0.19 | 0.21 | 0.24 | 0.27 | 0.30 | 0.33 | 0.37 |
| 0.12 | 2.64 | 0.14 | 0.16 | 0.18 | 0.20 | 0.22 | 0.25 | 0.28 | 0.31 | 0.35 | 0.39 |
| 0.13 | 2.86 | 0.15 | 0.17 | 0.19 | 0.21 | 0.24 | 0.27 | 0.30 | 0.33 | 0.37 | 0.41 |
| 0.14 | 3.08 | 0.16 | 0.18 | 0.20 | 0.22 | 0.25 | 0.28 | 0.31 | 0.35 | 0.39 | 0.43 |
| 0.15 | 3.30 | 0.17 | 0.19 | 0.21 | 0.24 | 0.27 | 0.30 | 0.33 | 0.37 | 0.41 | 0.46 |
| 0.16 | 3.52 | 0.18 | 0.20 | 0.22 | 0.25 | 0.28 | 0.31 | 0.35 | 0.39 | 0.43 | 0.48 |
| 0.17 | 3.74 | 0.19 | 0.21 | 0.24 | 0.27 | 0.30 | 0.33 | 0.37 | 0.41 | 0.46 | 0.51 |
| 0.18 | 3.96 | 0.20 | 0.22 | 0.25 | 0.28 | 0.31 | 0.35 | 0.39 | 0.43 | 0.48 | 0.53 |
| 0.19 | 4.18 | 0.21 | 0.24 | 0.27 | 0.30 | 0.33 | 0.37 | 0.41 | 0.46 | 0.51 | 0.57 |
| 0.20 | 4.40 | 0.22 | 0.25 | 0.28 | 0.31 | 0.35 | 0.39 | 0.43 | 0.48 | 0.53 | 0.59 |
| 0.21 | 4.62 | 0.24 | 0.27 | 0.30 | 0.33 | 0.37 | 0.41 | 0.46 | 0.51 | 0.57 | 0.63 |
| 0.22 | 4.84 | 0.25 | 0.28 | 0.31 | 0.35 | 0.39 | 0.43 | 0.48 | 0.53 | 0.59 | 0.65 |
| 0.23 | [illegible] | 0.26 | 0.29 | 0.32 | 0.36 | 0.40 | 0.44 | 0.49 | 0.54 | 0.60 | 0.66 |
| 0.24 | [illegible] | 0.27 | 0.30 | 0.33 | 0.37 | 0.41 | 0.46 | 0.51 | 0.57 | 0.63 | 0.70 |
| → 0.25 | [illegible] | 0.28 | 0.31 | 0.35 | 0.39 | 0.43 | 0.48 | 0.53 | 0.59 | 0.65 | 0.72 |
| 0.26 | [illegible] | 0.29 | 0.32 | 0.36 | 0.40 | 0.44 | 0.49 | 0.54 | 0.60 | 0.66 | 0.73 |
| 0.27 | [illegible] | 0.30 | 0.33 | 0.37 | 0.41 | 0.46 | 0.51 | 0.57 | 0.63 | 0.70 | 0.77 |
| 0.28 | [illegible] | 0.31 | 0.35 | 0.39 | 0.43 | 0.48 | 0.53 | 0.59 | 0.65 | 0.72 | 0.80 |
| 0.29 | [illegible] | 0.32 | 0.36 | 0.40 | 0.44 | 0.49 | 0.54 | 0.60 | 0.66 | 0.73 | 0.81 |
| 0.30 | [illegible] | 0.33 | 0.37 | 0.41 | 0.46 | 0.51 | 0.57 | 0.63 | 0.70 | 0.77 | 0.85 |
| 0.31 | [illegible] | 0.35 | 0.39 | 0.43 | 0.48 | 0.53 | 0.59 | 0.65 | 0.72 | 0.80 | 0.88 |
| 0.32 | 7.04 | 0.36 | 0.40 | 0.44 | 0.49 | 0.54 | 0.60 | 0.66 | 0.73 | 0.81 | 0.90 |
| 0.33 | 7.26 | 0.37 | 0.41 | 0.46 | 0.51 | 0.57 | 0.63 | 0.70 | 0.77 | 0.85 | 0.94 |
| 0.34 | 7.48 | 0.38 | 0.42 | 0.47 | 0.52 | 0.58 | 0.64 | 0.71 | 0.79 | 0.87 | 0.96 |
| 0.35 | 7.70 | 0.39 | 0.43 | 0.48 | 0.53 | 0.59 | 0.65 | 0.72 | 0.80 | 0.88 | 0.97 |
| 0.36 | 7.92 | 0.40 | 0.44 | 0.49 | 0.54 | 0.60 | 0.66 | 0.73 | 0.81 | 0.90 | 0.99 |
| 0.37 | 8.14 | 0.41 | 0.46 | 0.51 | 0.57 | 0.63 | 0.70 | 0.77 | 0.85 | 0.94 | 1.04 |
| 0.38 | 8.36 | 0.42 | 0.47 | 0.52 | 0.58 | 0.64 | 0.71 | 0.79 | 0.87 | 0.96 | 1.06 |
| 0.39 | 8.58 | 0.43 | 0.48 | 0.53 | 0.59 | 0.65 | 0.72 | 0.80 | 0.88 | 0.97 | 1.07 |
| 0.40 | 8.80 | 0.44 | 0.49 | 0.54 | 0.60 | 0.66 | 0.73 | 0.81 | 0.90 | 0.99 | 1.09 |
| 0.41 | 9.02 | 0.46 | 0.51 | 0.57 | 0.63 | 0.70 | 0.77 | 0.85 | 0.94 | 1.04 | 1.15 |
| 0.42 | 9.24 | 0.47 | 0.52 | 0.58 | 0.64 | 0.71 | 0.79 | 0.87 | 0.96 | 1.06 | 1.17 |
| 0.43 | 9.46 | 0.48 | 0.53 | 0.59 | 0.65 | 0.72 | 0.80 | 0.88 | 0.97 | 1.07 | 1.18 |
| 0.44 | 9.68 | 0.49 | 0.54 | 0.60 | 0.66 | 0.73 | 0.81 | 0.90 | 0.99 | 1.09 | 1.20 |
| 0.45 | 9.90 | 0.50 | 0.55 | 0.61 | 0.68 | 0.75 | 0.83 | 0.92 | 1.02 | 1.13 | 1.25 |
| 0.46 | 10.12 | 0.51 | 0.57 | 0.63 | 0.70 | 0.77 | 0.85 | 0.94 | 1.04 | 1.15 | 1.27 |
| 0.47 | 10.34 | 0.52 | 0.58 | 0.64 | 0.71 | 0.79 | 0.87 | 0.96 | 1.06 | 1.17 | 1.29 |
| 0.48 | 10.56 | 0.53 | 0.59 | 0.65 | 0.72 | 0.80 | 0.88 | 0.97 | 1.07 | 1.18 | 1.30 |
| 0.49 | 10.78 | 0.54 | 0.60 | 0.66 | 0.73 | 0.81 | 0.90 | 0.99 | 1.09 | 1.20 | 1.32 |
| 0.50 | 11.00 | 0.55 | 0.61 | 0.68 | 0.75 | 0.83 | 0.92 | 1.02 | 1.13 | 1.25 | 1.38 |
| 0.51 | 11.22 | 0.57 | 0.63 | 0.70 | 0.77 | 0.85 | 0.94 | 1.04 | 1.15 | 1.27 | 1.40 |
| 0.52 | 11.44 | 0.58 | 0.64 | 0.71 | 0.79 | 0.87 | 0.96 | 1.06 | 1.17 | 1.29 | 1.42 |
| 0.53 | 11.66 | 0.59 | 0.65 | 0.72 | 0.80 | 0.88 | 0.97 | 1.07 | 1.18 | 1.30 | 1.43 |
| 0.54 | 11.88 | 0.60 | 0.66 | 0.73 | 0.81 | 0.90 | 0.99 | 1.09 | 1.20 | 1.32 | 1.46 |
| 0.55 | 12.10 | 0.61 | 0.68 | 0.75 | 0.83 | 0.92 | 1.02 | 1.13 | 1.25 | 1.38 | 1.52 |
| 0.56 | 12.32 | 0.62 | 0.69 | 0.76 | 0.84 | 0.93 | 1.03 | 1.14 | 1.26 | 1.39 | 1.53 |
| 0.57 | 12.54 | 0.63 | 0.70 | 0.77 | 0.85 | 0.94 | 1.04 | 1.15 | 1.27 | 1.40 | 1.54 |
| 0.58 | 12.76 | 0.64 | 0.71 | 0.79 | 0.87 | 0.96 | 1.06 | 1.17 | 1.29 | 1.42 | 1.57 |
| 0.59 | 12.98 | 0.65 | 0.72 | 0.80 | 0.88 | 0.97 | 1.07 | 1.18 | 1.30 | 1.43 | 1.58 |
| → 0.60 | 13.20 | 0.66 | 0.73 | 0.81 | 0.90 | 0.99 | 1.09 | 1.20 | 1.32 | 1.46 | 1.61 |
| 0.61 | 13.42 | 0.68 | 0.75 | 0.83 | 0.92 | 1.02 | 1.13 | 1.25 | 1.38 | 1.52 | 1.68 |
| 0.62 | 13.64 | 0.69 | 0.76 | 0.84 | 0.93 | 1.03 | 1.14 | 1.26 | 1.39 | 1.53 | 1.69 |
| 0.63 | 13.86 | 0.70 | 0.77 | 0.85 | 0.94 | 1.04 | 1.15 | 1.27 | 1.40 | 1.54 | 1.70 |

Preferred Schedule

## LIUNA National (Industrial) Pension Fund
## Contribution and Accrual Rates for Default Schedule

| Contribution Rate prior to adoption of Schedule | Accrual Rate for benefits earned on or after effective date of Default Schedule | Contribution Rate for each Year after Effective Date of Default Schedule | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|
| | | Year 1 | Year 2 | Year 3 | Year 4 | Year 5 | Year 6 | Year 7 | Year 8 | Year 9 | Year 10 |
| $0.06 | $1.20 | $0.07 | $0.08 | $0.09 | $0.10 | $0.11 | $0.12 | $0.13 | $0.15 | $0.17 | $0.19 |
| 0.07 | $1.40 | 0.08 | 0.09 | 0.10 | 0.11 | 0.12 | 0.13 | 0.15 | 0.17 | 0.19 | 0.21 |
| 0.08 | $1.60 | 0.09 | 0.10 | 0.11 | 0.12 | 0.13 | 0.15 | 0.17 | 0.19 | 0.21 | 0.23 |
| 0.09 | $1.80 | 0.10 | 0.11 | 0.12 | 0.13 | 0.15 | 0.17 | 0.19 | 0.21 | 0.23 | 0.25 |
| 0.10 | $2.00 | 0.11 | 0.12 | 0.13 | 0.15 | 0.17 | 0.19 | 0.21 | 0.23 | 0.25 | 0.27 |
| 0.11 | $2.20 | 0.12 | 0.13 | 0.15 | 0.17 | 0.19 | 0.21 | 0.23 | 0.25 | 0.27 | 0.30 |
| 0.12 | $2.40 | 0.13 | 0.15 | 0.17 | 0.19 | 0.21 | 0.23 | 0.25 | 0.27 | 0.30 | 0.33 |
| 0.13 | $2.60 | 0.15 | 0.17 | 0.19 | 0.21 | 0.23 | 0.25 | 0.27 | 0.30 | 0.33 | 0.36 |
| 0.14 | $2.80 | 0.16 | 0.18 | 0.20 | 0.22 | 0.24 | 0.26 | 0.29 | 0.32 | 0.35 | 0.38 |
| 0.15 | $3.00 | 0.17 | 0.19 | 0.21 | 0.23 | 0.25 | 0.27 | 0.30 | 0.33 | 0.36 | 0.39 |
| 0.16 | $3.20 | 0.18 | 0.20 | 0.22 | 0.24 | 0.26 | 0.29 | 0.32 | 0.35 | 0.38 | 0.42 |
| 0.17 | $3.40 | 0.19 | 0.21 | 0.23 | 0.25 | 0.27 | 0.30 | 0.33 | 0.36 | 0.39 | 0.43 |
| 0.18 | $3.60 | 0.20 | 0.22 | 0.24 | 0.26 | 0.29 | 0.32 | 0.35 | 0.38 | 0.42 | 0.46 |
| 0.19 | $3.80 | 0.21 | 0.23 | 0.25 | 0.27 | 0.30 | 0.33 | 0.36 | 0.39 | 0.43 | 0.47 |
| 0.20 | $4.00 | 0.22 | 0.24 | 0.26 | 0.29 | 0.32 | 0.35 | 0.38 | 0.42 | 0.46 | 0.50 |
| 0.21 | $4.20 | 0.23 | 0.25 | 0.27 | 0.30 | 0.33 | 0.36 | 0.39 | 0.43 | 0.47 | 0.51 |
| 0.22 | $4.40 | 0.24 | 0.26 | 0.29 | 0.32 | 0.35 | 0.38 | 0.42 | 0.46 | 0.50 | 0.54 |
| 0.23 | $4.60 | 0.25 | 0.27 | 0.30 | 0.33 | 0.36 | 0.39 | 0.43 | 0.47 | 0.51 | 0.56 |
| 0.24 | $4.80 | 0.26 | 0.29 | 0.32 | 0.35 | 0.38 | 0.42 | 0.46 | 0.50 | 0.54 | 0.59 |
| 0.25 | $5.00 | 0.27 | 0.30 | 0.33 | 0.36 | 0.39 | 0.43 | 0.47 | 0.51 | 0.56 | 0.61 |
| 0.26 | $5.20 | 0.29 | 0.32 | 0.35 | 0.38 | 0.42 | 0.46 | 0.50 | 0.54 | 0.59 | 0.64 |
| 0.27 | $5.40 | 0.30 | 0.33 | 0.36 | 0.39 | 0.43 | 0.47 | 0.51 | 0.56 | 0.61 | 0.66 |
| 0.28 | $5.60 | 0.31 | 0.34 | 0.37 | 0.40 | 0.44 | 0.48 | 0.52 | 0.57 | 0.62 | 0.67 |
| 0.29 | $5.80 | 0.32 | 0.35 | 0.38 | 0.42 | 0.46 | 0.50 | 0.54 | 0.59 | 0.64 | 0.70 |
| 0.30 | $6.00 | 0.33 | 0.36 | 0.39 | 0.43 | 0.47 | 0.51 | 0.56 | 0.61 | 0.66 | 0.72 |
| 0.31 | $6.20 | 0.34 | 0.37 | 0.40 | 0.44 | 0.48 | 0.52 | 0.57 | 0.62 | 0.67 | 0.73 |
| 0.32 | $6.40 | 0.35 | 0.38 | 0.42 | 0.46 | 0.50 | 0.54 | 0.59 | 0.64 | 0.70 | 0.76 |
| 0.33 | $6.60 | 0.36 | 0.39 | 0.43 | 0.47 | 0.51 | 0.56 | 0.61 | 0.66 | 0.72 | 0.78 |
| 0.34 | $6.80 | 0.37 | 0.40 | 0.44 | 0.48 | 0.52 | 0.57 | 0.62 | 0.67 | 0.73 | 0.79 |
| 0.35 | $7.00 | 0.38 | 0.42 | 0.46 | 0.50 | 0.54 | 0.59 | 0.64 | 0.70 | 0.76 | 0.83 |
| 0.36 | $7.20 | 0.39 | 0.43 | 0.47 | 0.51 | 0.56 | 0.61 | 0.66 | 0.72 | 0.78 | 0.85 |
| 0.37 | $7.40 | 0.40 | 0.44 | 0.48 | 0.52 | 0.57 | 0.62 | 0.67 | 0.73 | 0.79 | 0.86 |
| 0.38 | $7.60 | 0.42 | 0.46 | 0.50 | 0.54 | 0.59 | 0.64 | 0.70 | 0.76 | 0.83 | 0.90 |
| 0.39 | $7.80 | 0.43 | 0.47 | 0.51 | 0.56 | 0.61 | 0.66 | 0.72 | 0.78 | 0.85 | 0.92 |
| 0.40 | $8.00 | 0.44 | 0.48 | 0.52 | 0.57 | 0.62 | 0.67 | 0.73 | 0.79 | 0.86 | 0.93 |
| 0.41 | $8.20 | 0.45 | 0.49 | 0.53 | 0.58 | 0.63 | 0.69 | 0.75 | 0.81 | 0.88 | 0.95 |
| 0.42 | $8.40 | 0.46 | 0.50 | 0.54 | 0.59 | 0.64 | 0.70 | 0.76 | 0.83 | 0.90 | 0.98 |
| 0.43 | $8.60 | 0.47 | 0.51 | 0.56 | 0.61 | 0.66 | 0.72 | 0.78 | 0.85 | 0.92 | 1.00 |
| 0.44 | $8.80 | 0.48 | 0.52 | 0.57 | 0.62 | 0.67 | 0.73 | 0.79 | 0.86 | 0.93 | 1.01 |
| 0.45 | $9.00 | 0.49 | 0.53 | 0.58 | 0.63 | 0.69 | 0.75 | 0.81 | 0.88 | 0.96 | 1.04 |
| 0.46 | $9.20 | 0.50 | 0.54 | 0.59 | 0.64 | 0.70 | 0.76 | 0.83 | 0.90 | 0.98 | 1.06 |
| 0.47 | $9.40 | 0.51 | 0.56 | 0.61 | 0.66 | 0.72 | 0.78 | 0.85 | 0.92 | 1.00 | 1.08 |
| 0.48 | $9.60 | 0.52 | 0.57 | 0.62 | 0.67 | 0.73 | 0.79 | 0.86 | 0.93 | 1.01 | 1.10 |
| 0.49 | $9.80 | 0.53 | 0.58 | 0.63 | 0.69 | 0.75 | 0.81 | 0.88 | 0.96 | 1.04 | 1.13 |
| 0.50 | $10.00 | 0.54 | 0.59 | 0.64 | 0.70 | 0.76 | 0.83 | 0.90 | 0.98 | 1.06 | 1.15 |
| 0.51 | $10.20 | 0.56 | 0.61 | 0.66 | 0.72 | 0.78 | 0.85 | 0.92 | 1.00 | 1.08 | 1.17 |
| 0.52 | $10.40 | 0.57 | 0.62 | 0.67 | 0.73 | 0.79 | 0.86 | 0.93 | 1.01 | 1.10 | 1.19 |
| 0.53 | $10.60 | 0.58 | 0.63 | 0.69 | 0.75 | 0.81 | 0.88 | 0.96 | 1.04 | 1.13 | 1.23 |
| 0.54 | $10.80 | 0.59 | 0.64 | 0.70 | 0.76 | 0.83 | 0.90 | 0.98 | 1.06 | 1.15 | 1.25 |
| 0.55 | $11.00 | 0.60 | 0.65 | 0.71 | 0.77 | 0.84 | 0.91 | 0.99 | 1.07 | 1.16 | 1.26 |
| 0.56 | $11.20 | 0.61 | 0.66 | 0.72 | 0.78 | 0.85 | 0.92 | 1.00 | 1.08 | 1.17 | 1.27 |
| 0.57 | $11.40 | 0.62 | 0.67 | 0.73 | 0.79 | 0.86 | 0.93 | 1.01 | 1.10 | 1.19 | 1.29 |
| 0.58 | $11.60 | 0.63 | 0.69 | 0.75 | 0.81 | 0.88 | 0.96 | 1.04 | 1.13 | 1.23 | 1.33 |
| 0.59 | $11.80 | 0.64 | 0.70 | 0.76 | 0.83 | 0.90 | 0.98 | 1.06 | 1.15 | 1.25 | 1.35 |
| 0.60 | $12.00 | 0.65 | 0.71 | 0.77 | 0.84 | 0.91 | 0.99 | 1.07 | 1.16 | 1.26 | 1.37 |
| 0.61 | $12.20 | 0.66 | 0.72 | 0.78 | 0.85 | 0.92 | 1.00 | 1.08 | 1.17 | 1.27 | 1.38 |
| 0.62 | $12.40 | 0.67 | 0.73 | 0.79 | 0.86 | 0.93 | 1.01 | 1.10 | 1.19 | 1.29 | 1.40 |
| 0.63 | $12.60 | 0.69 | 0.75 | 0.81 | 0.88 | 0.96 | 1.04 | 1.13 | 1.23 | 1.33 | 1.44 |

Default Schedule

# APPENDIX 'E'
## SIDE LETTERS

**County of Glenn**

**Glenn County General Unit**

**UPE Local 792**

**2015/16 Side Letter A**

The County and the General Unit agree that during the term of this agreement they will consider the following:

- Revised Drug Policy
- Anti-Bullying Policy

**For the Union**

_____ 1-28-16
**date**

**For the County:**

_____ 1/28/16
**Chairman**
**Glenn County Board of Supervisors** **date**