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County Executive Officer

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September 21, 2009

Executive Office, County of Riverside

Riverside County Deputy District Attorney Association (RCDDAA)
Attention: Michael Hestrin - President
4075 Main Street
Riverside, CA 92501

Re: Implementation of Terms and Conditions of Employment

Dear Sir,

Representatives of the County have been meeting with you and other representatives of the RCDDAA for approximately seven months to negotiate a renewal of the 2005-2009 Memorandum of Understanding.

As you know, the Board has a long history of positive relations with RCDDAA and our record of fair wage settlement speaks for itself. Significantly, the Board's authority to control costs within the office of the District Attorney is limited. As a constitutional officer, the District Attorney has discretion on how to spend those funds budgeted for prosecution. Any agreement with the DDAA must respect the District Attorney's legal authority

The fundamental issue in these negotiations, from the County's perspective, has been reducing payroll costs to respond to the current budget situation faced by the County. Unfortunately, the parties have been unable to agree on the necessary cuts to reach the County's budgetary targets and have reached an impasse in the negotiations.

Section 15 of the County's Employee Relations Resolution No 99-379 provides several options when the parties are unable to conclude an agreement. The first three require mutual agreement of the parties and the fourth requires action of the Board of Supervisors.

Given the nature of the issues that separate the parties, the County does not believe that mediation, fact-finding, or other impasse resolution procedure will break the log jam. On that basis the Board of Supervisors has acted to unilaterally impose terms and conditions of employment.

Enclosed is a document containing the Terms and Conditions of Employment for the Prosecution Unit that you represent. These terms and conditions have today, been ratified by the Board, are effective as of September 21, 2009, and will continue in effect until June 30, 2010, the end of the current fiscal year, unless a new MOU has been negotiated, ratified, and adopted by the Board before that time.

Yours truly,



Bill Luna
County Executive Officer

cc: Ron Komers – Asst. CEO/HR Director
Rod Pacheco – Riverside County District Attorney

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TERMS AND CONDITIONS OF EMPLOYMENT

for the

RIVERSIDE COUNTY DEPUTY
DISTRICT ATTORNEYS ASSOCIATION

Effective September 21, 2009 – June 30, 2010

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SUMMARY OF BENEFITS

PROSECUTION UNIT

This Summary of the Benefits is general information only pertaining to the Prosecution Unit and details pertaining to these benefits can be found in the individual Articles of these terms and conditions between Riverside County and the Riverside County Deputy District Attorney's Association (RCDDAA). Should any conflict arise between this summary of benefits and the provisions of these terms and conditions, the terms and conditions provisions shall prevail.

MEDICAL INSURANCE: The County will contribute a fixed monthly amount for flex benefits on County plans with difference between deductions and the County contribution, if any, paid to employee. Must have County Health Insurance to receive contribution or have Medical Insurance Waiver on file and any County benefit plan to receive flex benefits. Regular part-time employees who work 20-29 hours per week receive 1/2 benefits and 30-39 hours per week receive 3/4 benefits. For the period between November 5, 2009 and June 30, 2010 only, the County's monthly contribution will be reduced by \$100.

OPTICAL INSURANCE: Coverage for employees and dependents paid for by the County through Vision Service Plan.

HOLIDAYS: Normally 12 per year.

HOLIDAYS WORKED: An employee who is regularly scheduled to work on a paid holiday is paid at his/her regular rate for the time actually worked and is entitled to equal time off in place of holiday time worked.

RETIREMENT: "MISCELLANEOUS" status under the Public Employee's Retirement System (PERS). PERS COVERAGE: 3%@60; single highest year modified for social security; post retirement survivor's benefit; basic death benefit. EPMC included effective upon CalPERS approval following Board adoption on October 25, 2005.

STANDBY PAY: One hour for every eight hours employee is required to be on stand by.

DEFERRED COMPENSATION: Available to employee through Nationwide Retirement Solutions (www.nrsretire.com) and Variable Annuity Life Insurance Company (VALIC) (www.valic.com). You must enroll to receive this contribution.

BAR DUES: California State Bar dues paid each year and California District Attorney Association dues up to \$100.00 per year paid by County.

WORKERS' COMP:

Workers' Compensation benefits are provided in accordance with the California Labor Code. The County expands these benefits to include full salary for the first 10 calendar days of absence and use of accrued leave time thereafter to make up the difference between temporary disability and full salary.

POST-EMPLOYMENT
PLAN

Post Employment Accounts: Effective pay period beginning October 27, 2005 for each regular employee covered under these terms and conditions of employment who is separating from County employment with at least five (5) years of service, the County shall provide Post-Employment Plan.

ANNUAL LEAVE

<u>MONTHS OF SERVICE</u>	<u>BI-WEEKLY ACCRUAL</u>
(0 to < 36 months)	8.92 hours
(36 to < 108 months)	10.46 hours
(108 or more months)	12.00 hours

DEFINITIONS

Arbitration Third Step hearing in the Grievance Process; grievance heard by an outside neutral third party (Arbitrator).

Anniversary date shall mean the date upon which a step advance in salary becomes effective under the provisions of these terms and conditions.

Continuous service, continuous employment, and similar terms, shall mean service of a permanent or seasonal employee in a continuing payroll status, without interruption except for authorized leave of absence.

Demotion shall mean a change of employment without intervening loss of working days from a position allocated to a given salary grade to a position of a different class allocated to a lower salary grade, whether in the same or a different department.

Discrimination Complaint filed by an employee alleging illegal discrimination based on race, color, religion, medical condition, mental disability, sex, national origin, ancestry, age, physical disability, marital status, pregnancy, sexual orientation, transgender or other protected classification.

Employee as used in these terms and conditions shall refer only to employees employed by the County in those classifications heretofore or hereafter included in said Prosecution Unit pursuant to the provisions of the Employee Relations Resolution of the County of Riverside (Res. No. 99-379).

First Step Meeting First Formal Step in the Grievance Process at the department level between a department representative and the employee, and/or RCDDAA representative.

Full time employee shall mean employees whose positions require the number of hours usual or prescribed for normal permanent County employment. All positions shall be full time unless otherwise designated or unless the compensation is fixed upon the basis of part time work.

Holiday or paid holiday means any day on which County offices are not open for business, in accordance with County ordinance, other than Saturday or Sunday.

Part time employees shall mean employees in positions which are designated part time or for which compensation is fixed upon a basis of part time work.

Pay period means 14 calendar days from Thursday (starting at midnight Wednesday) to midnight of the second Wednesday thereafter, and refers to the period for computing compensation due for all normal working shifts ending during that period.

Permanent employee means a regular or seasonal employee who has completed the initial probationary period in a position, not including any incumbent of an at-will position as specified in the Management Resolution.

Position shall mean any office or employment to which a group of duties and responsibilities is assigned or delegated by competent authority, the performance of which requires the full time or part time employment of one person, unless permission is granted for job sharing.

Probationary employee means a regular or seasonal employee who has not completed the initial probationary period as designated in these terms and conditions, in a paid status in a position following initial employment. Probationary employee also means a regular or seasonal employee who has not completed the required probationary period as designated in these terms and conditions, in a paid status in a position to which he/she has been promoted, transferred or demoted following completion of the initial probationary period.

Promotion shall mean a change of employment without intervening loss of working days from a position allocated to a given salary grade to a position of a different class allocated to a higher salary grade whether in the same or different department. The appointment of an employee to a position allocated to a higher salary grade because of professional registration achieved by the incumbent shall not be deemed a promotion but a change in salary allocation.

Reclassification shall mean the reallocation of a position to a different class by a change of title and position specification, but does not necessarily involve a change of salary grade.

Regular position means a position established under County Salary Ordinance No. 440 on an ongoing basis: as distinct from a seasonal or temporary position.

Regular employee means a holder of a regular position.

Seasonal employees shall mean employees whose employment is not continuous but is regularly recurrent in the same capacity because of particular functions which occur periodically each year; such employment may be permanent, but of an intermittent nature.

Second Step Meeting in the Grievance Process at the County Human Resources level; grievance is heard by a County Human Resources employee.

Temporary employee means an employee who is not a regular or seasonal employee.

Transfer shall mean a change of employment without intervening loss of working days from a position allocated to a given salary grade to a position of a different class allocated to the same salary grade in the same department, or to a position of the same class, or a different class allocated to the same salary grade, in a different department.

Working day means each day on which an employee performs a normal working shift, and including holidays as specified herein which fall on days of his/her normal working shift. It does not include Saturday or Sunday, or equivalent normal days off for persons regularly employed on other than the usual working week basis of Monday through Friday.

ARTICLE I
TERM

These terms and conditions of employment set forth the terms of employment between the County of Riverside, (hereinafter referred to as County) and the employees in the representation units described under Article 2, Recognition. These terms and conditions are in effect from adoption by the Board of Supervisors through June 30, 2010.

ARTICLE II
RECOGNITION

These terms and conditions of employment shall apply only to persons employed as Regular full-time or Regular part-time employees in the Prosecution Bargaining Unit.

ARTICLE III
FULL UNDERSTANDING, MODIFICATION AND WAIVER

- A. These terms and conditions of employment set forth the full and entire understanding and any other prior or existing understandings by the parties, whether formal or informal, regarding any such matters are hereby superseded or terminated in their entirety.

Except as modified herein or as otherwise required by law, existing wages, hours and other terms and conditions of employment set forth in these terms and conditions of employment, the County Salary Ordinance No 440 and related resolutions and regulations shall continue in effect. The terms used herein shall have the same meaning as like terms used in the County Salary Ordinance No 440 and related resolutions and regulations.

- B. These terms and conditions of employment will be administered in their entirety in good faith during the full term. Except as otherwise provided in these terms and conditions of employment, all existing wages, hours and other terms and conditions of employment of employees represented by RCDDAA that are within its lawful scope of representation shall remain in full force and effect throughout the entire term of these terms and conditions of employment.,

Nothing herein shall limit the authority of Management to make necessary changes required during emergencies. However, Management shall notify the RCDDAA of such changes as soon as practicable. Emergency is defined as an unforeseen circumstance affecting life or property requiring immediate implementation of the change.

ARTICLE IV
WORKWEEK AND PREMIUM PAY

Section 1. Workweek.

Work-Period. The normal work period shall be 10 working days of 8 hours each coinciding with the two-week pay period. A Department Head with prior approval of the County Executive Officer

and the Human Resources Director may establish or eliminate a different bi-weekly work period of 80 hours after giving a one pay period written notice to RCDDAA.

Section 2. Records.

Department Record. Each Department Head shall keep complete and detailed records as to the attendance and pay status of each employee. The daily record for an employee in a normal paid working status may be kept on a negative basis, that is, with no entry except for annual leave, compensatory time off, sick leave, leave of absence, and like items.

The initial record, any secondary records, such as a summary of the work week or of the pay period, or other compilation from the initial record, and the departmental copy of the attendance report for each pay period together with any subsequent correcting reports, shall be preserved and retained in a condition to be audited for the three most recent full fiscal years, and thereafter until any official inquiry concerning the same has been finally concluded.

A. Declared Natural Disaster In the event and during the period of an officially declared natural disaster affecting any portion of the County of Riverside, and notwithstanding any other provision contained herein, the following provisions shall apply:

(1) Any Department Head, in order to perform the work of his/her department or a civil defense function, may employ emergency employees without reference to the salary or classification plans at rates which appear to be prevailing for the type of work to be performed at the time of their employment.

(2) For the same purpose, any Department Head may employ on a paid overtime basis his/her current employees at hourly rates equivalent to their current compensation basis.

(3) Any employee who reports to his/her regular or a designated place of employment or to a civil defense assignment shall be deemed to be employed in his/her usual position in a regular payroll status. Any employee who without adequate reason for absence under the terms contained herein who fails to so report shall be deemed absent without authority and shall not be paid during such absence.

(4) The Board of Supervisors may authorize payment on paid overtime basis at the rate of one and one-half times the hourly rate equivalent to the employee's then current compensation basis for those employees set forth in Appendix I of County Salary Ordinance No. 440, and who are required to perform emergency services during a County-declared emergency. "Emergency Services" as used in this subsection, shall be such services as the Board of Supervisors finds to constitute such, at the time it authorized the payment thereof.

Section 3. Premium Pay

A. Standby Professional Call Duty. Whenever authorized by the Board of Supervisors by Resolution, and when placed by the Department Head specifically on standby or professional call duty, an employee otherwise off duty shall be paid one (1) hour pay for

eight (8) hours of such duty beyond the regular work period in addition to the regular salary. Notwithstanding any other provision of these terms and conditions of employment, Deputy District Attorneys required to be on standby status between the hours of 5:00 p.m. Friday to 8:00 a.m. Monday shall be compensated for such service by an additional payment equal to one (1) hour straight time pay for each eight (8) hours of standby service. Said compensation shall be in addition to said employee's regular salary entitlement. Notwithstanding any prior work practice to the contrary, said compensation shall cease when said employee reports to work.

A Deputy District Attorney shall be entitled to pay if the employee is called back to work beyond the regular work period when the employee is in a stand-by or professional call duty status. When an employee has been called out, he/she shall receive pay for all time in connection with that call out at the employee's regular rate of pay, with a minimum of three (3) hours pay.

B. Pay out of Compensatory Time Off. Persons employed in the classes shown on Appendix I in Ordinance No. 440 shall, upon separation be paid for such accumulated compensatory time off which has not been taken as compensatory time off, not to exceed one hundred twenty (120) hours.

C. Bilingual Pay

Scope

The scope of this policy covers all full time and part time Employees who are assigned work on a regular and continuing basis that requires a second language to effectively meet the service demands of the County's customers.

Eligibility Factors

Eligibility Factors require use of a second language at least five times per week or once per day for eligibility.

Skill Levels

Definitions of Skill Levels:

Level 1: Basic Oral Communication
Employees at this level perform bilingual translation

Level 2: Task Completion
Employees at this level perform bilingual translation as well as written translation.

Level 3: Written translation, and medical and legal interpretation
Employees at this level perform complex verbal and written translation.

Compensation

Employees who have qualified for bilingual compensation will receive additional compensation as follows:

- Level 1: \$40 per pay period (\$0.50 per hour)
- Level 2: \$60 per pay period (\$0.75 per hour)
- Level 3: \$80 per pay period (\$1.00 per hour)

Testing Administration

Oral and written examinations will be administered as follows:

- Level 1: Basic oral/reading test
- Level 2: Written
- Level 3: Complex Level Written

- Level 1: Administered by Human Resources Testing Center
- Level 2: Administered by Human Resources Testing Center
- Level 3: Administered by Human Resources Testing Center

Plan Implementation

The Bilingual Pay Program will be administered by Human Resources.

All current County Employees receiving bilingual pay will continue to receive the rate of pay they are receiving, as long as they continue in their current position. Qualified Employees, whose positions are designated by Departmental Supervisors as requiring/desiring bilingual skills, are encouraged to test for higher skill levels if required by the department.

Designation of positions eligible to receive bilingual pay is the responsibility of the supervisor with the approval of Human Resources. All future recruitments for a position designated as such would include the requirement of bilingual skills.

Payment of bilingual pay will be pro-rated based on the hours actually worked.

- D. Extended Leave Program The intent of this program is to provide Deputy District Attorneys with an opportunity to take extended leaves for educational, recreational, or other appropriate purposes.

Any Deputy District Attorney, after completion of four years of service with the Office of District Attorney of the County of Riverside shall be permitted, during the Deputy's fifth year in a payroll status, to take forty consecutive working days off (320 hours) provided the Deputy has accrued sufficient leave time. Such time off will be taken at a time or times agreeable with the Department Head.

Every third year in a payroll status thereafter, any Deputy District Attorney shall be permitted to take thirty (30) consecutive working days (240 hours) provided the Deputy has

accrued sufficient leave time. Such time off will be taken at a time or times agreeable with the Department Head.

- E. Special Assignment of Attorneys The incumbent of a Deputy District Attorney IV position assigned to the District Attorney's Office and the incumbent of a Deputy Child Support Attorney IV position assigned to the Department of Child Support Services who has demonstrated exceptional performance of the most difficult and responsible legal work assignments and who is assigned supervisory responsibilities over a unit within the division may be compensated at a rate which is two (2) steps higher than that specified for such a position OR at a salary grade midway between the salary grades for the classes of Deputy District Attorney IV and Supervising Deputy District Attorney or, where appropriate, Deputy Child Support Attorney IV and Supervising Deputy Child Support Attorney, whichever is less. Such additional compensation 1) shall be at the discretion of the Department Head, 2) shall not be deemed a promotion.
- F. Bar Dues Each employee shall be reimbursed the actual cost annually for California State Bar dues and up to \$100 per year for California District Attorney Association dues.. In the event an employee leaves County service before the end of the calendar year, the County shall have the right to deduct from said employee's final pay warrant 1/12th of the amount contributed towards said employee's bar dues for each full month remaining in the calendar year following conclusion of said employee's service.

ARTICLE V PAY PRACTICES

Section 1. Step Advance.

- A. Step increases shall be suspended for the duration of these terms and conditions of employment.
- B. For employees appointed prior to September 3, 1992, to classifications in the Prosecution Unit:

The first anniversary date shall be the first day of the pay period following the completion of 1040 hours (approximately 6 months) in a paid status in the position as a result of original appointment, or as the result of a promotion or reclassification which involved a salary increase. Re-employment at a rate other than that of the first step of a salary grade shall not be considered an original appointment for purpose of fixing the anniversary date. In such cases the anniversary date shall be the first day of the pay period following 2080 hours (approximately one (1) year) in a paid status after such re-employment unless otherwise specified in the resolution of the Board of Supervisors.

The second anniversary date shall be the first day of the pay period following the completion of an additional one (1) year in a paid status and subsequent anniversary dates shall occur at like intervals.

- C. Employees appointed on or after September 3, 1992, to the classifications in the Prosecution Unit:

The first anniversary date as a result of an original appointment shall be the first day of the pay period following the completion of one (1) year in a paid status in the position.

The first anniversary date as a result of promotion or reclassification which involved a salary increase shall be the first day of the pay period following the completion of six (6) months in a paid status in the position.

Re-employment at a rate other than that of the first step of a salary grade shall be considered an original appointment for purpose of fixing the anniversary date.

The second anniversary date shall be the first day of the pay period following the completion of an additional one (1) year in a paid status and subsequent anniversary dates shall occur at like intervals.

- D. The provisions of this section shall be subject to other specific provisions of County Salary Ordinance No. 440 concerning change of anniversary dates.
- E. Prior to the anniversary date the Department Head, after review with the employee involved, shall inform the Human Resources Director in writing on the appropriate form whether or not the Department Head allows the increase. If the increase is disallowed, the form shall contain the signature of the employee acknowledging notice of the disallowance and the reasons therefore. The Human Resources Director shall promptly act on each increase allowed and the employee shall be paid at the increased rate from the anniversary date. If, through error, the anniversary date of an employee is overlooked or a notice herein required is delayed or omitted, a resulting failure to increase the compensation may be cured by then taking the action hereinabove required, provided the same is completed within the next two pay periods after said action should have been taken, and the employee shall be paid at the increased rate from the anniversary date. If the Department Head disallows such increase, the Department Head shall review the matter at least quarterly, and may allow the increase effective on the first day of any pay period after that in which the increase could have been allowed. The responsibility for submitting a written allowance of increase, after disallowance, shall be with the Department Head. The anniversary date shall be postponed until an increase is allowed. Such salary increases shall be given unless there is an affirmative decision of the Department Head to deny the increase.
- F. With the same procedures as in the foregoing Subdivision (E), on the first day of the pay period following the completion of one (1) year in a paid status the salary of a seasonal employee may be increased. On the first day of the pay period following the completion of an additional one (1) year in a paid status their salary may again be increased, and thereafter in like intervals. The hours in a paid status need not be continuous, provided no interval of more than one year shall occur when the employee is in an unpaid status.
- G. Every anniversary salary increase shall be to the rate of the second next higher step, unless there is only one remaining step in the applicable salary grade.

- H. For the period between September 24, 2009 and June 30, 2010 only, the provisions of this Section shall be suspended. As a result, during that time period no employee shall receive a step increase to which he or she otherwise would have been entitled and all time worked during that period shall not be taken into account in determining eligibility for future step increases. The provisions of this Section shall be restored effective July 1, 2010.

Section 2. New Employees.

Except as otherwise provided by these terms and conditions , a new employee shall be appointed at the first step of the salary grade. The Department Head with the prior approval of the Human Resources Director and the County Executive Officer may appoint a new employee in a specified class to any step within the salary grade if the employee has: (1) qualifications substantially greater than the minimum for the class; and (2) experience, which if it had been obtained in the position applied for, would have made the employee eligible for the advanced step proposed. When the Human Resources Director and the County Executive Officer authorize a position to be filled at such step higher than the first step of the salary grade, the Human Resources Director and the County Executive Officer may also advance all incumbents of positions in the same class earning less than the step so authorized to the same or one of said higher steps, fixing the minimum initial salary on such advanced step.

Section 3. Re-employment.

- A. Upon recommendation of the employing Department Head and approval of the Human Resources Director a former regular employee may be re-employed in the same class of position which they previously occupied, at the same step of the salary grade as the step applicable at the time of his/her termination, provided he/she was terminated in good standing.
- B. Re-employment after military service shall conform to the requirements of the Military and Veterans Code and the Uniformed Services Employment and Reemployment Rights Act, but in other respects shall be in accordance with these terms and conditions.
- C. Whenever a former regular employee is or has been re-employed within twelve months after his/her termination he/she may, on recommendation of the employing Department Head and with the approval of the Human Resources Director and the County Executive Officer be allowed accrued sick leave, not exceeding the amount thereof which he/she lost at the time of his/her termination (50% of which will be converted to annual leave pursuant to Article VII, Section 1(O) – provided the employee’s accrued sick leave was not converted prior to separation), and his/her anniversary date for step advance may be expressly fixed, subject to other provisions contained herein relating to delay and disallowance thereof, by allowing credit for all or a portion of the applicable period of his/her service prior to said termination.
- D. Reemployment of Retired Persons. An employee who is retired under the State Employees Retirement Act and who is receiving retirement benefits shall not be employed or

reemployed in any position for compensation without the prior written approval of the Human Resources Director. Consistent with the requirements of the State Employees Retirement Act for discontinuance of retirement benefits, the retiree may be employed or re-employed.

The Human Resources Director may allow the employment or re-employment for up to 120 working days or 960 hours in any calendar year, without loss of benefits, as specified in Section 21153 of the Government Code. That section permits the temporary employment only during an emergency to prevent stoppage of public business, or because the restored employee has skills needed in performing specialized work of limited duration. During the employment or re-employment the retiree is to be paid at a rate not less than the minimum, or more than that paid other employees performing comparable duties.

When a retiree under the State Employees Retirement Act is employed or re-employed, his/her retirement status must be specified in the documentation of appointment to a permanent or temporary position.

Section 4. Promotion. On promotion, the salary shall be at a rate on the new salary grade which is 2 steps higher, or immediately greater than 2 steps higher, than that paid on the salary grade for the former position where the new salary grade is able to accommodate the increase. The effective date of all promotions shall coincide with the first working day of a pay period. The anniversary date shall be determined in accordance with Section 1 C of this Article.

Section 5. Transfer. On transfer, the salary shall be the same as that paid previously. The anniversary date shall not change.

Section 6. Demotion.

- A. On demotion, the salary shall be at the rate of the same step on the new salary grade as was applicable to the previous salary grade. The anniversary date shall not change. The effective date of all demotions shall coincide with the first working day of a pay period.
- B. Permanent employees who, within one (1) year following a promotion, voluntarily demote to their previously held classification may return to the step of the previously held classification from which they promoted. Demotion under this section shall be with the mutual agreement of the employee and involved Department Head(s) and an opening must exist. The anniversary date shall not change.

Section 7. Reclassification.

- A. The salary of an incumbent of a position reclassified to a class on the same salary grade shall not change. The anniversary date shall not change.
- B. The salary of an incumbent of a position reclassified to a class on a higher salary grade shall be at the rate which is 2 steps higher, or immediately greater than 2 steps higher, than that paid on the salary grade of the former position, where the new salary grade is able to accommodate the increase.

The anniversary date shall be determined in accordance with Section 1., C. of this Article.

- C. The salary of an incumbent of a position reclassified to a class on a lower salary grade shall not change unless such salary would exceed the maximum of the new salary grade, in which event it shall be reduced to the maximum. The anniversary date shall not change.
- D. The effective date of a reclassification shall coincide with the first working day of a pay period.

Section 8. Temporary Promotion. A regular employee may be promoted on a temporary basis to fill a vacant position as a result of a leave of absence of the incumbent of that position, or pending appointment of another person to that position. Such promotion is designated "temporary promotion". The salary of an employee temporarily promoted shall be determined as if the temporary promotion were an original appointment to the position.

When the absence ceases or the vacancy is filled, the employee shall return to his/her regular position, and his/her salary and anniversary date shall be re-determined as if the temporary promotion had not occurred. Any step increases which would have been due in their regular position shall be allowed.

Section 9. Difficult to Recruit. There shall be up to an additional four (4) steps (approximately 11%) which shall be reserved for those specific classifications in a specific Department designated by the Human Resources Director, subject to approval by the County Executive Officer, as "difficult to recruit." Further, different locations or regions may qualify for difficult to recruit designation or for different levels (i.e. percentages) of compensation under a difficult to recruit designation. In addition, the County agrees to make every effort to give first consideration to existing employees who have indicated an interest in a specific position and/or location designated as difficult to recruit.

This designation shall be granted based upon a determination by the Human Resources Director, subject to approval by the County Executive Officer, on a specific classification and specific Department basis, that a serious recruiting or retention problem exists for specific classification(s) in a specific Department, or that the increases granted to subordinate "difficult to recruit" classifications in the specific Department has created serious compaction problems, and that a percentage increase up to four (4) steps (approximately 11%) would assist the County in recruiting and retaining employees in the specific classification(s) in that specific Department. Advancements to any of these ranges in the specific Department shall not be automatic nor shall such a determination have any bearing on the same or similar classifications within the Department or in any other Departments with same or similar classifications. Upon such determination and approval, any increase granted pursuant to these provisions shall be implemented in the specific as follows:

- a. Upon prior authorization of the Human Resources Director, the initial salary placement for newly hired employees in the specific classification in the specific Department may be at any step on the salary range for his/her classification up to and including a step on the salary range established above.

- b. In the event the salary granted to a newly hired employee in the specific classification in the specific Department pursuant to sub-section (a) above exceeds that for any present permanent, regular full-time or regular part-time employee in the specific classification in the specific Department who is being compensated at the top of the salary range for that specific classification(s), such employee(s) shall be placed on the same salary range and step as that granted to the new employee.
- c. All other regular full-time and regular part-time employees assigned to the affected classification(s) in the specific classification in the specific Department, who have completed less than one year of service at the top, or at any other step, of the salary range for that classification, may, upon a review of their qualifications and approval by the Human Resources Director, have their salary adjusted to an amount no less than the lowest salary received by a similarly qualified employee hired as the result of an open recruitment to fill a vacancy in that classification in the specific classification in the specific Department.

Notwithstanding, the paragraph above, if an employee newly hired into a "difficult to recruit" classification has less experience in the work of the classification and/or education/training applicable to the work of the specific classification than an incumbent employee in the same specific classification in the specific Department, the incumbent employees' wage will immediately be increased to the level of the newly hired employee.

- d. Subsequent merit increases for employees not compensated at the top of the salary range(s) for the specific classification in the specific Department affected by the provisions of this subsection may be granted pursuant to the standard procedures for step advances as set forth in the terms and conditions of employment. Employees may receive annual reviews as set forth in these terms and conditions of employment, but merit increases cannot be given beyond the top step as set forth in these terms and conditions of employment.

In the event the Human Resources Director determines the circumstances that created the recruiting or retention problems for any or all classifications in the specific classification in the specific Department no longer exist, he shall advise the County Executive Officer of his findings. If the County Executive Officer concurs, he shall declare the provisions described above inoperative for such specific classification(s). At that time, the salary for any employee compensated at a rate above that to which he or she would otherwise have been entitled shall be frozen and shall not be increased until the regular salary for the specific classification exceeds the rate established pursuant to the provisions described above.

ARTICLE VI GENERAL PERSONNEL PROVISIONS

Section 1. Probation.

- A. Initial Probationary Status. Each regular and seasonal employee shall be in an initial probationary status from the effective date of their initial employment in a position in a paid

status until the required initial probationary period, and any extension, is completed without separation from County employment.

Computation of the initial probationary period in a paid status does not include overtime, standby, on-call, or military leave of absence. A regular or seasonal employee who has not completed the initial probationary period, or a temporary employee, serves at the pleasure of the Department Head and is not entitled to the review procedure provided for in Article XI of these terms and conditions of employment.

- B. Length of Initial Probation. The length of the initial probationary period for persons in classes of the Prosecution Unit is eighteen (18) months.
- C. Extension of Initial Probation. The initial probationary period of an employee may be extended by the employing Department Head with the approval of the Human Resources Director. Extensions of an initial probationary period are discouraged and must be approved by the Human Resources Director or his designee in writing at least two (2) weeks before the end of the existing initial probationary period. Approval is made on a case-by-case basis and only for rare and extenuating circumstances.

The initial probationary period may be extended in three (3) month increments up to 2 times. An eighteen (18) month probationary period may be extended once to twenty-one (21) months or twice to two (2) years. If an employee changes classification by promotion, transfer or demotion during initial probation, extensions may also be made in the class to which promoted, transferred or demoted.

- D. Initial Probationary Period Affected by Change in Class. An employee who has not completed the initial probationary period, and who promotes or transfers to another class, will continue to serve initial probation for six (6) months following the change. If the class to which the employee promotes or transfers requires eighteen (18) months initial probation, the employee will serve the difference between eighteen (18) months and the number of actual months in a paid status prior to the change.

An employee who has not completed the initial probationary period, and who demotes to another class, will continue to serve initial probation to include the required length of initial probation for the class from the date of the demotion. The employee will be credited for any previous initial probationary months served in the same class and same department during the current period of continuous service.

- E. Probation of Permanent employees following change in class or lateral transfer. During the first six (6) months of service in a paid status following a promotion, transfer or demotion, a regular employee who held permanent status at the time of the promotion, transfer or demotion shall, upon the Department Head's request, be returned to a position in the previously held classification in the former employing department. If the return involves a change in class, the salary step shall be the same step which the employee held immediately prior to the promotion, transfer or demotion, and the employee's anniversary date will be redetermined based on the number of hours of service the employee had in

step at the time of promotion, transfer or demotion. Computation of the probationary period in a paid status does not include, standby, on-call or military leave of absence.

- F. Employment of Relatives. Except as otherwise provided herein, no person shall be denied the opportunity for employment or continued employment because such person is related to any person presently employed by the County of Riverside; provided, however, in no instance, shall a County Department Head or employee execute direct supervision over or initiate or participate in decisions (including but not limited to initial employment, retention, promotion or work assignments) specifically pertaining to another County employee who is related within the first degree of consanguinity whether by blood or marriage. "Whether by blood or marriage" shall mean husband, wife, father, mother, brother, sister, son, daughter, son-in-law, daughter-in-law, father-in-law, mother-in-law, brother-in-law, sister-in-law, registered domestic partner and the equivalent relations to such registered domestic partner.

Should such relationship occur, the employee(s) may promote, transfer, or voluntarily demote to position(s) which the employee is eligible and selected to fill. The promotion, transfer or voluntary demotion must be accomplished by the employee within 6 months.

Section 2. Retirement.

Single Highest Year. Effective for all retirements on or after September 1, 2000, the retirement calculation provisions of Section 20037 of the Public Employees' Retirement Law (three highest year average salary calculation) shall be replaced by Section 20042 (single highest year).

The percentage of final compensation to be provided for each year of credited prior and current service for Miscellaneous members of RCDDAA shall be determined in accordance with Section 21354.3 of the Public Employees Retirement Law subject to the reduction provided therein for Federal Social Security (3% at age 60 Full and Modified formula).

PERS Retirement Benefit (EPMC): Per Government Code Sec. 20636 (c)(4) the County elected to pay the employee's share of compensation earnable (currently approximately 8% for Miscellaneous members and approximately 9% for Safety members) as Employer Paid Member Contributions and report the same percent (value) of compensation for all PERS members covered under the provisions of this Resolution. The EPMC benefit shall commence upon CalPERS approval.

Purchase of Military Service Credit as Public Service. Pursuant to Section 21024 of the Public Employees' Retirement Law, an employee may elect to purchase up to four years of service credit for any continuous active military or merchant marine service prior to employment provided, however, that the employee must contribute an amount equal to the contribution for current and prior service that the employee and the County would have made with respect to that period of service.

Section 3. Non-Smoking Policy. Pursuant to Board of Supervisors policy A-23, smoking in County facilities is prohibited except in specifically designated areas. Department Heads or their designee shall identify outside smoking areas.

In shared buildings or floors, Department Heads or their designees will jointly identify common outside smoking areas. This policy shall apply to County employees and the general public.

The County may designate its unassigned vehicle fleet as no smoking areas.

Each department must have a written smoking policy. It is the responsibility of the Department Head and departmental supervisors to enforce the non-smoking policy of the County.

In order to assist employees, the County has instituted a Stop Smoking Program for employees. Employees are authorized to attend the program without charge and on County time. Employees who continue to smoke in non-designated areas may be subject to discipline under the County Disciplinary Procedure up to and including discharge.

Section 4. Mileage Reimbursement. Employees who are required to use their personal vehicles for County business shall be reimbursed at the Internal Revenue Service (IRS) standard mileage rate. Adjustments to the County rate, if any, shall be made pursuant to the IRS rate effective January 1 of each year – or any subsequent mid-year adjustments - and mileage claimed on or after that date shall be reimbursed at that new rate.

Section 5. Electronic Deposit of Payroll Funds. Employees shall be required to receive payroll funds by electronic deposit. Employees shall receive a statement of earnings (pay stub) through first class mail deposited the Monday before payday. The statement of earnings will be mailed to the last known address on file with the Human Resources department. It shall be the responsibility of the employee to update his/her address of record with the Human Resources Department as required.

Electronic Pay Advice – The County is currently transitioning to an electronic pay advice system. Once the transition is complete the County shall no longer mail pay advices. The electronic pay advice system will permit employees to view/print current and previous bi-weekly pay advice/stubs. The Union and employees will be given at least three pay periods notice of final implementation of the electronic pay advice system.

ARTICLE VII LEAVE PROVISIONS

Section 1. ANNUAL LEAVE

- A. Regular full-time and regular part-time employees, covered under the provisions of these terms and conditions of employment shall neither accrue vacation and sick leave nor be granted administrative leave. They shall, instead, earn Annual Leave according to each biweekly pay period of service commencing with the employee's initial anniversary date assigned to an employee during his/her latest period of County employment according to the following schedule. Absence without pay or time not worked and part-time employment shall cause said pay period's accrual of Annual Leave credits to be reduced on a pro-rata basis.

B. Accrual Rates:

<u>MONTHS OF SERVICE</u>	<u>BI-WEEKLY ACCRUAL</u>
(0 to < 36 months)	8.92 hours
(36 to < 108 months)	10.46 hours
(108 or more months)	12.00 hours

C. Annual Usage: During the first twenty-six (26) pay periods of employment, employees shall be encouraged to use no less than forty (40) hours of Annual Leave and, thereafter, employees shall be encouraged to use no less than eighty (80) hours of Annual Leave in each succeeding twenty-six (26) pay periods of employment. While on Annual Leave, sick leave, holiday leave, or compensatory time off, an employee shall be compensated and receive benefits at the same rate as if he/she were on the job.

D. Maximum Accrual: Unless otherwise approved by the County Executive Officer, all employees covered under the terms of these terms and conditions of employment may accumulate annual leave to a maximum of 1,800 hours. Upon approval of the County Executive Officer, additional annual leave may be accrued to a maximum of 2,080 hours. It is the mutual responsibility of the employee and the agency/department head to assure that no employee shall exceed said maximum accrual.

A regular employee who has been employed in a position, other than a position with the County of Riverside, which has prepared him/her for an assignment to a position in the Prosecution unit may, with prior approval of the Chief Executive Officer and the Human Resources Director at time of hire, receive credit for such previous experience in determining their Annual Leave accrual rate (and corresponding maximum accrual), including an immediate credit of Annual Leave time, and/or the period of time before Annual Leave may be taken.

E. Pay in Lieu of Annual Leave: Effective September 24, 2009, an employee who accrues Annual Leave pursuant to the provisions of these terms and conditions of employment, may only request to receive pay in lieu of up to forty (40) hours of Annual Leave per calendar year.

F. Annual Leave Usage: Annual Leave may be used to restore pay otherwise lost due to absence from work for personal reasons or illness.

G. Each agency/department head shall be responsible for scheduling the Annual Leave periods of his/her employees in such a manner as to achieve the most efficient functioning of the agency/department and of the County service. The appointing authority shall determine when Annual Leave will be taken.

H. In addition, when unscheduled usage of Annual Leave occurs, verification of the reason(s) for absence may be required from the employee. Any person absent from work shall notify his/her agency/department head on the first (1st) day of such leave and as often thereafter as directed by his/her agency/department head.

- I. Any employee absent for a period of five (5) consecutive workdays due to illness or accident may, at the discretion of his appointing authority or the Human Resources Director, be required to have a physical examination by a County approved physician before returning to active duty. Such physical examination shall be performed by a physician designated by the Human Resources Director and shall be at County expense.
- J. Sections I and J above shall also apply to the use of existing sick leave accruals.
- K. Annual Leave may be used for absence reasonably required by complications of pregnancy, continuing through delivery and reasonable period of recovery therefrom, to be determined in accordance with a written report or reports of the employee's personal physician, specifying the expected date of delivery and the date that the employee should cease work. In the event the agency/department head believes there are unusual circumstances, or that the full performance of the employee's work without undue hazard is such as to require a longer period of absence, and on the agency/department head's written request to the Human Resources Director, the determination of the period shall be subject to review and change by a physician employed or provided by the County, including a medical examination of the employee if required by such physician. The cost of this examination shall be paid by the County. In no event shall an employee return to work after pregnancy prior to a date to be fixed by her physician in a signed statement that she is physically able to perform the duties of her position.
- L. Medical Certification Program:
 - 1. When in the judgment of the department head good reason exists for believing an employee may be abusing Annual Leave, the employee shall be placed on notice in writing. The employee shall also be placed on a medical certification program and be allowed paid Annual Leave by producing a certificate of a physician, dentist, or other legally authorized person to provide health care services on the same level as a physician or proof satisfactory to the department head. Such certificate shall include a written statement signed by a physician, dentist, or other legally authorized person to provide health care services on the same level as a physician, stating the day(s) of the illness/injury and that the illness/injury prevents the employee from being able to work.
 - (a) Employees on a medical certification program shall have their annual leave usage reviewed at least annually. If the review shows substantial improvement they shall be removed from the category of having to provide the certificate for each absence.

Proof of Illness:

- 2. An employee off work or contemplating to be off work due to illness or injury for an extended period of two (2) weeks or more shall provide a comprehensive health statement as to length of absence from the employee's health care provider stating any duties an employee cannot perform and any restrictions or light duty requirements.

- M. Payoff Upon Retirement or Termination: Any regular employee who separates from County employment shall be credited with all accrued Annual Leave at the same rate as that received on the last day worked or last day of approved leave with pay.
- N. Prior Sick Leave Accruals:
1. Effective October 27, 2005, current sick leave balances were frozen provided, however, that fifty percent (50% or (1/2)) of the sick leave balances for employees covered under the terms and conditions of these terms and conditions of employment were converted to Annual Leave, up to the maximum accrual permitted by these terms and conditions. The remaining sick leave hours may be used until the sick leave is exhausted or, upon retirement, disability retirement, or death of the employee, it may be credited to the employee as provided under the provisions of subsection P below.
 2. Any regular employee who transfers or promotes into a classification covered under the provisions of this Resolution shall, at the time of such transfer/promotion, have his/her sick leave balance converted and/or frozen in the manner described above.
- O. Payout for Unused Sick Leave: Upon service retirement, disability retirement or death of an employee, and subject to the provisions of any applicable agreement between the employing agency and the Public Employee's Retirement system, unused accumulated sick leave shall be credited at the rate of fifty (50) percent of the current salary value thereof for each such person who has had five full years of service in a payroll status provided, however, that the total credit shall not exceed a sum equal to 960 hours of full pay. Sick leave compensation resulting from death shall be made to the persons entitled to otherwise, in accordance with the Probate Code. Eligibility for a credit under this section is made at the time of separation from County employment and not at a later date.
- P. Prohibition Against Employment While on Annual Leave: No person shall be permitted to work for compensation for the County while on Annual Leave without prior approval of the Executive Office and his/her agency/department head.
- Q. Exception to Continuous Service: A previous period or periods of County employment which are interrupted in such a manner as to disqualify such period or periods from being considered in computing continuous service under the provision of this Article may be included in such computation, in full or in part, upon the request of the head of the department employing the person involved, and approval by the Board of Supervisors.
- R. Retention of Excess Accruals:
1. Employees covered under the provisions of these terms and conditions of employment who, as the result of administrative error, have incorrect Annual Leave accrual rates which are subsequently adjusted and whose maximum accrued hours are then in excess of those provided under these terms and conditions of employment, shall be entitled to maintain such maximum accruals for a period of five

(5) years during which time they must reduce their maximum balance to that provided under Section 703, or forfeit the excess accrued hours.

2. Employees covered under the provisions of these terms and conditions of employment who, as the result of a change in classification, are assigned to a bargaining unit represented by a recognized employee organization pursuant to the Employee Relations Resolution No. 89-350, and who have accrued Annual Leave hours, shall be permitted to maintain those accrued hours as Annual Leave. Such hours may continue to be used for vacation, sick leave or other approved leave in accordance with the provisions of this Article.

An employee who is no longer eligible to accrue Annual Leave, as the result of a change in classification to a class represented by a recognized employee organization, may continue to redeem any Annual Leave balance pursuant to subsection F of this section. If the employee's new classification is entitled to accrue vacation, he/she shall accrue hours at the rate specified under the applicable collective bargaining agreement. The employee shall be permitted to retain any previously accrued and unused sick leave in his/her sick leave bank. The accrual and use of any sick leave accrued subsequent to the change in the employee's classification shall be subject to the provisions of the collective bargaining agreement applicable to the employee's new classification.

Section 2. Post-Employment Program: For each regular employee covered under these terms and conditions of employment who has five years of regular County service, and who is separating from County employment, the County shall provide post-employment accounts wherein the payable value of qualifying final accrued leave balances will be deposited, up to the legal limit. Qualifying leave balances include annual leave, vacation, extra vacation, holiday balance, and the amount of sick leave payable pursuant to Article VII, Section 1. This does not include compensatory time off for overtime. Special Pay Accounts are tax-deferred investment funds. The employee may also elect a Health Savings Account, designed to be free of taxes, and which may be used for future health care costs. A participant fee is charged for health savings accounts. Qualifying leave balances of a separating employee who does not make an election will default to a Special Pay Account, subject to the maximum limits established by the IRS.

Section 3. Bereavement Leave. The County agrees to allow up to five days of leave, three of which will be paid and the additional two days to be deducted from the employees' accrued annual leave or sick leave. Eligible employees must be in an active payroll status and be compelled to be absent from duty by reason of the death, or critical illness where death appears imminent, of the employee's father, father-in-law, mother, mother-in-law, brother, sister, spouse, child, grandparent, grandchild, or step-relationships of the same categories. Registered domestic partners and children of registered domestic partners are also included. The County has the right to require proper documentation in support of the requested leave.

Section 4. Fitness for Duty. A Department Head, or designee, may when in his/her judgment good cause exists, order an employee off work until such time as the employee is able to present the Department Head, or designee, a physician's certificate stating the employee is able to return

to work without impairing the health of the public, the employee's health, or the health of the other employees in the department.

When the Department Head orders an employee off work, the County shall designate, within five business days, a physician from the Southern California area who is a Board-certified specialist in the area of medicine to which the suspected malady pertains. If there is no Board-certified specialist in the Southern California area, the County must expand the geographic area to include at least two Board-certified specialists. The designated physician may not be a Regular employee of the County of Riverside. If the employee is uncomfortable with the selected physician the County will provide an alternative physician.

Once the County designates a physician, the employee shall be examined by that physician at County expense. In the event the physician is outside the Southern California area, the County shall pay the employee's reasonable transportation, lodging, and per diem meal costs.

The Southern California area shall consist of the Counties of San Diego, Orange, Riverside, San Bernardino and Los Angeles.

When the Department Head orders an employee off work, the employee shall continue to earn full salary and all benefits, as though the employee were attending work as normally scheduled, while awaiting the County's list and while awaiting the physician's examination and report concerning fitness for duty.

Section 5. Agency/Department Leave of Absence/Official Leave of Absence. An Agency/Department leave without pay or an Official leave of absence without pay may be granted for the following reasons: A. Illness or disability when sick leave has been exhausted; B. Pregnancy; C. To take a course of study which will increase the employee's usefulness on return to the County; D. For personal reasons acceptable to the authority whose approval is required.

A. Agency/Department Leave Agency/Department leave without pay up to 480 hours in any calendar year period may be granted to any employee by the Agency/Department head. Such leave shall be reported as Leave Without Pay via the Agency/Department's payroll. The Agency/Department head may require the leave without pay to be for a specified period of time and appropriate conditions may be imposed, such as providing sufficient medical documentation or other evidence substantiating the leave as required by the Agency/Department Head.

An employee on leave of absence for illness or disability reasons will be required to present a return to work statement from the attending physician releasing the employee to full duty, prior to being allowed to return to work. Any release to less than full duty will be allowed only as accommodation as required under the Americans with Disabilities Act, the Fair Employment and Housing Act, or through the County's return to work program.

B. Official leave of absence. A regular employee may request an Official leave of absence exceeding 480 hours, but not exceeding one year, (2080 hours). Official leaves of absence may be granted upon written request by or on behalf of the employee, specifying the period and the reason, upon the written recommendation of the Department Head and with the

written approval of the Human Resources Director. Application must be made on a form supplied by the Human Resources department in advance of the effective date of the leave, unless circumstances make such advance request impossible. If the Human Resources Director disapproves the request, it shall be so endorsed and returned to the Agency/Department Head, who may then present it to the Board of Supervisors. The Board's action shall be final. Any Official Leave of Absence granted shall be for a specified period and appropriate conditions may be imposed, such as the employee providing sufficient medical documentation or other evidence documenting the leave as required by the Human Resources Director or designee. Such leave may be extended upon further written request containing justification therefore, such request for extension is to be processed in the same manner as the original request. In the case of a request for an extension due to illness or disability, updated information of the same kind submitted for the original request will be required.

Nothing herein shall prevent the earlier return to duty by the employee, except the Agency/Department Head may require two weeks advance notice of the employee's intention to return.

An employee on leave of absence for illness or disability reasons will be required to present a return to work statement from the attending physician releasing the employee to full duty, prior to being allowed to return to work. Any release to less than full duty will be allowed only as accommodation as required under the Americans with Disabilities Act, the Fair Employment and Housing Act, or through the County's return to work program.

The Human Resources Director shall be promptly notified of the return of any employee from an official leave of absence without pay. The Board of Supervisors shall have the right to cancel or revoke a leave of absence previously granted.

Section 5. Military Leave. Absences on account of military duty are governed by provisions of the Military and Veterans Code and the Uniformed Services Employment and Reemployment Rights Act.

Section 6. Jury Duty. Any employee who shall be summoned for attendance to any court for jury duty during normal working hours shall be deemed to be on duty and there shall be no loss of salary, but any jury fees received shall be paid into the County Treasury. A temporary employee shall be entitled to retain his/her jury fees, since he/she may not be paid as an employee for time not actually worked as such employee. Any employee who shall be called as a witness arising out of and in the course of his County employment, shall be deemed to be on duty and there shall be no loss of salary, but any witness fees received by him/her shall be paid into the County Treasury, together with any mileage allowed if he/she shall use County transportation. Any employee designated non-exempt from the Fair Labor Standards Act absent as a witness in a private matter shall not be entitled to be paid during such absence.

Section 7. Air Pollution Emergency. An employees unable to work on a regularly scheduled work day due to an air pollution emergency shall be granted a leave of absence without pay for the period of the emergency unless they choose to use accumulated annual leave, sick leave credit,

vacation credit or holiday leave credit for the period of time they were off work due to the emergency.

ARTICLE VIII
HOLIDAYS

Section 1. Paid Holidays.

A. Only regular and probationary employees and seasonal employees in a current paid status shall be eligible for paid holidays.

B. County Holidays

January 1, New Year's Day
Third Monday in January, Martin Luther King, Jr.
February 12, Lincoln's Birthday
Third Monday in February, Washington's Birthday
Last Monday in May, Memorial Day
July 4, Independence Day
First Monday in September, Labor Day
Second Monday in October, Columbus Day
November 11, Veterans' Day
Fourth Thursday in November, Thanksgiving Day
(unless otherwise appointed)
Friday following Thanksgiving Day
December 25, Christmas Day

Alternate Holidays:

Friday preceding January 1, February 12, July 4, November 11 or December 25, in lieu of such dates, when such dates fall on Saturday;
Monday following January 1, February 12, July 4, November 11 or December 25, in lieu of such dates, when such dates fall on a Sunday.

Additional Holidays:

December 24 and 31 when they fall on Monday
December 26 and January 2, when they fall on a Friday

C. A new employee whose first working day is the day after a paid holiday shall not be paid for the holiday.

D. An employee who is terminating employment for reasons other than paid County retirement and whose last day as a paid employee is the day before a holiday, shall not be paid for that holiday.

- E. An employee who is on a leave of absence without pay for either the regularly scheduled working day before the holiday, or the regularly scheduled working day after the holiday shall not be paid for that holiday.
- F. Any regular or seasonal employee who is a member of the Prosecution Unit who is regularly scheduled to work on a paid holiday shall be paid at his regular rate for the time actually worked, and shall be entitled to equal time off in place of the holiday time worked. An employee with accumulated holiday credit may, and if requested by the Department Head shall, within seven (7) days, specify the dates of at least three (3) working days during the next two (2) succeeding pay periods that the employee desires to take as holiday compensatory time off. The Department Head may authorize compensatory holiday time off for all or any portion of the dates specified, but shall authorize at least one (1) of the three (3); provided however, that if in the Department Head's judgment, such day or days will create a demonstrable hardship to the department; in that event, the employee, within seven (7) days after notification by the Department Head, shall specify three (3) other working days, at least one (1) of which shall be granted. Unless otherwise agreed to by the employee, the Department Head shall not authorize time off less than eight (8) hours. If an employee, after being requested by the Department Head, refuses or neglects to specify the time they desire to take as compensatory holiday time off, as herein provided, the Department Head may schedule compensatory holiday time off for the employee.
- G. A regular part time employee shall only receive holiday pay for the holiday or portion thereof which coincides with their regularly scheduled working hours.

ARTICLE IX
REIMBURSEMENT PROGRAMS

Section 1. Living Quarters, Meals, or Laundry Service. Rates for maintenance, including living quarters, meals, or laundry service, furnished by the County to any Department Head or employee, shall be fixed by a resolution of the Board of Supervisors from time to time. Payment therefore shall be made by a deduction from compensation, or by performance of additional services, as may be determined by the Board of Supervisors.

Section 2. Meals. No charge for meals shall be made where the same are furnished for the convenience of the County, such as for employees at County institutions who are required by the nature of their duties to take their meals in connection with such employment. No person shall receive maintenance at any institution unless on duty at such institution.

Section 3. General Provisions. Nothing herein shall prohibit the furnishing of meals on a cost basis where necessary or convenient. It shall be the duty of each Department Head to make certain that the provisions of this section are complied with as to all employees, departments and institutions under their control and to keep the Auditor properly informed as to any payroll deductions required hereunder.

Section 4. Moving Expenses-Current Employees. Upon the written request of a Department Head, with the written approval of the County Executive Officer, the Board of Supervisors may authorize payment of all or part of the actual and necessary expenses hereafter incurred for

moving the household and immediate family of an employee from one part of the County to another, when the headquarters of the employee is permanently changed for the convenience of the County. Such authority shall be obtained in advance of the change, shall be subject to such reasonable conditions as the Board may require, shall specify the maximum amount authorized and shall not be granted more than once in any one year period for any one employee, nor for any employee until they have been continuously employed by the County for at least one year preceding the authorization. If the employee voluntarily terminates his or her employment with the County within one year of the payment of the expenses set forth herein, the employee shall, within 30 days of the effective date of the voluntary termination of employment with the County, reimburse the County the full amount of any payment received by the employee for the expenses set forth herein.

ARTICLE X
DISCIPLINE, DISMISSAL, AND REVIEW

Section 1. Each employee who has completed his/her initial probationary period, and any extension, has permanent status.

Section 2. Any of the following acts of an employee who has permanent status shall be good cause for dismissal, demotion, reduction in compensation, suspension, or any other action taken for disciplinary reasons:

- a. Dishonesty;
- b. Incompetence;
- c. Inefficiency or negligence in performance of duties;
- d. Neglect of duty;
- e. Insubordination;
- f. Willful violation of an employee regulation prescribed by the Board of Supervisors or the head of the department in which the employee is employed;
- g. Absence without leave;
- h. Conviction of either a felony, or any offense, misdemeanor or felony, involving moral turpitude, or any offense in connection with or affecting the employee's duties other than minor traffic violations. Conviction means a plea of guilty or nolo contendere or a determination of guilt in a court of competent jurisdiction;
- i. Discourteous treatment of the public or other employees;
- j. Political activity in violation of federal or state law;
- k. Physical or mental unfitness to perform assigned duties;
- l. Making a material misrepresentation in connection with obtaining or maintaining employment or position;
- m. Conduct either during or outside of duty hours which adversely affects the employee's job performance or operation of the department in which he/she is employed.
- n. Failure to maintain the license, registration, certificate, professional qualifications, education, or eligibility required for the employee's classification when the failure of the employee to maintain such requirements

adversely affects the employee's ability to perform his or her job or the performance of the department. The department shall prescribe procedures to insure that employees affected by the requirements are informed of them.

- o. Substance abuse in violation of the County of Riverside Alcohol and Drug Abuse Policy.
- p. Violation of the County's Anti-Violence in the Workplace Policy.
- q. Violation of the County's Sexual Harassment Policy.

Section 3. An employee may be terminated as a result of a reduction in force or abolition of a function.

Section 4. Suspension of an employee shall not be for more than 40 working days.

Section 5. Reduction in compensation under this section shall consist only of a change within the salary grade from the existing step to a lower step for a specified duration of one or more full pay periods, but not to exceed 13 pay periods.

ARTICLE XI DISCIPLINARY APPEAL PROCEDURE

Section 1. General. Any notice required to be given by this procedure shall be in writing and shall be deemed served when personally delivered to the person to whom it is directed or when deposited in the United States mail, registered or certified postage prepaid and addressed to the designated recipient at the last known address.

Whenever there is an interrogation of an employee where the significant purpose is to investigate facts to support disciplinary action there is a right for the employee to be represented.

- A. As used in this procedure, "disciplinary action" means dismissal, demotion, reduction in compensation, suspension or written reprimand in lieu of suspension (which shall for all purposes have the effect of the equivalent suspension) imposed for disciplinary reasons, which directly affects the wages, hours, or working conditions of a permanent employee.
- B. Unless otherwise specified, as used in this procedure, "department head" includes the department head or a designated subordinate.
- C. The Human Resources Director, or designee, may for good cause extend the time for performance of any act required or permitted by this procedure, upon written request prior to expiration of the time fixed. Powers of the Human Resources Director, or designee, may be exercised by a designated subordinate.

Section 2. Administrative Leave of Absence. Pending investigation by the department head of an accusation or accusations against an employee alleging employee misconduct the department head, with approval by the Human Resources Director, may place the employee on a paid administrative leave of absence. Except for investigations of issues that are also the subject of on-going criminal investigations, leave shall not extend beyond a maximum of one hundred eighty (180) days.

The administrative leave provisions of this Section do not apply to investigations related to, or resulting from, Fitness for Duty or Workers' Compensation related issues.

An employee placed on Administrative Leave pursuant to the provisions of this Section shall, unless otherwise directed, be required to contact his or her supervisor, or other designated party(ies) at the start of each shift he or she would otherwise have been required to work and shall be required to return to work within twenty-four (24) hours notice by an authorized department representative. It is also the employee's responsibility to ensure the department has his or her current address and, if applicable, home telephone number.

Section 3. Notice of Disciplinary Action.

- A. For permanent employees written notice of intent to take disciplinary action shall be served on the affected employee, except as previously provided, at least seven (7) working days prior to the effective date of the action and shall include:
 - a. A description of the action(s) to be taken and the expected effective date(s);
 - b. A clear and concise statement of the specific grounds and particular facts upon which the disciplinary action is based;
 - c. A statement that a copy of the materials upon which the action is based is attached or available for inspection upon request; and
 - d. A statement informing the employee of the right to respond either verbally or in writing, to the department head prior to the effective date of the disciplinary action(s).
- B. After considering the response or if the time to respond has elapsed without the employee responding, written notice that the disciplinary action will be implemented shall be served on the employee on or before the effective date of the action and shall include:
- C. A statement informing the employee of the disciplinary action(s) taken, the effective date(s) of the action(s), and that the action is being taken for the acts specified in the letter of intent; and
- D. A statement informing the employee of the right to appeal within 10 working days of the date the letter is served on the employee.

Section 4. Amended Notice of Disciplinary Action.

- A. At any time before an employee's appeal is submitted to the neutral for decision, the department head may, with the consent of the Human Resources Director, or designee, serve on the employee and file with the Human Resources Director, or designee, an amended or supplemental notice of disciplinary action.

- B. If the amended or supplemental notice presents new causes or allegations, the employee shall be afforded a reasonable opportunity to prepare a defense thereto and shall be provided with all of the information and materials described above in Section 3 A that relate to those new causes or allegations. The proposed discipline shall not take effect until the employee has been afforded an opportunity to respond to those new causes or allegations in the manner set forth above in Section 3 B. The employee shall not be required to file a further appeal. Any objections to the amended or supplemental causes or allegations may be made orally or in writing at the hearing.

Section 5. Appeals. Any employee may appeal any disciplinary action taken against the employee. The appeal shall be in writing and filed with the Human Resources Director, or designee, within ten (10) working days after the date of notification of action against which the appeal is made. An appeal shall:

- A. Be accompanied by a copy of intent and final decision notice of disciplinary action served on the employee;
- B. A brief statement of the facts and reasons for the appeal; and
- C. A brief statement of the relief requested.

Section 6. Waiver. If an employee fails to appeal the disciplinary action within the time specified, or after appealing, withdraws the appeal, the right to review is waived. Further, after an appeal is filed if the employee, or his/her representative, fails to take the next step to advance the appeal at any point in the process for thirty (30) days the appeal is deemed to be withdrawn and the right to review is waived.

ARTICLE XII GRIEVANCE PROCEDURE

A. GENERAL PROVISIONS

Section 1. Discussion of Request or Complaint. It is the intent of this procedure that grievances be settled at the lowest possible administrative level. Any employee who believes that they have a justifiable request or complaint shall discuss the request or complaint with their immediate supervisor in an attempt to settle the matter.

Section 2. Grievance Definition. Except as outlined below, a "grievance" is the subject of a written request or complaint, which has not been settled as a result of the discussion required by Section 1, initiated by an employee or RCDDAA on behalf of a specifically named employee or group of employees arising out of a dispute by an employee or group of employees concerning the application or interpretation of the specific terms and conditions set forth herein, Ordinance, rule, regulation, or policy concerning wages, hours, and other terms and conditions of employment. All other matters are excluded from the grievance procedure including, but not limited to:

- B. Matters reviewable under some other County administrative procedure

- C. Requests or complaints, the resolution of which is beyond the delegated authority of the Human Resources Director and which by law requires legislative action (i.e. approval) by the Board of Supervisors.
- D. Requests or complaints involving the termination of a probationary employee, or the termination, suspension, demotion or written reprimand in lieu of suspension of a regular employee reviewable pursuant to other provisions of contained herein or written warnings, i.e., written reprimands; directive, corrective, and corrective counseling memoranda.
- E. Requests or complaints initiated by an employee involving change in departmental performance evaluations, if the evaluation rating overall is satisfactory or better.

Section 3. Freedom From Reprisal. No employee shall be subject to coercion or disciplinary action for discussing a request or complaint with their immediate supervisor, or for the good faith filing of a grievance petition.

Section 4. Employee Representation/Union Rights. An employee is entitled to representation in the preparation and presentation of a grievance at any step in the grievance procedure, provided that an employee may be represented only by RCDDAA. Reasonable access to work areas by RCDDAA representatives shall be in accordance with Section 20 of the Employee Relations Resolution. The grievant and one representative are entitled to be released from work for a reasonable period of time in order to present the grievance. No person hearing a grievance petition need recognize more than one representative for grievant unless, in the opinion of the person hearing the petition, the complexity of the grievance requires more than one representative in order to fully and adequately present the matter.

Section 5. Grievance Petition Form. All grievances shall be submitted to the Human Resources Department on the form prescribed by the Human Resources Director. No grievance petition shall be accepted for processing until the form is complete. Such grievance shall set forth the specific section(s) contained herein violated.

Section 6. Survivorship of Grievance. A grievance petition filed by an individual current employee that involves an issue of financial reimbursement may, upon the employee's notice to RCDDAA, and subject to all applicable time limits, continue through the grievance process after the employee leaves employment with the County.

Section 7. Consolidation. Grievance petitions involving the same or similar issues, filed by employees in the same representation unit, may be consolidated for presentation at the discretion of the person hearing the petitions.

Section 8. Resolution. Any grievance petitions resolved at any step of the grievance procedure shall be final and binding on the County and the grievant.

Section 9. Withdrawal. Any grievance petition may be withdrawn by the grievant at any time, without prejudice.

Section 10. Time Limits. Grievance petitions shall be processed from one step to the next within the time limit prescribed in each of the steps. Any grievance petition for which a disposition is not made at any step within the time limit prescribed, or any extension which may be agreed to, may be referred to the next step in the grievance procedure, with the next time limit to run from the date when time for disposition expired. Any grievance petition not carried to the next step by the grievant within the prescribed time limits, or such extension which may be agreed to, shall be deemed resolved upon the basis of the previous disposition.

Section 11. Resubmission. Upon consent of the person hearing the grievance petition and the grievant, a petition may be resubmitted to a lower step in the grievance procedure for reconsideration.

Should either party determine that it is necessary to amend its argument at Step 1 or Step 2 of the grievance procedure, the grievance petition shall be remanded back for consideration at the previous step of the procedure. In the event such action occurs, the timelines set forth under Sections 13 (B) and (C) shall apply.

Section 12. Extension of Time. The time limits within which action must be taken or a decision made as specified in this procedure, except for Section 14, may be extended by written consent of the grievant and the person before whom disposition of the petition is pending.

Section 13. Grievance Resolution: With respect to whether issues are grievable, the County and RCDDAA agree to utilize a third party neutral (hereinafter referred to as a neutral) agreed to by the parties to settle questions of grievability and comply with his/her decisions on grievability. Both parties will abide by the neutral's decision.

The County agrees to cite specific reasons, including any applicable Articles or Sections of these terms and conditions, or specific provisions or other procedures, that constitute the County's rationale for rejection of the grievance. RCDDAA, by these terms and conditions, does not waive any of its rights to file grievances, unfair practice charges or other means to enforce these terms and conditions in the future. The parties agree to meet in an attempt to resolve any future denials upon the request of RCDDAA.

Section 14. Steps. The following procedure shall be followed by an employee submitting a grievance petition:

- A. Discussion with Supervisor. Prior to filing a written grievance petition, the employee shall, within ten working days from the date of the event leading to the grievance, discuss the matter with his/her immediate supervisor. The supervisor shall give a prompt response where it is possible to do so. The employee and the supervisor are each entitled to the presence of a silent observer to the employee-supervisor discussion. An observer who interrupts or participates in the discussion may be excluded from the discussion by either the employee or the supervisor.
- B. Step 1. The employee shall have fifteen (15) working days after the occurrence of the circumstances giving rise to the grievance to submit the grievance petition to the Human Resources Department. The Human Resources Department shall forward the petition to

the grievant's Department Head. Within fifteen (15) working days after submission of the petition, the Department Head, or a designee, shall meet with the grievant and the grievant's representative, if any. No later than fifteen (15) working days thereafter, the Department Head, or a designee, shall render a written decision.

- C. Step 2. Failing to resolve the grievance at Step 1, the grievant shall submit a written request for review within ten (10) working days following the date the department head, or a designee, renders a decision. The Human Resources Director, or a designee, shall meet with the grievant and the grievant's representative, if any, within ten (10) working days of the submission of the request for review. No later than ten (10) working days thereafter, the Human Resources Director, or a designee, shall render a written decision.
- D. Step 3. Failing to resolve the grievance at Step 2, the grievant shall submit a written request for arbitration to the Human Resources Director, or designee, within ten (10) working days following the date the Human Resources Director, or a designee, renders a decision.
- E. The grievance shall thereafter be subject to advisory arbitration in the manner prescribed in Article XIII and a decision by the Board of Supervisors. The Board of Supervisors shall either accept or reject the neutral's decision, or accept part of the decision and reject the rest, without further testimony from either party. If the Board rejects all or part of the neutral's decision, the Board shall state its reasons for rejection. The decision of the Board of Supervisors shall be final. Unless mutually agreed, proceedings conducted at any step of the grievance procedure shall be private except the proceedings before the Board of Supervisors.

ARTICLE XIII HEARING PROCEDURES

Section 1. Procedures Applicable to All Major Discipline and Step 3 Hearings.

- A. Disciplinary appeals filed in cases of termination, suspension exceeding eighty (80) working hours, or pay reductions exceeding eighty (80) hours of gross salary and Step 3 advisory arbitration cases shall be heard by a third party neutral ("neutral").
- B. The parties shall maintain a jointly negotiated list of no fewer than seven or more than eleven neutrals.
- C. Failing agreement of the parties, the neutral shall be selected by the striking method. The only remaining name after the striking process shall serve as the neutral. If unable to agree on who should strike first, the first name shall be struck by the party winning the toss of a coin. If the neutral chosen is unable to serve within a time frame acceptable to both parties, the last name struck will serve as the neutral.
- D. The expenses of the neutral shall be shared equally by the parties. The County shall bear the costs of the neutral in cases where the employee is self-represented.

- E. All appeal hearings involving the dismissal of an employee shall be reported by a stenographic reporter. All other hearings need not be reported but either the employee, RCDDAA, or the department may, at their own expense, provide a reporter for the hearing. If either party wishes to have a transcript of the arbitration proceedings, the requesting party will be solely responsible for all costs associated with the transcript. If both parties request a transcript the cost of the transcript and the reporter will be shared equally.
- F. Each party shall make arrangements for and pay expenses of witnesses who are called by such party, except that any County employee called as a witness shall be released from work without loss of compensation or other benefits to attend the hearing.
- G. Any hearing expense(s) incurred as the result of a postponement or cancellation of a hearing shall be borne by the postponing or canceling party.
- H. It shall be the duty of any County Department Head or employee to attend a hearing and testify upon the request of either the department or neutral, provided reasonable notice is given the department employing the Department Head or employee. If RCDDAA or the employee wishes to arrange the release of County employees such arrangements shall be made through the Human Resources Director, or designee, with the employee's department at least two (2) working days in advance of the hearing date.
- I. The Human Resources Director, or designee, shall arrange for the production of any relevant County record. The neutral is authorized to issue subpoenas.
- J. The hearing shall be set by the Human Resources Director, or designee, and employee representative, or employee, within a reasonable period based on the neutral's availability and other scheduling factors.
- K. The hearings shall be conducted pursuant to the Voluntary Labor Arbitration Rules of the American Arbitration Association, unless the parties agree that the proceedings may be conducted pursuant to the Expedited Labor Arbitration Rules of the American Arbitration Association.
- L. Hearings need not be conducted according to technical rules of evidence. Any relevant evidence shall be admitted if it is the sort of evidence on which responsible persons are accustomed to rely in the conduct of serious affairs.
- M. Hearsay evidence shall be admitted and may be used for the purposes of supplementing or explaining any direct evidence, but shall not be sufficient in itself to support disciplinary action unless it is the type of hearsay admissible over objection in a civil action.
- N. Irrelevant and unduly repetitious evidence shall be excluded.
- O. The rules of privilege shall be effective to the same extent that they are now or hereafter may be recognized in civil actions. In addition, communications between Human Resources Department employees, non-attorney advocates, Management or employees of County departments involved in an arbitration, and communications between the RCDDAA

representative and the employee who is the subject of a personnel action shall be confidential and not subject to disclosure in the hearing.

- P. Oral evidence shall be taken only on oath or affirmation. Any written statements, declarations, or affidavits admitted as evidence shall be made or sworn under penalty of perjury.
- Q. Employees not testifying in their behalf may be called and examined as on cross-examination.
- R. The employee/RCDDAA and the department shall have these rights:
 - 1. To call and examine witnesses;
 - 2. To introduce exhibits;
 - 3. To cross-examine opposing witnesses on any matter relevant to the issue, even though the matter was not covered in the direct examination;
 - 4. To impeach any witness regardless of which party first called the witness to testify; and
 - 5. To rebut any derogatory evidence.
- S. The hearing shall be a private proceeding among the County, the employee and the employee organization except any proceedings before the Board of Supervisors.
- T. The employee and the department may be represented by counsel or other representative, provided, however, if the employee, unless represented by counsel, may be represented only by RCDDAA.
- U. The intention of the parties is that appeals or arbitration hearings be adjudicated as efficiently and economically as possible. Historically the parties have found that the use of outside legal counsel in the appeal/arbitration process can result in excessive delays, longer hearings, and increased costs. The parties to an appeal hearing or an arbitration hearing hereby commit to instructing their outside legal counsel to conform to the intention of these terms and conditions of employment and to take all necessary steps to expedite the appeal/arbitration hearing and minimize the cost of the hearing.

In cases involving hearings in excess of three (3) days the parties must engage in a case management process with the neutral. The case management meeting must be held at least thirty (30) days prior to the first scheduled date for the hearing and may be held telephonically. The neutral shall consider:

- 1. the simplification of the issues,
- 2. the possibility of obtaining admissions which might facilitate the hearing,

3. the quantum of damages, in the appropriate case,
4. any preliminary application by either party,
5. any other matters that may aid in the disposition of the action or the attainment of justice.

At the case management conference the neutral may, whether or not on the application of a party, order that:

1. a party file and deliver, within a fixed time, to each other party as specified by the neutral, any relevant documents,
2. any preliminary applications be brought within a fixed time or by a specified date,
3. a statement of agreed facts be filed within a fixed time or by a specified date,
4. a party deliver a written summary of the proposed evidence of a witness within a fixed time or by a specified date,
5. experts who have been retained by the parties confer, on a without prejudice basis, to determine those matters on which they agree and to identify those matters on which they do not agree,
6. the hearing be adjourned,

and, on making an order the neutral may give other directions that he/she thinks just or necessary.

If the neutral, upon application by either party to the hearing, determines that legal counsel for the other party has unnecessarily prolonged the hearing and/or increased the cost of the hearing beyond the reasonable expectations of the parties at the commencement of the hearing then the neutral is authorized to impose sanctions on the offending party including, but not limited to, ordering such offending party to pay all or part of the non-offending party's increased costs of the hearing, to pay all or part of the non-offending party's attorney fees, to pay all or part of the non-offending party's cost of the neutral, to pay all or part of the non-offending party's costs of the transcripts, or such other relief that the neutral deems appropriate in the circumstances.

- V. The neutral shall render findings sufficient to enable the parties to determine whether and on what basis they should seek review and, in the event of review, to advise a reviewing court of the basis for the neutral's decision. If the neutral fails to do so either party may request in writing within thirty (30) days of the issuance of the decision that the neutral render such findings.

Section 2. Procedures Applicable to Major Disciplinary Appeal Hearings Only.

- A. Within 21 days following the submission of the disciplinary appeal, the neutral shall submit written findings of fact, conclusions of law, and the decision to the parties. The decision of the neutral shall be final subject to the right of either party to seek judicial review under Section 1094.5 of the California Code of Civil Procedure.

- B. The neutral shall confine the decision to issues raised by the statement of charges and responses. The neutral shall act in judicial, not legislative manners. The neutral shall not amend, modify, nullify, ignore, add to or subtract from the provisions of these terms and conditions of employment but, rather, shall interpret and apply its terms.
- C. The neutral will not substitute his/her discretion and judgment for that of management for sustained charges unless the neutral finds that discrimination, unfairness, capriciousness, or arbitrary action by the County is proven.
- D. In the case of suspension/reduction in compensation or demotion, if the action is modified or rescinded, the appellant shall be entitled restoration of pay and/or fringe benefits in a manner consistent with the neutral's decision.
- E. In the case of discharges, if the neutral finds the order of discharge should be modified, the appellant shall be reinstated to a position in the classification held immediately prior to discharge and receive pay and fringe benefits for all of the period of time between the discharge and reinstatement, subject to forfeiture of pay and fringe benefits for any period of suspension imposed by the neutral,.
- F. The County shall not be liable for restoring pay and fringe benefits for any period(s) of time the appellant was reduced or removed from duty which results solely from the appellant's or his/her representative's request for written briefs in the arbitration proceedings.
- G. Restoration of pay benefits shall be subject to deduction of all unemployment insurance and outside earnings which the appellant received since the date of discharge which would not have been earned had the appellant not been disciplined. The appellant shall supply such outside employment earning records during the period of time in question when requested.

Section 3. Procedures Applicable to Advisory Arbitration Hearings Only.

- A. Prior to the arbitration hearing, the grievant and the Human Resources Director, or designee, shall meet and attempt to prepare a joint statement of the issues which describes the existing controversy to be heard by the neutral. If the parties are unable to agree on a joint statement, each shall prepare a separate statement of issues.
- B. The neutral shall not decide any issue not within the statement of the issues submitted by the parties. This includes issues which have not been raised and considered at an earlier step of the grievance procedure.
- C. If the neutral sustains the grievance, a remedy shall be fashioned that does not conflict with the provisions contained in these terms and conditions of employment.

Section 4. Hearing Procedure - Minor Discipline.

- A. When disciplinary action results in a suspension of eighty (80) working hours or less, a pay reduction equal to eighty (80) hours or less of gross salary, or a written reprimand in lieu of

suspension of eighty (80) working hours or less, the appeal shall be determined under the following provisions:

1. Appeals shall be heard by a third party neutral (referred to as a "neutral") as agreed to by the parties. The neutral's decision may be verbal or in writing. The neutral's decision shall be binding on both parties, neither of which shall have the right of further appeal.
2. Only the employee and one (1) non-attorney representative and the department head or a designee and the Human Resources Director or a non-attorney designee shall take part in the presentation of any appeal, unless the employee is an attorney who is self represented. Nothing herein shall prevent an attorney testifying to facts of which the attorney has personal knowledge and that which the attorney may be competent to testify.
3. The appeal hearing and disposition of the appeal shall be informal, the object being to resolve the appeal promptly. The parties shall have the right to offer evidence by witnesses at the hearing subject to the discretion of the impartial party. The neutral may consult with witnesses informally and otherwise investigate the controversy.
4. The neutral may modify the disciplinary action, but in no event shall have the authority to increase the disciplinary action imposed to be greater than a 40 working day suspension.
5. The judgment of the neutral shall be rendered within five (5) working days of submission of the controversy to him/her. Provided, however, the parties may mutually agree to extend the time in which the judgment may be rendered.
6. The neutral's authority shall be limited to deciding the issues submitted by the parties. The neutral shall have no jurisdiction or authority to add to, delete from, or modify any written provisions of any terms and conditions of employment.
7. All costs for the service of the neutral, if any, including but not limited to, per diem expenses, travel and subsistence expenses, a transcript, and the cost of the hearing room will be borne equally by the County and RCDDAA. The County shall bear the costs of the neutral in cases where the employee is self-represented.

ARTICLE XIV
ON-THE-JOB INJURY OR ILLNESS

Section 1. An employee who suffers an injury or illness which entitled him/her to benefits under the Workers' Compensation Law, and for which he/she actually receives or obtains medical treatment, shall be entitled to full compensation for the first 10 calendar days during which he/she is necessarily absent from duty as the result of such injury or illness, without deduction on account of accrued sick leave or other accrued salary credits. If such absence continues thereafter, he/she shall be paid as salary the difference between the temporary disability payments due him/her under the Workers' Compensation Law and his/her regular compensation, to the extent of the

value of his/her accrued sick leave, including, for this purpose, the values of his/her accrued annual leave, and vacation credit. If the employee so elects his/her compensatory time off for overtime may also be used. During a period of temporary disability and in the proportion that the employee is paid for the difference between his/her temporary disability payments and his/her regular compensation, he/she shall continue to accrue annual leave benefits at the regular rate.

The right is reserved to make later adjustments as between salary and disability benefits to conform to the Workers' Compensation Law, or to conform to later development of facts, including the right to recover any overpayment directly or from future earnings.

In the event of substantial doubt whether temporary disability payments are payable under the Workers' Compensation Law for the disability, or doubt as to the extent thereof, payment on account of sick leave shall be withheld, except to the extent authorized by this section, until the issue is determined either by assumption of liability by the compensation insurance carrier or by adjudication of liability.

ARTICLE XV LAYOFF AND REINSTATEMENT

A. Seniority.

1. Definition of Seniority. Seniority shall be defined as the length of an employee's continuous service with the County, in a regular position, and is based on most recent date of hire.
2. Definition of Department. Department, for the purposes of this Procedure, shall be defined as an agency, department, or district of the County which is set out in County Salary Ordinance No. 440.
3. Whenever more than one employee in a department has the same most recent date of hire, seniority shall be determined in the following order: hours of service from the most recent date of hire, seniority in classification, and seniority in the department or agency.
4. Except as otherwise provided in this Procedure, an employee shall lose seniority upon resignation, retirement, termination, or removal from all departmental reinstatement lists. Seniority shall continue while an employee is on the layoff list.

B. Reduction in Force.

1. When it becomes necessary to reduce the work force in a department, the Department Head shall designate the job classification(s) to be affected and the number of employees to be eliminated within the department or other organizational unit of the department which is identified as a Section or Subsection in these terms and conditions of employment. No regular employee shall be laid off in any job classification if there are temporary employees or seasonal employees in an active status in the same job classification within the department. It is not the intention of

the County to use per diem employees for a replacement of regular laid off employees.

2. Any reduction in the number of regular employees holding a job classification designated by a Department Head shall be made by layoff of employees in the following order of employment status:
 - (a) Temporary promotion employees (return to former class);
 - (b) Probationary new employees;
 - (c) Probationary transfer employees, probationary promotional employees and regular employees.
3. Layoffs of employees within each classification shall be based primarily on most recent date of hire, with the least senior employees being laid off first. An employee may be laid off out of seniority when a less senior employee possesses essential skills necessary to the operation of the department subject to the approval of the Human Resources Director. Employees laid off out of seniority shall be given written notice of this action.
4. After consultation with the Human Resources Director or a designee, the Department Head shall give notice to each regular employee affected by a reduction in force and to RCDDAA, at least 14 days prior to the effective date of the action. The list given to RCDDAA shall include a seniority list of the affected classes showing previously held positions. A list containing the names of the employees to be laid off shall at the same time be given to the Human Resources Director. RCDDAA shall be in receipt of the layoff notice 24 hours prior to the time the affected employees are notified. The official notice of layoff shall be given by the employing department. The notice shall include:
 - (a) The reason for layoff;
 - (b) The effective date of the action;
 - (c) If laid off out of seniority.
5. If an employee who has received official notice of layoff has previously held regular status in another classification within the department, and was not removed therefrom, for disciplinary reasons, such employee shall, upon request, be given a transfer or demotion within the department to such other classification in lieu of layoff unless such action cannot be accomplished without authorization of another position or displacement of an employee with greater seniority. The affected employee must request such transfer or demotion within seven days of written notification of layoff by personal delivery or mailing of a certified letter.
6. Regular employees who elect to demote under this provision shall be placed on the step nearest their regular salary within the salary grade of the class to which they are demoting provided such step shall not exceed present salary.
7. RCDDAA will be provided a copy of the final layoff list.

C. Reassignment.

1. An employee not expecting to be laid off who is reassigned may, in lieu of reassignment, elect to be laid off and be placed on the Departmental Reinstatement List if both of the following conditions exist:
 - a. The employee is being reassigned to a position previously occupied by an employee who was laid off within twenty (20) working days of the effective date of the reassignment; and
 - b. The new work location is more than 40 miles from the employee's current work location or the employee's home, whichever is closer.
2. An employee who elects to be laid off and have his/her name placed on the Departmental Reinstatement List under this section shall notify the department in writing of the decision at least three working days prior to the effective date of reassignment. Such layoff shall be on the same date as the reassignment would have been effective.

D. Employment Counseling and Referral.

Prior to the effective date of layoff, every employee given notice of layoff for a period of time longer than one (1) pay period may schedule an employment counseling session with the Human Resources Department for assistance in determining other employment opportunities within the County for which the employee may qualify.

1. Only employees who have either been given layoff notices or are currently on a reinstatement list shall be referred first to any department requesting a recruitment for classifications from which the employees were laid off.
2. Employees who meet the minimum qualifications and have either been laid off or have been given layoff notices shall be referred first to departments requesting recruitment recruitments for all other classifications within RCDDAA bargaining units.
3. Departments are required to notify Human Resource in writing why these candidates are unacceptable before outside candidates will be referred.

E. Departmental Reinstatement List.

1. The name of every regular employee who is laid off for longer than one (1) pay period due to a reduction in force, or who is laid off in lieu of reassignment under subsection (C) above, shall be placed on Departmental Reinstatement Lists for all classifications of a currently equal or lower salary grade in which the employee ever held regular status, provided the department is allocated any positions of such classification.

2. Any vacancy to be filled within a department shall be offered first, in order of greatest seniority, to individuals named on the Departmental Reinstatement List for the classification of the position to be filled.
3. An employee's name shall be removed from Department Reinstatement Lists, for specific classifications, for any of the following reasons:
 - (a) The expiration of two (2) years from the date of placement on the list.
 - (b) Failure to report to work within seven (7) days of mailing of a certified letter
 - (c) containing a notice of reinstatement to a position which is less than forty (40) miles from the last work location or the employee's home, whichever is closer.
 - (d) Failure to respond within seven (7) days of mailing of a certified letter regarding availability for employment. It shall be the responsibility of the employee to notify their Department Head, in writing, of the employee's current mailing address.
 - (e) Request in writing from the employee to be removed from the list.
4. Status on Reinstatement. Reinstatement is defined as recall by the same department, from a Departmental Reinstatement List, into a regular position. Upon reinstatement, the employee shall be entitled to:
 - (a) Restoration of all sick leave credited to the employees' account on the date of layoff.
 - (b) Continuation of seniority.
 - (c) Credit for all service prior to layoff for the purpose of determining the rate of accrual of annual leave.
 - (d) Placement on the salary grade at a step which is nearest former or current pay rate, whichever is higher, with the employee's months in a step being the same number of months which the employee had at the time of layoff.

F. Reemployment.

Status on Reemployment. Reemployment is defined as being employed by the same or other department into a regular position, only while on the reinstatement list, other than that from which the employee had reinstatement rights to. If reemployed while the employee's name is current on any reinstatement list, the employee shall be entitled to:

1. Restoration of all sick leave credited to the employee's account on the date of layoff.
2. Continuation of seniority shall be credited to the employee upon successful completion of the applicable probationary period.
3. Credit for all service prior to a layoff for the purpose of determining the rate of

accrual of annual leave.

- G. Temporary Recall. Departments may elect to recall laid off employees in order of seniority from the reinstatement list, for a temporary period of not less than 30 days and not to exceed 480 full time hours within a six month period. Acceptance of temporary recall is at the discretion of the employee and will not affect the employee's status on the reinstatement list. Should the temporary recall extend beyond 480 full time hours, a permanent recall shall be effectuated, if sufficient work remains. The recalled employee shall be eligible for benefits under subsection E. (4) of this section.
- H. The Human resources Department will provide to RCDDAA each quarter a list of employees by classification and date of hire.

In order to preserve public safety and ensure the District Attorney has the resources to prosecute crimes effectively, the County is committed to discouraging lay off within the Prosecution Unit and will encourage the District Attorney to use layoffs only as a last alternative.

In addition, the County confirms that it does not intend to impose additional budget reductions upon the Office of the District Attorney during fiscal year 09-10. Should the District Attorney require additional funding to prevent the lay off of a prosecutor, the County will strongly consider a proposal from the District Attorney to draw from reserves. The County confirms its intention that, in the event reductions in net county costs are determined to be necessary, it will encourage the District Attorney to consider prosecutors, as first line public safety employees to be the last group of District Attorney employees to be impacted.

Finally, in the unlikely event that the County determines that it is absolutely necessary during fiscal year 09-10 to realize additional savings over and above those provided in these terms and conditions of employment and the District Attorney chooses to lay off prosecutors, before imposing any layoffs of prosecutors, the County will meet with RCDDAA and work with it to make every effort to find alternative resolutions.

ARTICLE XV – A MANDATORY FURLOUGH

Section 1. Scope and Implementation.

To assist the County during the current financial crisis and to reduce the potential for layoffs within the bargaining unit, there will be temporary reductions in compensation and benefits. The temporary reductions will be a combination of mandatory furloughs described in this Article and other temporary reductions referenced elsewhere in these terms and conditions of employment. The payroll cost savings attributable to these reductions will offset budget reductions already taken by the Office of The District Attorney.

The mandatory furlough will be effective beginning September 21, 2009, and may be terminated at any time by the County Executive Officer. When implemented, the mandatory furlough is applicable to all bargaining unit employees.

Section 2. Length of Furloughs.

Effective September 21, 2009 through June 30, 2010. Each employee represented by RCDDAA shall be obligated to take 144 hours (18 eight hour days) without pay as a mandatory furlough. This time off shall be scheduled in the same manner as annual leave and shall be subject to all of the preconditions to granting annual leave requests. The value of these furloughs, which shall be calculated by multiplying each employee's hourly rate by 144 furloughed hours, shall be amortized over the number of pay periods remaining between the date the amortization occurs and June 30, 2010 as a reduction in the employee's gross salary. Should an employee separate from service prior to the end of that twelve month period, any discrepancy between the number of furlough hours actually taken and the value of the pay withheld shall be reconciled in connection with the employee's final paycheck.

Section 3. Voluntary Furloughs.

Employees will be permitted to take additional voluntary furlough time beyond the mandatory furlough required herein in accordance with Board of Supervisors Policy C-31. As indicated in Policy C-31, supervisors and managers are encouraged to approve these requests unless operational needs preclude them from doing so. However, voluntary furloughs will not be granted if they will result in the need for another employee to work overtime to perform the duties that would otherwise be completed by the furloughed employee or otherwise result in net loss of County revenue.

Section 4. Restrictions.

Except as indicated in Section 5, no annual leave, vacation, extra vacation, sick leave, overtime, compensatory time off, or other banked leave may be used to offset mandatory furlough time.

If required by the operational needs of the department, the employee's department head or designee may revoke a previously scheduled mandatory furlough and the employee will be rescheduled to take the mandatory furlough at some other time prior to June 30th of the same fiscal year.

Section 5. Retirement.

Employees who submit a letter of intent to retire from the County during any fiscal year in which mandatory furloughs have been authorized will still be required to furlough but may use any banked leave, except sick leave, to receive payment for their mandatory furlough hours. None of these leave hours paid for this purpose will be considered in determining eligibility for overtime.

Should any employee who submits such notice not retire during the fiscal year identified in the letter of intent then an additional amount of paid leave equal to the amount of paid leave that was used to cover the mandatory furlough during that fiscal year will be deducted from the employee's leave balances at the end of the fiscal year. In the event the employee has insufficient leave to cover this deduction then the amount will be deducted from the employee's leave accruals in the following fiscal year(s) or from the employee's final paycheck should the employee fail to restore the leave balances prior to his/her departure from the County.

Section 6. Holidays.

Mandatory furlough hours taken before or after a paid holiday will not affect payment for the holiday unless the employee specifically requests to voluntarily furlough the holiday as well. Additionally an employee, subject to department approval, may take mandatory furlough hours adjacent to other forms of paid leave.

Section 7. Benefits.

Employees subject to mandatory furlough will be allowed to maintain the same level of County contributions for flexible credit allowance, as well as continuation of their other employee benefit plans. They will retain their work status for benefit purposes. Mandatory furlough hours will have no effect on the following benefits:

- Flexible benefit allowance
- Medical/dental/vision/life insurance eligibility and coverage
- Rate of differential and premium pay that is included in the compensation base for pension calculation, except to the extent that they are based on the actual number of hours worked. This includes bilingual pay, shift differentials, etc.

Mandatory furlough hours will not cause a break in service or a reduction in employees' service credit for the purposes of seniority, probationary period, or anniversary date/merit salary adjustment.

Mandatory furlough participants who are required to take a block of time off in excess of a full pay period will be protected from losing their service credits and flexible benefit credits for the relevant pay period(s), as well as their leave accrual for the relevant pay period(s). However, employees will need to arrange payment of the normal required employee contributions for benefit plans during the relevant pay period(s).

Section 8. FMLA/CFRA/PDL Leave.

Employees on FMLA/CFRA/PDL qualifying leave on a day (or days) they have been scheduled for mandatory furlough will be required to substitute mandatory furlough hours (unpaid leave) for paid leave on that day (or days) during the FMLA/CFRA/PDL leave.

Section 9. Military Leave.

Employees on paid military leave will not be scheduled for mandatory furloughs during such leave but will participate in the mandatory furlough at all other times during the fiscal year.

Section 10. Payroll Issues.

A special time entry code will be established to capture all mandatory furlough hours taken off, and to facilitate continuation of seniority, health and retirement benefit accruals, contributions, and payments. Employer taxes and withholdings will be calculated based on the actual hours worked and benefits received.

Participation in the mandatory furlough will reduce the employee's immediate take home pay. In scheduling mandatory furlough times the department head or designee should attempt to ensure that employees will continue to receive adequate wages to cover their normal payroll deductions (e.g., tax withholdings, deferred compensation contributions, SEIU dues, life insurance, etc.).

ARTICLE XVI
VOLUNTARY TIME BANK

Section 1. Any department considering establishing a Time-bank for its eligible employees shall follow the guidelines below:

A. Definition of eligible employees.

Only employees in budgeted ("Regular") positions within the Prosecution Unit are eligible to participate in the Riverside County Voluntary Time-bank Policy.

B. Definition of catastrophic illness or injury.

Catastrophic illness or injury is a severe illness or injury which is expected to completely and totally incapacitate the employee for at least two (2) weeks and which creates a financial hardship because the employee has exhausted all of his/her accumulated leave at the time the application is submitted. Catastrophic illness or injury is further defined as a debilitating illness or injury of an immediate family member (i.e., the spouse, son, daughter, step-son, step-daughter, foster-son, foster-daughter, parents, grandparents, brother or sister of the employee, registered domestic partner or child of registered domestic partner or any other person living in the immediate household of the employee) that results in the employee being required to take time off from work for at least two weeks to care for the family member creating a financial hardship because the employee has exhausted all of his/her accumulated leave at the time the application is submitted.

C. Conditions and procedures under which a Time-bank for catastrophic illness/injury may be established.

1. Only the Department Head, upon concurrence from the Human Resources Director, may request establishment of a Time-bank for an employee within the department who is suffering a financial hardship due to a catastrophic illness or injury.
2. When the Department Head has determined that an employee would benefit from the establishment of a Time-bank, the Department Head will contact the employee to determine if the employee desires to participate in a Time-bank program. If the employee desires to participate in the Time-bank program, the Department Head will contact the Human Resources Department and recommend the establishment of the program.
3. The Time-bank will be established on behalf of an individual employee. The bank will accept donations of leave from one or more donors.

4. The Time-bank will be operated by the Human Resources Department. The Department Head will take actions to help ensure that individual employee decisions to donate or not donate to a Time-bank are kept confidential and that employees are not pressured to participate.
 5. On establishing a Time-bank program, the Human Resources Department should ensure that only credits that are necessary are donated. All donations are not retrievable.
- D. Conditions under which leave credits may be donated to a Time-bank.
1. Any employee may donate annual leave or holiday accrual. Sick leave and compensatory time may be not donated.
 2. Donations of annual leave or holiday accrual must be in increments of 8 hours or more and drawn from one bank only.
 3. The donation of leave hours is irreversible. Should the person receiving the donation not use all donated leave for the catastrophic illness/injury, any balance will remain with that person or will be converted to cash upon that person's separation.
 4. An employee may not donate leave hours which would reduce his/her accrued leave balances of annual leave or holiday accrual to less than 168 hours.
 5. Donated leave shall be changed to its cash value and then credited to the recipient in equivalent hours at the recipient's base hourly rate of annual leave.
 6. Employees will use a provided form to submit donations directly to the Human Resources Department. Adjustment to donor and recipient's paid leave balance will be made.
- E. Conditions under which leave credits in a Time-bank may be used.
1. Only the employee for whom the Time-bank has been established may receive leave credits from the Time-bank. Such leave credits shall be added to the employee's annual leave balance.
 2. The affected employees will provide verification of their (or immediate family member's) illness or injury on an Attending Physician's Statement to Support Leave or Return from Leave while using time donated under this program.
 3. The use of donated credits may be for a maximum of twelve (12) continuous months for any one catastrophic illness.
- F. Steps to be taken by the department to establish a Time-bank program.

A Department Head who decides that the department will participate in a Time-bank program will arrange with the Human Resources Department for the establishment of the Time-bank for the individual. The procedure to be followed must include:

1. Receipt of written approval from the employee to announce the need for a Time-bank transfer.
2. Notify the Human Resources Department of the need for the program and coordinate the program's establishment.
3. Require that employee donations be made directly to the Human Resources Department to ensure that employee's decision to donate or not donate is kept confidential.
4. Immediately investigate any allegations of pressure or coercion in the solicitation of donations for the Time-bank and take appropriate action.

G. The Human Resources Department will:

1. Receive from the employee benefiting from the Time-bank proof of eligibility and a signed agreement allowing publication of the employee's situation.
2. Determine qualification, under the standards above, for the establishment of a Time-Bank.
3. Control the Time-bank programs
4. The employee benefiting from the Time-bank and the Human Resources Department will agree on the content of the publicity.
5. Publicize the establishment of the Time-bank program. The notice will inform all employees of:
 - (a) The establishment of the voluntary program.
 - (b) Their opportunity to donate.
 - (c) How donations are submitted.
6. Notify the Department Head immediately if the program cannot be established and the reason(s).
7. Immediately investigate any allegations of pressure or coercion in the solicitation of donations for the Time-bank and take appropriate action.

Section 2. It is agreed that the use of the holiday bank for donation of time shall be applicable to these terms and conditions subject to reopener should it be determined by the County that such use is abused or it is an administrative problem.

ARTICLE XVII
APPEAL PROCEDURE
ACCIDENT REVIEW COMMITTEE

Section 1. Procedures. The following procedure shall be followed by the Accident Review Committee:

- A. The Accident Review Committee will make a determination if an accident is preventable or non-preventable in the absence of the employee.
- B. If the Accident Review Committee determines that the accident is non-preventable or operational, no appearance will be granted to an employee to appear before the committee.
- C. If the Accident Review Committee determines an accident is preventable, an employee may request an appeal to the determination and appear before the committee to present evidence and give testimony.
- D. Appeal of Accident Review Committee Determination.
 - 1. A notice of determination is sent to the employee by certified mail return receipt requested to his/her last known address if the accident is determined to be preventable. The notice of determination will include an employee's right to appeal the committee's find. The notice requirements shall be deemed completed upon the Accident Review Committee's mailing of the notice of determination to the employee.
 - 2. The employee shall submit a written request for review within 10 working days following the date of the receipt.
 - 3. An employee is entitled to representation during the presentation of this appeal.
 - 4. The Accident Review Committee shall review the evidence and testimony presented by the employee and/or his/her representative and make its final determination. The final copy of the Accident Review Committee's determination will be sent to the employee's department and his/her representative or the employee.
 - 5. If there is no appeal made within the stipulated time limits, the final copy of the Accident Review Committee's determination will be sent to the employee's department and the employee.
- E. The County will release the employee from work with pay for the actual time needed for his/her presentation. An employee is not entitled to preparation time or mileage paid by the County. In cases where the employee is in an outlying area, a presentation may be made by a telephone conference call with the Accident Review Committee at the employee's option.
- F. Employee is entitled to any information that the County uses upon which it bases its initial determination.

ARTICLE XVIII
ALCOHOL AND DRUG ABUSE POLICY

The Board of Supervisors Policy C-10 was enacted to eliminate substance abuse and its effects in the workplace. The policy provides that employees shall not be under the influence of alcohol or drugs while on duty or on a standby or an on-call status; or consume alcohol or illicit drugs while on County property or at work locations or while on duty; or possess controlled substances or prescription drugs without a prescription while on duty. Employees shall not: manufacture, sell, provide, distribute, or dispense prescription drugs or controlled substances to any other employee or to any person while on duty unless authorized by law; or sell, provide, distribute, or dispense alcohol to any other employee while such employee is on duty.

Employees are expected to be familiar with and comply with Policy C-10.

For cause, management may condition further employment on successful passage of a drug or alcohol test.

ARTICLE XIV
DISCRIMINATION COMPLAINT PROCEDURE

The County has established a strong commitment to prohibit and to prevent unlawful harassment and/or discrimination in employment, and has set forth a procedure for investigating and resolving internal complaints in Board of Supervisors Policy C-25. Employees are expected to be familiar with and comply with Policy C-25.

ARTICLE XX
FLEXIBLE BENEFIT PROGRAM

Section 1. Retirement Benefit. The County shall contribute \$50.00 per month, on behalf of each Employee and each eligible retiree and such Employee's and retiree's dependents enrolled in one of Riverside County employee medical and hospital plans, toward the payment of premiums for health insurance under the PEMHCA.

The PEMHCA amount payable to eligible retirees shall be the amount established by State law.

Section 2. Flexible Benefits Contributions.

A. The County shall make the following contributions towards the County's Flexible Benefit:

Employees participating in a County sponsored health care plan: \$635.00 per month (\$317.50/biweek for 24 biweeks/year).

Employees not participating in a County sponsored health care plan: \$425.40 per month (\$212.70/biweek for 24 biweeks/year)

For the period between November 5, 2009 and June 30, 2010 only, the County's contribution toward the County's Flexible Benefit for all employees covered by these terms and conditions of employment shall be reduced by \$100.00 per month (\$50.00 per pay period over 14 biweekly pay periods). This reduction shall automatically discontinue effective June 30, 2010.

- B. An employee whose last hire date is on or after January 1, 2006 will be required to select a medical plan as part of his/her Flexible Benefit election each year, and will not have the option of waiving all medical coverage. Employees who fail to timely elect medical coverage will be placed in the lowest-priced employee-only PPO medical plan available.
- C. Employees electing not to participate in a County sponsored health care plan must provide evidence of group hospital and medical health plan coverage from their spouse or other sources and sign a statement that they are enrolled and covered under another group hospital and medical health plan. Evidence is defined as a dated certificate of coverage, plan enrollment card, policy, etc. Notice of waiver form showing other hospital and medical coverage shall be received by the Human Resources Department within sixty days from date of hire, and annually during Open Enrollment.
- D. If flexible benefit contributions remain after deduction of elected benefits, said contributions may be taken in cash, up to the aggregate total of options selected and cash.
- E. Part Time Employees: Shall receive the percentage of the applicable County of Riverside Flexible Benefits Program contribution for full-time regular employees per month per employee set out below:

Employees working 20 to 29 hours per week:	50%
Employees working 30 to 39 hours per week:	75%

Section 3. Optical Insurance. The County shall provide an optical insurance plan through Vision Service Plan for Employees covered under the provisions contained herein, and their dependents.

Section 4. Long Term Disability Insurance. The County shall pay 100% of the premiums for all employees represented by RCDDAA under the Long Term Disability Plan maintained by the County for County Managers effective September 24, 2009.

ARTICLE XXI
ABANDONMENT/AUTOMATIC RESIGNATION

Absence without leave of any employee, whether voluntary or involuntary, for five consecutive working days is an automatic resignation from County service provided the employee upon written Agency/Department notification does not respond to the Agency/Department and/or does not provide a satisfactory explanation for the absence; and the failure to obtain an approved leave. The notification to the employee must be in writing prior to the department finalizing the resignation and must contain an opportunity within three working days of service for the employee to respond. A second notice, after the time to respond has passed or after the employee has given an

unsatisfactory explanation, must be sent to the employee stating the effective date of the abandonment/automatic resignation. Notices may be personally served or served by mail to the last know address of record of the employee and are complete upon mailing or hand delivery.

An employee may, within 10 calendar days of service of the second letter from the department, request in writing reinstatement from the County Human Resources Director. If denied by the Human Resources Director, the employee may file a further appeal with the Human Resources Director, or designee, within ten (10) working days from service of the denial of reinstatement. Reinstatement may be granted only if: the employee makes a satisfactory explanation for the absence and/or the failure to obtain an approved leave of absence to a third party neutral ("Arbitrator"), and the Arbitrator finds the employee is ready, able, and willing to resume the discharge of the duties of the position.

1. Appeals shall be heard by an Arbitrator. The Arbitrator's decision may be verbal or in writing. The decision of the Arbitrator shall be binding on both parties, neither of which shall have the right of further appeal.
2. Only the employee and one (1) non-attorney representative and the department head or a designee and the Human Resources Director or a non-attorney designee shall take part in the presentation of any appeal, unless the employee is an attorney, or is represented by an attorney who is also a member of RCDDAA. Nothing herein shall prevent an attorney testifying to facts of which the attorney has personal knowledge and that which the attorney may be competent to testify.
3. The appeal hearing and disposition of the appeal shall be informal, the object being to settle the appeal promptly by the parties. The parties shall have the right to offer evidence by witnesses at the hearing subject to the discretion of the impartial party. The Arbitrator may consult with witnesses informally and otherwise investigate the controversy.
4. The judgment of the Arbitrator shall be rendered within five (5) working days of submission of the controversy to him/her. Provided, however, the parties may mutually agree to extend the time in which the judgment may be rendered.
5. The Arbitrator's authority shall be limited to deciding the issues submitted by the parties. The Arbitrator shall have no jurisdiction or authority to add to, delete from, or modify any written provisions of any terms and conditions of employment.
6. All costs for the service of the Arbitrator, if any, including but not limited to, per diem expenses, travel and subsistence expenses, a transcript, and the cost of the hearing room will be borne by the County and RCDDAA. An employee who is a member of RCDDAA but who is not represented by RCDDAA shall provide to the Human Resources Director, or designee, an advance deposit of \$250 per half day of hearing, prior to the hearing being scheduled.

ARTICLE XXII

SAFETY COMMITTEE

In accordance with County Resolutions regarding the Safety Committee, effective July 1, 1993, such committee shall include one representative of the Deputy District Attorney's Association (RCDDAA). The RCDDAA representative shall be a voting member at the regularly scheduled monthly meeting.

ARTICLE XXIII COMPENSATION AND BENEFIT ADJUSTMENTS

401(a) Money Purchase Plan: The County's obligation to contribute \$50.00 biweekly on behalf of each employee to the 401(a) Money Purchase Plan shall be reduced to \$25.00 biweekly for the period between September 24, 2009 and June 30, 2010 only. Effective July 1, 2010, the reduction shall discontinue and the biweekly contribution shall return to \$50.00.

ARTICLE XIV SEPARABILITY

It is understood and agreed that these terms and conditions of employment is subject to all present and future applicable Federal and State laws and regulations and the provisions hereof shall be effective and implemented only to the extent permitted by such laws and regulations. If any part of these terms and conditions of employment is in conflict or inconsistent with such applicable provisions of Federal or State laws or regulations, such part or provision shall be suspended and superseded by such applicable laws and regulations and the remainder of these terms and conditions of employment shall not be affected thereby and shall remain in full force and effect.